

EWSETA

LiveHub Navigation

Annual General Meeting

Friday, 5 February 2021

10.00 – 12.30



Accessing EWSETA's LiveHub Platform

Dear Stakeholder

The purpose of this document is to familiarise yourself with some of the key functionality that guests require when accessing a room on the EWSETA LiveHub Platform.

Link to access the room: https://livehub.ewseta.org.za/EWSETA_AGM_2019-20

Password: ewagm201920

We look forward to welcoming you as our guest online.

Don't Forget to Add Your Name Before Accessing the Room

livehub.ewseta.org.za/EWSETA_AGM_2019-20

Join meeting

livehub.ewseta.org.za/EWSETA_AG...

Join meeting

Don't show this screen again

✓ It sounds like your microphone is working properly

Before entering/joining the LiveHub 'room' be sure to enter your name and surname so that we know who is online and to also identify participants in the chat

How to Use the Chat Function

Hi Atul. Can you hear me?
8:40

https://livehub.ewseta.org.za/EWSETA_AGM_2019...
Good Morning

sorry, its Ntombi
8:44

Hi Ntombi. Thanks for joining us
8:44

This is where all chat messages will appear

EW SETA
BLUEPRINT FOR SKILLS DEVELOPMENT
2019/20
VIRTUAL ANNUAL GENERAL MEETING
EWSETA 2019/20 FINANCIAL PERIOD
05 FEBRUARY 2021

EW SETA

This is the button to click if you wish to view the chat or to contribute to the chat

What to do if the Shared Presentation is Small or Covered by Participant Info

The screenshot shows a Zoom meeting interface. On the left is a chat window with the following messages:

- Hi Atul. Can you hear me? 8:40
- https://livehub.ewseta.org.za/EWSETA_AGM_2019...
Good Morning
- sorry, its Ntombi 8:44
- Hi Ntombi. Thanks for joining us 8:44

The main meeting area displays a shared presentation slide titled "BLUEPRINT FOR SKILLS DEVELOPMENT" for the "2019/20 VIRTUAL ANNUAL GENERAL MEETING" on "05 FEBRUARY 2021". The slide is partially obscured by a large purple circle containing the initials "HL".

An orange callout box contains the following text:

Once the presenter shares the presentation you will probably not be able to see it properly or it may be covered with many squares (refer right). You need to click on the 'toggle' button. This will then enable you to view the presentation properly as all the squares with initials inside will be shifted to the right of the screen. See next slide.

At the bottom of the meeting area, a toolbar includes a "Toggle Button" (a 2x2 grid icon) which is highlighted by an orange arrow and label.

What to do if the Shared Presentation is Small or Covered by Participant Info

The screenshot shows a Zoom meeting interface. The main window displays a presentation slide with the following text: "EW SETA", "08:37", "BLUEPRINT FOR SKILLS DEVELOPMENT", "2019/20", "VIRTUAL ANNUAL GENERAL MEETING", "EWSETA 2019/20 FINANCIAL PERIOD", and "05 FEBRUARY 2021". The slide also features the EW SETA logo and a background image of a water treatment plant. On the left, a chat window is open with the following messages: "Hi Atul. Can you hear me?" (8:40), "https://livehub.ewseta.org.za/EWSETA_AGM_2019..." (8:40), "Good Morning" (8:44), "sorry, its Ntombi" (8:44), and "Hi Ntombi. Thanks for joining us" (8:44). On the right, three participant tiles are visible with initials "ET", "HL", and "AP". At the bottom, there is a "Toggle tile view" button and a toolbar with icons for chat, video, audio, and other meeting controls.

Once you have clicked on the toggle button, the squares with initials inside will all move to the right of the screen and the presentation will appear properly. If you wish to view the presentation even bigger, close the chat function