

# Watch Party Instructions

## For Attending and Managing a Watch Party

These instructions are provided to assist Watch Party Managers to set up and facilitate a successful Watch Party for Voting Members to the NEPA Synod Online Assembly 2020.

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### **NOTE: Special Training for Watch Party Managers:**

**MONDAY, OCTOBER 12, 7:00pm – “Watch Party Managers’ Training” – for any person who is hosting, setting up, and helping to manage Watch Parties. The link to this Zoom meeting is: <https://us02web.zoom.us/j/83820961733>.**

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### **What is a Watch Party?**

A Watch Party is two or more Voting Members who have registered for the Assembly as a Designated Watch Party, and who are attending the Assembly from the same location – watching, listening, and speaking from one laptop or desktop computer. Each Voting Member votes, and requests to speak, from their own device: either a smart phone or a tablet.

### **What is a “Watch Party Manager”?**

This is the person in charge of setting up the laptop or desktop computer for viewing, listening and speaking; and for helping everyone else to vote and request to speak from their own personal mobile devices. The Manager does NOT HAVE TO BE a Voting Member of the Assembly; they can be someone who is on staff or a volunteer at church, serving in this role.

### **What the Watch Party Manager needs to set up:**

- Connect your desktop or laptop computer to a large monitor, or a projector with screen.
- Also connect the computer to appropriate speakers or sound system, so that all can hear the meeting.
- If you are connecting a desktop computer, you may also need to connect a web camera; or microphone for speaking.
- Fifteen minutes prior to start time, log into the Zoom meeting via this link & passcode:
  - WATCH PARTY ZOOM LINK:  
<https://lumiglobal.zoom.us/j/91552569445?pwd=UWp0MzliY05XQ3hRS0d6VVVUNnZiQT09>
  - WATCH ZOOM PASSCODE: 849531
- Once in Zoom, connect the Computer Audio to the Zoom meeting so that all can hear the meeting.
- Re-name your computer in Zoom to the name of your assigned Watch Party number. This number has been sent to you by email from our Assembly Registrar, Debbie Frey ([debbie@nepsynod.org](mailto:debbie@nepsynod.org)). To do this:
  - Go to the Participants Window
  - Your Zoom name will be the first one listed in the Participants Window at the top.
  - Right click on your Zoom name and click on ‘Rename’

*Re-naming the Zoom name to number assigned to your church will make it easier for the production team to find you in the list and unmute your microphone when one of your attendees wishes to speak from the floor.*

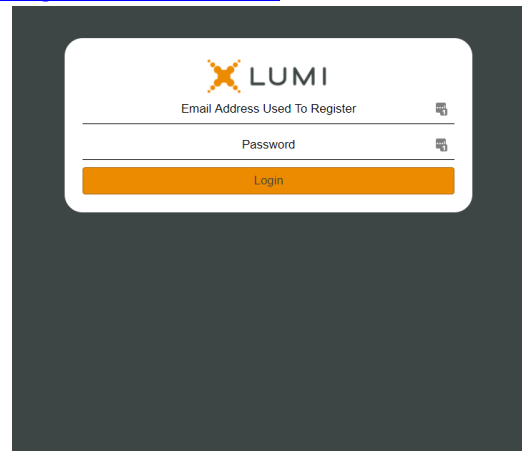
### What the individual Voting Members need to have:

Each individual Voting Member will need to have their own device (a mobile phone or tablet) with access to the internet via cell service or connection to the venue internet by wifi. Visitors and non-Voting Members will require no personal device to watch and hear the Assembly.

### What the Voting Members need to do:

In order to cast their vote, each Voting Member will log into the Lumi platform on their own device (smart phone or tablet, NOT another laptop). They will do this by clicking on the Lumi meeting URL link below, and using their own unique username and password (provided to each Voting Member in their Confirmation Letter). This will allow each Voting Member to vote via the Lumi platform.

- Lumi Meeting URL link: <http://web.lumiagm.com/242396963>
- Username = [from Confirmation Letter]
- Password: **neps2020** (all lower-case)

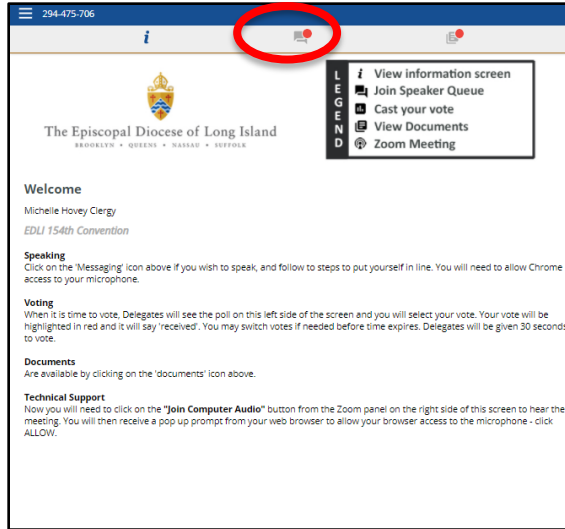


### ‘Speaking from the floor’ during the Assembly:

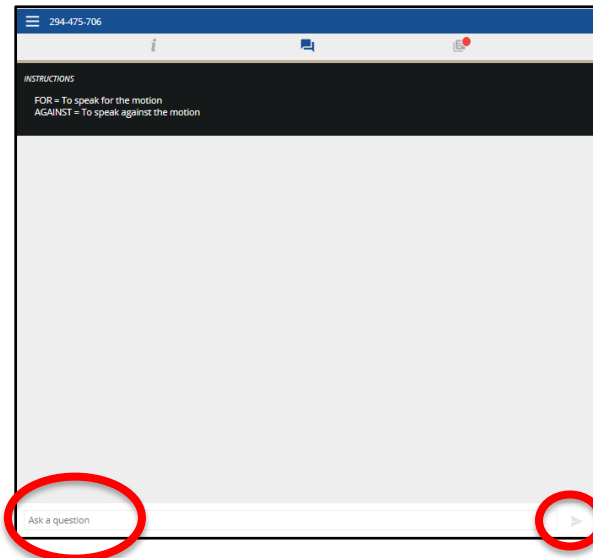
If a Voting Member would like to speak from the floor, they will do so by way of the Zoom computer at the Watch Party location.

**Step 1:** The Voting Member will need to enter the Speaker Queue on their mobile device.

- Once the Presenter opens the Speaking Queue, the Voting Member can click the messaging icon in the upper right menu bar from the mobile device.



- Use the quick terms guide on the screen, the Voting Member can enter their intent to speak AND THEIR ZOOM WATCH PARTY NUMBER that they are attending, in the text box at the bottom of the screen; then hit the arrow 'send' icon to send your message into the queue.

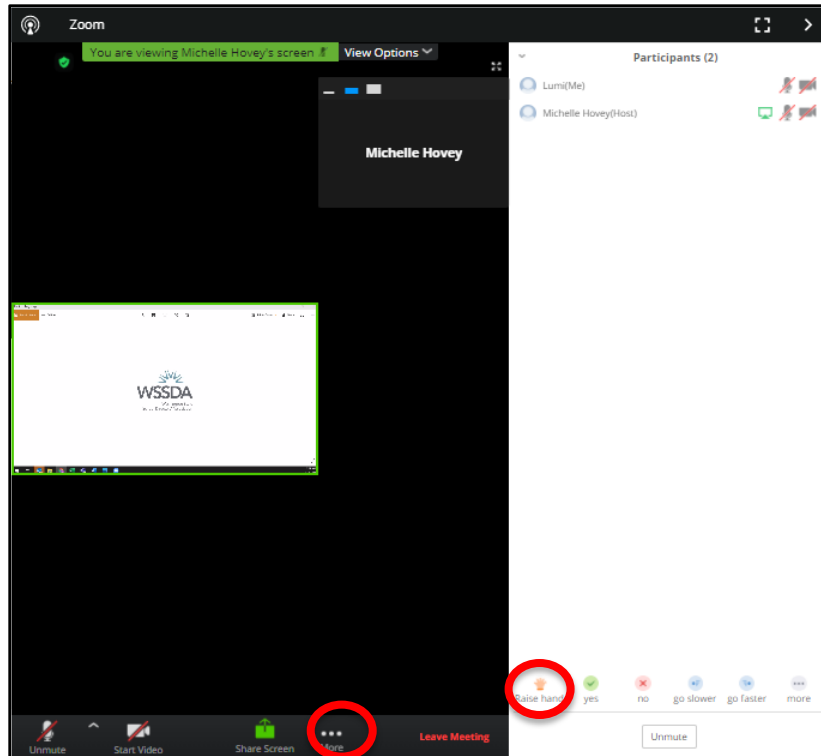


**Step 2:** The Presenter will announce the order in which the Voting Members will be asked to speak.

**Step 3:** The Watch Party Manager will then need to “raise their hand” in Zoom, on the Zoom Computer at their Watch party – so that the production team can more easily find them in the Participants List.

To raise hand in Zoom:

- Click on the “Participants” Icon at the bottom to bring up the Participants panel
- Click on “Raise Hand” button from the Participants panel:



**Step 4:** Once prompted by the production team, the Watch Party Manager will need to unmute the microphone on the Zoom computer at the Watch Party. The Voting Member wishing to speak will need to approach the Zoom computer and then begin speaking.

Once they are done speaking, the production team will mute the microphone. The Watch Party Manager can then close the Participants panel to maximize the Zoom meeting on the screen again.

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