



33rd Annual Synod Assembly
Northeastern Pennsylvania Synod, ELCA
October 16 and 18, 2020
October 23 and 24, 2020

ONLINE ASSEMBLY INSTRUCTIONS

It will be helpful to use these instructions along with Lumi's instructional video which is posted on the synod's website – <http://nepasynod.org/assembly-2020/>.


To Be a Voting Member:

- You will need to have access to either a laptop or desktop computer with a microphone and speakers. You WILL NOT be able to watch and vote with just a tablet or smart phone.
- The computer must be connected to the internet. (If you can see and hear YouTube videos and have adequately used the computer to participate in a Zoom meeting, it is suited for use at the online synod assembly.)
- Browsers that will work efficiently with the Lumi voting platform on your computer are Google Chrome or Microsoft Edge. Information is on the synod's website for free downloads – <http://nepasynod.org/assembly-2020/>.
- Two people can watch and vote from one computer. Each voting member will have their own username (voting credentials). However, we suggest that each voting member have his/her own device (tablet or smart phone) for voting. If two voting members are voting on one computer, each person will need to take the time to log in with their own username.
- **Watch Parties** – Voting members can gather in one place (with Covid-19 precautions) and fully participate. In this case they can use one computer to watch and listen and each voting member will need his/her own tablet or smart phone to vote.

How to Access the Assembly and Log In:

- Go to the synod website – www.godslove.org
- Click on the link to the Lumi voting virtual platform: <http://web.lumiagm.com/242396963>
- Type in your username (unique four-digit number) which you will find in your Confirmation letter.
- Type in the password – neps2020 (all lower case)
- When you are logged in you will see general information on the left side of the screen and the Zoom meeting is on the right side. The information screen on the left will confirm your name and have some basic instructions on how to use the voting platform.
- In order to hear and speak, click on the blue button “join audio by computer” on the Zoom side of the screen.
- If you get a pop-up to access your microphone, click “allow.”
- On the menu at the top of the screen, click on the Documents icon to view resources that are available on the synod's website. Click on the “i” icon to return to the information screen.

How to Speak:

- Join the speaker queue by clicking the Chat Bubble icon  located in the center of the top menu bar.

- In the text box at the bottom of the screen, you will see a legend of options; i.e. SECOND, FOR, AGAINST, etc. Click the option that applies to you.
- After choosing an option, press the send arrow and you will receive a confirmation message. You have now joined the queue of speakers.
- When called on to speak, go to the Zoom panel on the right side of the screen and click on the “Participants” button. Next, click on the “Raise Hand” button at the bottom of the Participants list.
- After being acknowledged by the Presenter, unmute your microphone by clicking on the microphone button on the bottom left of the Zoom panel. Announce yourself by stating your full name, congregation, and congregation location and begin speaking.
- Please do not raise your hand in Zoom unless you have entered the speaker queue and have been acknowledged by the Presenter.
- After speaking, you can go back to the information screen by clicking the “i” icon.

How to Vote:

- The left side of the platform is where all ballots will be cast.

The First Ballot for Bishop:

- When instructed – click on the ballot icon in the top menu bar. You will see fields (boxes) to be filled in.
- In the first field type the LAST NAME of the person you are nominating, then click “send.”
- In the second field, type the FIRST NAME of the person you are nominating, then click “send.”
- In the third field, type the CURRENT CALL (where the person is currently serving) of the person you are nominating, if you know it, then click “send.” If you do not know this information skip this field.
- In the fourth field, type the CITY AND STATE where the person you are nominating lives, if you know it, then click “send.” If you do not know this information skip this field.
- In the fifth field, if the person you are nominating is from outside the Northeastern PA Synod, type their EMAIL ADDRESS, if you know it, then click “send.” If you do not know this information skip this field.
- If you need to change an above response, click the “Cancel” button and resend your submission.
- When voting is closed, your nomination will be collected, and you will be taken back to the information screen.

All Other Ballots:

- For the remaining ballots for Bishop, other positions, and any motions, the ballot will automatically appear on the left side of the screen when the Presenter opens the vote.
- To vote, click on your choice and it will be highlighted. You will see a message confirming that the vote has been received.
- If you would like to change your vote, simply make another choice. You can change your vote until the voting is closed. When voting is closed, you will not be able to make another selection and only the last selection will be counted.

IF YOU NEED HELP CONTACT:

cdeforest@mac.com – before October 1
conference@nepsynod.org – beginning October 1