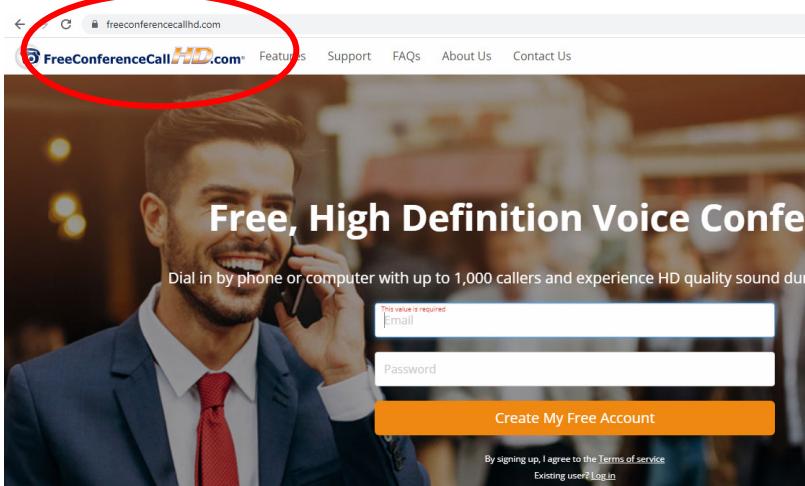


## Teleconference Tutorial.

This tutorial will help any Club hold a teleconference for free using the services from FreeConferenceCallHD.com (Services are free if you do not have long distance charges from your service provider. If you call from a land-line and do not have a long distance plan, you may incur some charges; however, almost every cell phone plan does not have any long distance charges). This tutorial will help you create your Club's own account and will provide some basic etiquette while interacting using the teleconference. I recommend your Club President, or whoever will be conducting the meeting, create the account.

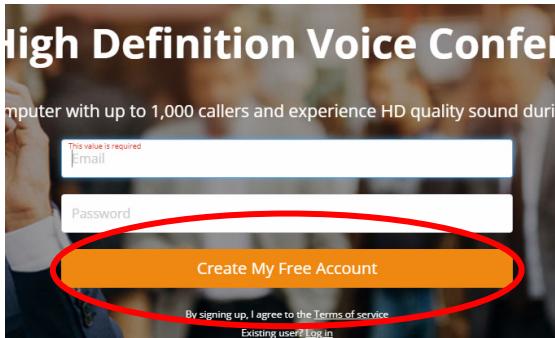
1. Go to [www.freeconferencecallhd.com](http://www.freeconferencecallhd.com).



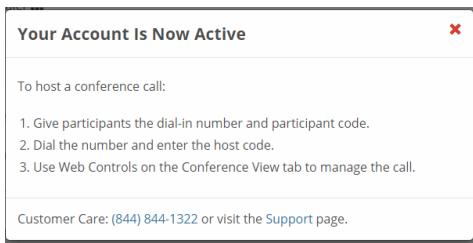
2. Input your Club's email address and create a password for your account (If your club does not have an email address, I recommend using your Club President's or Secretary's email address). Remember to right down both the email address and password, and share both with your fellow Club Officers. Remember, the password to this account is specific only to this account, and not to your actual email account (they do not have to be the same – I recommend this for privacy purposes).



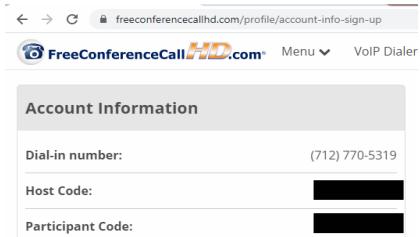
3. Click on Create My Free Account.



4. You should now be logged into Free Conference Call HD. You should get a dialog box letting you know that your account is now ACTIVE and will give you basic information on starting a Conference Call.



5. I have blacked-out my account information, but the picture below shows where the Dial-In number, Host Code, and Participant Code are. These are the only three items you should need to hold a Teleconference.



6. Now it's time to set a date and time for your teleconference. You need to give everyone who is going to be involved in the teleconference the Dial-in number (everyone, including yourself will dial into this number) and the Participant Code. You as the host (Club President) will enter the Host Code when prompted, while everyone else will need the Participant Code to enter when prompted.
7. After everyone has dialed-into the teleconference, your club can start its meeting using basic etiquette rules, and I have provided some recommendations you may want to use.

Basic Etiquette Recommendations (This will be a model for a typical Club Meeting).

1. Club President (or individual running the meeting) will open the meeting stating the date and time, and reminding all other participants to minimize excess chatter among other participants, so everyone can hear clearly. Club President needs to strictly follow the agenda, hopefully, already provided via email.
2. Club Secretary will perform Roll Call. The Pledge and Invocation is optional.
3. Club Treasurer will give the financial report. Club President will ask for a motion to accept, ask for a second, ask for discussion, ask for approval, and ask for disapproval.
4. **When making motions or wanting to input for discussion, participants should address the group as Lion “So-So” here. I am making the motion, or seconding the motion, or I have a question. (Example: Lion Nick here, I make the motion to accept the Treasurer’s Report). – Most Important to Remember.**
5. If more than one person starts to talk, it is at the discretion of the Club President to who talks first.
6. Club President moves onto Committee Reports, Unfinished Business, New Business, and Announcements as usual per typical Club Meeting following the previous recommendations.

If everyone follows these simple recommendations (especially 1, 4, and 5), your Club Meeting should run smoothly. Remember this, the Club President (or whoever is running the meeting) needs to be in control at all times, and everyone needs to respect that, or there will be chaos and your meeting will not be a success. Also, and maybe most importantly, everyone that will be involved in the teleconference should read these Basic Etiquette Recommendations before the meeting, especially if you plan to follow them. You may revise the recommendations as you see fit for your club/meeting.