REGISTERING FOR THE MEETING: BEFORE THE MEETING

Use the 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/.) 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.

It is recommended that you add the meeting to your calendar in advance so you will be alerted of the meeting and have all details to join. After selecting "add to calendar", follow instructions to add the event to your calendar of choice.

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. *Please do not share your registration details with others, everyone wishing to attend must individually register.*
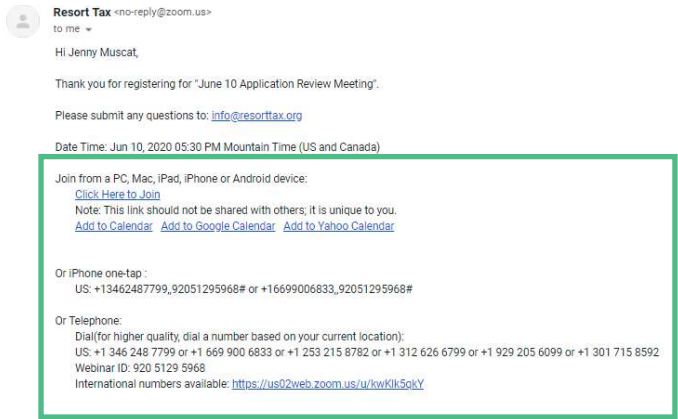
JOINING THE MEETING: APPLICANTS & PUBLIC

To join , click the link that you received in the confirmation email. Or you can manually join the webinar by locating the 9-digit meeting ID/webinar ID. (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". If prompted, enter your name and email address.

You will initially be set to the "attendee" role. Attendees are view-only participants who can be unmuted by the moderator. They may interact with the host and the panelists through the "Q&A" , "Raise Hand", and "Chat" features.
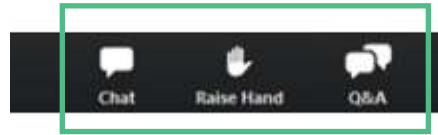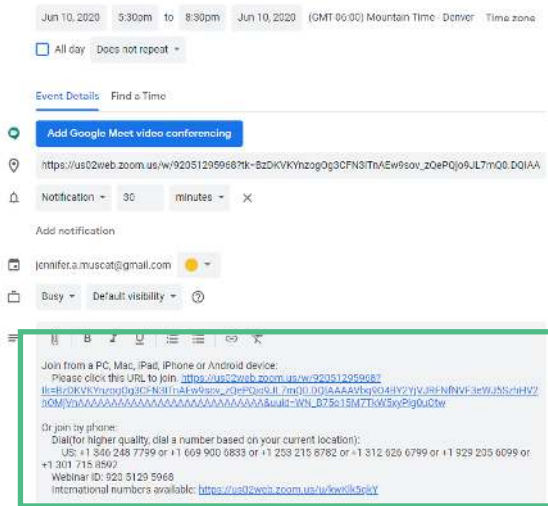
## INTERACTING WITH THE BOARD: FY21 APPLICANTS

While the board is reviewing your project(s) you will be promoted to "panelist". Panelists are full participants. You must be assigned panelist permissions by the moderator. You will be a panelist anytime the Board is reviewing your project. If you are the representative for your organization please join the webinar using a devise with a webcam, rather than calling in via phone only. Please keep yourself muted until it is your turn to speak. After the board is done reviewing your project(s) your role will be set back to "attendee" until another one of your project(s) is being reviewed. Pleases plan to be present for the duration of both meetings.

PUBLIC COMMENT

We will be accepting public comment using the "Chat", "Raise Hand", and "Q&A" features throughout the meeting.

- Chat and Q&A comments will be read aloud by the moderator when the Chairman calls for public comment.
- If you Raise Your Hand to share comments the moderator will allow you talk and you will be able to share your comment verbally with the Board. (If you join via phone hit *9 to raise your hand.)

It is recommended if you wish to make public comment that pertains to a particular a project please share that public comment while discussion is taking place using the chat or Q&A feature. Or raise your hand while board discussion is still taking place.
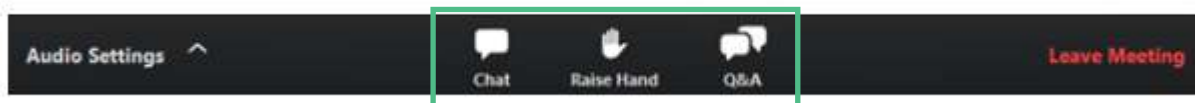
The webinar will also be broadcast on the Explore Big Sky Facebook page for the public to view. Please note that comments received on the Facebook Live video WILL NOT be accepted as public comment and will not be acknowledged during the meeting.