

CINCINNATI DIVISION 7 VIRTUAL MEETING INSTRUCTIONS

Exciting news! We've restarted our monthly meetings using the popular virtual meeting technology, called Zoom. Now, any of us with a computer, notebook or smart phone should be able to participate, and there are no biological contamination dangers. The only catch is we must have your email id in order to send you the link to each virtual meeting. If you don't receive our full e-Oil Cans via email, then we don't have your id. If so, please email our e-Oil Can distributor Bob Shreve at eoilcan@cincy-div7.org to give it to him. The next sections share how this all works.

Virtual Monthly Meeting Procedures

About a week before the meeting date, we'll email you an invitation that includes a **link** to the meeting, and two attachments - one our 1-page [Zoom Meetings Quick Guide](#) and the other these instructions. Those will also be on our website. We recommend you print them out. We'll open the meeting about 30 minutes early so everyone can have time to join in and work any issues, especially joining for the first time. After clicking on the link in the email, and possibly being asked to make a short download, you might be in the waiting room. We'll then admit you to the session. Email John Burchnall at webmaster@cincy-div7.org if you're stuck.

Virtual Monthly Contest Procedures

Within the meeting invite email, we'll also share instructions on how to submit and vote on entries for the contest. The contest is simplified for these virtual meets, with all entries being electronic photos (preferably JPEGs) and only two categories: model(s) or prototype(s), i.e. real trains. The entries must feature either the model or the photo contest topics given for that month within the current program or contest tables. When the model and photo topics are different, you can use either for these virtual contests. The model photos can be taken either with or without scenery and/or either on or off a layout or diorama. Each contestant can have up to 3 entries per month. Entries will be closed at the end of Thursday prior to the meeting. Next, by the end of Friday prior to the meeting, one or two pdf files containing sequentially numbered and similarly sized entries will be posted on the contest tab on our website. About 2 days before the meeting, all members will receive a meeting reminder and contest voting instructions email. Any member that wishes can vote any time on the Friday night or all-day Saturday before the meeting. Participants and winners will then be tabulated, reported and displayed at the meeting, then posted afterwards on the website and in the next Oil Can.

Step-by-Step Summary Procedures

- About **a week prior**, members we have email ids for, will receive a **meeting & contest invitation** via email
- By end of Thursday, contest entries must be emailed to webmaster@cincy-div7.org. All entries must be noted as either model or prototype, feature either topic for that month, with up to 3 allowed per person
- We will number, size and anonymously **post the pictures** on 1 or 2 pdf files on the website contest page
- About **2 days prior** to the meeting, each member will receive a **meeting and contest voting reminder email**
- Those wishing to vote have all day on the calendar day before the meeting to view the prototype and model entries on our website and **email one number from each category** to webmaster@cincy-div7.org
- Starting about **30 minutes prior**, you can join our Zoom meeting **using the link provided** in both emails
- Make sure you have the most recent [Zoom Meetings Quick Guide](#) handy for reference during the meeting
- We'll show contest participants and winners at these meetings, then post on the website and next Oil Can
- At the end, our host will terminate the meeting for everyone, and you can exit and/or close the Zoom app

We're looking forward to "seeing" everyone via Zoom at these meetings! Let's set an attendance record!

The Virtual Meetings Team, Cincinnati Division 7, MCR, NMRA
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