# 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 (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
- Enter your Toastmasters Membership #
- (To find your Member # visit the Toastmasters International Website and go to "myhome") toastmasters.org/myhome
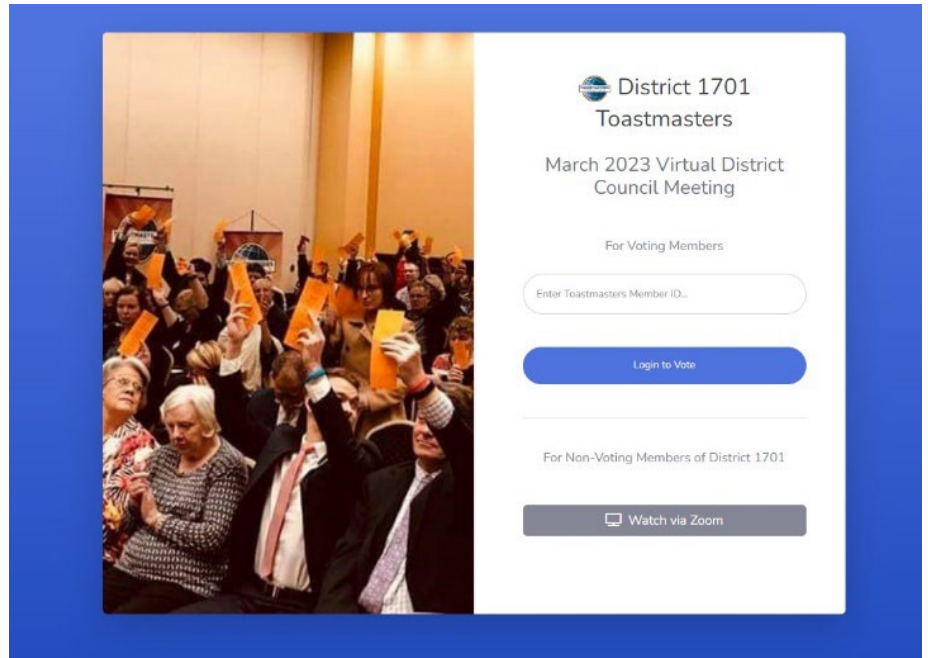
Step 2 – Dashboard View

- 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.

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.
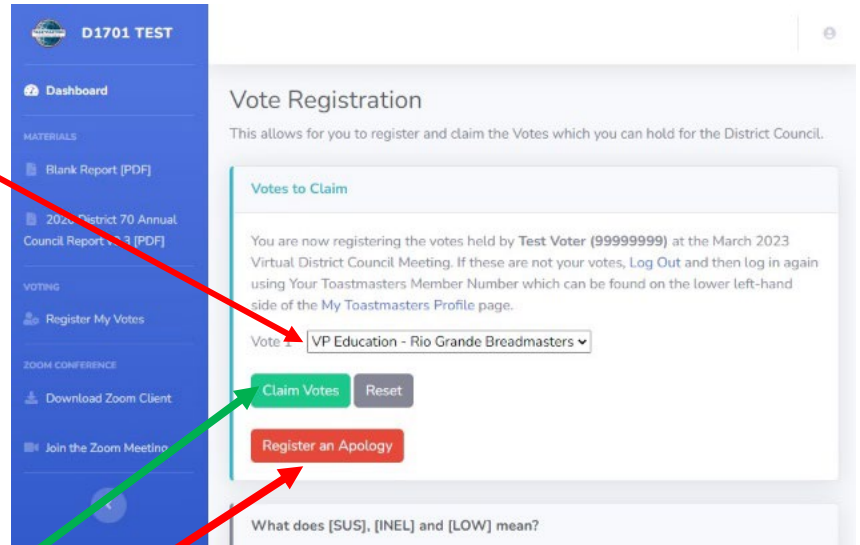
Step 3a – Registering a Single Vote

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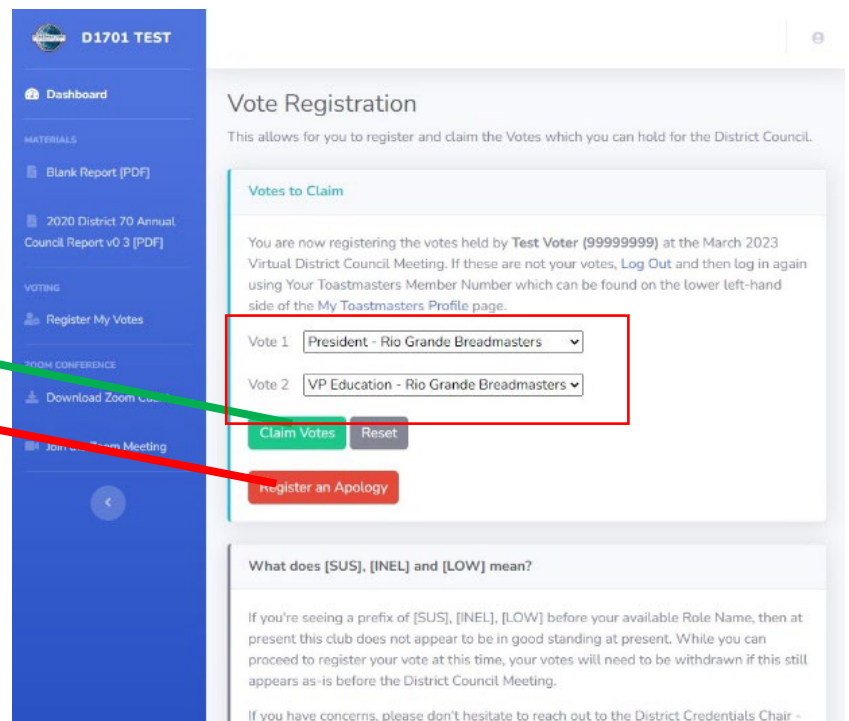
Step 3c – Claiming an Alternative Vote from Other Club Roles and then registering your votes.

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.

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.**

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.

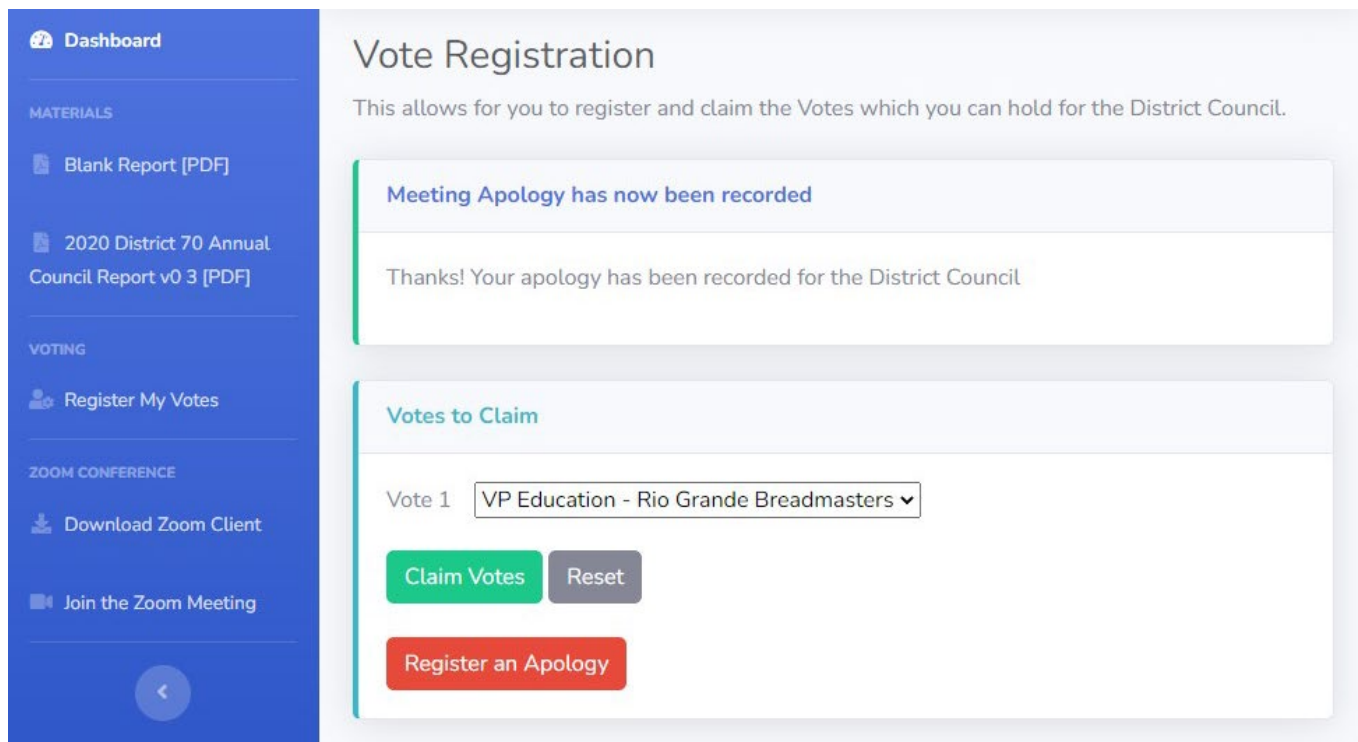## Step 4a – Votes have been Claimed and Registered

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.

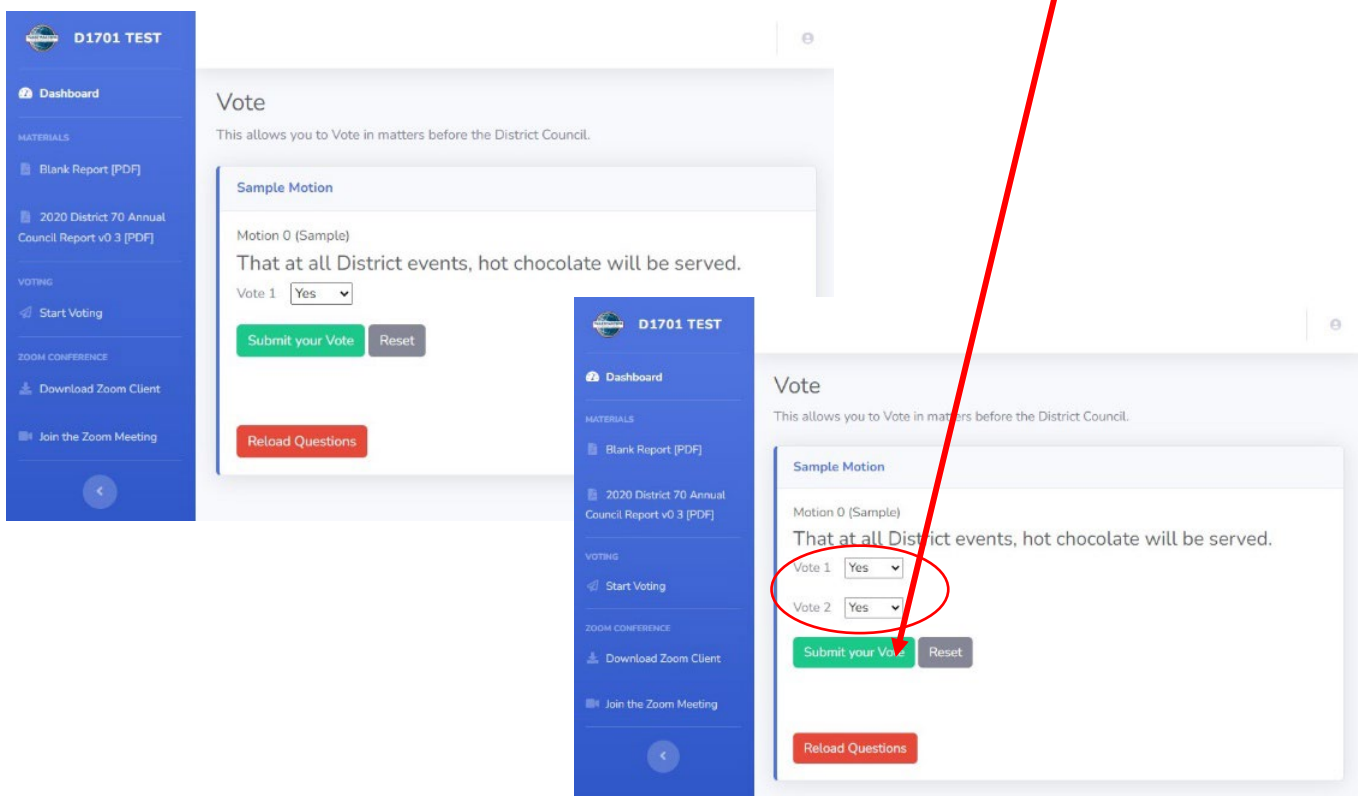**Step 4b – Apology has been registered.**

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.
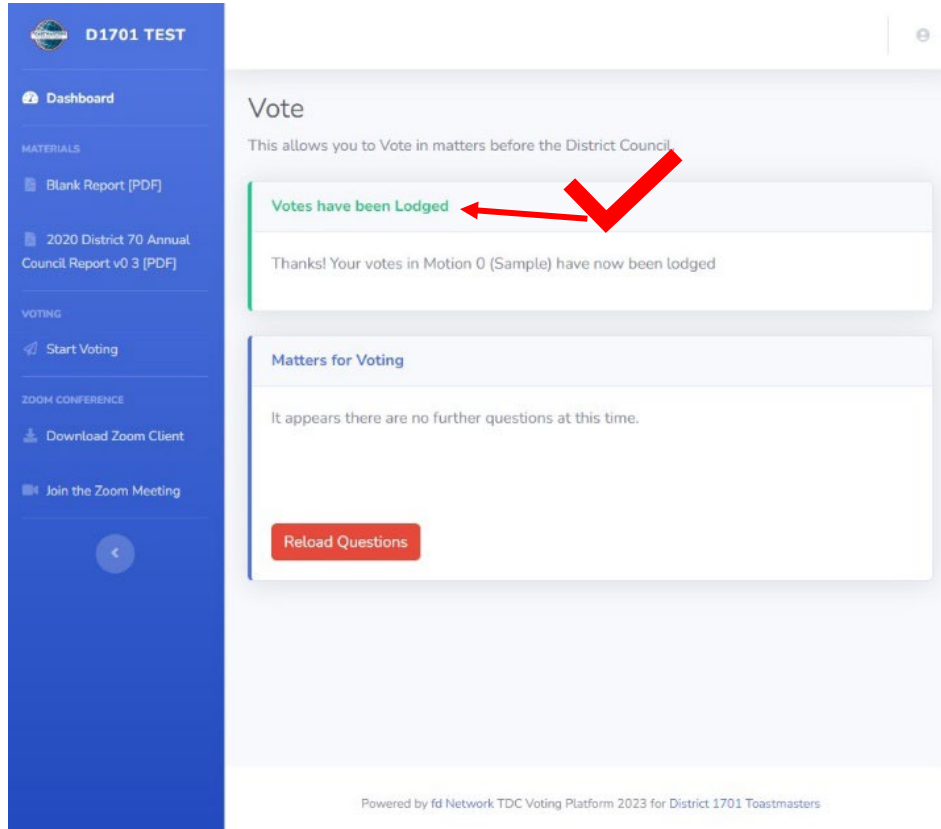

Step 5 – Voting!

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**

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*.