



Greater Milwaukee Synod
Evangelical Lutheran Church in America

God's Work. Our Hands.

PREPARING FOR THE SPECIAL ASSEMBLY

1. Read all information and files emailed to you in advance of the meeting. Save them in a place you can easily access. This information is also on our website: <https://milwaukee-synod.org/event/2021-special-assembly/>
2. Join us for the pre-assembly forum on January 16, 2021 at 9 am. This is dedicated time for you to learn more and practice with Zoom and Election Buddy.
3. Join the webinars on time. You may not disrupt the presentation by logging in late, but you may miss important information. Arriving on time will also help us keep the meeting moving as we prepare the credentials report.
4. When you are recognized to speak, ask your questions or make comments concisely.
5. Be patient, we are all learning.

ZOOM WEBINARS

1. You'll be able to join both the pre-assembly forum and the special assembly beginning at 8:30 am on January 16 and January 23. The meetings will officially begin at 9am
2. Your camera and microphone will be off during the webinar unless you have been recognized to speak. This means that while we can't see or hear you – you can see and hear us.
3. Update your web browser to the most current software. Consider using Google Chrome or another major browser for the meeting.
4. Be sure your internet service is sufficient for you to join the webinar.
5. Gather all your needed meeting materials in advance of the meeting.
6. If you have never used Zoom before, download the zoom client to your computer now and practice joining a meeting by visiting <https://zoom.us/test>.

ELECTIONBUDDY

1. Watch for the email that will be sent you to at the start of the voting process (about 8:00 am on January 16th and 23rd). This email contains the credentials and links that you need to get into the voting process, and you will **keep the voting tab open in your web browser** for the duration of the meeting.
2. If you get disconnected, you can rejoin the voting by using the email from point #1 above.
3. Open a second tab on your computer so you can watch the meeting in one tab and vote in the other tab.
4. Accessing both Zoom and ElectionBuddy on a mobile device (smartphone or tablet) is difficult because you can only manage one application at a time. If you'd like to vote on a mobile device, it is recommended that you use a second device for watching the meeting (or vice versa).

THE VOTING PROCESS

1. When prompted, open the ballot and make your selection(s).
2. Click "Verify" in the bottom-right corner of the ballot page.
3. Review your choice(s). If you want to edit your choice(s), click "Edit ballot" in the bottom-left corner of the page, and repeat steps A and B. If you want to submit your ballot, click "Submit ballot" in the bottom-right corner of the page.

4. **Your ballot is not submitted until you see a confirmation page.** On the confirmation page, click the "Next Vote" button to go back to your organization's landing page and wait for the next vote to appear.
5. If you see pages that say any of the following,
 - "You've already voted!"
 - "Voting has ended"
 - "This ballot doesn't seem to exist"

Check to make sure that you are entering your access key and password **exactly** as you see them in the email you will received.