1. Use the following Zoom registration link

   https://zoom.us/meeting/register/vpMtceGopjkjZt8n_aHXy9DodIvgnW0rfg

2. Enter the following information into the form:

   Time:
   - If you are the ONLY delegate for your group, select both dates (Thursday and Friday)
   - If you have a Co-Delegate, select ONLY the date YOU will be representing your group.

   Everyone:
   First Name = The WSO number for the group, Intergroup or Region YOU are representing. (Same as on your Delegate Registration form.)
   Last Name = YOUR first name and last initial (only please)
   Email Address = the one you used when you registered as a delegate

   Name of Co-Delegate:
   - If you are the ONLY delegate for your group = Type "None"
   - If you have a Co-Delegate = Type the First Name and Last Initial of your co-delegate

ACA World Service Organization
Meeting Registration

Topic	2020 ABC
Description	Please use the following in the Name Blocks Below:
	First Name = The WSO number for the group, Intergroup or Region Number YOU are representing. (Same as on your Delegate Registration form)
	Last Name = YOUR first name and last initial
Time	You can choose to attend one or more of the following sessions.
	☑ Apr 23, 2020 09:00 AM
	☑ Apr 24, 2020 09:00 AM
	Time shows in Eastern Time (US and Canada)

First Name*
NC1234

Last Name*
Sharon F

Email Address*
webassistant@acawso.org

Confirm Email Address*
webassistant@acawso.org

Name of Co-Delegate (Type "None" if there is no other delegate for your group)*
None

* Required information

✓ I'm not a robot — reCAPTCHA Privacy - Terms

Register

3. After you click "register" you will see the following screen

4. Once your registration is approved, you'll receive a confirmation email (may take 24-48 hours). On Thursday April 23rd and/or Friday April 24th, you can use the "Click Here to Join" link to enter the ABC. (This link is unique for you. Please do not share.)

5. Before the day of the ABC, please make sure the Zoom application on your computer or mobile device is the most current version. You can download the current version here at this link.

   https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version-

6. On the day(s) of the ABC, click the **"Click Here to Join"** link in the email. The Zoom app will open on your device.

7. Before you enter the ABC meeting room, please make sure to rename yourself using the WSO Number of your group, then your First Name and Last Initial.
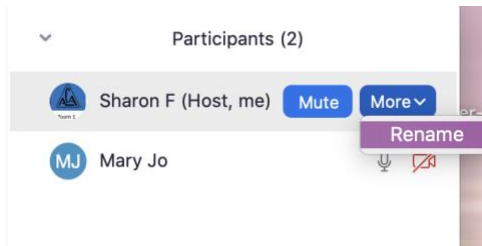
   To change your name after entering a Zoom meeting, click on the **"Participants"** button in the Zoom window.
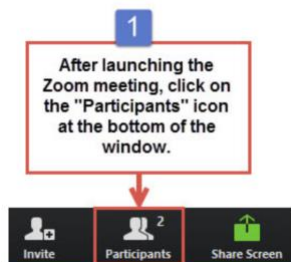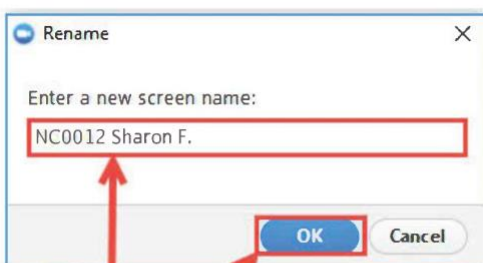

   Next, hover your mouse over your name in the "Participants" list and click **"Rename"**
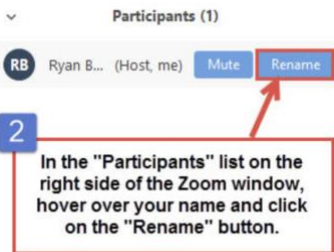
   OR

   Enter the **WSO Number for your group, then your First Name & Last Initial**
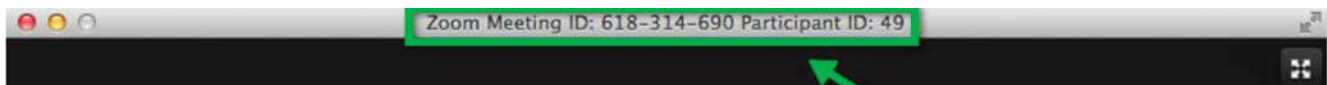
8. If using a phone for audio, along with your computer, connect the phone to your computer's Zoom application.
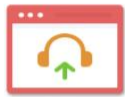
After joining a Zoom meeting, you will be prompted to join audio. At that time, you can choose "phone call" and dial one of the numbers, enter the meeting ID 370 680 829# and your participant ID followed by #.

To find the meeting ID or your participant ID, hover over the Zoom meeting window. You may also find your participant ID beside your name in the "participants" list.

The participant ID may also be found here:

More information about joining your phone audio to your computer can be found at this link.

https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone