

DISTRIBUTE TO: District through Territory Leaders, Zone and Territory Offices
FROM: SGI-USA Organization Center
SUBJECT: November District General Meetings and Reporting Zoom Attendance

We would like to ask all Districts throughout SGI-USA to conduct spirited General Meetings this November, utilizing the guidelines below:

- *For Districts that have Groups with Group leaders established, please utilize the Zoom “breakout room” feature and conduct these meetings by Group.*
- *If a District does not have Groups, please conduct this meeting as usual, as a District.*
- *We would like to begin capturing Zoom attendance via the Member Portal for all discussion meetings, starting with the November meetings. The Member Portal will be enabled to allow District and Chapter Data Entry Users to report attendance at the Group or District level.*

VIDEO TUTORIALS

Since it has been some time since we last collected attendance via the Member Portal, we created the following video tutorials as a refresher, and to ease the process:

Reporting Monthly Discussion Meeting Attendance

Link: <https://vimeo.com/632427916>

Password: SGI2030TUT

Reporting Group Meeting Attendance

Link: <https://vimeo.com/633262457>

Password: SGI2030TUT

IMPORTANT NOTES

- ◇ The ability to report attendance via the Member Portal will be enabled from Friday, November 12
- ◇ Only District and Chapter Data Entry Users can report attendance
- ◇ Attendance can be reported during or after the meeting, or anytime via a smartphone, tablet or laptop device
- ◇ Since we capture discussion meeting attendance by name and division, please make sure all Zoom attendees have their correct name displayed and their video on as much as possible in case multiple attendees join on the same video – e.g. parent and child

We are very excited to begin capturing discussion meeting attendance again, even in a virtual environment. Let's have vigorous and enjoyable November General Meetings!

Thank you as always for your support.