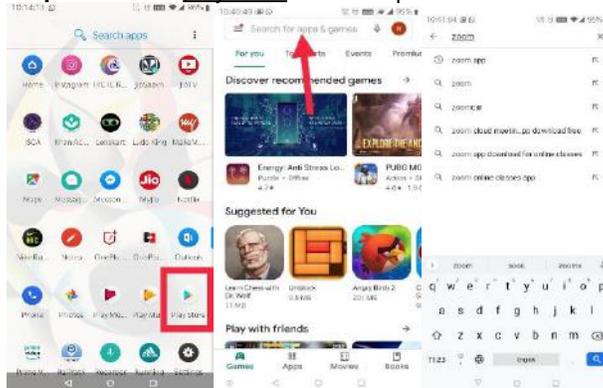


**GUIDELINES FOR ATENDING A.G.M - 2021**

1. All members will have to download “**zoom cloud meetings**” from the **Google play store** for android users and those having **iPhone** will have to download from **App store** for iPhone. Members using **laptops or desktop computers** can download the app directly from the website **www.zoom.us/support/download**. User guide for downloading the app is shown below:

**For Android:**

**Step 1:** see the ‘play store’ icon and press the button.



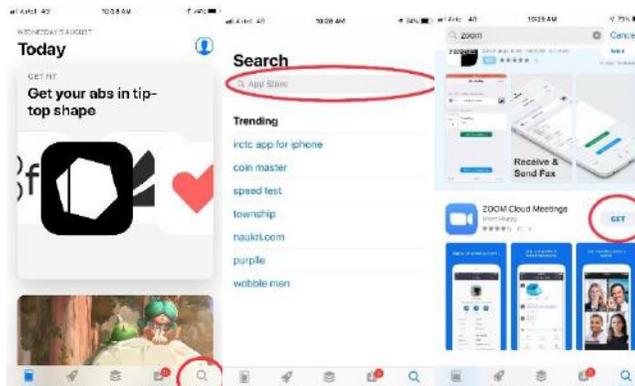
**Step 2:** You can see the ‘search for apps & games’

**Step 3:** Type zoom and there you can see the ‘**zoom cloud meeting**’ app. Install the app.

**For iPhone user:**

**Step 1:** See the **app store icon** on your home screen and open the app.

**Step 2:** On opening the app store you will see the search button.



**Step 3:** Type ‘Zoom’ here:

**Step 4:** After searching zoom, you will find ‘**zoom cloud meetings**’ app. Press the ‘**get**’ button.

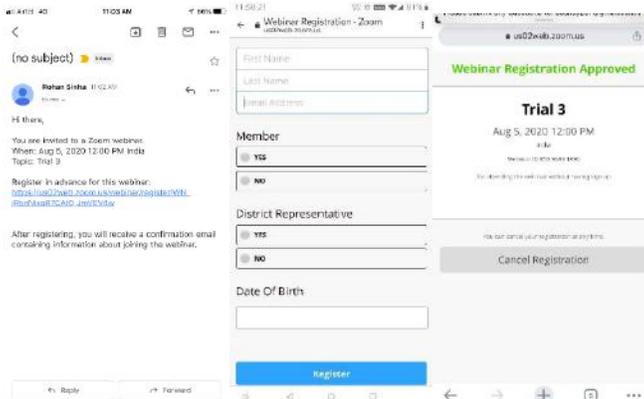
**Note:** Members using **laptops or desktop computers** can type the link on the url or click on the link [www.zoom.us/support/download](http://www.zoom.us/support/download)  
A page will download automatically or manually (as per the instruction given on the site).

**Note:** Members who already have Zoom application need not download again.

2. Before entering the webinar every member shall have to register for the webinar. Registration process shall start from 8:00 AM and end at 10:15 AM on 1<sup>st</sup> August, 2021. The AGM shall start at 10:30 A.M. The registration process is explained below.

A registration link will be sent to all members through email to their registered email ID.

**Step 1:** You will receive an email for registration. Click the link below 'Register in advance for this webinar'

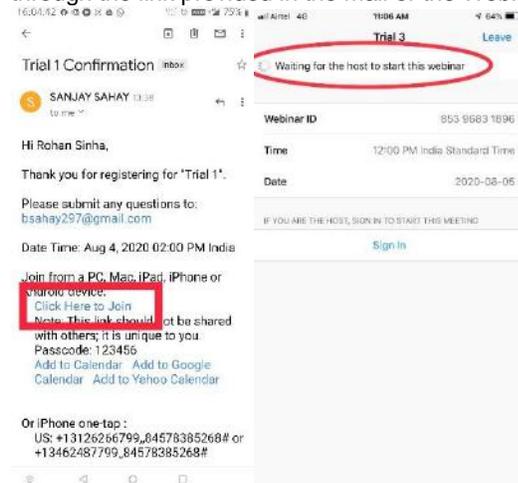


**Step 2:** Once you click the link, a page for registration will open.

**Note:** In case the problem still persists please use laptop/desktop instead of mobile phones.

**Step 3:** Fill in the details in the registration form and register. The following page will appear saying "Webinar Registration Approved":

Upon registration members will receive a registration confirmation email containing the link for joining the webinar saying "Click here to join". Member can join the meeting at the scheduled time of the meeting i.e. 10:30 AM either through the link provided in the mail or the Webinar ID and passcode mentioned at the bottom of the mail.



In case you join in advance you will see a waiting page saying 'waiting for the host to start this webinar' as shown above.

3. During the meeting, members will only be able to see the image of the Office Bearers on dais.
4. Members will be able to speak only when permitted by the Chair. Members desirous of speaking can click on the "Raise hand" button appearing on their screens. Only such members who are allowed shall be able to speak.
5. This meeting is exclusively for J.S.C.A. members and members shall not share the link or the user ID and password with anyone else. Members found in violation shall invite action under Rule 31 of the Constitution. **In case of any difficulty with the registration process or in joining the meeting, the members can call on +916202872194 (Mr. Rohan Sinha) and +919431901243 (Mr. Abhishek Singh) for assistance from 28<sup>th</sup> July, 2021 to 30<sup>th</sup> July 2021 between 10:00am to 4:00 pm and between 8:00 am to 10:15 am on 1<sup>st</sup> August 2021.**