REQUESTING TO USE PTANA ZOOM ACCOUNT

WHEN CAN YOU USE PTANA ZOOM

1. For PTANA meetings over 40 minutes only
    a. BOD meetings
    b. Monthly meetings
    c. Education webinars
    d. Committee meetings

HOW TO REQUEST ZOOM USE

1. Send your completed ZOOM Request Form to chair@ptana.org
2. Request your meeting at least one (1) week prior to date needed.

RECEIVING REQUEST RESPONSE

1. You will receive a response via your email within 48 hours of request
    a. Yes response- With the information to send for you meeting
    b. No response- With explanation
    c. Alternate Date Required – Date/time not available but an alternate date/time is available

PREPARING TO USE ZOOM

- Set up a personal ZOOM account prior to your meeting to practice and familiarize yourself with using ZOOM (There is a tutorial available).
- Have a backup person to assist you and is also familiar with using ZOOM
- Contact chair@ptana.org for problems with accessing the account

Note* Zoom is free for meetings 40 minutes or less. Please set up you own account for these meetings.

Click here for quick access to request a meeting:
http://ptana.org/online-meetings