

# Wolverhampton Lawn Tennis & Squash Club

Neville Lodge, 53 Newbridge Crescent, Tettenhall, Wolverhampton, WV6 0LH

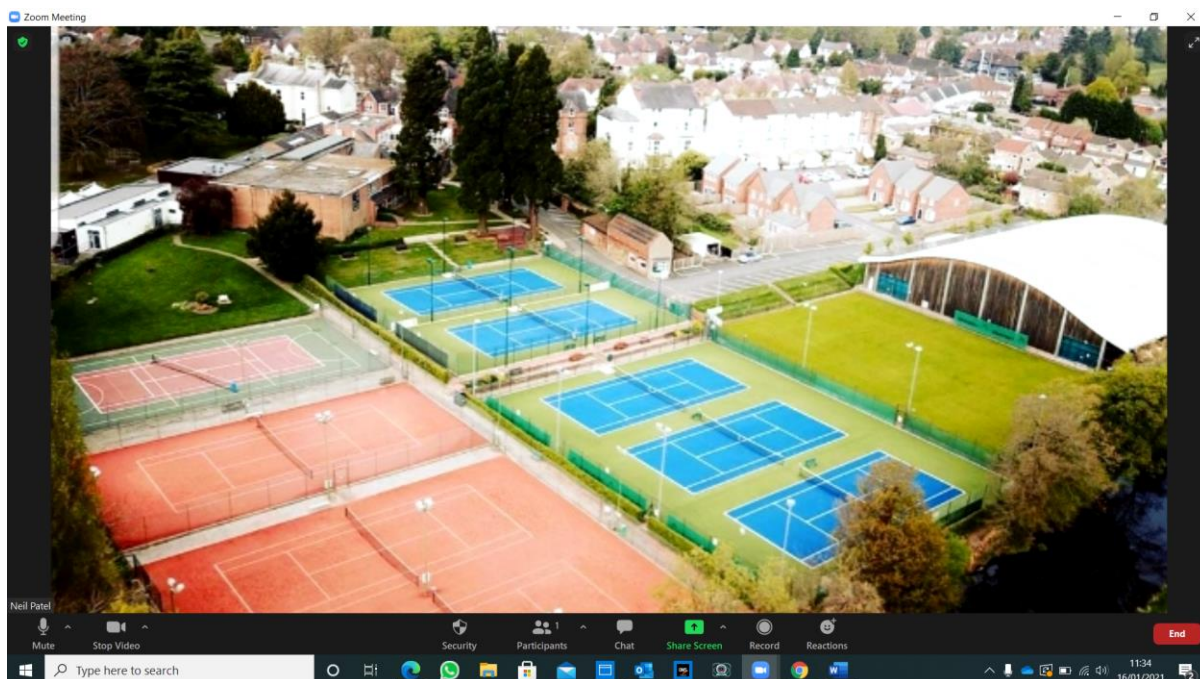


Affiliated to the Lawn Tennis Association and England Squash

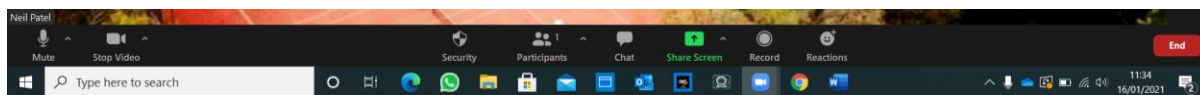
## Zoom Chat to ask questions and vote function.

If you are familiar with zoom, we will not be using the hand raise function due as due to the number of attendees, we may not see you.

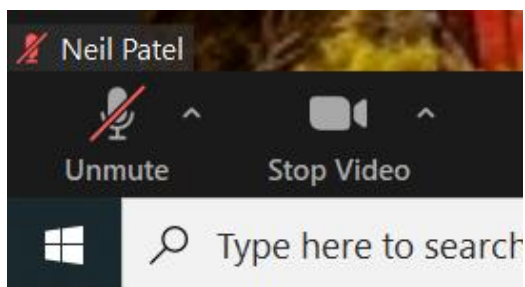
Once signed in you will be on the HOME screen.



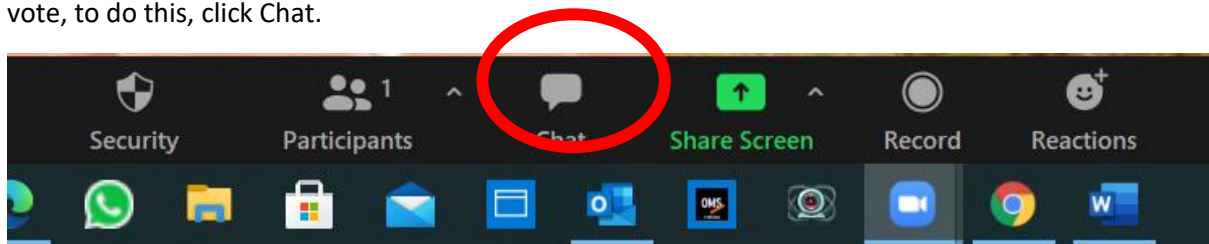
At the bottom of the screen (depending on your device it may be at the top) you will see a number of different options. These are hidden until you place your Cursor (using mouse) over the screen.



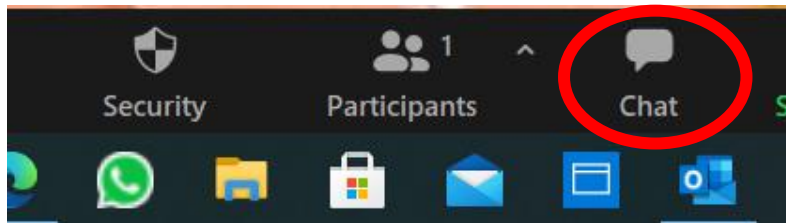
Step 1 Ensure your video is on your mute is off. If not, click on the microphone icon and it will give you option to 'mute'. This is important for the success of the meeting to avoid any background noise



Step 2 During the meeting, you will be required to use the chat function to ask any questions or to vote, to do this, click Chat.



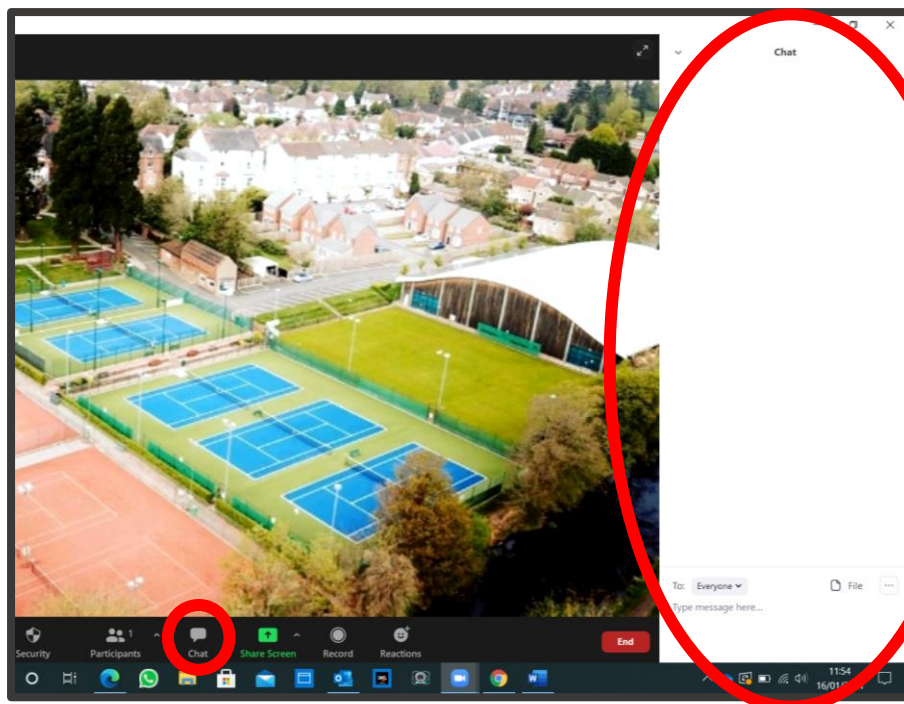
Step 3 To ask a question or vote use the chat function and send a message to Lesley Calrow.



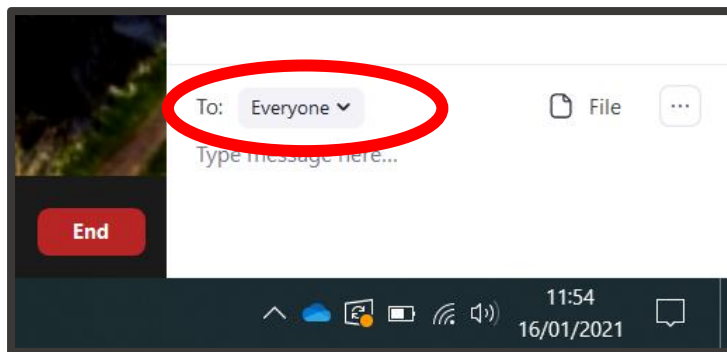
DO YOU NEED THIS SECOND

IMAGE?

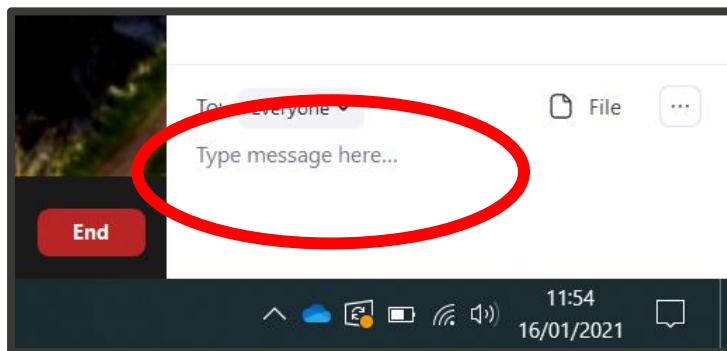
Step 4 Once you click the chat function a side panel appears with a directory at the bottom with all the participants (everyone)



Step 5 Click the arrow next to everyone and a drop down menu will allow you to select Lesley Calrow who as club secretary all questions and voting responses need to go to her for recording.



Step 6 Once Lesley is selected, type in a message and press enter or send



**That's it. Well done. Thanks for attending the AGM, your voice and views are important.**

Lesley will co-ordinate questions and votes, if you wish to speak send a message to Lesley via the Chat function and she will organise this.