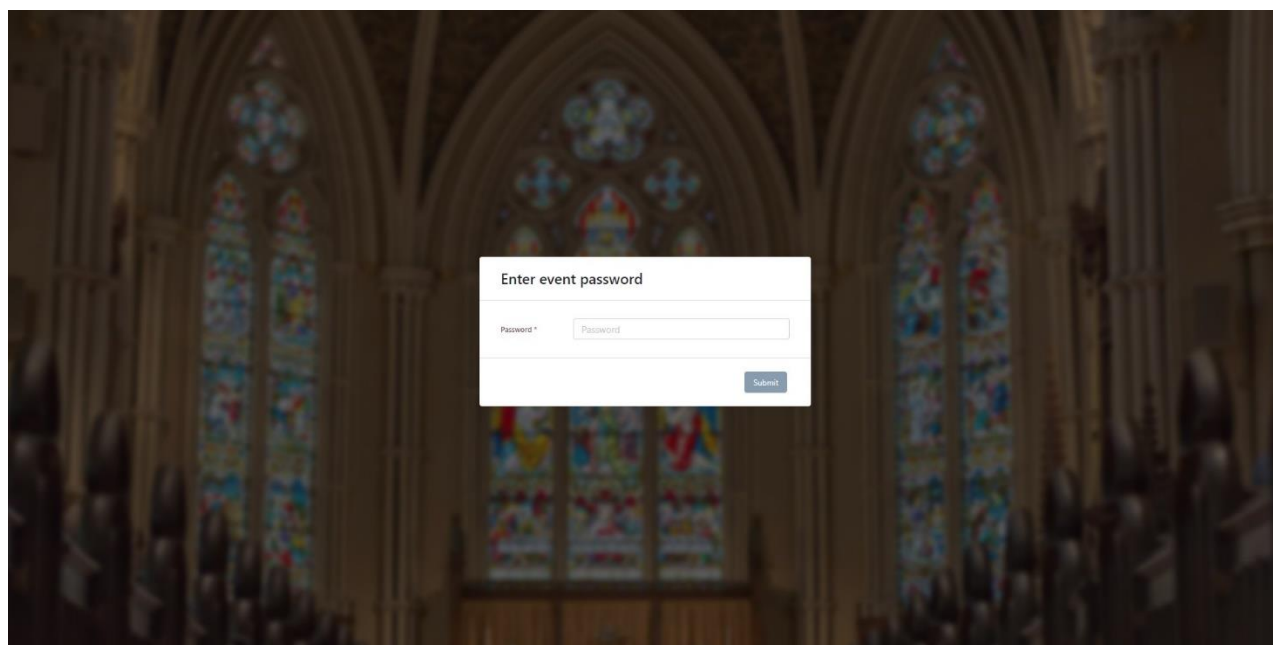# Pre-Synod

Contents

JOINING THE ONLINE EVENT PORTAL

Feel free to visit the online portal between now and the meeting. However, if multiple people try to access it at the same time, you may get an error message. The online portal will be open 30 minutes prior to the start time of your Are Pre-synod Meeting.
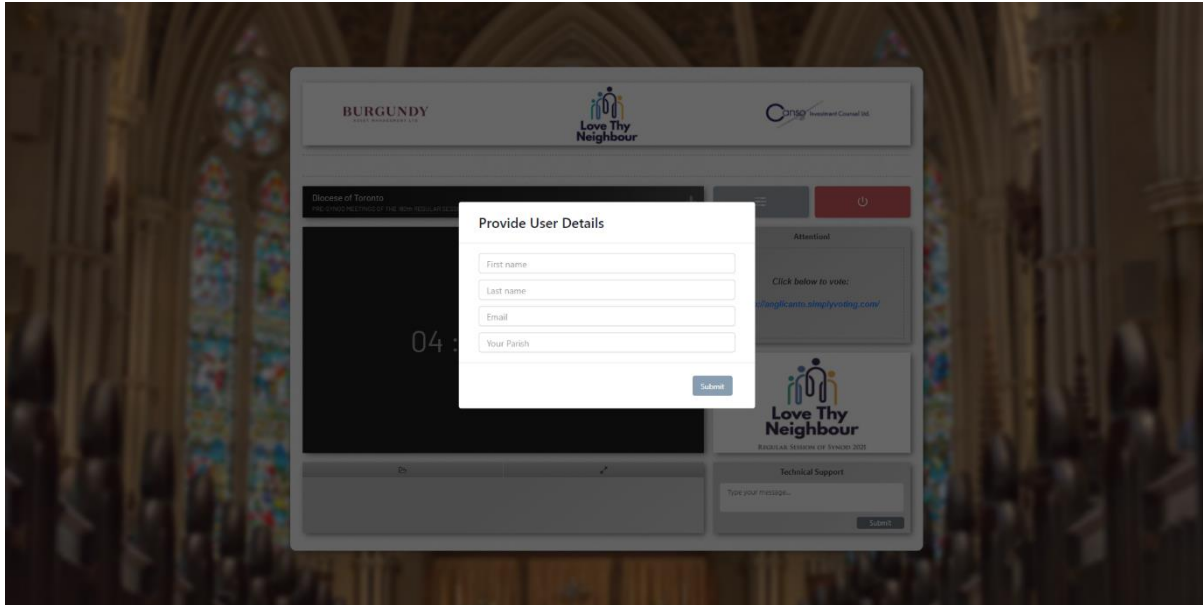
Joining the Pre-Synod online portal will take you 3 simple steps:

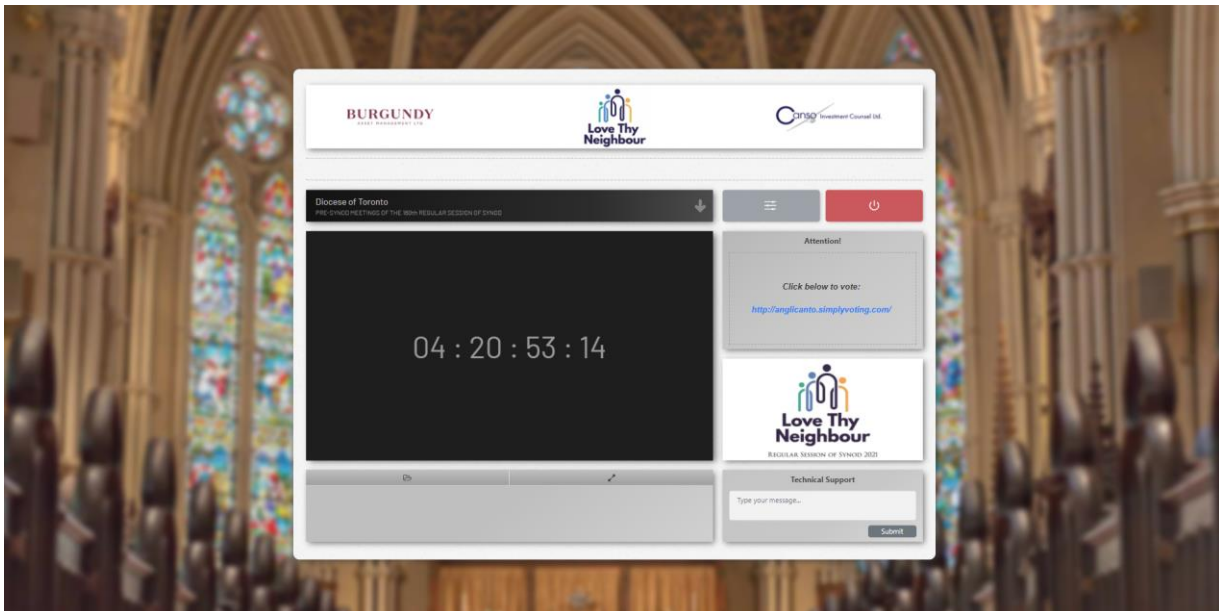1. On your internet browser (for a better experience, we recommend that you use *Google Chrome*), go to: https://app.livecastmedia.com/event/synod

   You will see the following page:

2. Enter the password: "**PreSynod**" (case sensitive) and click "**Submit**". You will be prompted to the following page:

3. Enter your First Name, Last Name, E-mail and Parish, and click "**Submit**". If you see the page below, then welcome! You have joined the Pre-Synod online portal.

Please note that the main screen has a countdown to the next Pre-Synod meeting. You will be able to watch your Episcopal Area Pre-Synod meeting on the appropriate date and time:

York-Simcoe: Saturday, October 2nd at 9:00 a.m.

Trent-Durham: Saturday, October 2nd at 1:00 p.m.

York-Scarborough: Saturday, October 23rd at 9:00 a.m.

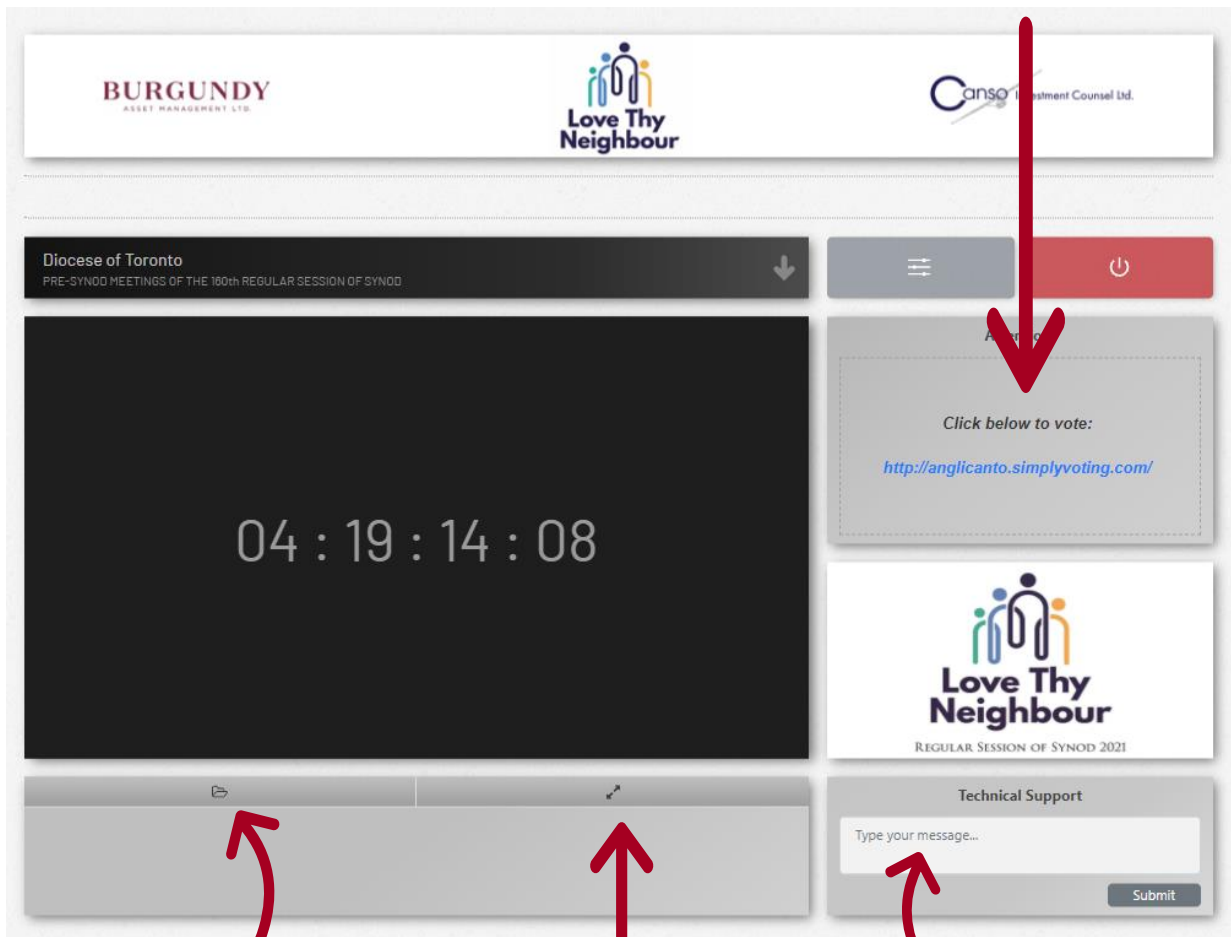**York-Credit Valley**: Saturday, October 23rd at 1:00 p.m.

BASIC COMMANDS

For voting Synod members, you will have the opportunity to vote for your Area Representatives for Diocesan Council. Click on this link to enter the voting platform.

Click here to download Synod meeting materials.

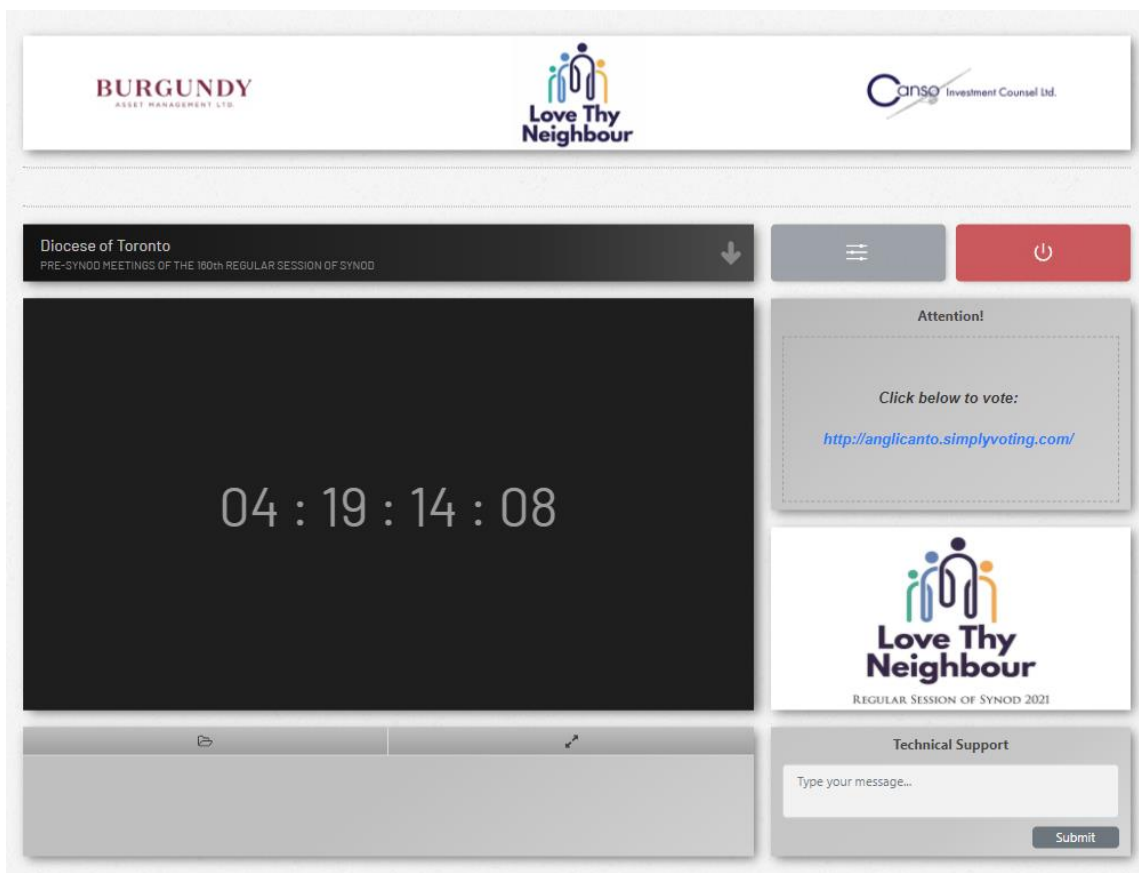Click here to watch the session in full screen. To exit the full screen mode, hit "*Esc*".

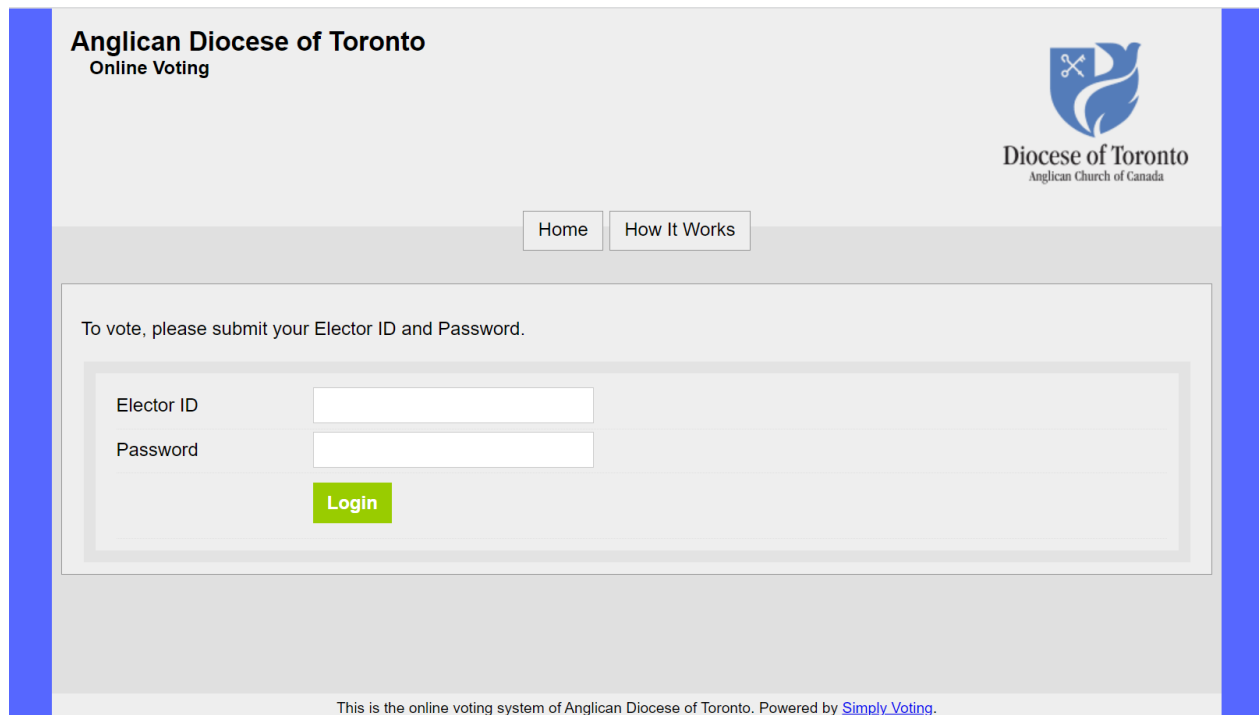Type your message in this box for technical support.

VOTING

If you have voting rights, you will be asked to vote in the Area elections to Diocesan Council. This year, voting will be electronic. We have partnered with *Data on the Spot* (*DOTS*) to provide a secure and seamless electronic voting. **DOTS will send your voting credentials (Elector ID and Password) via email** from credentials@dataonthespot.com. These credentials will be used to cast your votes during the Area elections to Diocesan Council.

IMPORTANT: Your voting account will time out after 40 minutes of inactivity and you may need to login again. It is recommended that you write down your credentials, or leave *Data on the Spot*'s invite email open, for quick reference.

To enter the voting platform, click on the link as shown below:

You will be prompted to the following page:

Enter your *Elector ID* and *Password* (the credentials that Data on the Spot sent you by email) and click on "**Login**".

We recommend that you watch this [video](#) for information on how to vote. Please note that a representative from *DOTS* will instruct you to vote during your Area Pre-Synod meeting.

Q&A SESSIONS

There will be an opportunity to ask questions during most of the presentations at the Area Pre-Synod meetings. A call Call-in Centre will manage our Q&A sessions. To participate, you must call **1-866-438-1084**.

The operator will ask you to provide your name and parish/ministry and then place you in a queue.

When recognized to speak by the Chair, begin by stating your name and your parish/ministry and then ask your question or make your comment.

Members are asked to be specific to the presentation just heard, only offer new perspectives, and limit time to 3 minutes or less.

Co-Presenting Sponsors

Synod Sponsor: Aon Risk Solutions

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