

## **Establishing Quoracy Guidelines for Virtual Meetings**

Associations holding meetings via Zoom through Regional accounts can request the participant list for that meeting be used, as this is stored in the Zoom account.

Please advise the date and time of the meeting and a copy of the invitation when sending through any materials that require evidence of quoracy. Staff colleagues will then be able to source the information for you.

Please be advised this information is held only for a period of three months before automatic deletion from Zoom.

If you have a situation where more than one member is sharing a single screen, then ensure they each in turn, individually rename themselves in a manner that will allow identification in membership, eg name and school or home postcode.

It is good practice to ensure all attendees rename themselves for ease of identification, particularly where the report is being relied upon.

All names used will be captured in the report, keep a note of those who were sharing a screen to forward for verification against the report.

If you are using your own Zoom account or Executive account, you can either grant us access to source your report, or find this yourself using the following steps, please note this function is not available on free accounts.

1. Log into your Zoom account on the website.
2. Select 'My Account' in the top right hand corner.
3. On the left hand pane then select 'Account Management'.
4. Under that select 'Reports'.
5. On the right hand pane select 'Active Hosting'.

You will then see a list of your meetings which you can search by date range, if you click on the number of participants in any of them, you will be given the option to export two excel spreadsheets, one which contains everyone who attended by name, and will repeat it if they joined several times, and one which shows each unique user.

Please supply both, please do not rename the spreadsheets.

Further advice can also be found on the national website here: [Video Conferencing and Local Meeting Protocol](#) and [Video Conferencing and Virtual Meetings](#).