

# A Pictorial Guide to Elections and Voting at the 164th Convention of the Episcopal Diocese of Kansas

When elections are opened, the ballot will be available at:

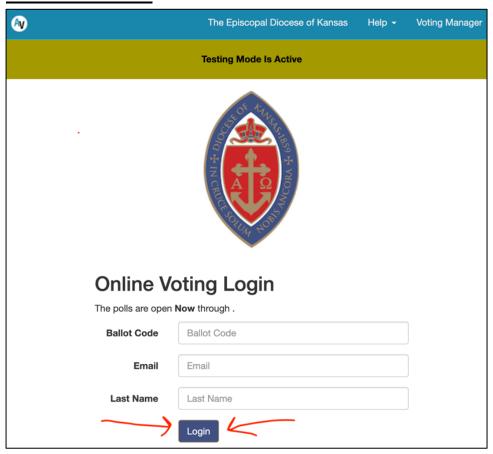
episcopal-ks.org/vote



You can also scan this QR Code with your Smartphone Camera to access the voting website.

The majority of business will be conducted visually using green and red cards. When asked, please continue to hold your card up until the chair announces the vote. The parliamentarian, chancellor and chair of the convention will review and determine the vote. (These cards are included in your check-in folder.) It is "in order" to appeal the determination of the chair and to request a balloted vote on the matter. In that case, the online voting system will be used.

### **LOGIN SCREEN**



To log in and cast a ballot, you will need three things:

Ballot Code: Each iteration of the

ballot will have a <u>unique</u> code. This will be provided to the convention at the beginning of voting.

**Email:** This is the email you

gave the diocese when you registered for convention.\*

Last Name: This is your last name

(as input at

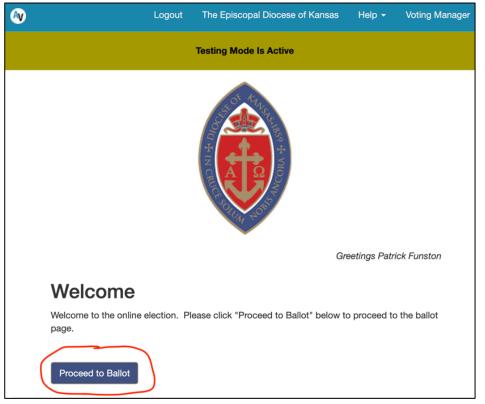
registration).\*

\*The back of your nametag has

this information.

Click the Login button to continue.

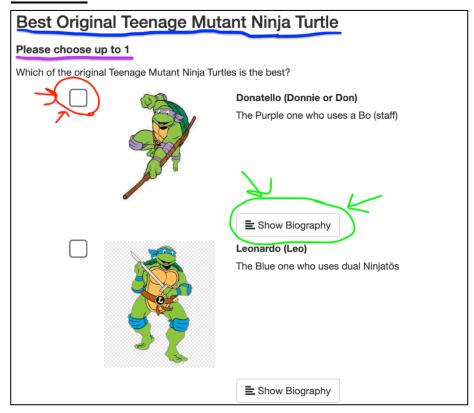
# **WELCOME SCREEN**



You will be greeted by a welcome screen. Your name appears on the right below the diocesan seal.

Click the Proceed to Ballot button to continue.

#### **BALLOT**

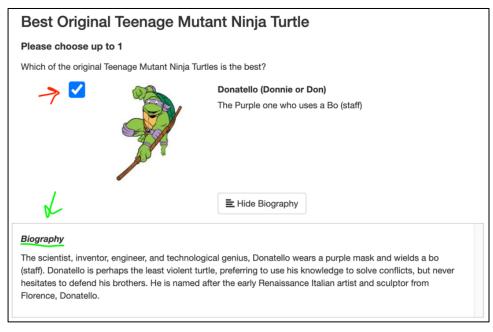


All matters currently before the convention will be displayed on the same ballot. In the case of elections, the title of the election, the parameters for the election and candidates will be displayed.

If you would like to read more about each candidate, click Show Biography

Make your selection by clicking the **check box** to the left of your chosen option.

# **BALLOT (with Biography and Choice Made)**



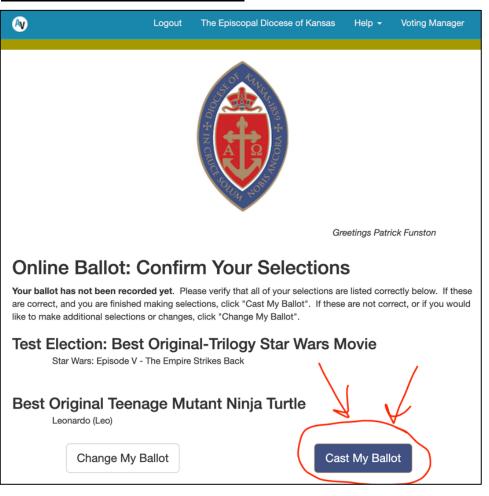
Here the Biography is visible and a choice has been made.

<u>Scroll down</u> to make sure you've participated in all matters on the ballot. Scroll down and click <u>Preview Ballot</u> (at the bottom of the page):



YOU HAVE NOT CAST YOUR BALLOT! ONE MORE STEP!

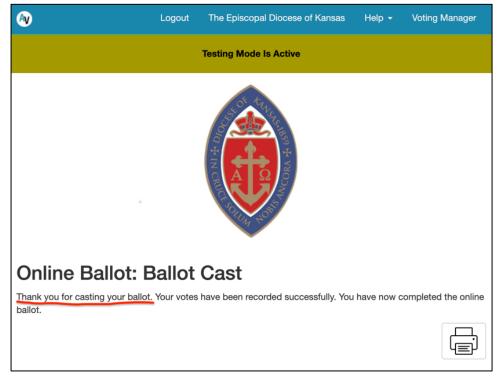
### **BALLOT CONFIRMATION**



You are now previewing your ballot and reviewing the choices you made. If you would like to make a change, select "Change My Ballot" on the lower left.

If you are happy with your selections, click Cast My Ballot on the lower right.

## **BALLOT COMPLETE**



# Your ballot has been cast!