

Synod Manual

160th Regular Session of Synod

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JOINING THE ONLINE EVENT PORTAL

Feel free to visit the online portal between now and Synod. 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 Synod.

Joining Synod online portal will take you two simple steps:

1. On your internet browser (for a better experience, we recommend that you use *Google Chrome*), go to: <https://bit.ly/TOSynod2021>

You will see the following page:

REGULAR SESSION OF SYNOD 2021



Diocese of Toronto
Anglican Church of Canada



Love Thy Neighbour

Presenting Co-Sponsors:



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The following information is required to view this webcast.
Please complete all of the information to continue.

Required fields are marked with an asterisk (*)

Email *

First Name *

Last Name *

Parish *

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2. Enter your Email, First Name, Last Name, and Parish, and click “**Submit**”. If you see the page below, then welcome! You have joined Synod online portal.

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Love Thy Neighbour

Presenting Co-Sponsors:

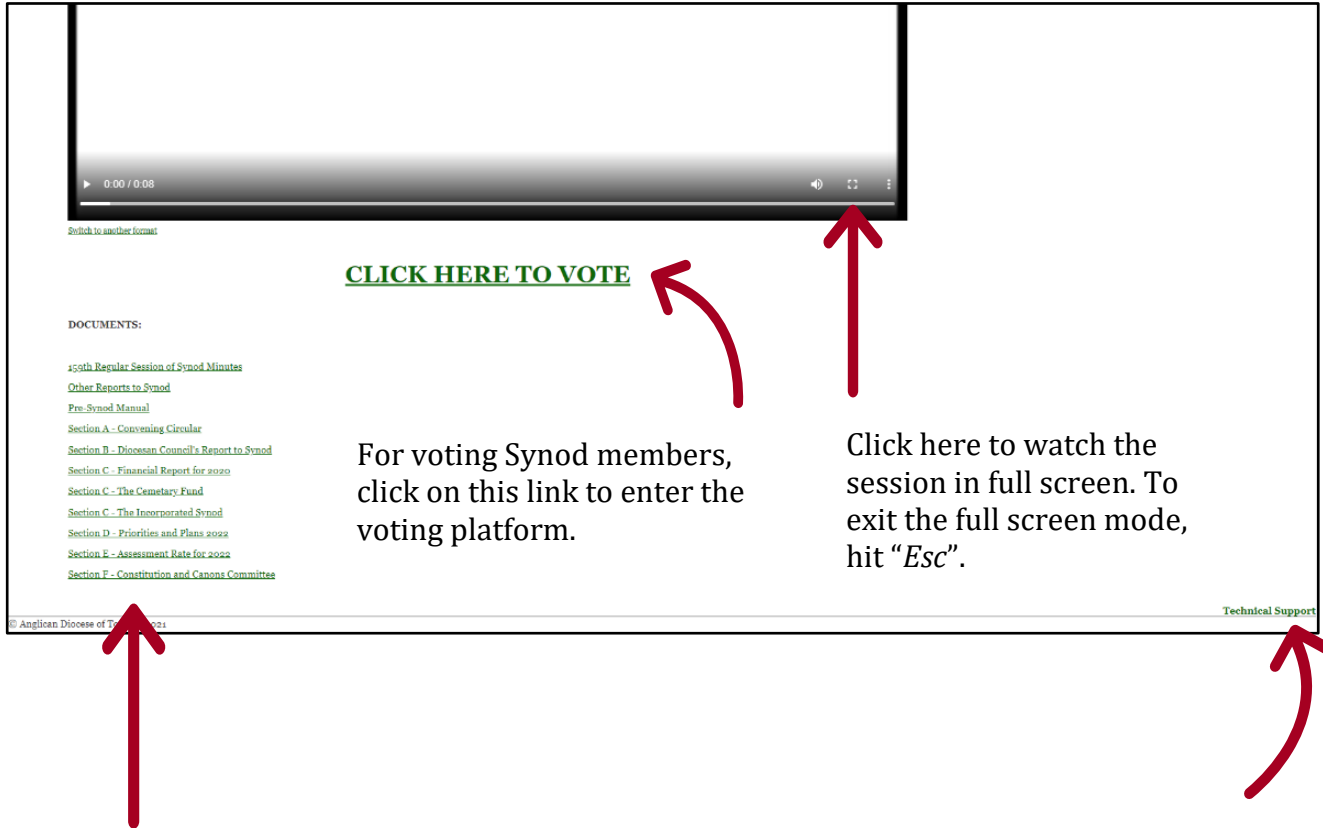


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BASIC COMMANDS

Scroll your screen down for the following features:



[CLICK HERE TO VOTE](#)

For voting Synod members, click on this link to enter the voting platform.

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

Click here to download Synod meeting materials.

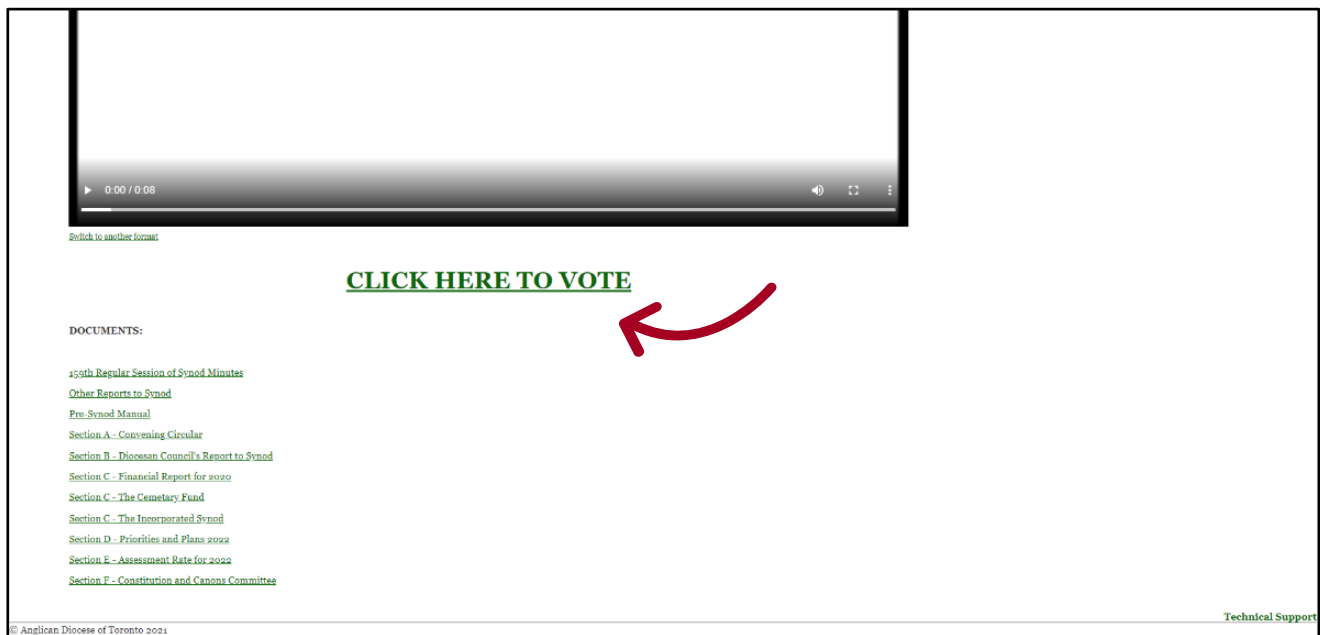
For technical support, **scroll your screen all the way down** and click the button on the right-hand corner.

VOTING

If you have voting rights, you will be asked to vote for several motions. We have partnered with *Data on the Spot (DOTS)* to provide a secure and seamless electronic voting for Synod. ***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 Synod.

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:

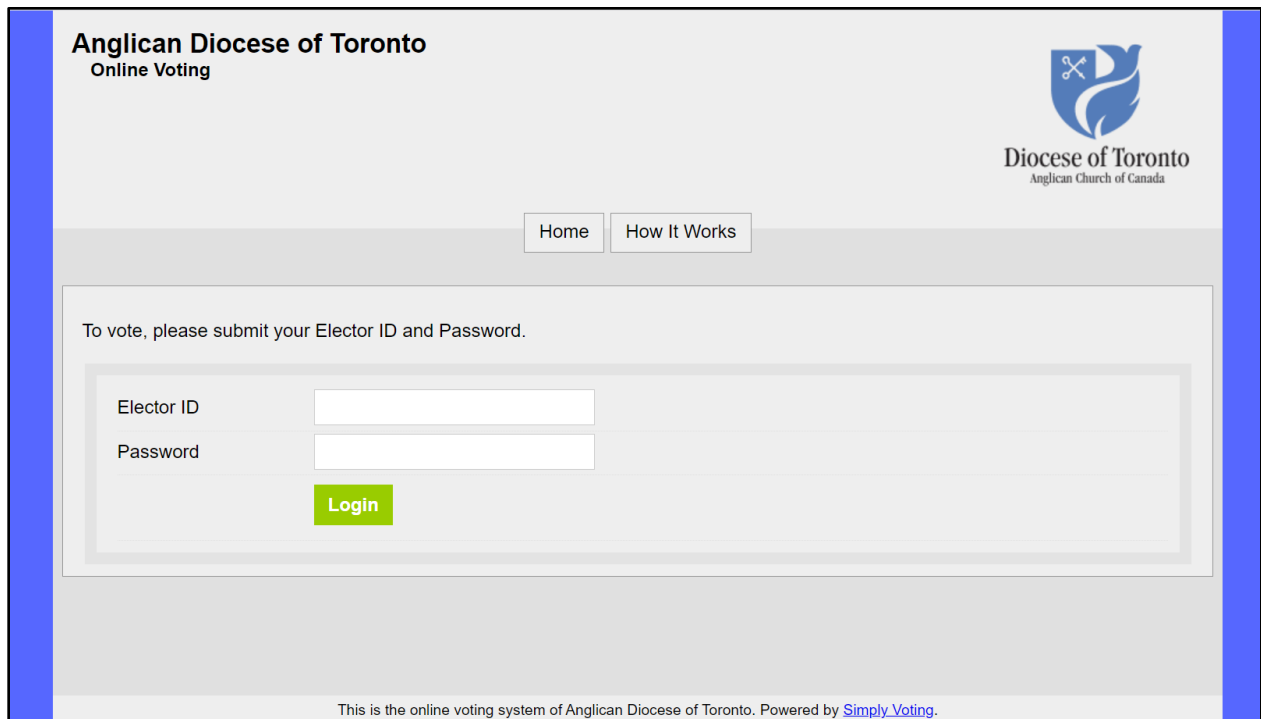


The screenshot shows a web interface with a video player at the top. Below the video player is a green link that says "CLICK HERE TO VOTE" with a red arrow pointing to it. Underneath the link is a section titled "DOCUMENTS:" followed by a list of document titles:

- [150th Regular Session of Synod Minutes](#)
- [Other Reports to Synod](#)
- [Pre-Synod Manual](#)
- [Section A - Convening Circular](#)
- [Section B - Diocesan Council's Report to Synod](#)
- [Section C - Financial Report for 2020](#)
- [Section C - The Cemetary Fund](#)
- [Section C - The Incorporated Synod](#)
- [Section D - Priorities and Plans 2022](#)
- [Section E - Assessment Rate for 2022](#)
- [Section F - Constitution and Canons Committee](#)

At the bottom of the page, there is a copyright notice: "© Anglican Diocese of Toronto 2021" and a link for "Technical Support".

You will be prompted to the following page:



The screenshot shows the login page for the Anglican Diocese of Toronto's online voting system. At the top left, it says "Anglican Diocese of Toronto" and "Online Voting". At the top right is the Diocese of Toronto logo, which includes a shield with a cross and a dove, and the text "Diocese of Toronto" and "Anglican Church of Canada". Below the logo are two buttons: "Home" and "How It Works". The main content area has a heading "To vote, please submit your Elector ID and Password." followed by two input fields: "Elector ID" and "Password". Below these fields is a green "Login" button. At the bottom of the page, it says "This is the online voting system of Anglican Diocese of Toronto. Powered by [Simply Voting](#)."

Enter your *Elector ID* and *Password* (the credentials that *DOTS* 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 Synod.

Q&A SESSIONS

There will be an opportunity to ask questions during most presentations at Synod. A call Call-in Centre will manage our Q&A sessions. To participate, you must call:

1-866-438-1084

Turn down the volume on your laptop to avoid feedback when dialling into the Call in Centre. The operator will ask you to provide your name and parish/ministry and then place you in a queue.

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

MEMBERS' TIME

Synod gatherings are a time of worship, inspiration, and education, as well as a forum for affirming the direction of our ministry together. Clerical and Lay Members will have the opportunity to speak to Synod during Members' Time.

How will Members' Time work?

A call Call-in Centre will manage Member's Time. To participate, you must call:

1-866-438-1084

Turn down the volume on your laptop to avoid feedback when dialling into the Call in Centre. The operator will ask you to provide your name and parish/ministry and then place you in a queue.

Rules for Members' Time:

- Begin by stating your name and parish
- Address and speak to the Chair
- Speak in the first person



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- Be respectful during discussions
- Limit comments to 3 minutes
- Offer only new perspectives

CHAPLAINS

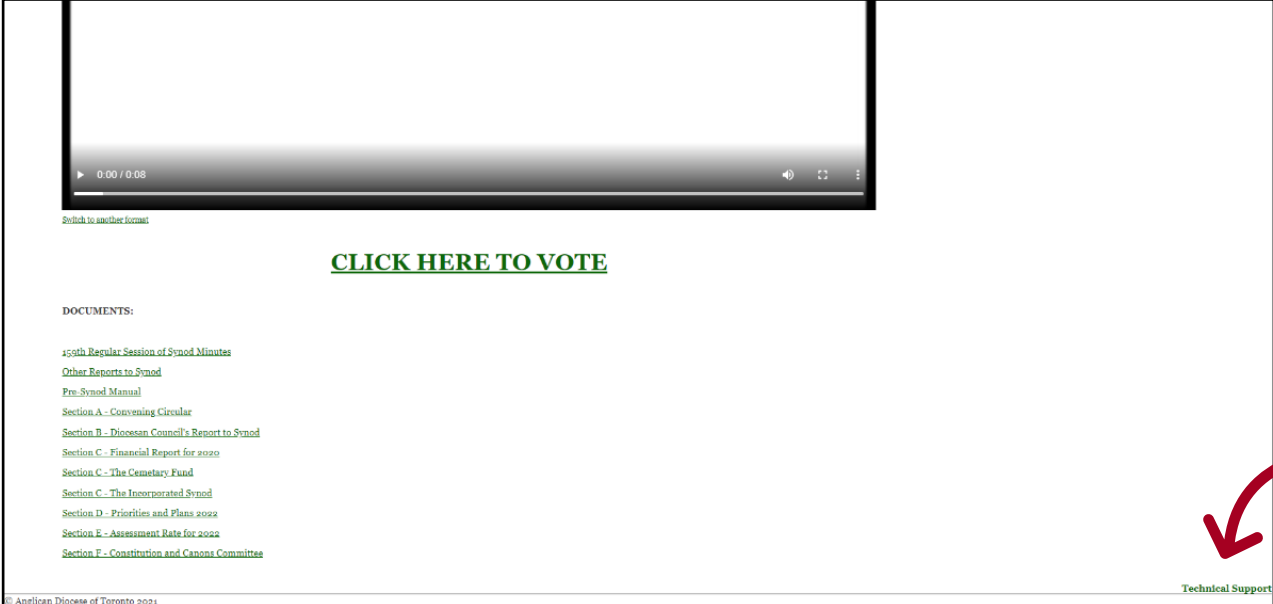
The Rt. Rev. Peter Fenty and the Rev. Fran Kovar will be available to provide pastoral and spiritual guidance during Synod on:

- Friday, November 25th from 9:45 am to 5:00 pm, and
- Saturday, November 26th from 9:45 am to 12 noon

To speak with the Chaplains, call **416-363-6021 ext. 273** or **1-800-668-8932**.
Alternatively, you can send them an email to synodchaplain@toronto.anglican.ca.

WHERE TO GET HELP

- For technical support, **scroll your screen all the way down** and click the button “Technical Support” on the right-hand corner:



0:00 / 0:08

[Click to unblock content](#)

[CLICK HERE TO VOTE](#)

DOCUMENTS:

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Technical Support

- For issues related to voting, email credentials@dataonthespot.com.
- For Synod-related questions, email Livia Assuncao at lassuncao@toronto.anglican.ca.

TROUBLESHOOTING

- If the livestream drops out by any chance, try refreshing your internet browser.
- If you are in full screen, hit the “Esc” button on the top left hand side of the keyboard to return or escape.

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