HOSTING VIRTUAL AGM'S WITH MICROSOFT TEAMS

Due to the Covid-19 restrictions AGMs cannot go ahead as normal. For this reason, the GAA has created this guidance document to assist GAA Clubs to run a virtual AGM using Microsoft Teams. Microsoft Teams allows Clubs to create an online meeting and allows attendees to view presentations, ask questions via text or voice chat, and facilitates online voting.

Microsoft Teams is available for anyone to use and can be accessed via a web browser e.g. Google Chrome or Microsoft Edge. To access the free version of Teams please visit the Microsoft website at https://teams.microsoft.com. All that is required to register is an email address (any email address including gmail, yahoo or other email service). MS Teams is also included as part of the official GAA email address licence and can be accessed in the usual manner, through the Office 365 portal.

PRE-EVENT PLANNING

- Set a date and time that will allow sufficient time to organise the virtual AGM and allow attendees to become familiar with the platform
- Share an agenda with clear objectives (taking note of Rule 8.4 of the Official Guide Part 1 – Club Constitution – Part 1 (page 171))
- Furnish required documents in advance of the meeting to ensure that all attendees have the correct documents. This should include the agenda and a list of objectives for the AGM
- Establish responsibilities for attendees e.g. who sets up the meeting, who will chair the meeting, and who will be presenting
- It is preferable that someone within the club with a good working knowledge of Microsoft Teams is given task of administrating the meeting.
- Advise attendees that they need to have access to a laptop or mobile device with a reliable internet connection to attend the AGM
- Explain to attendees that an email address is required when setting up a Microsoft Teams account and that email address is required to be invited to the AGM
- Ensure that email addresses for attendees are correct before sending any invitations
- Ensure that access details for the AGM are shared well in advance. It is advised that the link to the AGM should be issued as early as possible.
- Advise attendees to become familiar with the platform prior to attending the AGM
- A reminder should also be sent to all attendees a number of days in advance of the AGM

TIPS ON HOSTING A VIRTUAL AGM

- Log in and open the meeting a good 15 minutes before the meeting as this will give people the chance to ensure their logins are working
- Display a holding screen that will welcome attendees e.g. "Please ensure you're muted whilst not talking to reduce background noise"
- Identify clear rules of behaviour e.g. if an attendee wants to speak, they should use the raise hand button and then speak when called upon
- Ensure at the beginning of the meeting while on the holding screen that recording has been enabled for the meeting and inform attendees that recording is taking place.

CREATING A TEAM

Once signed into Microsoft Teams you can begin the create a "Team" which can be used to manage Club members attending the AGM. To setup a Team you will need members' email addresses so that they can be added and notified of the upcoming meeting. The following steps illustrate how to create a Team.

Step 1: Sign into the Office 365 Portal using your @gaa.ie email address

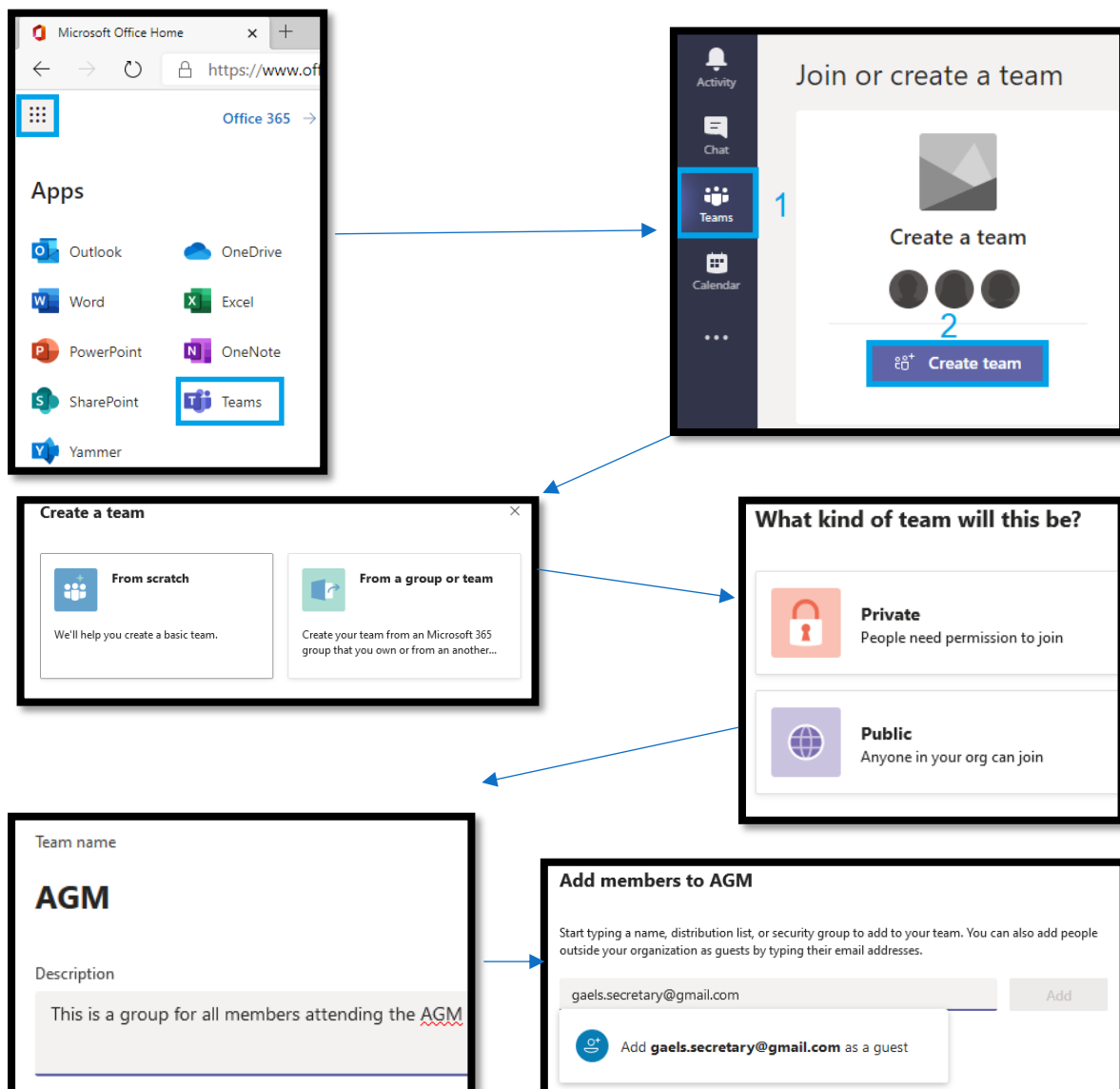Step 2: Once signed in select Teams from the Apps menu, located in the top left of the screen

Step 3: When Teams has opened, on the Teams tab (1) select Create a Team (2)

Step 4: Select "From Scratch"

Step 5: Select "Private"

Step 6: Name your Team (e.g. Castlemitchell AGM 2020) and select "Create" – Note that these names need to be unique across all GAA accounts so AGM 2020 is not advisable.

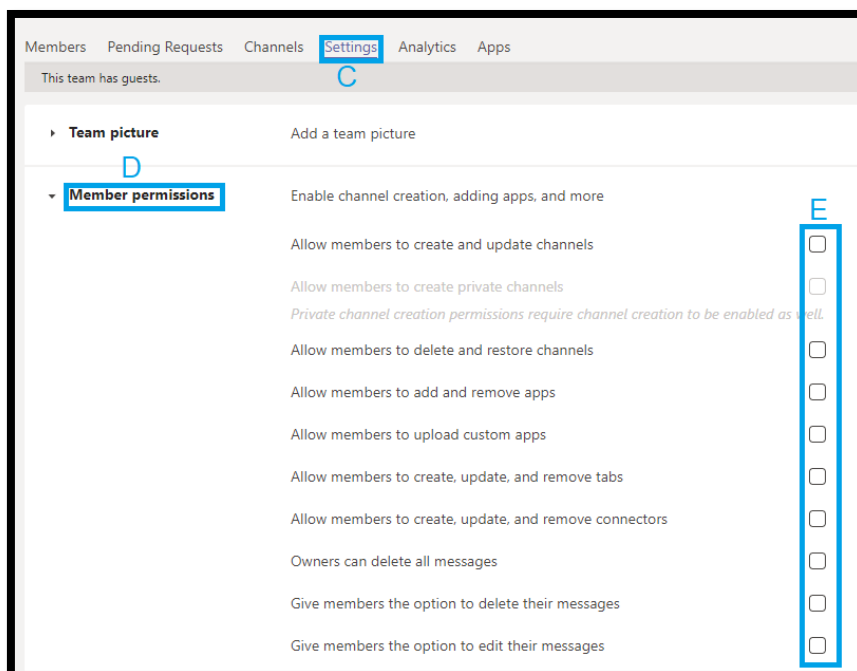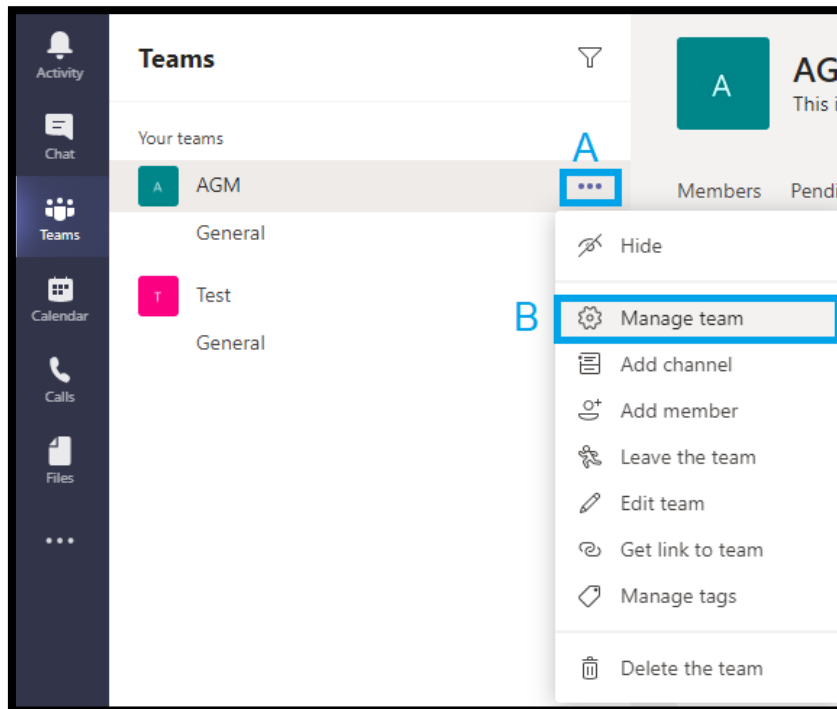Step 7: Add the members email addresses and select "Add"

MANAGING YOUR TEAM

In order to manage who can and can't remove messages and documents from the Team environment you will need to manage permissions. How to do this is demonstrated below.

Step 1: In the Team tab, select the team created above and then click on the three dots to the right of the Team name (A) and then select "Manage Team" (B)

Step 2: Under the Settings tab (C), select the manage permissions dropdown box (D) and unselect all check boxes (E). (This is the easiest way to ensure no one can add or remove content relating to the AGM)

CREATING A MEETING

Once a team is created and all members have been added you can now begin to setup the meeting (AGM). The screenshots below illustrate how to setup and schedule of a meeting.

Step 1: In the Calendar tab (1) select "New meeting" (2)

Step 2: The New Meeting window will be displayed. Here you can edit your meeting details
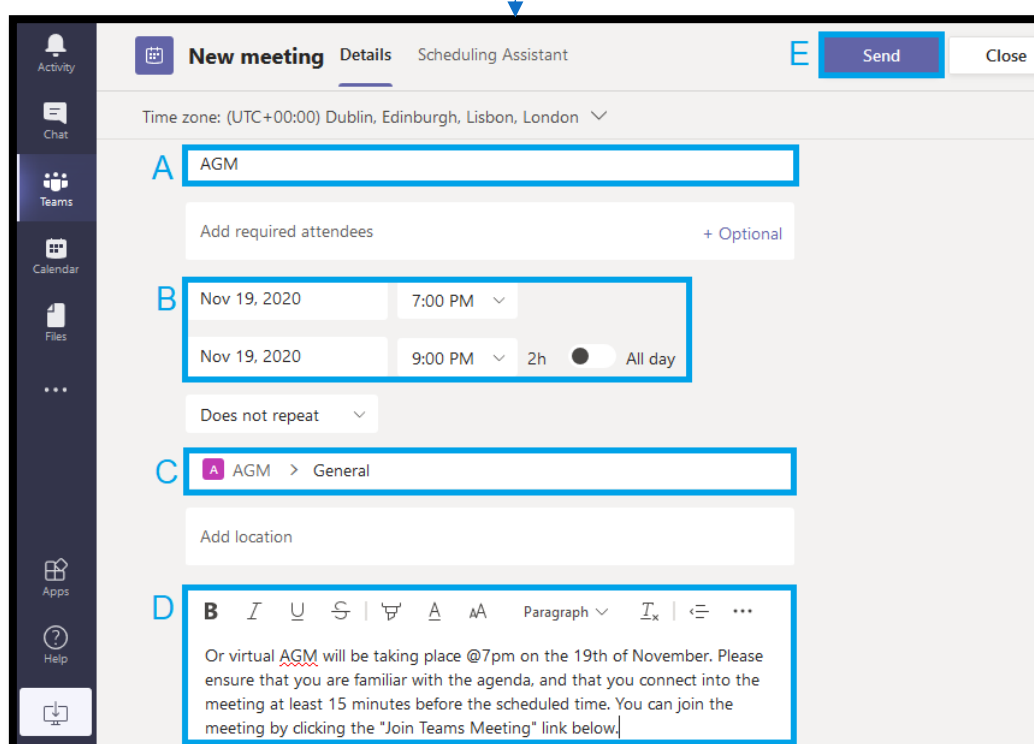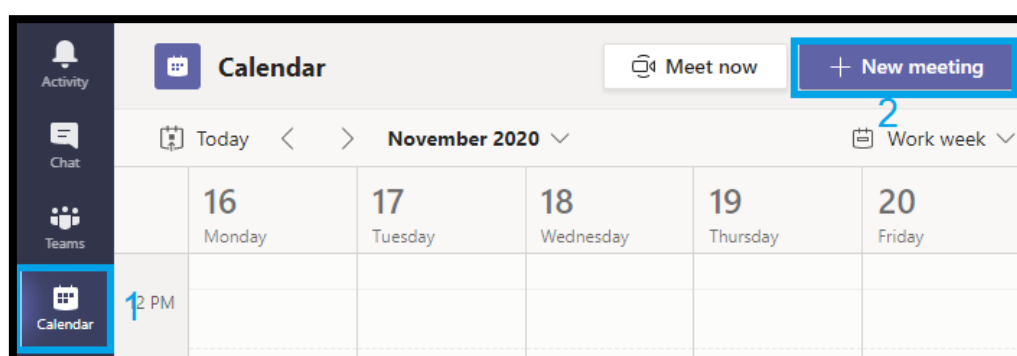
Step 3: Give your meeting a Title (A)

Step 4: Schedule the appropriate time for your meeting (B)

Step 5: Add your Team e.g. Castlemitchell AGM 2020(C)

Step 6: Give the meeting a description, this can be used to provide information and instructions on how to join the meeting (D)

Step 7: Select "Send", this will automatically send an invite to all members of your Team (E)
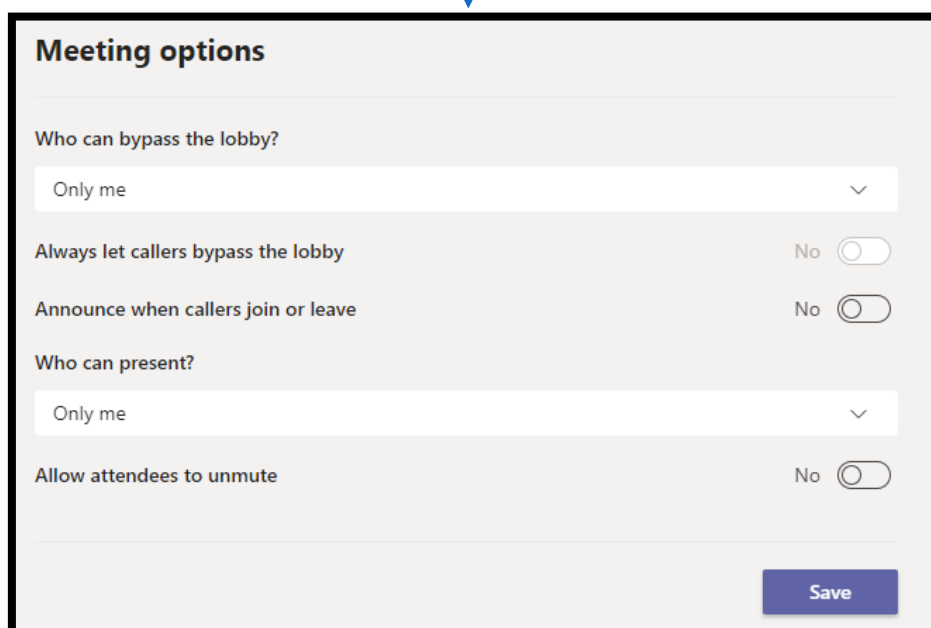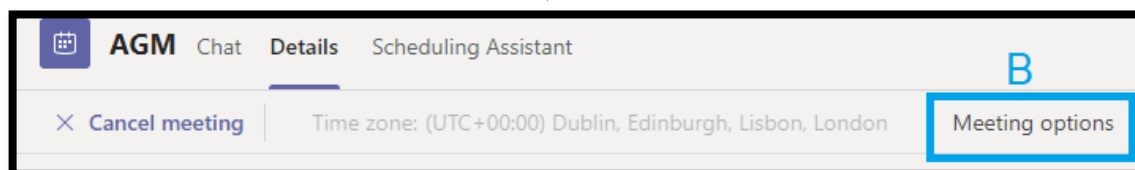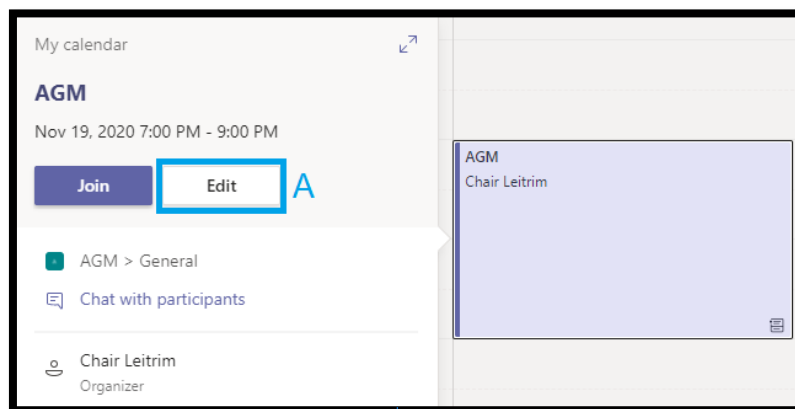
MEETING OPTIONS

How people join into the meeting and who can present needs to be controlled before the meeting starts this can be done by editing the meeting options. The screenshots below illustrate how to do so.

Step 1: In the Calendar tab, select the meeting then select "Edit" (A)

Step 2: In the meetings details window select "Meeting Options" (B)

Step 3: Meeting Options should be set as per the screenshot below. This allows the administrator to have control of who is accessing the meeting at any time. (A presenter can be changed while the meeting ongoing, this will be shown in a later step)
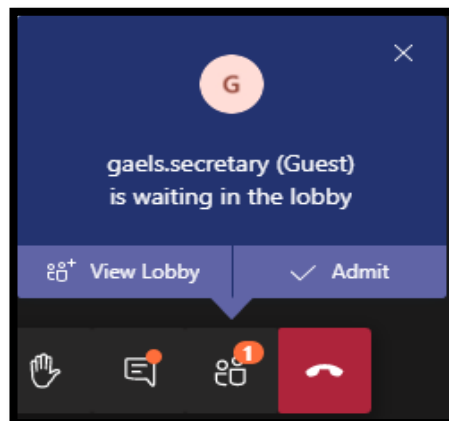
HOSTING A MEETING

Now that everything is setup the only thing left to do is host the AGM. It is important to start the meeting at least 15 minutes before it scheduled to start. The following information should be used by the administrator of the meeting at it will outline the features available when hosting a Teams meeting.

ADMITTING ATTENDEES

When an attendee joins the meeting, they will first be sent to the Lobby. The host will receive a notification of this and be able to admit them access.

The attendee lobby can also be accessed to view who is currently waiting to be admitted.

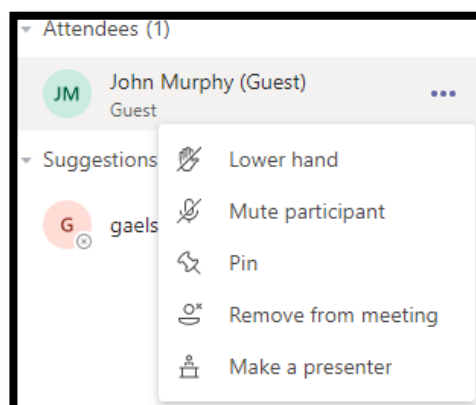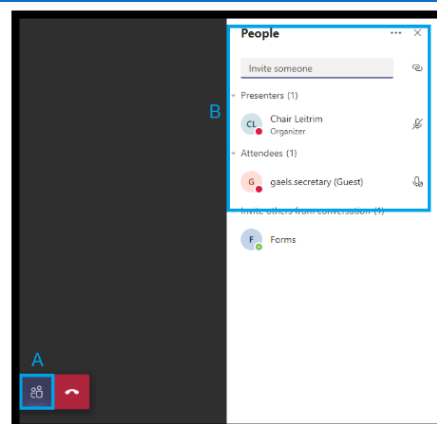You should not admit anyone to the AGM that you do not recognise.

PARTICIPENT LIST

You can also view who has currently been admitted into the meeting (B) by selecting the Participants button (A)

ALLOWING ATTENDEES TO SPEAK

From this list you can control who can present. To do this select the three dots beside the attendee and then select "Make a Presenter". This will allow them to unmute and communicate with others in the meeting.
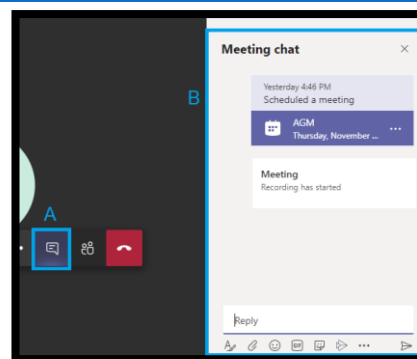
This list also allows the host to see when attendees raise their hand. This feature can be used when attendees want to speak on a matter. To do this again you would make the attendee a presenter and allow them to talk. Once they are finish you can use the options menu to make them an attendee again.

TEXT CHAT

Attendees can also use the chat window to communicate with Hosts, Presenters, and other attendees. The chat tab can be opened by selecting the chat button.

If any member wants to get the attention of another member, they can use the @ symbol followed by their email address/ name to notify them.
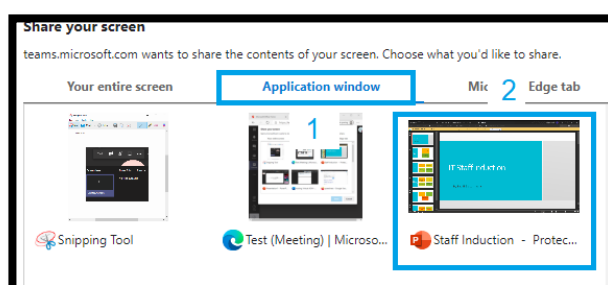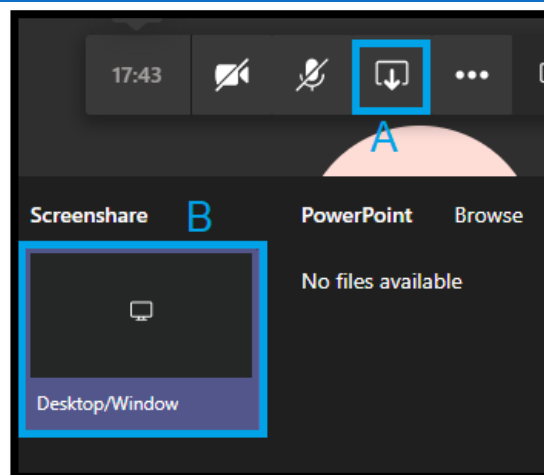

SCREEN SHARING

Screen sharing can be used to show a presentation to all members of a meeting. This can be done by using the Share button (A) and selecting Desktop/Window (B).

In the Application tab (1) of the share your screen window you can select what you want to present e.g. a PowerPoint presentation (2)
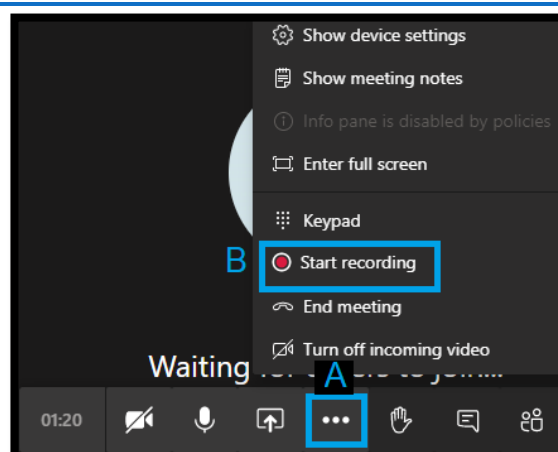
Note: this feature can also be used to present a welcome screen for anyone who has been admitted into the meeting and waiting for it to start

RECORDING

To start the recording of the meeting select the three dots to the right of the share button (A), then select Start recording (B)

**Note: this recording can be accessed via the Team chat for up to 20 days after the meeting. It can also be downloaded **

CREATING A FORM FOR VOTING

For voting during an AGM it is recommended that Microsoft Forms is used. Forms can be accessed through Teams and polls (Voting ballot papers) can be accessed by all members of a Team. The screenshots below illustrate how to create a poll using Forms
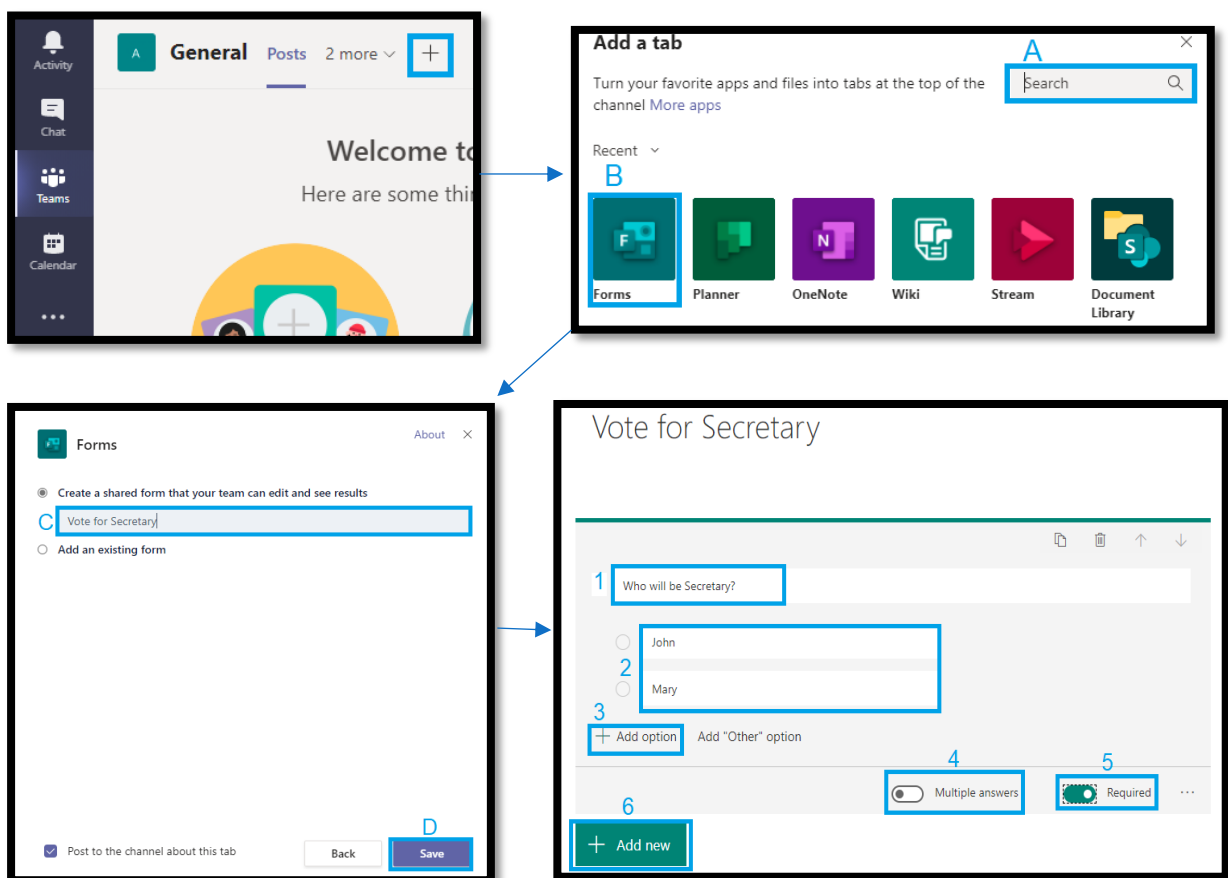
Step 1: In the Teams tab select the + symbol at the top Teams window

Step 2: Search for "Forms" in the search bar (A), it maybe also suggested in the list of apps below the search bar (B).

Step 3: Create a name for your form (C) and select "Save" (D)

Step 4: You can now create the question and answers that is needed for the poll.

(1). Question wanting to be asked

(2). Options for the answer

(3). Add another option

(4). Enable/ Disable multiple answers from each attendee

(5). Enable/Disable mandatory fields

(6). Add another question – It is envisaged that each vote should be a single question.
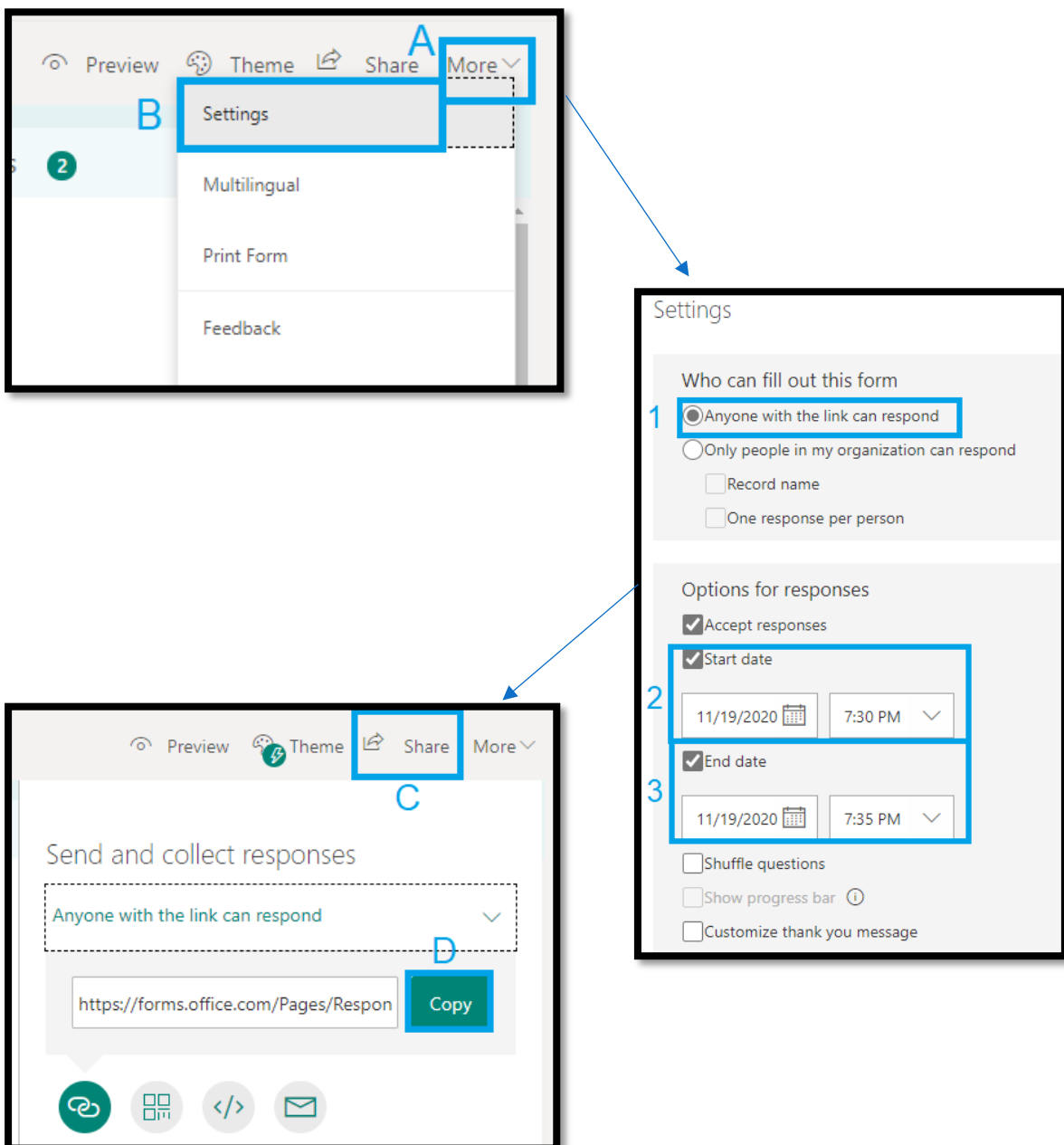
SHARING THE POLLING FORM

After creating the questions and answers for the poll, you must now enable some sharing options and the length of time the poll will be accessible to all members of the Team. The screenshots below illustrate the steps required to do this.

Step 1: Select the "More" (A) tab on the top right of the Form. Then select "Settings" (B)

Step 2: In the settings tab select "Anyone with the link can respond" (1). From here you can also set the start and end time of the poll. This will set a period of time for when members can access the poll (2)(3). It should be quite a short period of time for a vote at an AGM, perhaps one minute is sufficient.

Step 3: Once the poll settings have been added the poll can now be share with the rest of the members. This can be done by selecting the share button (C) at the top right of the form. You can then copy (D) the link to the form and send it in the Team chat for others to access.
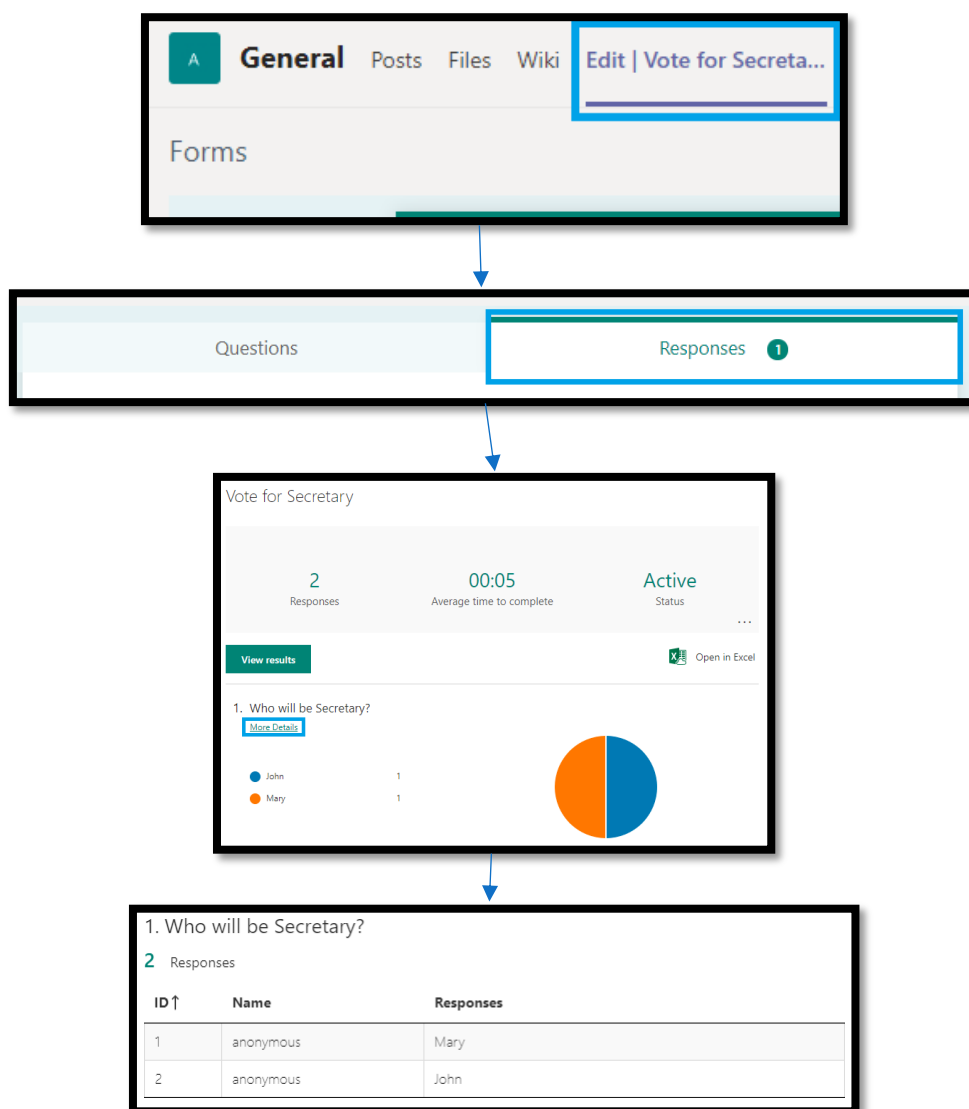
COUNTING THE VOTES

Votes can be viewed while the poll is ongoing. The screenshots below illustrate how to do this.

Step 1: In the Teams tab, select the active form tab now visible on the top of the window

Step 2: In the Form window, select the "Responses" tab to the right of the "Questions" tab

Step 3: The poll's responses can now be viewed. A breakdown of the responses can be viewed by selected the "More Details" button.

HOST CHECKLIST

- o Confirmed date is communicated to all attendees
- o Agenda and any mandatory documents have been created and shared
- o Responsibilities set for hosting members
- o Invites sent in advance of the AGM
- o Reminder email sent ahead of the meeting
- o Meeting is started 15 minutes before scheduled time