Reference Guide for Attendees of the 2021 NCAA Division III Business Session

This reference guide is provided to assist attendees with navigating the 2021 NCAA Division III virtual Business Session scheduled for **Fri., Jan. 15, 12 to 1 p.m. (Eastern)**. Information such as understanding how to use and log into platforms, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this guide prior to attendance at the virtual Business Session. Keep it available during the virtual meeting for reference as well.

How to Login into the Lumi Platform

- Use this link to access the Lumi voting and speaker queues for the Division III Business Session: [https://web.lumiagm.com/213-480-625](https://web.lumiagm.com/213-480-625)
  - Username = email address that you used to register for the NCAA Convention
  - Password is **NCAA2020** (all upper-case).

Speaking during the virtual Division III Business Session

- If you have been designated by your member institution/conference as a speaking delegate, you will have the option to be recognized on the floor. Once the Chair opens the speaking queue, if you wish to request to speak, click the messaging icon in the upper menu bar:
1. Use the quick terms guide to enter your intent to speak in the text box at the bottom of the screen and hit the ‘send’ arrow icon to send your message into the queue.
   - For example, you may type in: COMMENT or QUESTION or SECOND:

2. The Chair/staff will announce the order of delegates to speak. WHEN you are called upon to speak by the Chair/staff, raise your hand in the Zoom Platform.

3. Once the production staff have enabled your microphone, you will unmute your microphone in Zoom when called by the Chair/staff.
   - You may begin speaking.
   - Once your turn to speak is over, the production team will mute your microphone.

**Voting during the virtual Division III Business Session**

- When a motion or a proposal is put before the meeting, the voting will automatically pop up within the Lumi virtual platform. Simply click on your selection to cast your vote. (Note: voting is only available to voting delegates).

- To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open.

- Once the voting period has closed, your last vote will be submitted.
Voting during the virtual Division III Business Session

If you are having issues with the Lumi system please click the Need Help button on the bottom of the FAQ page in the virtual Convention platform.