

Quick start

1. Register before entering the meeting.
 - At the registration table if you attend in-person
 - At area15aa.org/register if you attend at least one meeting on Zoom.
2. Learn how to use essential controls in Zoom: mute/unmute your audio, raise/lower your virtual hand, choose your language, and using the Chat. Instructions are available in the [Hybrid Meeting Participation Guide](#).
3. The meeting room will open **40 minutes** before the meeting starts. Log in at least **30 minutes early** to ensure on-time admission into the meeting on time. Join the Sunday morning business meeting at least **15 minutes early** to be counted as a voting member.
4. **Rename yourself before you enter if you know how.** Renaming can be completed prior to entering the meeting (inside your zoom account) or as you enter the meeting (if you enter through the app, not the link).
 - Example of a district voting member: **1D11GSR-JohnD-11th Step Group**
 - Example of a non-voter in Area 15: **2D22-JohnB-Group Treasurer-Early Risers**For more details see the [Hybrid Meeting Participation Guide](#)
5. Upon entry, you will be invited to join a break-out room. Accept this invitation and move into the break-out room where we will assist with renaming and check you in to establish an accurate vote count.
6. Pay attention to the Chat during the meeting.
7. During voting or sense of the body keep the Zoom app visible on your device and pay attention. There will be limited time to respond and when pools are used they might not appear on top if your Zoom app is not on top.