



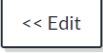

General Preparation Tips

1. **Ensure you have sufficient internet access.** ElectionBuddy requires a small amount of bandwidth to vote, but given that you are to be attending the meeting via Zoom, you need to have a strong internet connection to manage both. **Check your internet connection prior to voting.** You have a strong internet connection if you can stream videos and review your social media at the same time with no delays or long loading times.
2. **Obtain a laptop or computer, or a phone or tablet.** The easiest way to vote and attend the meeting is to vote with your phone or tablet and watch the meeting on your computer. If you only have access to one, use a computer or laptop as it's easy to switch between voting and watching the meeting. Accessing ElectionBuddy and the videoconference application on a smartphone or tablet is more difficult as you can only view one application at a time.

ElectionBuddy Voting Process Tips

You will receive an email from **United Church of Christ Board** containing your unique voting credentials and a link to access the meeting page where you will vote. You will **vote using your web browser** for the entire meeting. You can't share your device for voting — **one device per voter is required.**

How to vote (it's a multi-step process):

1. Go to the meeting page link as noted below.
2. Select the button to open the ballot and make your voting selection(s).
3. On the bottom-right corner of the ballot, select "Continue". 
4. Review your choice(s).
 - a. **To submit your ballot**, on the bottom-right corner of the review, select "Submit". 
 - b. **To edit choice(s)**, on the bottom-left corner of the review select  and repeat steps 1 and 2.
5. **IMPORTANT** If you don't see a "**Confirmation code**", you haven't finished voting. After selecting submit, your vote is submitted.
6. Select the "**Next Vote**"  to go back to the meeting page and wait for the next vote to start. Repeat steps 2-6 for all the votes in your meeting.

secure.electionbuddy.com/m/UCC

is your organization's **Meeting Page Link** and is the place where voting starts
If you run into issues like the examples below, visit the Meeting Page link.

ElectionBuddy Meeting Troubleshooting Tips

1. If you **close the ElectionBuddy tab in your web browser**, visit the Meeting Page link.
2. If you see "**You've already voted** or "**Voting has ended**" visit the Meeting Page link
3. If you see "**This ballot doesn't seem to exist**" visit the Meeting Page link and ensure that you enter your access key and password **exactly** (no extra spaces or characters) as you see them in your voting credentials email.