


## REGISTERING FOR THE WEBINAR | BEFORE THE MEETING

Use the registration link to register to attend the virtual meeting

Registration links can be found in the emails sent by Jenny or at <https://resorttax.org/funding/>

**Webinar Registration**



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Topic: June 10 Application Review Meeting

Time: Jun 10, 2020 05:30 PM in Mountain Time (US and Canada)

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\* Required information

First Name \*  Last Name \*

Email Address \*  Confirm Email Address \*


Once you have entered your information and hit "Register" the following window will pop up. If you are registering as the meeting is about to begin or taking place use the link to join the meeting.

**Webinar Registration Approved**

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Topic: June 10 Application Review Meeting

Time: Jun 10, 2020 05:30 PM in Mountain Time (US and Canada)

 [Add to calendar](#) ▼

Webinar ID: 920 5129 5968

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://us02web.zoom.us/j/92051295968?tk=BzDKVKYnzogOg3CFN3ITnAEw9sov\\_zQePQjo9JL7mQ0.DQIAAAVbq9O4BY2YJVJRFNFV3eWJ55zhHV2hOMjVnAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN\\_B75o15M7TKW5xyPigDuOtw](https://us02web.zoom.us/j/92051295968?tk=BzDKVKYnzogOg3CFN3ITnAEw9sov_zQePQjo9JL7mQ0.DQIAAAVbq9O4BY2YJVJRFNFV3eWJ55zhHV2hOMjVnAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN_B75o15M7TKW5xyPigDuOtw)

To Cancel This Registration

You can [cancel](#) your registration at any time.


You can add the meeting to your calendar so that you will be alerted of the meeting. The calendar event will also have all the details to join the meeting.




**Webinar Registration Approved**

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Topic: June 10 Application Review Meeting

Time: Jun 10, 2020 05:30 PM in Mountain Time (US and Canada)

Webinar ID:  [Add to calendar](#) ▼

-  Google Calendar
-  Outlook Calendar (.ics)
-  Yahoo Calendar

To Join the Webinar

After selecting “add to calendar” you will be prompted to complete adding the event to your calendar of choice.

The screenshot shows the Zoom event configuration page for a meeting titled "June 10 Application Review Meeting". The meeting is scheduled for June 10, 2020, from 5:30pm to 8:30pm Mountain Time. It includes options for "All day" and "Does not repeat". A "Save" button and "More actions" menu are visible. The "Event Details" section includes a "Find a Time" link, a "Add Google Meet video conferencing" button, a Zoom URL, a notification setting of 30 minutes, and a default visibility of "Busy". The "Guests" section shows "Add guests" and "Guest permissions" with checkboxes for "Modify event", "Invite others", and "See guest list". A rich text editor at the bottom contains the meeting details, including instructions to join from a PC, Mac, iPad, iPhone, or Android device, a unique Zoom URL, and phone numbers for dialing in.

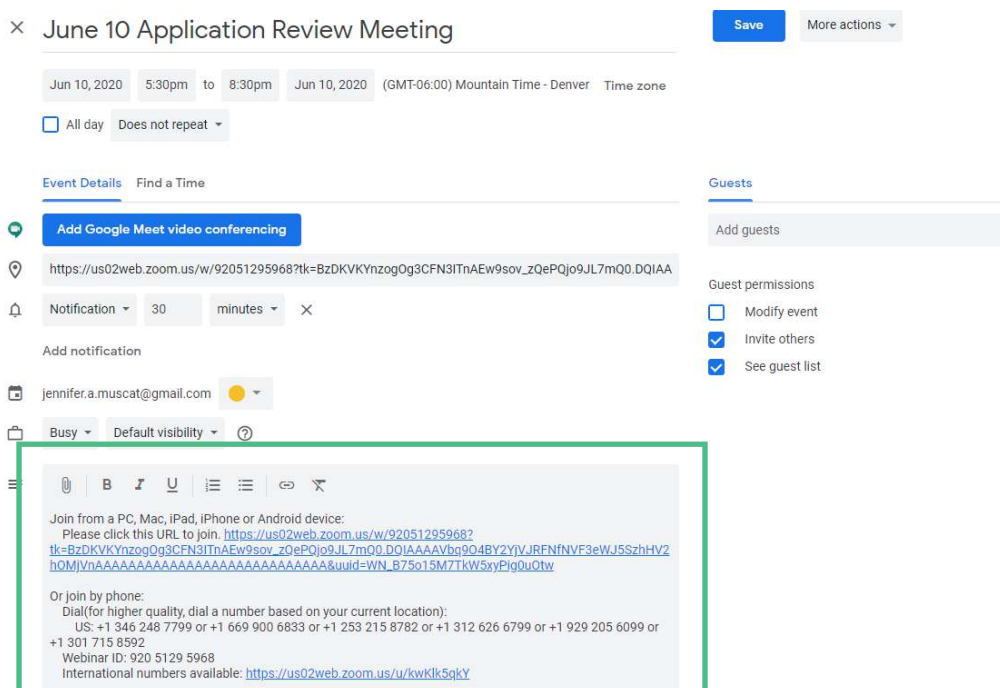
Once you have registered you will also receive a confirmation email with all the meeting details that you can use to join the meeting when it starts.

The screenshot shows an email titled "June 10 Application Review Meeting Confirmation" from "Resort Tax <no-reply@zoom.us>". The email is addressed to "me" and says "Hi Jenny Muscat, Thank you for registering for 'June 10 Application Review Meeting'." It provides contact information: "Please submit any questions to: [info@resorttax.org](mailto:info@resorttax.org)" and the date/time: "Date Time: Jun 10, 2020 05:30 PM Mountain Time (US and Canada)". A green-bordered box highlights the following text: "Join from a PC, Mac, iPad, iPhone or Android device: [Click Here to Join](#) Note: This link should not be shared with others; it is unique to you. [Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#) Or iPhone one-tap: US: +13462487799,92051295968# or +16699006833,92051295968# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 Webinar ID: 920 5129 5968 International numbers available: <https://us02web.zoom.us/j/kwKlk5qkY>".

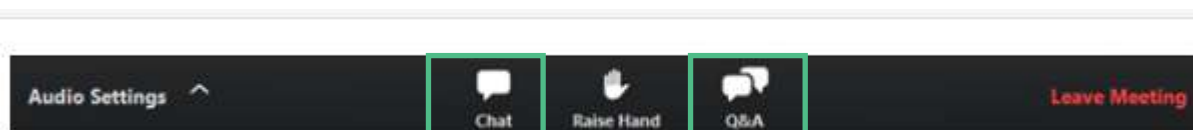
You can [cancel](#) your registration at any time.

## JOINING THE WEBINAR | FY21 APPLICANTS & PUBLIC

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there. Or you can manually join the webinar by locating the 9-digit meeting ID/webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after <https://zoom.us/w/>. Sign in to the Zoom Desktop Client or Mobile App. Click or tap Join a Meeting. Enter the 9-digit webinar ID, and click Join or tap Join Meeting. If prompted, enter your name and email address, then click Join Webinar or tap Join.



Once in the webinar you will be set to the “attendee” role. Attendees are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

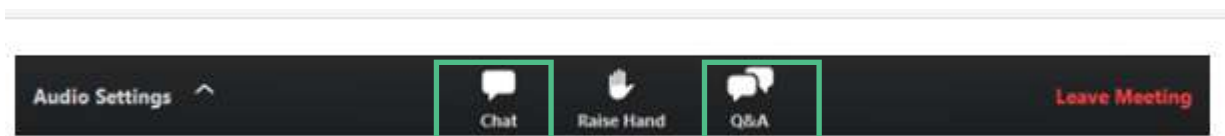


## INTERACTING WITH THE BOARD | FY21 APPLICANTS

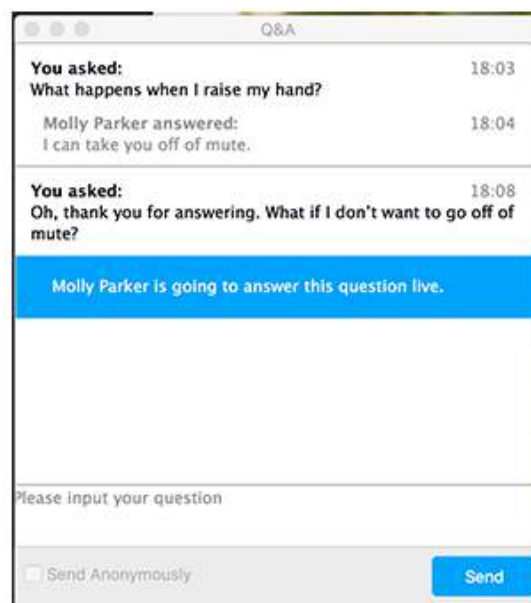
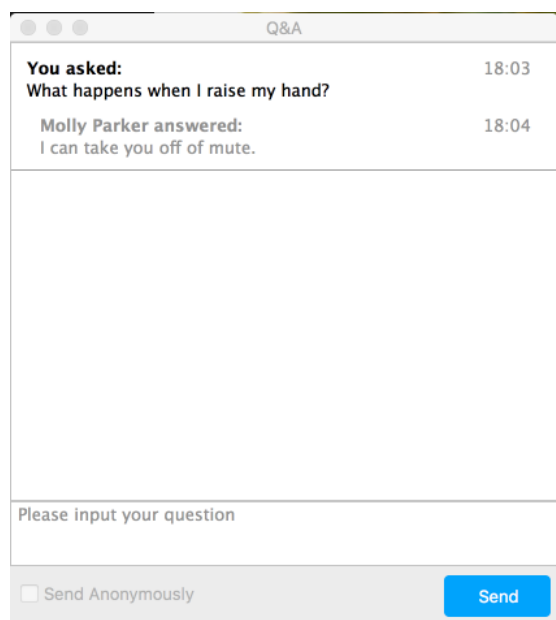
While the board is reviewing your application you will be promoted from “attendee” to “panelist”. Panelists are full participants in a webinar. They can view and send video, screen share, annotate, etc. You must be assigned panelist permissions by the webinar host. You will be a panelist during the allotted time for your category of application (i.e. Government Entities, Under \$200,000 or over \$200,000). If you are the representative for your organization please join the webinar using a device with a webcam, rather than calling in via phone only. While you are a panelist please keep yourself muted until it is your turn to speak to avoid feedback. After the board is done reviewing your application your role will be set back to “attendee” for the remainder of the meeting.

## PUBLIC COMMENT

We will be accepting public comment through the chat and Q&A feature throughout the meeting. *It is recommended if you wish to make public comment that pertains to a particular application please share that public comment while discussion is taking place. The comment will then be received by the moderator and read aloud when the Chairperson calls for public comment following the discussion.*



**Chat:** Open in-meeting chat, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted). **Raise Hand:** Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud. **Question & Answer:** Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live. **To ask a question:** Type your question into the Q&A box. Click Send. If the host replies via the Q&A, you will see a reply in the Q&A window. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.



The webinar will also be broadcast on the Explore Big Sky Facebook page for the public to view. Please note that comments received on the Facebook Live video WILL NOT be accepted as public comment and will not be acknowledged during the meeting. For full details on how to share public comment visit:

<https://resortax.org/event/application-review-meeting-1/>