

User Guide for the Virtual Public Hearing on the FY2020 Game Code Amendments

Topics

[How to Connect to the Virtual Public Hearing](#)

[How to Inform the NJDEP Hearing Officer of Your Interest in Submitting Verbal Testimony](#)

[How to Unmute Your Microphone to Submit Verbal Testimony](#)

[How to Mute Your Microphone After Submitting Verbal Testimony](#)

Prepared by the Division of Fish and Wildlife

Updated October 28, 2020

Game Code Proposal Public Hearing November 4, 2020 at 2 pm Online/Virtual Meeting – How to connect

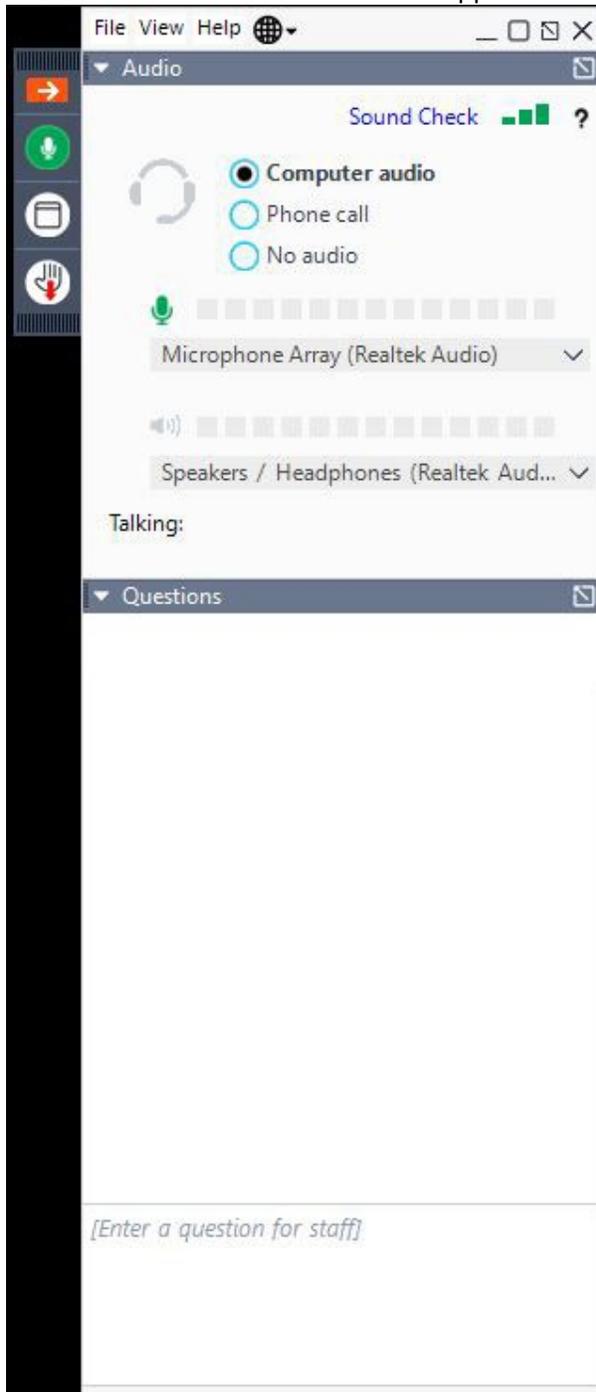
Connection option	COMPUTER/TABLET/SMARTPHONE with functioning microphone and speakers	COMPUTER/TABLET/SMARTPHONE <i>PLUS</i> PHONE Computer for visual presentation and separate phone for audio and commenting	COMPUTER/TABLET/SMARTPHONE <i>PLUS</i> PHONE (audio <i>only</i>) Computer for visual presentation and separate phone for audio only	PHONE ONLY Call in number for audio only, no visual presentation
With this option you will	 Hear meeting audio  View the presentation  Provide your public comment	 Hear meeting audio  View the presentation  Provide your public comment (Must enter pin)	 Hear meeting audio  View the presentation YOU WILL NOT BE ABLE TO PROVIDE PUBLIC COMMENT - SUBMIT WRITTEN COMMENTS AT LINK PROVIDED BELOW	 Hear meeting audio YOU WILL NOT BE ABLE TO PROVIDE PUBLIC COMMENT - SUBMIT WRITTEN COMMENTS AT LINK PROVIDED BELOW
Register	Register your computer/tablet/smartphone before the meeting REGISTER HERE	Register your computer/tablet/smartphone before the meeting REGISTER HERE	Register your computer/tablet/smartphone before the meeting REGISTER HERE	No pre-registration required
How to connect	<p>Once registered, you will receive an email on how to connect to the meeting.</p> <p>When you enter the “meeting room,” select the option for “computer audio.”</p> <p>If you wish to comment please enter your FIRST and LAST name under the Questions tab. Your name it was entered.</p>	<p>Once registered, you will receive an email on how to connect to the meeting.</p> <p>When you enter the “meeting room,” select the option for “phone audio.”</p> <p>Then call (914) 614-3221 on your phone to hear audio.</p> <p>On your phone, enter the meeting access code 498-090-420</p> <p>In order to voice comments via your phone, enter the PIN on your phone keypad when prompted. The PIN is in your meeting dashboard on the computer screen. You must enter this PIN in order to comment.</p> <p>If you do not enter the PIN, you can press # and you will be in “listen only” mode. You will not be able to make voice comments.</p>	<p>Once registered, you will receive an email on how to connect to the meeting.</p> <p>When you enter the “meeting room,” select the option for “phone audio.”</p> <p>Then call (914) 614-3221 on your phone to hear audio.</p> <p>On your phone, enter the meeting access code 498-090-420</p> <p>When prompted for an audio PIN, press #. You will enter the meeting in “listen only” mode.</p> <p>YOU WILL NOT BE ABLE TO PROVIDE PUBLIC COMMENT - SUBMIT WRITTEN COMMENTS AT LINK PROVIDED BELOW</p>	<p>Dial (914) 614-3221</p> <p>On your phone, enter the meeting access code 498-090-420</p> <p>When prompted for an audio PIN, press #. You will enter the meeting in “listen only” mode.</p> <p>YOU WILL NOT BE ABLE TO PROVIDE PUBLIC COMMENT - SUBMIT WRITTEN COMMENTS AT LINK PROVIDED BELOW</p>

Please read the instructions carefully on ways to connect and which methods allow you to provide comment

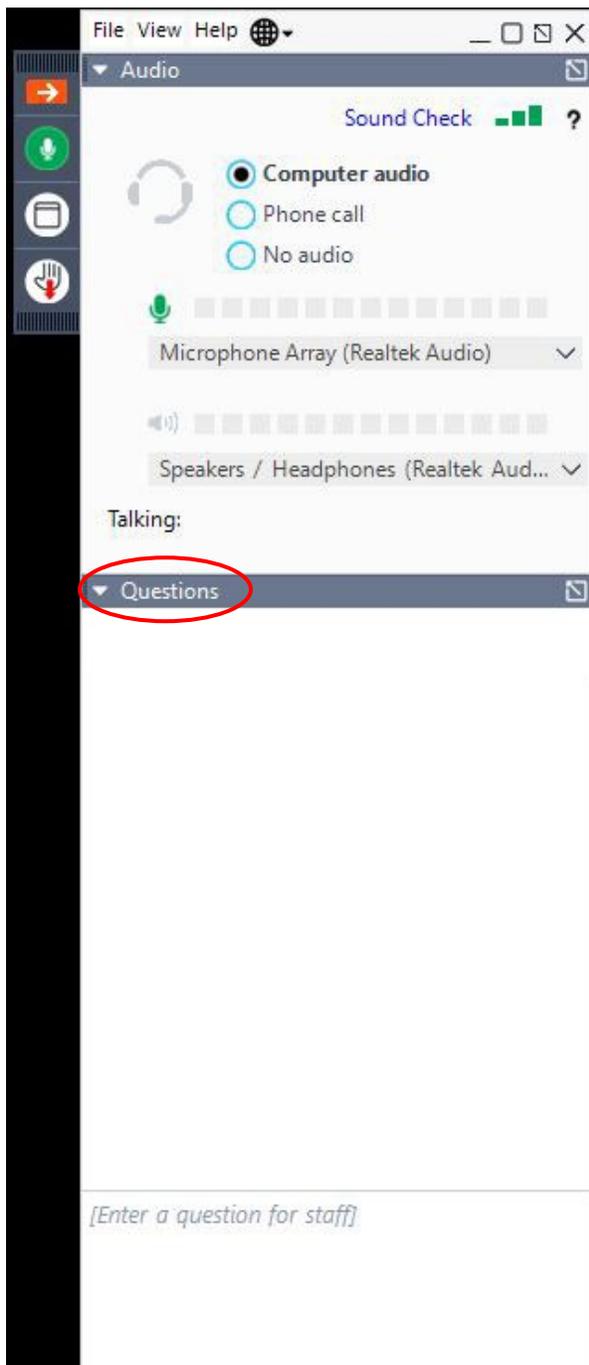
Once you enter the meeting, if you wish to comment please enter your FIRST and LAST name under the Questions box. Your name will be called in the order it was entered. Each commenter will be provided two minutes to comment. After the meeting, you may submit additional comments at: https://www.njfishandwildlife.com/news/2020/gamecode_proposal20.htm

[How to Inform the NJDEP Hearing Officer of Your Interest in Submitting Verbal Testimony](#)

- 1) The GoToWebinar Control Panel will appear on the right-hand side of your screen.



- 2) Click the arrow next to the Questions tab in the Control Panel on the right-hand side of the screen to expand the Questions box.



3) Type your full name and the name of the organization that you represent at the bottom of the Questions window. When entering this information use the following format: First Name + Last Name + (Your Organization). See below for an example.

▼ Questions 

Jason Lonardo (JL Industries Corp)

[Enter a question for staff]

Send

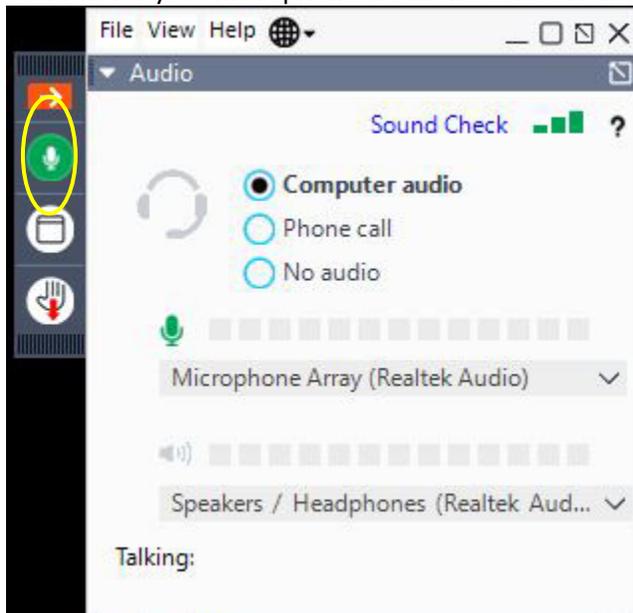
4) Click the Send button in the Questions window or depress "Enter" on your keyboard to submit your message and notify the NJDEP Hearing officer of your interest in submitting verbal testimony.



The image shows a screenshot of a web interface. At the top, there is a dark blue header bar with the word "Questions" in white text and a small square icon with a white 'X' on the right. Below the header is a large, empty white rectangular area. At the bottom of this area, there is a horizontal line, and below that, the text "[Enter a question for staff]" is displayed in a light gray, italicized font. At the very bottom of the interface is a light gray bar containing a "Send" button, which is circled in red.

How to Unmute Your Microphone to Submit Verbal Testimony

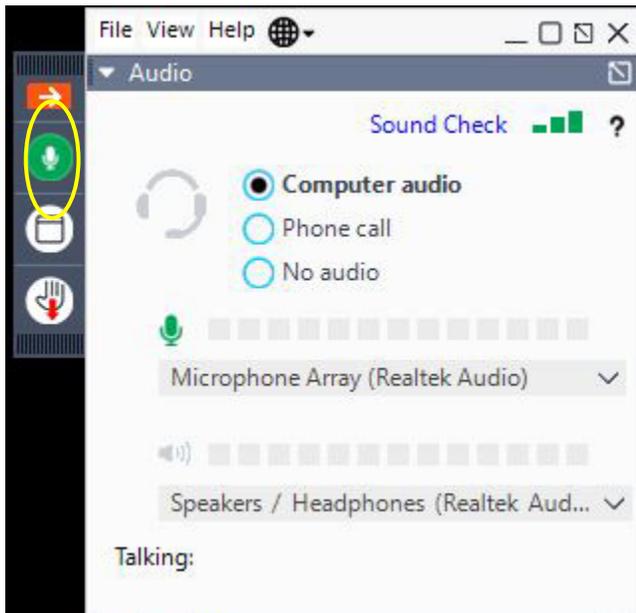
- 1) Controls for your microphone are in the Control Panel on the right side of your screen.



- 2) If you are muted (i.e. the  icon appears in the Control Panel), click on the  icon to unmute your microphone. The  icon will change to  so your audio will be broadcast to the other participants.
- 3) Begin your verbal testimony.

How to Mute Your Microphone After Submitting Verbal Testimony

- 1) Controls for your microphone are in the Control Panel on the right side of your screen.



- 2) If you are unmuted (i.e. the  icon appears in the Control Panel), click on the  icon to mute your microphone. The  icon will change to  and your audio will no longer be broadcast to the other participants.