## Voting Delegate Instructions – utilizing *ElectionBuddy*

https://electionbuddy.com/

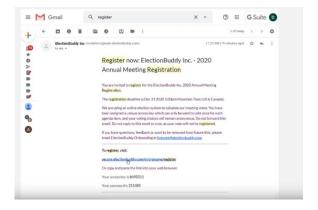
All motions requiring a vote will be administered in ElectionBuddy.

VIRTUAL Voters are required to manage **TWO BROWSER WINDOWS** on their device throughout the meeting – one for the Zoom platform, and one for the ElectionBuddy platform.

IN PERSON Voters are required to manage **ONE BROWSER WINDOW** on their device throughout the meeting – for the ElectionBuddy platform.

Every Voting Delegate will receive an email from ASCA **AFTER THE START** of the meeting which contains your voting information. (when the first vote is required)

WATCH YOUR EMAIL - CHECK YOUR **SPAM** FOLDER.



This email includes your unique ACCESS KEY and PASSWORD, and the link to ElectionBuddy where ASCA online voting for the AGM will take place. (and where you enter your ACCESS KEY and PASSWORD to begin.)

electionbuddy		🕀 Inglith 🤟
Sign in to vote		
Please enter your identifier and pasts Member ID	word below to vote:	
6N9C	٥	
Password		
Authenticate		

Once you are in – you must keep the ElectionBuddy BROWSER open for the duration of the meeting in order to vote.

	>		>		
	2020	ElectionBudd	y Inc. Registration		
Your choices will be visible to	the election adminis	trator.			
Welcome to our virtual (or	rg_name] meeting!				
If you have any technolog	y issues, please phone	our Live Help Desk at			
800 555 1212 or virtual o	onference email john	Borg name.com			
Confirm your register		day's meeting			
Option					
I WILL be voting in today	r's moeting			0	
I will NOT be voting but	will be attending			0	
I will NOT be attending				0	

**Do not** close your browser, or hit the back button.

**WAIT** for instructions.

Ballot	>	Verify	>	Confirmation	
		Thank You!			
You're done	I You have registered I	for the meeting. Your registra	tion verification code	is 9cbff16cOe37c10	
		Next Vote	•		
	Support	Terms of Service Privacy	Pulky Shemap		
		product by ElectionBuddy, Inc. ©			

Motions for voting will be presented in sequence on your screen as indicated in the agenda.

	>	Verify	>	Confirmation	
		ElectionBudd 2020 Motion	y Inc. Im		
Review your choices be	low. To change, choose	Edit ballot' or to finalize and	d vote, choose 'Submit	ballor"	
Bylaw Amendment o	Article XCVIII				
Yes - Lapprove the amen	dments				
« Edit ballot				Submitting	
		Notion			

Follow all instructions on the screen, to submit your vote, as it moves forward to the next motion for voting.

Ballot	>		>		
	I	ElectionBudd 2020 Motion			
Welcome to our virtual (o If you have any technolog 800 555 1212 or virtual o	y issues, please phone				
Bylaw Amendmer 1. Members will be all Select exactly 1 of 2 option	ow to extend member	ship rights <del>90-days</del> <mark>6 month</mark>		viter is are met:	
Option					
Yes - Lapprove the amer	dments			0	
No - I reject the amende	nents			0	

1	hank You!	
	hank four	
You're done! Your ballot chakes have been	registered and your verification code is cbdee5bd35d0	a36
	Next Vote	
		5

It will take some time for all votes to be counted, after submitting, please **WAIT** patiently for the results to be announced.

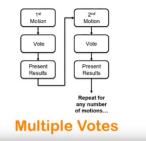
Please **WAIT** patiently for the next vote.

Do not close your browser, DO NOT hit the back button.

	Elect	ionBuddy Inc.				
Select a button to vot	te on a motion. If there are no butt	ons, wait on this page, and a bu	itton will app	nar when I	he next vote opens.	
v	When Meeting Votes are live, the b	uttons to access the voting pr	ocess will app	ear here.		
		ь				
		Ksenice PrivacyPulicy SI				

The process will repeat for each vote.





2 minute YouTube video on the ElectionBuddy process.

click here



## NOTE\* Please be patient, and aware that lags, drags and delays are normal in the virtual and electronic environments!

If you experience technical difficulties – please contact <u>heather.boonstra@albertaschoolcouncils.ca</u>

## Thank you for participating in our AGM!

If you are a **Voting Delegate** for MORE THAN ONE school council - (eg. your school council and proxy for another, or you represent 2 school councils), you will receive **only one** email with your **unique** ACCESS KEY and PASSWORD in order to vote. One access key for all votes. When it is time to vote, you will see your allotted number of votes you are assigned, to complete for each ballot.

Proxy voting is managed within one access key for all votes, on one device.