

REGISTRATION GUIDE FOR VIRTUAL ANNUAL GENERAL MEETING (AGM)

- Members will receive an “Invitation to Attend Virtual AGM” via electronic mail by Thursday, 24 March 2022.
- Should you wish to observe and listen to the proceedings of the virtual AGM and vote electronically, you must register by following the instructions in the email.
- The closing date for registration is **Friday, 08 April 2022**.

AGM Member Portal link: <https://conveneagm.sg/2022sccagm> or alternatively scan this QR code:



- Click the **'Register as Member'** button.
- Fill out the Registration Form with your Full Name, Membership Number, Mobile Number and Registered Email Address with SCC.
- Tick to agree with the term of use and click the **'Submit Registration'** button.

[illegible]

Step 2: Confirm your information is correct.

VERIFY YOUR INFORMATION AND SUBMIT REGISTRATION

The system will prompt you to verify that the information you have entered is correct:

Submit Registration

Edit

Review your information and click '**Edit**' if there are changes to be made or click '**Submit Registration**' to proceed.

Step 3: Verify your email address and set your own password.

- Check the email inbox of the email address you provided and verify your email by opening the email sent by AGM@Convene <agmaccounts@conveneagm.com>
- If you cannot see the email in your inbox, please check your Spam/ Junk box.
- Click the '**Verify Your Email**' button.

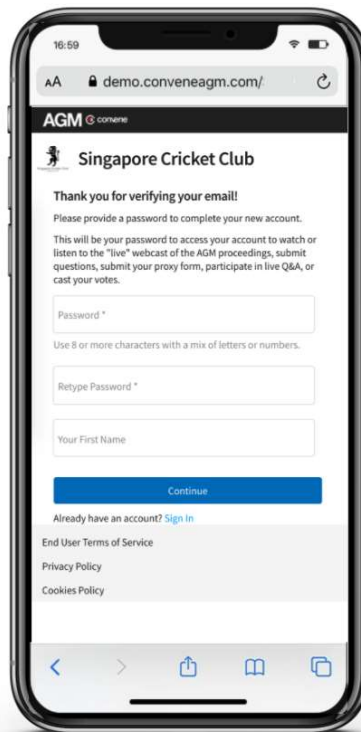
Verify Your Email

- After verifying your email address, you will be directed to a webpage **for you to create your own password.**

SETTING YOUR OWN PASSWORD

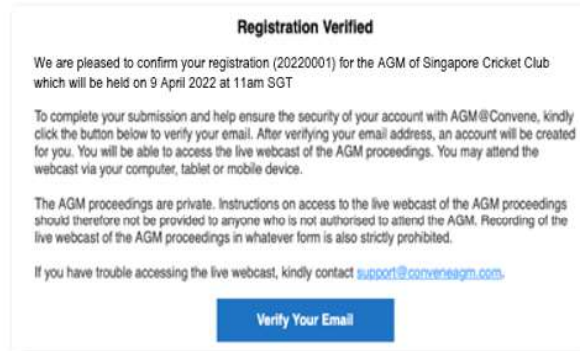
Create your own password. Make sure it is a secure and unique one which you can remember.

- Enter your password into the first box, and re-enter again in the second box.
- Enter your name into the third box.
- Click '**Continue**' to confirm.



AUTHENTICATION

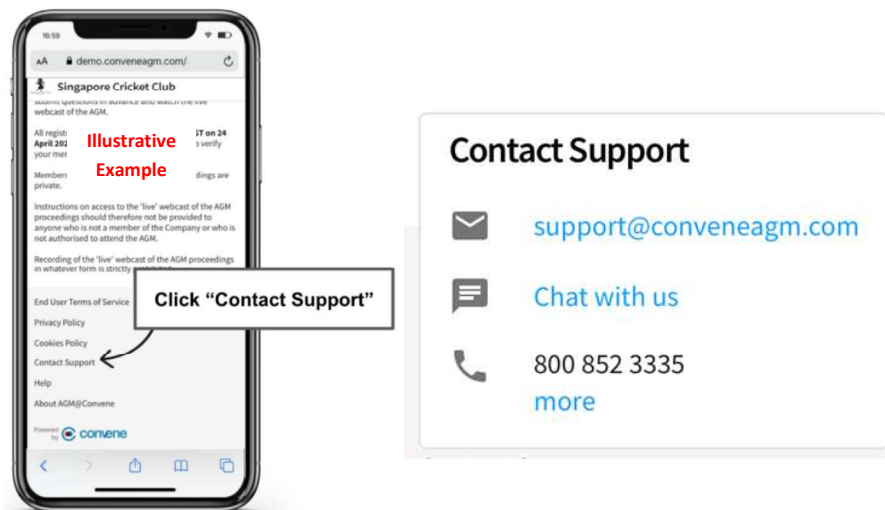
- Upon receiving your registration, the admin team will verify your details and authenticate your account to ensure only legitimate Members attend the virtual AGM.
- After verification and authentication, you will receive a further email in your email inbox within 2 working days.



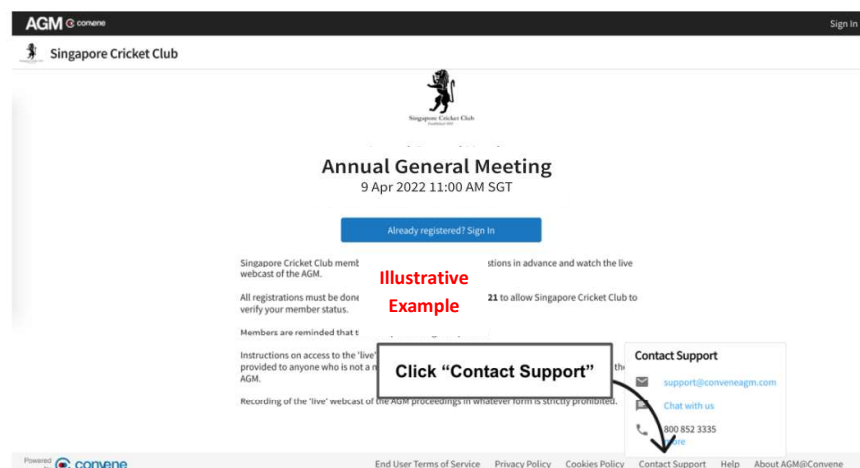
TECHNICAL SUPPORT

Note: If you require any technical support, please click on the “Contact Support” at the bottom of the front page – from here, you can choose to receive assistance via email, live chat or telephone.

For Mobile Devices:



For Laptop/Desktop:

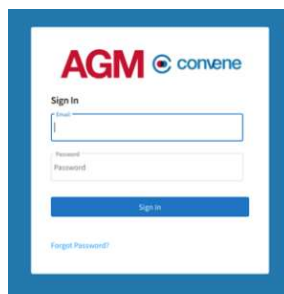


Step 4: Log into the AGM Member Portal to view the AGM Information.

- Revisit the AGM Member Portal:
Member Portal: <https://conveneagm.sg/2022sccagm> or alternatively scan this QR code:

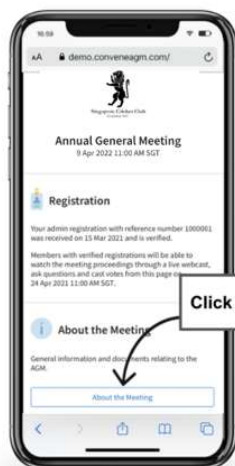


- Select Sign In and enter the Email Address and Password that you have set.



The image shows a sign-in form for the AGM Member Portal. It features the 'AGM convene' logo at the top. Below the logo, there is a 'Sign In' section with two input fields: 'Email' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom left of the form, there is a link that says 'Forgot Password?'.

- After signing in, scroll down to find the '**About the Meeting**' tab.
From here, you will be able to view documents relating to the virtual AGM including Minutes of the Last AGM and SGM, the 2021 SCC Annual Report and Financial Statements, and Proposed Resolutions Documents.



Click "About the Meeting"



Annual General Meeting 9 Apr 2022 11:00 AM SGT

Singapore Cricket Club members must register to submit questions in advance, submit their proxy form online, and watch the live webcast of the AGM.

All registrations must be done by **12:00 am SGT** on

**Illustrative
Example**

Singapore Cricket Club to verify your member status.

Members are reminded that the AGM proceedings:

Instructions on access to the 'live' webcast of the AGM proceedings should therefore not be provided to anyone who is not a member of the Club or who is not authorised to attend the AGM.

Recording of the 'live' webcast of the AGM proceedings in whatever form is strictly prohibited.

Documents relating to the AGM

Please click on the links below to view the documents relating to the AGM

1. [Notice of AGM](#)
2. [Minutes of last AGM](#)
3. [Minutes of last SGM](#)
4. [Annual Report with Financial Statement as at 31 December 2021](#)
5. [Guide for Electronic Voting](#)

ANNEX 2: LOGGING IN FOR THE VIRTUAL AGM

On the AGM Day (Saturday, 09 April 2022, 11:00am)

- At 11am: The Virtual AGM will open, and the proposed Resolutions will be presented at this time. A virtual Question & Answer video session will follow. Electronic Voting will commence at this time.
- The Virtual AGM will then adjourn and resume at 6pm for the President's Address, presentation of Financial Results, voting on Agenda items and announcements on the voting results of the proposed Resolution and election of General Committee.
- At 7pm: Electronic Voting will close.

Step 1: Join the Virtual AGM to watch the LIVE Webcast

- Visit the AGM Member Portal:
Member Portal: <https://conveneagm.sg/2022sccagm> or alternatively scan this QR code:



Step 2: Select Sign In and enter the Email Address and Password that you have set.



Please note that the live webcast will only be available during the AGM time from 11:00am on Saturday, 09 April 2022. There will be no webcast before that time.

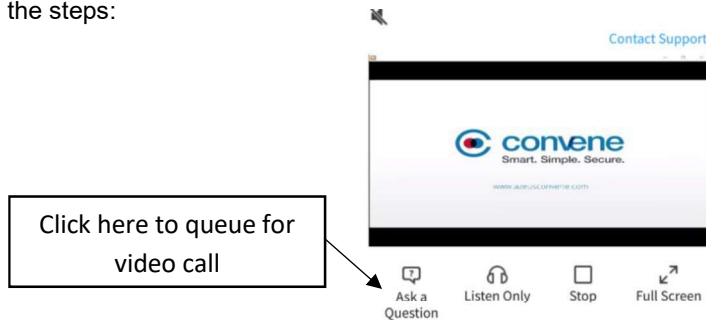
Screenshot example: The image below is the webpage view on a personal computer.



Step 3: Asking a Video question during the Virtual AGM.

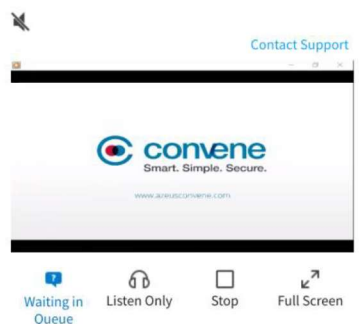
During the Live Webcast, when Chairman announces that video questions are open, you will be able to queue for a video call to ask your question through your device.

Here are the steps:



Once you are in the queue, it will be highlighted to the admin team.

Please wait your turn to be admitted into the video call.



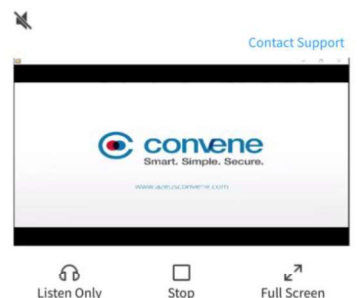
When it is your turn, you will be prompted to start your video. **Click on “Start my Video”**.

After starting your video, you will be prompted to unmute. **Click on “Unmute Myself”**.

You will now be seen and heard in the webcast to ask your question.

Note: For Laptops and android phones/tablets: **Please allow for your camera and microphone to be accessed.**
For iOS devices (iPhone/iPad): **Please have Zoom installed on the device.**

When it is announced that the virtual Question & Answer video session has ended, the “Ask a Question” button will disappear.



Please note:

- The General Committee will take questions during the Question & Answer Session only.
- Please mute your microphone to avoid unnecessary disruptions, except during speaking.

Should you wish to speak at any time, please click on the button **“Ask a Question”** and wait for your queue.

ANNEX 3

GUIDE FOR ELECTRONIC VOTING

The voting of the proposed Resolution and election of a new General Committee will be predominantly by electronic means via the Virtual AGM site on Saturday, 09 April 2022 from 11:00am to 7:00pm.

Voting members may log into the Virtual AGM site at any time after 11.00am to vote.
We strongly encourage you to log into the site by 6.00pm, and to conclude your voting by 6.45pm.

For any clarifications on the voting process, kindly contact the Support team at:
800 852 3335 (Toll free number) or Email at support@conveneagm.com

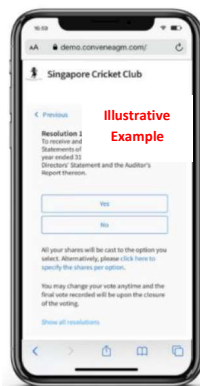
Contact Support

✉ support@conveneagm.com

💬 [Chat with us](#)

☎ 800 852 3335

Order of Resolutions



At 11.00am, questions posed relating to proposed Resolutions will be presented and answered.

The Resolutions are single choice answers, ie “Yes” or “No” choice.

Please note that Proposed Resolutions will be available for view in the “About the Meeting” Tab. **[Refer back to page 6 of this guide]**

Step 1: Scroll down to view the Resolution.

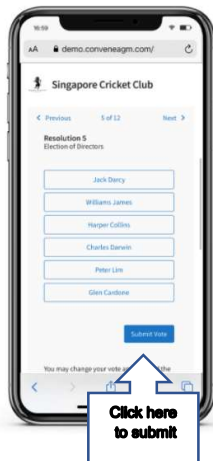
Step 2: **On Mobile device:** Tap on the box “Yes” or “No” to cast your vote

On Laptop/Desktop: Click on the box “Yes” or “No” to cast your vote

***Once you tap or click on a choice, the vote will be submitted.**

There is no option to undo/change your vote.

Voting of General Committee



This will be followed the election of a new General Committee (if any), starting with President, Deputy President, Chairman of Games Control Board and Finance Member. (only choose one candidate per position)

Should any of the abovementioned positions not have any contention, then the said position will not have a voting option.

After which, members will vote for their choices of candidates for the eight other Members of the General Committee (multiple-choice answers).

Please choose a minimum of six candidates and not more than eight candidates. Any vote that does not comply with this requirement will be considered invalid in accordance to Club Rule 35 (b).

Step 1: Scroll down to view the names of candidates.

Step 2: **On Mobile device:** Tap on the box with the “Candidate Name” to cast your vote.

On Laptop/Desktop: Click on the “Candidate Name” to cast your vote.

Step 3: Click “Submit” to finalise your vote.

***Once you tap or click “Submit”, the vote will be submitted.**

There is no option to undo/change your vote.

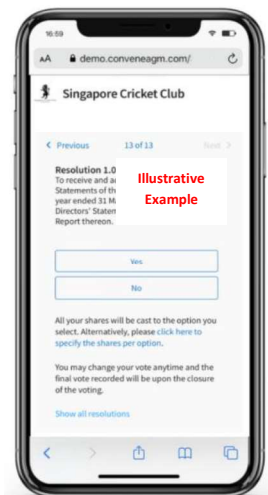
Once you have completed your voting, the voting questions will no longer appear in the Voting Tab.

For Members who require assistance with Electronic Voting at the Club

Please take note of the following:

- Voting electronically with assistance at the Clubhouse will take place on Saturday, 09 April 2022 from 11:00am to 7:00pm.
- Members intending to vote at the Club are strongly encouraged to come during the non-peak hours of 2:00pm – 5:00pm.
- Please remember to bring your membership card, identity card, passport or driving licence for identification purposes.
- SafeEntry Vaccination check will be required at the main entrance, you will be directed by our staff to the Victoria Room for registration and followed by voting.
- While queuing for your turn to vote, please ensure you follow safe distancing measures, keep 1m apart from others in the queue and avoid gathering in clusters for discussions etc.
- In order to ensure a smooth voting process, you are strongly encouraged to vote on your own device (e.g. Mobile Phone or Tablet)
- In the event that you need a physical ballot paper to assist you for the electronic voting, you will be given one upon request; to comply with audit purposes the Scrutineers will require Members to write their name, membership number and append their signature onto the completed set of ballot papers.
- When Members approach the counter, they will hand the completed set of ballot paper to the staff and supervise the staff inputting the votes into the online system in accordance with that indicated on the set of ballot papers to ensure accuracy.
- The Club reserves the right to control entry into the Clubhouse depending on the queue situation.
- **We strongly encourage all Members to “Bring Your Own Device” to the Clubhouse for the electronic voting if assistance is required.**

This is pertinent especially during the COVID-19 pandemic as it:



- **Minimises physical contact.**
- **Promote environmental consciousness by going paperless**
- **Convenient and easy accessibility**

ANNEX 4: SOFTWARE AND HARDWARE REQUIREMENTS

Required Equipment:

To join the live webcast, it is essential that you are equipped with:

- Desktop or laptop or mobile device with compatible OS
- Speakers and a microphone (Built-in or USB plug-in or wireless Bluetooth)
- Internet connection (Broadband wired, or wireless, either 3G, 4G or LTE)

System Requirements:

Recommended browser versions:

- Chrome version 74 and above
- Safari 12.1.2 and above
- Microsoft Edge Chromium 80 and above

Recommended bandwidth:

Recommended bandwidth for following the Live Webcast:

- For audio-only sessions: 2 Mbps
- For audio and video: 5Mbps
- For audio, video and screensharing: 8Mbps

Recommended Internet Connection:

Connect to the internet using a Local Area Network (LAN) as it is more stable than WIFI.

- If the office network doesn't work, try using 4G to bypass the connection to determine if it's a network port issue
- Do a speed test (<https://www.speedtest.net/>) to see if it is a network speed issue
- If your internet connection is slow, please close other applications that may be downloading in the background.
- Check if you have other devices connected on the same router that is also consuming additional bandwidth

DEVICE REQUIREMENTS

Desktop and Laptop Processor and RAM Requirements

Processor	Dual Core 2Ghz or Higher (i3/ i5/i7 or AMD equivalent)
RAM	8GB

Mobile and Tablet Device Requirements

Device	OS
Apple IOS Tablet - Ipad Mini, Ipad, Ipad Pro	iOS 12 and above
Apple IOS Iphone	iOS 12 and above
Android Tablet	Android 9 Pie and above
Android Mobile Phone	Android 9 Pie and above
Windows Tablet	Windows 10 and above

Notes:

- For Apple iOS devices, it is recommended to use Safari over Chrome.
 - To ensure that you can clearly view the presentation on the day of the AGM, visit this Test site (URL to test site) to open the sample live webcast. Make sure the volume of your device is not set to 'Mute'.
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