

# ANNUAL CONVENTION VOTING



**EACH delegate/alternate will need his/her own unique email address** to be certified as a delegate and vote using ElectionBuddy. If creating a new email address to vote, send to [scaprani@cfdiocese.org](mailto:scaprani@cfdiocese.org).



**EACH delegate/alternate will need his/her own cell phone, tablet, laptop, or desktop computer** to vote using ElectionBuddy. You cannot vote with another delegate on the same device.



While not technically necessary, for ease of navigation you should plan on voting using a device other than the one you're using for the Zoom meeting.



Use the latest version of Google Chrome as your browser to vote using ElectionBuddy.  
**Download Chrome:** [www.google.com/chrome](http://www.google.com/chrome)

# STEP 1



You will receive an email from "Diocese of Central Florida."

This email will include:

- a link you will click to visit the login page (using Google Chrome)
- your unique access key
- your unique password

**Once you have logged in, DO NOT CLOSE YOUR WEB BROWSER.** You will continue to vote within your browser for the duration of the meeting.

If you **accidentally** exit your voting browser, click the following link at the bottom of the email:

<https://secure.electionbuddy.com/m/cfdiocese>

EXAMPLE EMAIL



Vote now: Diocese of Central Florida - Example Vote

ACTIVE

 started the conversation

Dec 11, 10:39am

Assigned: Anyone Status: Active

## Vote now: Diocese of Central Florida - Example Vote

You are invited to vote in the Diocese of Central Florida Example Vote.

We are using an online election system to tabulate our votes. You have been assigned a unique access key which can only be used to vote once, and your voting choices will remain anonymous. Do not forward this email. Do not reply to this email to vote, as your vote will not be registered.

If you have election questions, feedback or want to be removed from future ballot lists, please email Erik Guzman at [eguzman@cfdiocese.org](mailto:eguzman@cfdiocese.org).

To vote, visit:

[secure.electionbuddy.com/m/cf/testvote](https://secure.electionbuddy.com/m/cf/testvote)

Or copy and paste the link into your web browser.

Your access key is 1234

Your password is 1234

If you exit your voting browser please use the following link: <https://secure.electionbuddy.com/m/cfdiocese>

[Unsubscribe](#) from any further emails about this election.

# STEP 1 (Cont.)



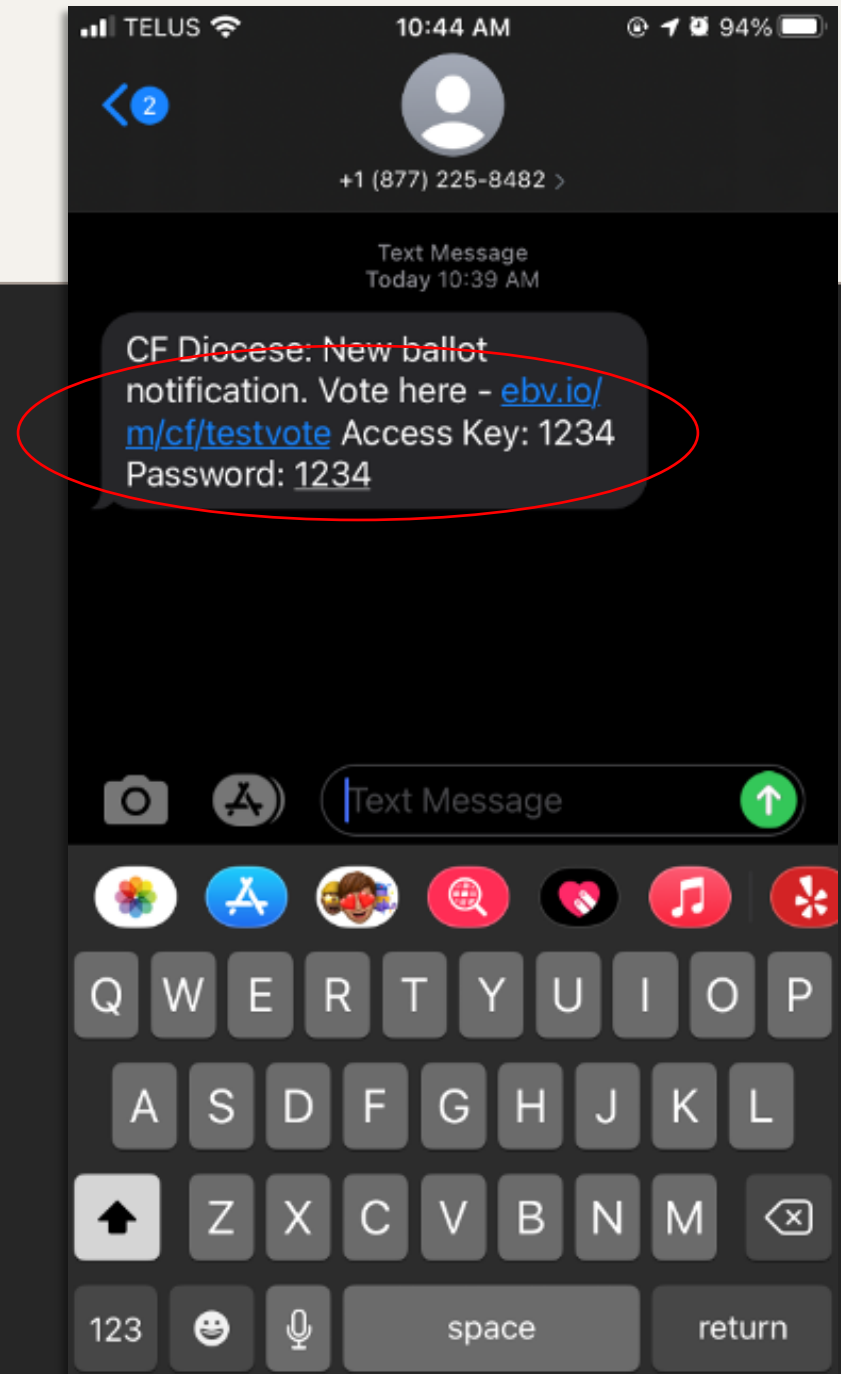
If you have a cell phone on file with the diocese, you will also receive a text with the same information for step 1 found in the email from "Diocese of Central Florida."

This text will include:

- a link you will click to visit the login page (using Google Chrome)
- your unique access key
- your unique password

**Once you have logged in, DO NOT CLOSE YOUR WEB BROWSER.** You will continue to vote within your browser for the duration of the meeting.

EXAMPLE TEXT



# STEP 2



On the login page, enter your voter access key and password exactly as delivered in the email.

Successful entry of your credentials will bring you to your first ballot. You can expect a simple test question to get started.

## Sign in to vote

Please enter your identifier and password below to vote:

Access Key

Password

Authenticate

EXAMPLE LOGIN PAGE




# STEP 3



Read the ballot carefully and follow the instructions provided on the ballot to vote.

After you have made your selections, click the "Verify your selection" button at the bottom of the ballot.

Ballot > Verify > Confirmation



Diocese of Central Florida  
Example Vote

Do you prefer rainy or sunny weather?

Select exactly 1 of 2 options.

Option	
Rainy	<input type="radio"/>
Sunny	<input checked="" type="radio"/>


Verify your selection

# STEP 4

After clicking "Verify your selection," you will be brought to a page to review the choices made on the previous page.

Confirm your choice is correct and then click the "Submit ballot" button. Or, if you accidentally selected the wrong option, you may go back and edit your ballot.

Ballot > **Verify** > Confirmation





**Diocese of Central Florida**  
Example Vote

Review your choices below. To change, choose 'Edit ballot' or to finalize and vote, choose 'Submit ballot'

Do you prefer rainy or sunny weather?

Sunny

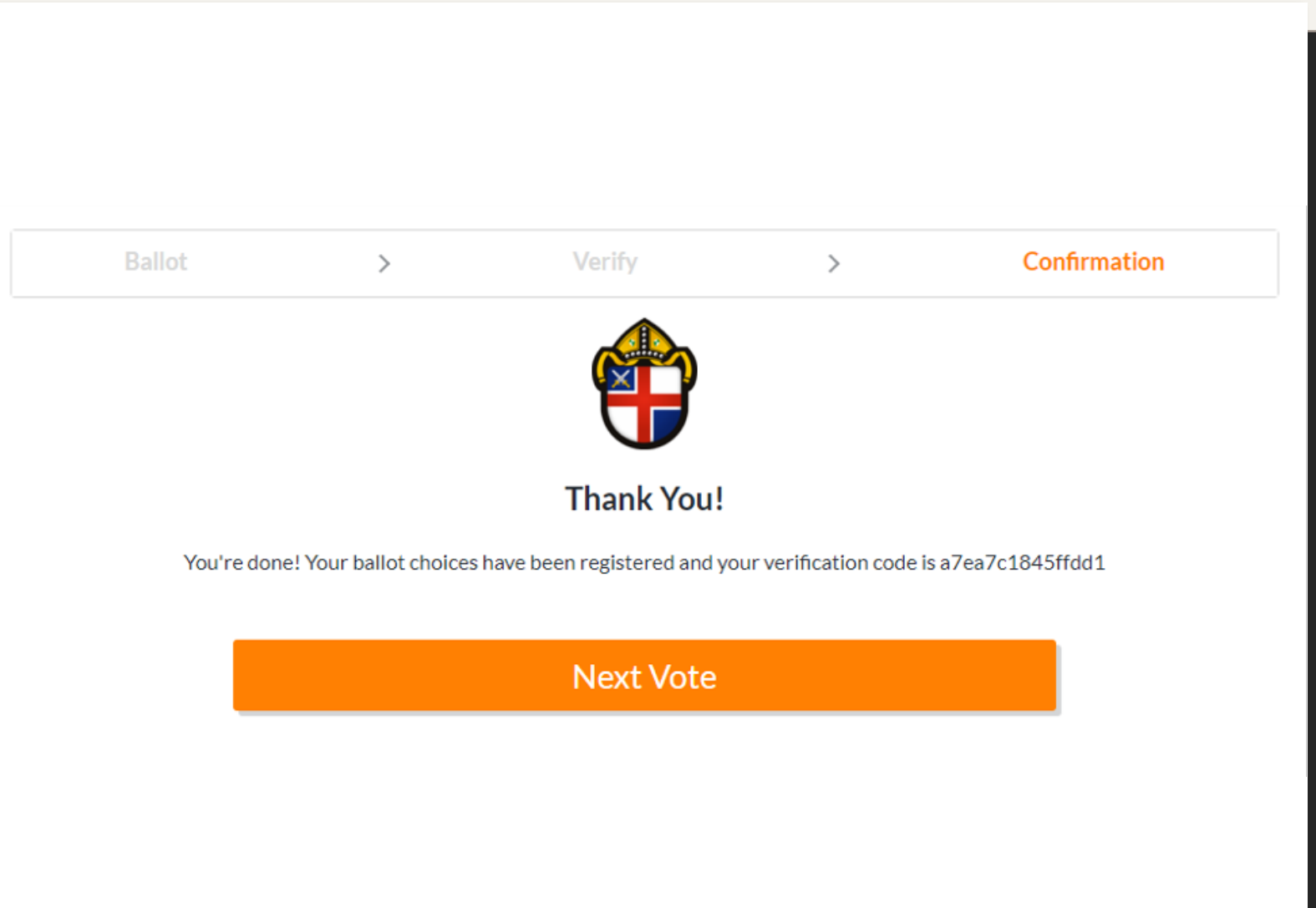
« Edit ballot   Submit ballot »

# STEP 5

After clicking "Submit ballot," you will be brought to the "Thank You!" page.

This page includes your verification code for this motion.

At the bottom of the page is an orange "Next Vote" button. Select this button to proceed.





# STEP 6



The "Next Vote" button will take you to a landing page. This meeting page will be blank until the next motion goes live.

**DO NOT CLOSE THIS WEB PAGE  
OR NAVIGATE AWAY FROM IT!**



## Diocese of Central Florida

Thank you for attending. Please do not close this browser.

When Meeting Votes are live, the buttons to access the voting process will appear here.

# STEP 7



Once the next motion goes live, a new button will appear on the landing page.

Select this button to proceed through the voting process for the next motion and repeat steps 3 through 6 until all voting has been completed.



## Diocese of Central Florida

Thank you for attending. Please do not close this browser.

Test Vote 2



# ATTEND THE JANUARY 28, 2021 PRACTICE VOTE



**Mark your calendar for January 28, 2021, at 7:00 PM.** There will be a Zoom meeting test along with an ElectionBuddy practice vote. Zoom information will be emailed in advance of the meeting.