ANNUAL GENERAL MEETING

Guide to Core Credit Union's Virtual AGM

CORE|CREDIT|UNION

Live Life Better™



Core Credit Union's 61st Annual General Meeting (AGM) will take place both in person and online. If you plan to attend virtually, please review the guide below for everything you need to know, and the steps required to participate in the AGM.

For any questions regarding the AGM, contact us at **agm@corecu.ie**.

Contents

1. Login Details 2
2. Joining the virtual AGM 2
3. Engaging at the AGM 3
   - 3.1 Before the meeting 3
   - 3.2 Join the meeting 3
   - 3.3 Understand the main buttons 4
   - 3.4 How to participate in polls 5
   - 3.5 Participating in polls on your mobile phone 6
4. How to use the Q&A feature (Questions & Answers) 6
5. Using a mobile phone (Android or iPhone) 7
6. FAQ's 8

1. Login Details

Registration for the AGM can be completed using the following link https://corecu.ie/agm2026 before 5:00 pm, Tuesday the 8th of December.

Once registered, attendees name, email and phone will be crossed checked in accordance with the requirements permitted to access an AGM.

Registered attendees will not receive the meeting link straight away. The link will be sent via email in the days leading up to the meeting itself. The link attendees receive will be unique and should not be forwarded to any other party. It is important to keep this link in an easily accessible location in your inbox.

Email addresses must be unique and only one person can be registered to the email address.

If you have any difficulty with registration, please direct your queries to **agm@corecu.ie**

2. Joining the virtual AGM

The AGM will begin at 7.00 p.m. on Wednesday the 9th of December 2026. It is recommended that attendees log in to the meeting at 6.30 p.m. Participants are not required to download the Google Meet app to their device, but they may prefer to.

To join the AGM, go to the email in which you have received your unique link, click on the link and this will launch the meeting. As previously mentioned, this link is unique to you and will not allow you to log in to multiple devices.

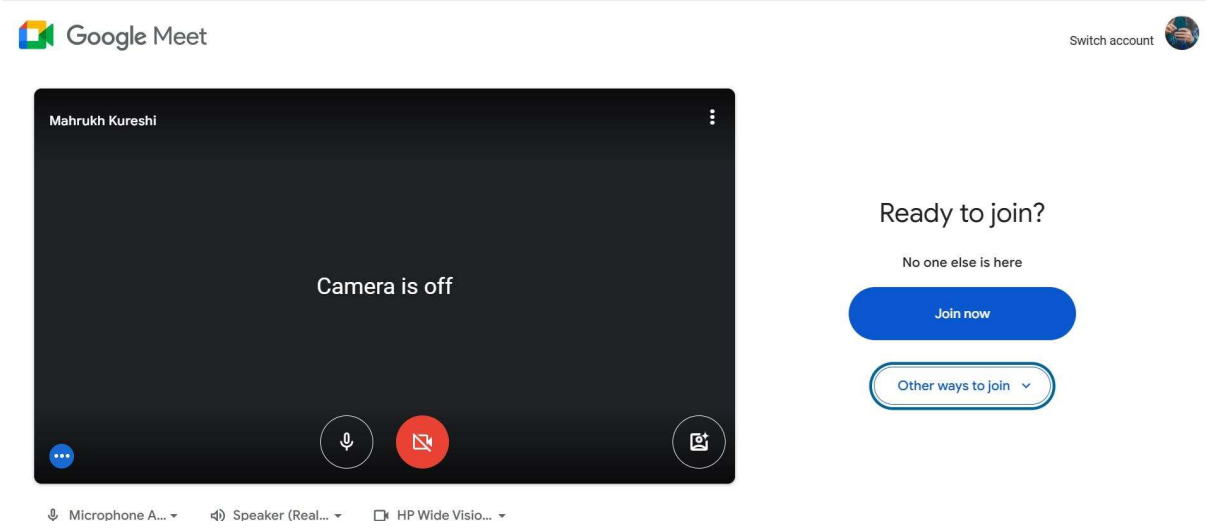
Once you log on to the meeting, you will be held in the waiting room. At 7.00 p.m. you will be admitted to the meeting by the host.

3. Engaging at the AGM

Using the Google Meet there are several methods to ensure engagement at the AGM.

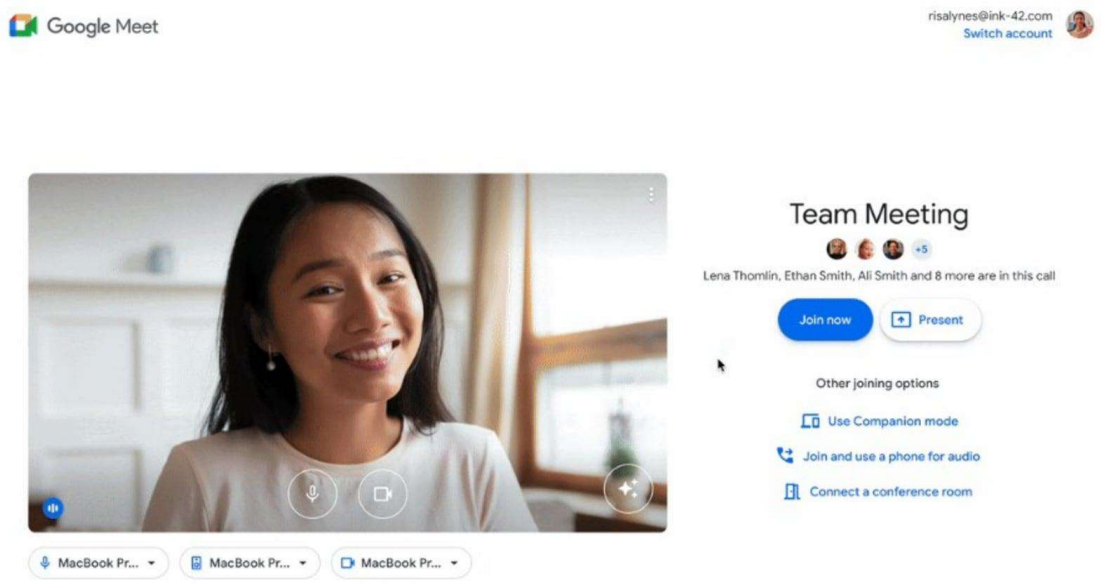
3.1. Before the meeting

1. Open the invitation email or message you received.
2. Find the Google Meet link.
3. Click the link (it usually starts with https://meet.google.com/).
4. Google Meet will open in your internet browser (Chrome is recommended).
5. Allow access to your microphone and camera if prompted.



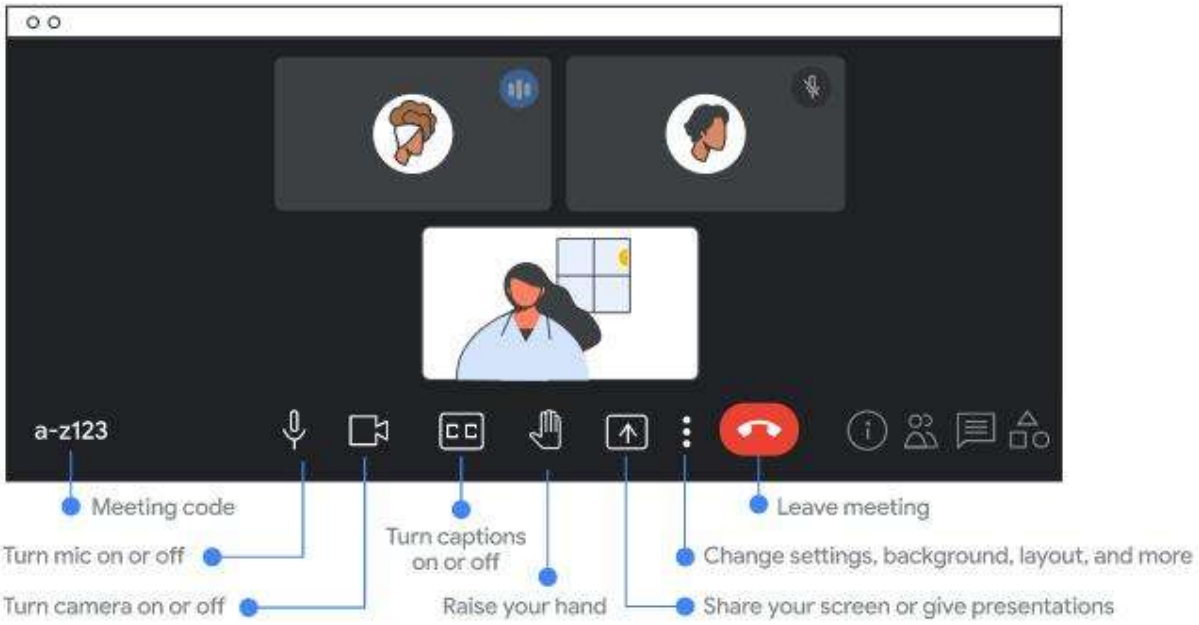
3.2 Join the meeting

1. Check that your microphone is switched off if you are not speaking.
2. Decide whether you want your camera on or off.
3. Click **Join now**.
4. If the meeting organiser needs to approve your entry, wait until they let you in.
5. You are now in the meeting!



3.3 Understand the main buttons

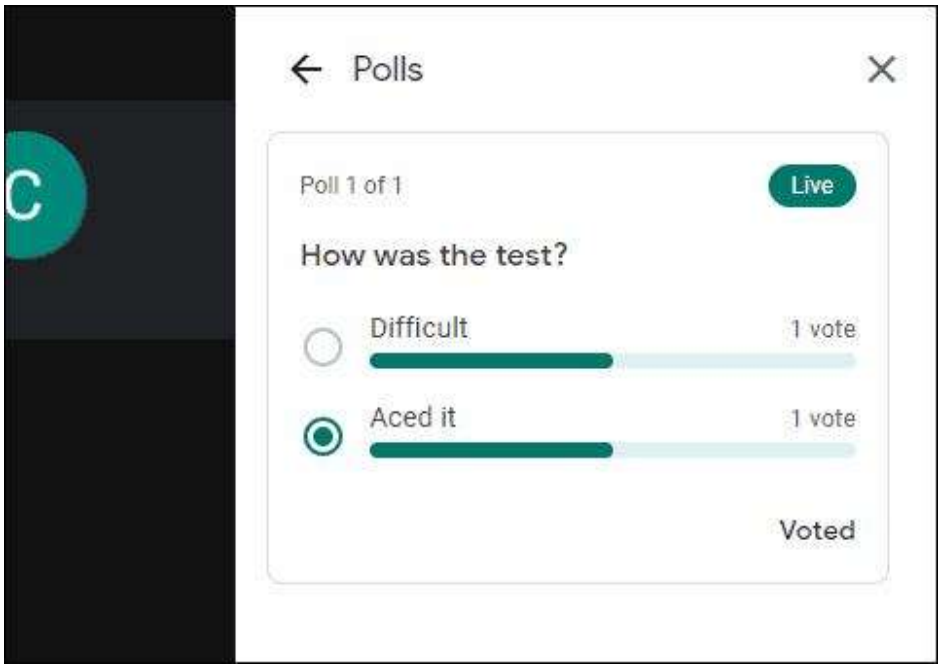
During the meeting, you will see a toolbar, usually at the bottom of your screen.



3.4 How to participate in polls

The organiser may launch a poll during the meeting to ask participants questions and collect their answers.

1. Look for a notification on your screen saying that a poll has started.
2. Click **Open poll** or open the **Activities** section and select **Polls**.
3. Read the question carefully.
4. Select your answer (usually one or multiple options).
5. Click **Vote** or **Submit**.
6. Wait for the confirmation that your vote has been submitted.

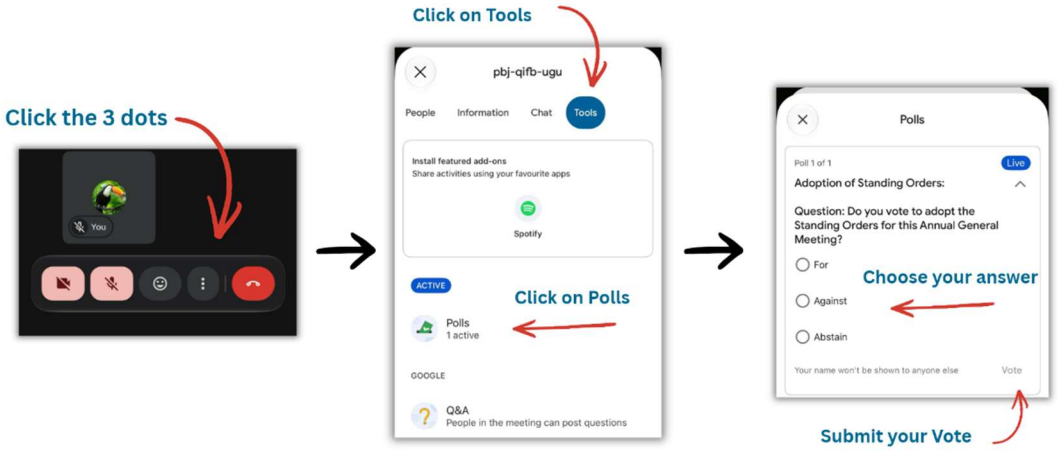


Important: Your vote is normally submitted individually. You do not need to speak or turn on your camera to participate.

3.5 Participating in polls on your mobile phone

If you miss a poll notification on your mobile phone, you can still access and submit your vote by following these simple steps:

1. Tap the **three dots (...)** at the bottom of your screen.
2. Select **Tools** from the next screen.
3. Tap **Polls** from the list of available tools.
4. Choose your preferred answer and tap **Vote** to cast your vote.

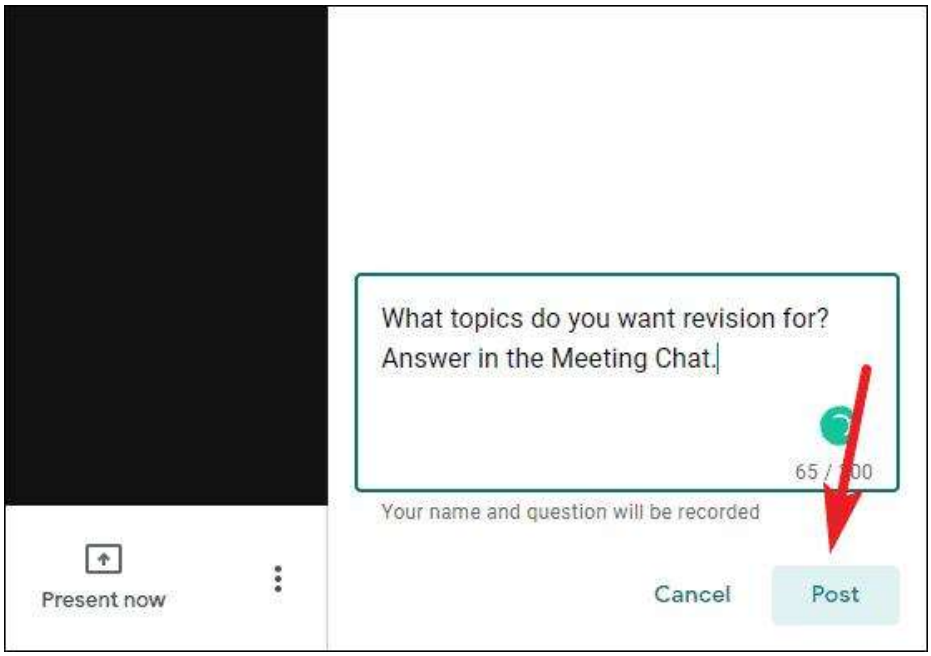


4. How to use the Q&A feature (Questions & Answers)

The Q&A feature allows you to ask questions during the meeting without interrupting the speaker.

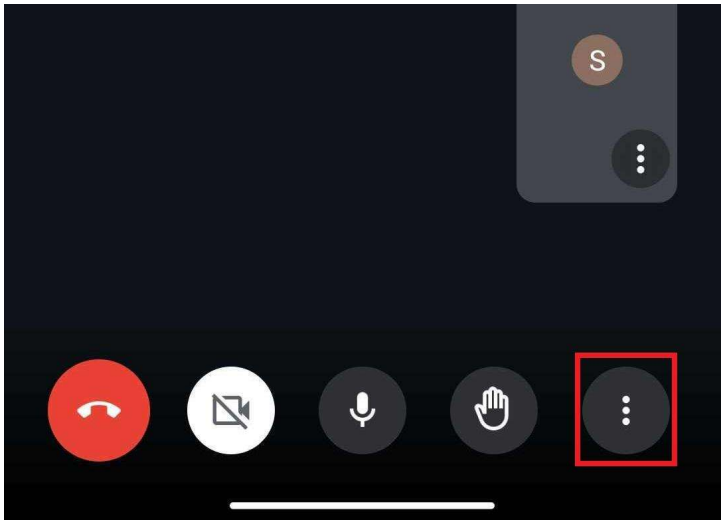
1. Click **Meeting tools** (usually at the bottom right of your screen).
2. Select **Questions** or **Q&A**.
3. Click **Ask a question**.
4. Type your question in the text box.
5. Click **Post**.

6. Your question will appear in the Q&A section for the organiser and other participants to see.



5. Using a mobile phone (Android or iPhone)

If you join the meeting from a mobile phone, the Google Meet layout looks slightly different from a computer. Tap the **three-dot menu (More options)** on the bottom control bar to access additional meeting features.



6. FAQ's

- **What personal data will be used?**
  To attend this AGM, participant's name, email address, phone number and account number are required. To run this AGM successfully, it is necessary for Core Credit Union to share this data with Microsoft Forms. We will not share this information with any other party.

- **Will this meeting be recorded?**
  This AGM will be recorded for the purposes of the minutes. This recording will not be shared with anyone.

- **Do I need to download the Google Meet app to my device?**
  No. But the app does give a better experience. You can download the Google Meet app if you wish, but this is not a requirement. Google Meet can operate through your internet browser. i.e. Google, Firefox, Safari etc. Just simply click on the link provided to you and carefully follow the onscreen instructions.

- **Can I log into the AGM several times, on multiple devices?**
  No. The link you receive is unique to you and will not allow you to log in to multiple devices. If the link was forwarded to another party, it will not work.

- **I don't have access to 4G/5G, or I have poor broadband. What should I do?**
  You can join the webinar by phone for audio-only access, though features like screen sharing, chat, and Q&A will not be available. The dial-in phone number and **meeting PIN** will be included in your confirmation email leading up to the event.