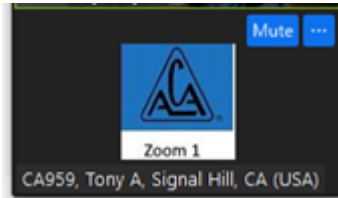# INTRODUCTION: TECHNICAL INFORMATION

1. Renaming yourself on Zoom
   a. To rename yourself, click on your picture, click on the 3 dots, choose Rename
   b. Sequence - group #, first name and initial, Country/State/City
      i. Link to meeting lookup https://adultchildren.org/meeting-search/
      ii. Link to IG lookup https://adultchildren.org/intergroup-listing/

   c. Example:

2. Election Buddy
   a. Find your email from noreply@acawso.org about Election Buddy
   b. Click on the link to Election Buddy
   c. Login using the credentials in the email that are specific to you
   d. Click orange button to start vote
   e. Vote your choice
   f. Click Continue
   g. Click Submit
   h. Click Next Vote
   i. Keep the Election Buddy tab open throughout the entire meeting
   j. If there is a problem, such as the next vote doesn't appear, refresh your tab (click on the arrowed circle left of the URL field.) The refresh button will look like this: ⟳
   k. See the following instruction Video of the above information from a past ABC: https://screenpal.com/watch/c3i3VwVZjOz

3. Translation
   a. This will be enabled by the Host
   b. If you want to see captions, click the carat (^) next to the Show Captions button
      i. Choose your Translation language
      ii. Choose your Speaking language

4. Chat - how to save
   a. Click Chat
   b. Click the 3 dots or the word More at the bottom of the Chat window and choose Save Chat; this is not a continual save feature. If you want to save the chat from the entire meeting, you will have to perform these steps at the end. Some people save it at various times throughout in case they forget to do it at the end.

5. Worldwide Online Voting
   a. The conference Website page is adultchildren.org/conference. It will be populated with the following as they become available:

        i. Audios

        ii. Minutes

        iii. Voting results

   b. Timing - start and end times

        i. Day 1

            1. Voting will begin within 2 hours of close of that day's ABC

            2. Close 2 hours before start of next day

        ii. Day 2 (as long there is no vote for a Day 3)

            1. Start within 2 hours of close of that day's ABC

            2. Close 24 hours later

6. Breakout Rooms

   a. The Host will create them

   b. Depending on the reason for the breakout rooms,you may have the option to choose a breakout room, or you may be pre-assigned by the Host

   c. The Host may transmit messages to all breakout rooms

   d. A countdown clock will appear when the breakout rooms is closing