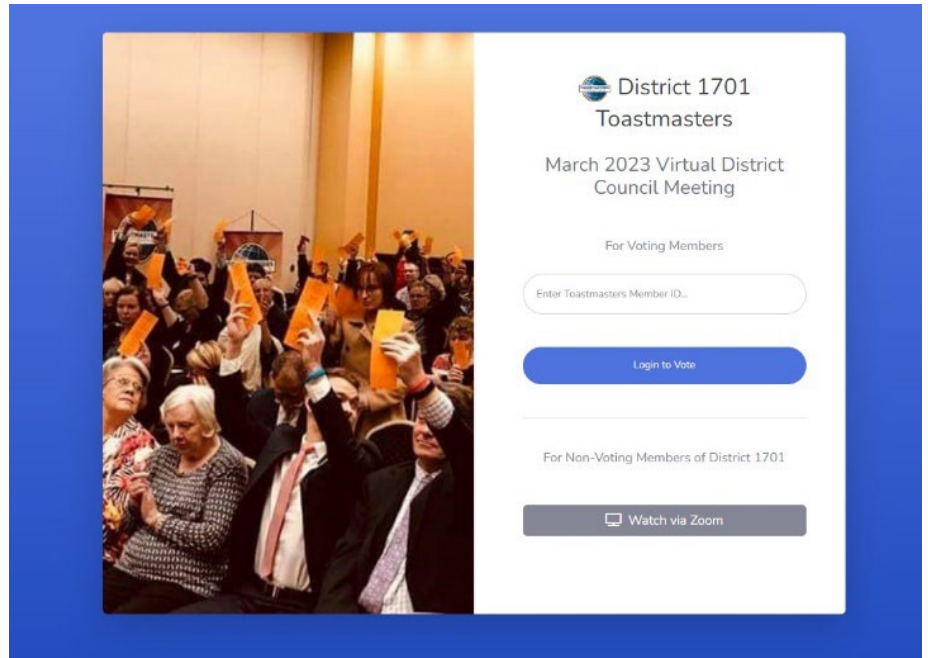


## HOW TO VOTE USING YOUR DISTRICT VOTING PLATFORM

The voting can be done on any mobile device. Open the browser and enter the login in details. Test how easy it is using the 'sample' votes.

**Step 1 – Login to your District Voting Platform >> [districtXX.on.votapex.com](http://districtXX.on.votapex.com) (replace XX with your District number)**

- Go to:  
<http://districtXX.on.votapex.com>  
Replacing XX with your District number, eg.  
District 99 -> [district99.on.votapex.com](http://district99.on.votapex.com)
- Enter your Toastmasters Membership #
- (To find your Member # visit the Toastmasters International Website and go to “myhome”)  
[toastmasters.org/myhome](http://toastmasters.org/myhome)



## Step 2 – Dashboard View

- Access materials on the left, e.g., Minutes and Reports;
- Click “Register My Votes” (try the sample votes – live ones will be available on the day).
- Join (access) the Zoom Meeting link from here.

**D1701 TEST**

Dashboard

MATERIALS

- Blank Report [PDF]
- 2020 District 70 Annual Council Report v0 3 [PDF]

VOTING

- Register My Votes

ZOOM CONFERENCE

- Download Zoom Client
- Join the Zoom Meeting

Dashboard

AVAILABLE VOTES (BY YOU)  
1

AVAILABLE VOTES (BY COUNCIL)  
26 [34]

PROGRESS TO QUORUM  
0.000%

CURRENT MOTION  
Pending

Welcome to the March 2023 Virtual District Council Meeting

Dear District Council Members,

It is my pleasure to welcome you to the District 1701 Council Meeting held on 25th March 2023. According to the Bylaws of Toastmasters International Article X(e) Voting: "When the voting process is conducted online, no proxies will be permitted. Each District Council Member must cast their own vote. District Executive Committee members are entitled to one (1) vote and may cast up to two additional votes as a Club President or Vice President of Education. All other members of the District Council shall be limited to a maximum of two (2) votes."

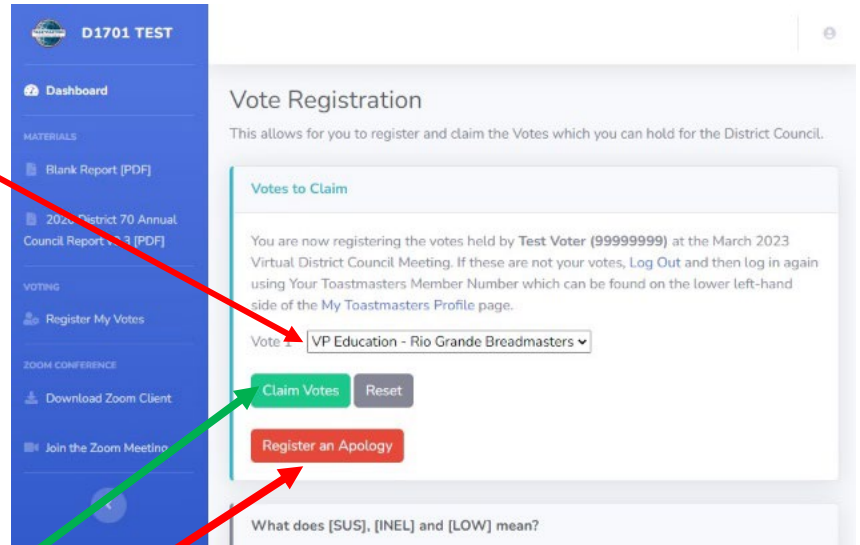
Please join me in thanking the District 1701 Council Organising Team

Yours sincerely,  
Ava Williams DTM  
District Director, District 1701 Toastmasters

### Step 3 – Registering Votes

Pick the relevant Options:

- a) Single (1) vote to Register;
- b) Multiple Votes to Register;
- c) Single vote PLUS one other on behalf of your Club President OR Vice President Education (VPE) who is not in attendance.



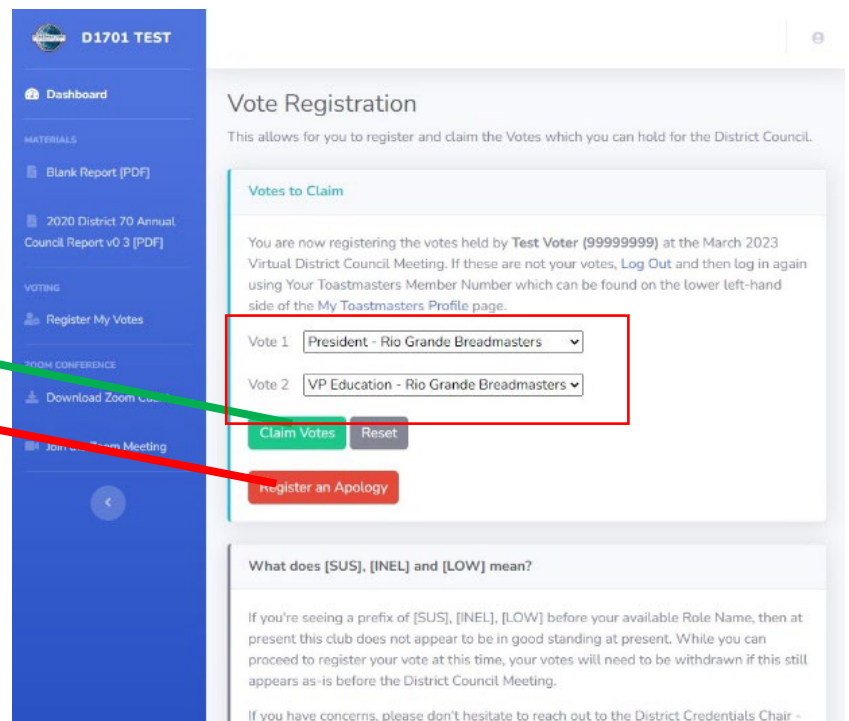
### Step 3a – Registering a Single Vote

Pick the relevant Options:

- Click on “**Claim Vote**” or “**Register an Apology**”

### Step 3b – Registering Multiple Votes

- View votes you hold in Dropdown List (e.g., as Area Director plus Club President).
- Select a unique role for each vote (e.g., you cannot claim VPE – Rio Grande for both Votes 1 & Vote 2).
- The last vote contains a District role if you have one.
- Click on **Claim Votes** (green button) or **Register an Apology** (red button)



### Step 3c – Claiming an Alternative Vote from Other Club Roles and then registering your votes.

From here you'll be presented with an option to now **"Claim Alternative Votes"** – This is only presented when there is an alternate vote to claim, and those votes have not already been claimed (e.g., President OR VPE).

**NOTE:** This does remove the vote from the other vote holder, make sure you have discussed this at your club before claiming the *alternate vote*. This also does not grant you any additional votes if you already hold 2 club votes – so if you're already holding 2 votes, don't reclaim.

**Dashboard**

MATERIALS

- Blank Report [PDF]
- 2020 District 70 Annual Council Report v0 3 [PDF]

VOTING

- Register My Votes

ZOOM CONFERENCE

- Download Zoom Client
- Join the Zoom Meeting

### Vote Registration

This allows for you to register and claim the Votes which you can hold for the District Council.

#### Votes to Claim

At the Toastmasters International Convention, Proposal L was endorsed which allows for each club to determine if one of its two representatives will carry the club's two votes or if both representatives will carry one vote each. Please note, the existing limit of a representative being able to hold a maximum of two club votes still applies.

If your club has instructed you to hold both available, you can Claim the Alternate Votes now, as there are votes available for reassignment - this needs to be completed **before** proceeding with Voter Registration.

**Claim Alternate Votes from Other Club Roles**

You are now registering the votes held by **Test Voter (99999999)** at the March 2023 Virtual District Council Meeting. If these are not your votes, Log Out and then log in again using Your Toastmasters Member Number which can be found on the lower left-hand side of the My Toastmasters Profile page.

Vote 1

**Claim Votes** **Reset**

**Register an Apology**

### Step 3c ii – Claiming the Alternate Club Votes

- Displays Alternate Club Votes presently available for you to Reclaim.
- Select from the Dropdown list the vote you'd like to reclaim, and then click **Reclaim Votes**.

**D1701 TEST**

**Dashboard**

MATERIALS

- Blank Report [PDF]
- 2020 District 70 Annual Council Report v0 3 [PDF]

VOTING

- Register My Votes

ZOOM CONFERENCE

- Download Zoom Client
- Join the Zoom Meeting

### Claim Alternate Club Votes

Under Article VII: Duties of Officer, Section 9 - A club's representatives on the District Council are the Club President and Vice President Education. A club is entitled to two (2) votes, and the club can determine whether the Club President or the Vice President Education, holding two (2) votes, or both representatives, with one (1) vote each, will act as voting members of the District Council.

This screen will allow you to reclaim the Votes which your club also holds for the District Council, within a typically alternate role.

#### Claim Alternate Club Votes

You are now claiming alternate club votes available to **Test Voter (99999999)** at the District Council Meeting. If this is not you, Log Out and then log in again using Your Toastmasters Member Number which can be found on the lower left-hand side of the My Toastmasters Profile page.

Alternate Roles Available to Claim

**Reclaim Votes** **Reset**

### Step 3c iii – Alternative Voter Reclaimed

It will now confirm that you have reclaimed a voter role, and can **Return back to Voter Registration**, following the steps in 3b.

The screenshot shows a web interface for 'D1701 TEST'. On the left is a blue sidebar with a 'Dashboard' header and three sections: 'MATERIALS' (with links for 'Blank Report [PDF]' and '2020 District 70 Annual Council Report v0 3 [PDF]'), 'VOTING' (with 'Register My Votes'), and 'ZOOM CONFERENCE' (with 'Download Zoom Client' and 'Join the Zoom Meeting'). A back arrow is at the bottom of the sidebar. The main content area is titled 'Claim Alternate Club Votes'. It includes an explanatory paragraph about Article VII, a sub-section 'Alternate Voter Registered' with a thank-you message and a link to 'Voter Registration', and another sub-section 'Claim Alternate Club Votes' stating that no alternate votes are available for 'Test Voter (99999999)' and a 'Return to Voter Registration' button. At the bottom, it says 'Powered by fd Network TDC Voting Platform 2023 for District 1701 Toastmasters'.

### Step 4a – Votes have been Claimed and Registered

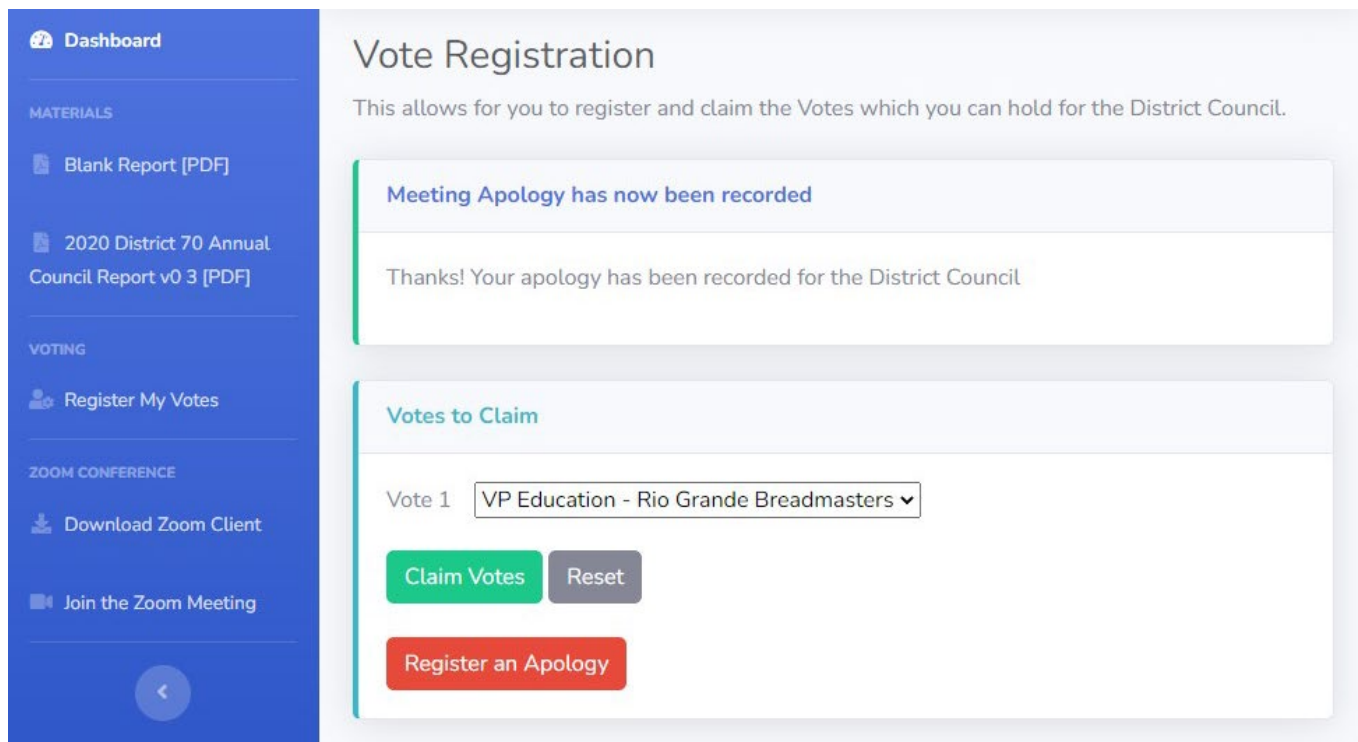
From here it will confirm that your votes have now been claimed and you can proceed to **vote**, it should redirect you automatically to voting at this point.

The screenshot shows the 'Vote Registration' page. The left sidebar is identical to the previous screenshot. The main content area is titled 'Vote Registration' and includes an introductory sentence: 'This allows for you to register and claim the Votes which you can hold for the District Council.' Below this are two message boxes: 'Votes have been Claimed and Registered' with a thank-you message and 'Votes to Claim' with a message stating 'Your Voter Registration has been completed, please wait while we direct you to voting.'



## Step 4b – Apology has been registered.

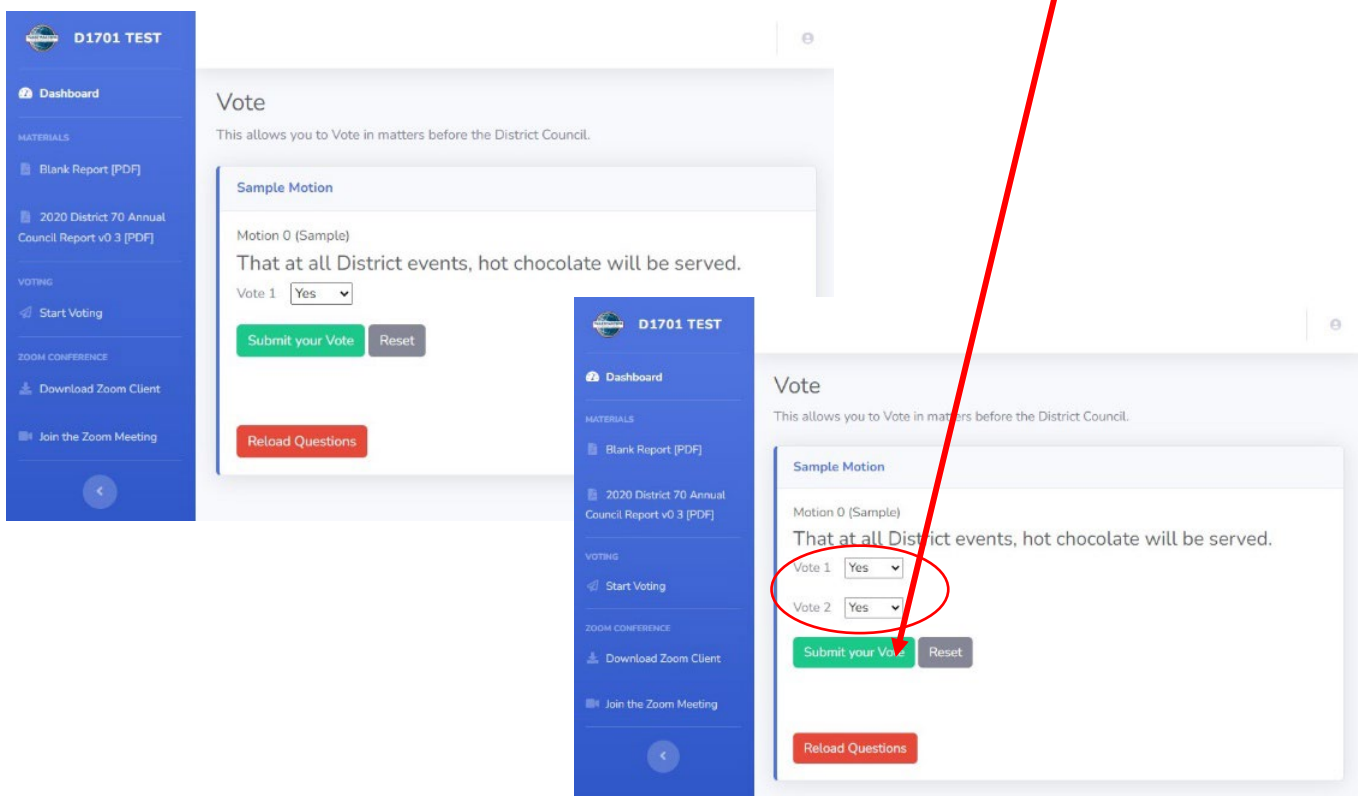
From here it will confirm that your apology has been recorded in the *District Apologies Book*, your votes can still be able to be reclaimed by a vote holder within your club.



The screenshot shows a web dashboard with a blue sidebar on the left. The sidebar contains a 'Dashboard' header and three sections: 'MATERIALS' with links for 'Blank Report [PDF]' and '2020 District 70 Annual Council Report v0 3 [PDF]'; 'VOTING' with a link for 'Register My Votes'; and 'ZOOM CONFERENCE' with links for 'Download Zoom Client' and 'Join the Zoom Meeting'. The main content area is titled 'Vote Registration' and includes a sub-header: 'This allows for you to register and claim the Votes which you can hold for the District Council.' Below this is a green-bordered box with the message: 'Meeting Apology has now been recorded' and 'Thanks! Your apology has been recorded for the District Council'. A second box titled 'Votes to Claim' shows 'Vote 1' with a dropdown menu set to 'VP Education - Rio Grande Breadmasters'. There are three buttons: a green 'Claim Votes' button, a grey 'Reset' button, and a red 'Register an Apology' button.

## Step 5 – Voting!

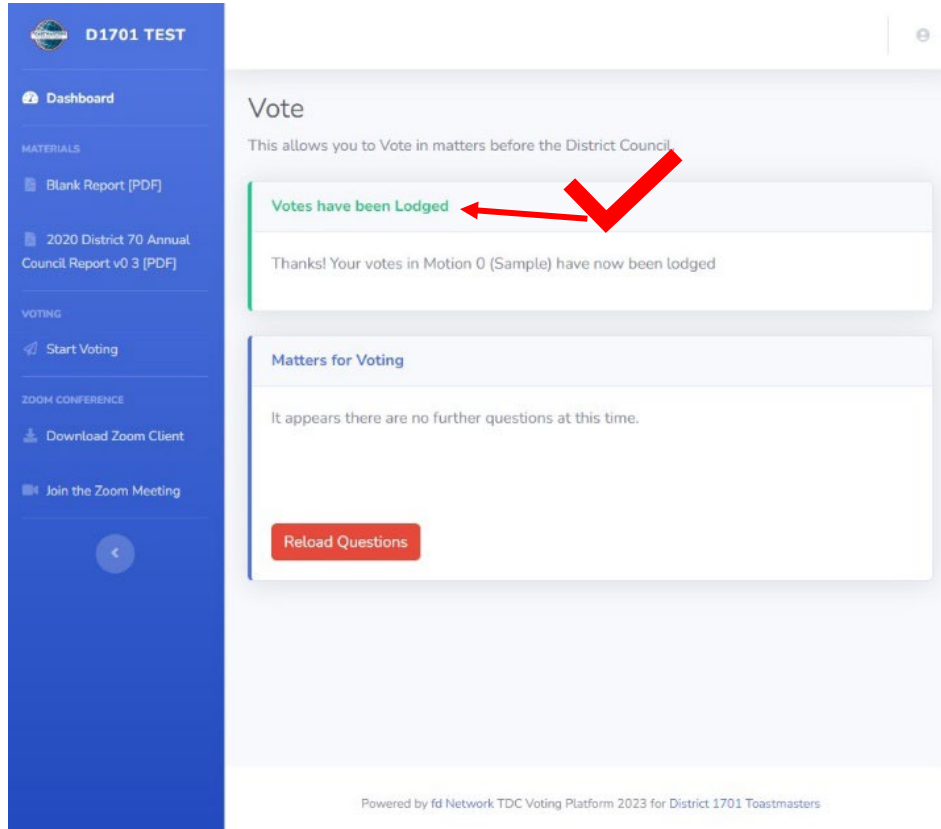
From here you'll be now presented with any matters for voting that are available depending on whether you hold one or multiple votes, if you hold multiple votes, you can allocate each vote a particular way depending on your clubs wishes. Select the options for your held votes and click on **Submit Your Vote**



The screenshot shows a 'Vote' interface with a blue sidebar on the left. The sidebar contains a 'Dashboard' header and three sections: 'MATERIALS' with links for 'Blank Report [PDF]' and '2020 District 70 Annual Council Report v0 3 [PDF]'; 'VOTING' with a link for 'Start Voting'; and 'ZOOM CONFERENCE' with links for 'Download Zoom Client' and 'Join the Zoom Meeting'. The main content area is titled 'Vote' and includes a sub-header: 'This allows you to Vote in matters before the District Council.' Below this is a box titled 'Sample Motion' containing 'Motion 0 (Sample)' and the text: 'That at all District events, hot chocolate will be served.' There are two voting options: 'Vote 1' with a dropdown menu set to 'Yes' and 'Vote 2' with a dropdown menu set to 'Yes'. There are three buttons: a green 'Submit your Vote' button, a grey 'Reset' button, and a red 'Reload Questions' button. A red arrow points from the 'Submit your Vote' button in the top right to the 'Submit your Vote' button in the bottom right.

## Step 6 – Confirming Your Vote

Once submitted, it will present confirmation that your votes have been lodged and pull up any other matters for voting that are available as shown in Step 5. If there are no further matters for voting at that time, it will advise as such, however there may be additional matters opened throughout the meeting. Don't be afraid to hit that **Reload Questions** button which will *check to see if there are any further matters that you haven't voted on*.



The screenshot displays the 'Vote' interface for 'D1701 TEST'. The left sidebar contains navigation options: Dashboard, MATERIALS (Blank Report [PDF], 2020 District 70 Annual Council Report v0 3 [PDF]), VOTING (Start Voting), and ZOOM CONFERENCE (Download Zoom Client, Join the Zoom Meeting). The main content area shows a confirmation message: 'Votes have been Lodged' with a green checkmark and a red arrow pointing to it. Below this is a thank-you message: 'Thanks! Your votes in Motion 0 (Sample) have now been lodged'. A section titled 'Matters for Voting' states 'It appears there are no further questions at this time.' and includes a red 'Reload Questions' button. The footer text reads 'Powered by fd Network TDC Voting Platform 2023 for District 1701 Toastmasters'.