



[LafourcheRopingClub.com](http://LafourcheRopingClub.com)

## ***Instructions for Joining the Meeting***

Please follow the detailed instructions below to join the LRC Meetings via Google Meet....

For those who do not have Gmail, here is a quick link to help you set up a Google account.

<https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>

Just follow the prompts as you walk thru the setup. You will need the camera and microphone activated on your device so we can see your smiling face and hear your voice. You will also be able to view the documents / reports we display on the screen.

- 1) An invitation to Google Meet will be emailed to all current members.
  - a. Open the email and using the drop-down responses, reply with either **ACCEPT / TENTATIVE / DECLINE**.
    - Accept or Tentative will add the meeting to your Google Calendar.
    - NOTE: A reminder email should pop-up on the day of the meeting one (1) hour before the meeting.

- 2) On Monday evening, open up your email and click on the link next to **Joining Info**

Joining info    Join with Google Meet

[meet.google.com/rma-rxq-atz](https://meet.google.com/rma-rxq-atz)

- a. If you are not using a Gmail address, this will prompt you to Download App.
  - Download the app then open the app and sign into your Google Account.
  - Once you are logged into your Google Account, go back to your email and click on the link
- b. This link will open the app and you should see yourself online. Your camera and microphone should be active.

NOTE: If you have difficulty hearing, you can click on More Options (the 3 little vertical dots at the bottom right-hand corner of your screen) then click on Turn on captions.
- c. Click on  

- d. The meeting organizer will receive a notification to ADMIT you into the meeting.

Looking forward to seeing everyone online!

Please be patient as we all navigate through the new process..... Thank You!