

Voting Delegate Instructions – utilizing *ElectionBuddy*

<https://electionbuddy.com/>

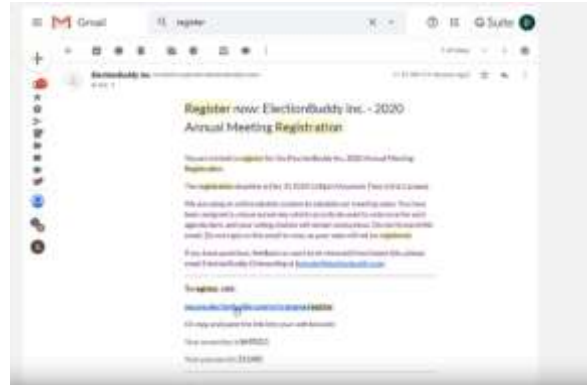
All motions requiring a vote will be administered in ElectionBuddy.

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.

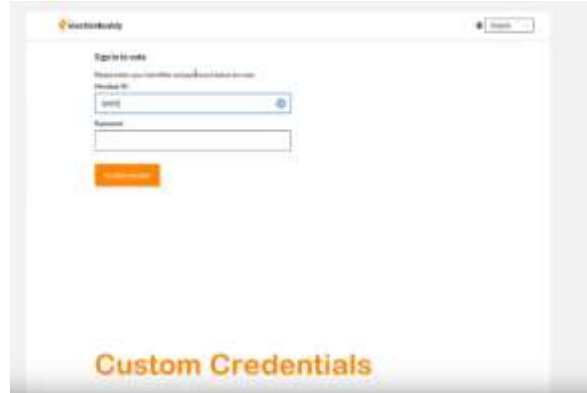
IN PERSON Voters are required to manage **ONE BROWSER WINDOW** on their device throughout the meeting – for the ElectionBuddy platform.

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)**

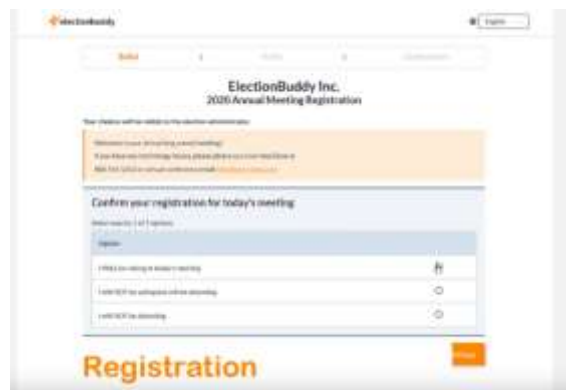
WATCH YOUR EMAIL - CHECK YOUR **SPAM** FOLDER.



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.)

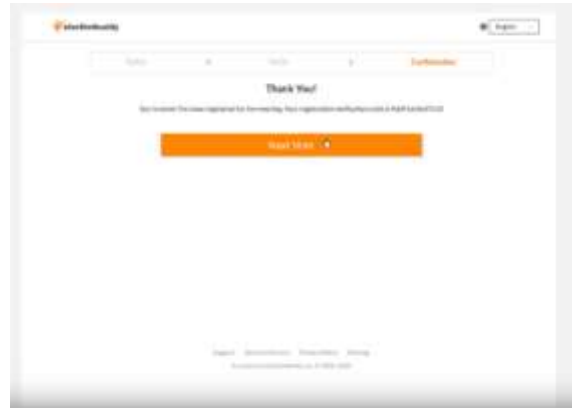


Once you are in – you must keep the ElectionBuddy BROWSER open for the duration of the meeting in order to vote.

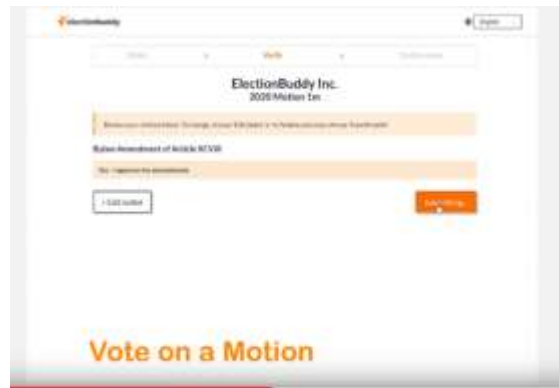


Do not close your browser, or hit the back button.

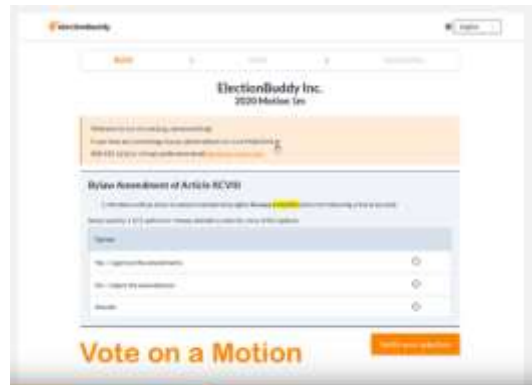
WAIT for instructions.



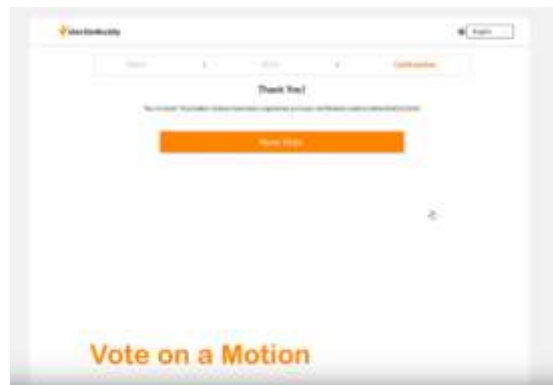
Motions for voting will be presented in sequence on your screen as indicated in the agenda.



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

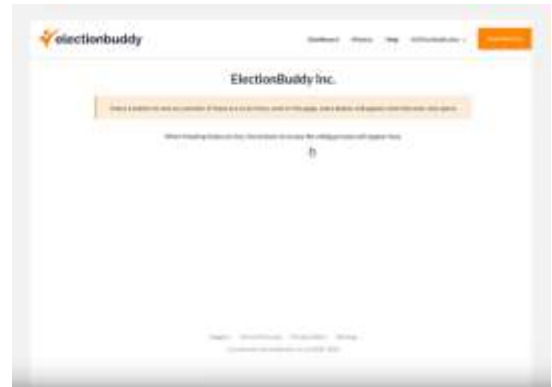


It will take some time for all votes to be counted, after submitting, please **WAIT** patiently for the results to be announced.

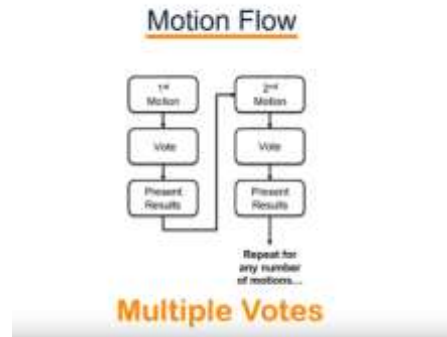


Please **WAIT** patiently for the next vote.

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



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 heather.boonstra@albertaschoolcouncils.ca

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.