BEFORE THE BOARD OF DIRECTORS MEETING:

1. Add the following email to your contacts/safe sender list in your email program: invitations@mail.electionbuddy.com.

VOTING INSTRUCTIONS:

1. Election Buddy Representative will be on the Zoom Board of Directors Meeting with us for support.

2. Early in the Board of Directors meeting we will do a practice vote. At that time, you will receive a text and email from invitations@mail.electionbuddy.com with a link to access the voting platform. Check your spam/junk folder if you don’t receive it.

3. Click the link that was emailed or texted to you and sign in using the Access Key and Password given to you in the email or text.

4. This will bring you to the voting screen for the first vote. Make your selection and Click Verify Your Selection. Confirm your choice and click Submit Ballot. **IMPORTANT: DO NOT CLOSE THE SCREEN AFTER CLICKING SUBMIT BALLOT.** We will be voting throughout the meeting – so keep it open and available.

5. The next vote will appear on the same screen after Election Buddy tabulates the first vote and releases the second vote. **IF YOU ACCIDENTALLY CLOSE THE BROWSER WINDOW, YOU CAN GET BACK INTO THE VOTING SCREEN BY GOING HERE:** https://secure.electionbuddy.com/m/warealtor.

6. If you have any questions or concerns, please contact Laura Murray at Washington REALTORS® at laura.murray@warealtor.org.

HELPFUL TIP: Some people prefer to have a separate device to vote (i.e., cell phone, tablet, etc.) so that they can leave the Zoom meeting up on their computer screen without having to switch browser windows.
Credentialing and Voting FAQs for 2020 Fall Business Conference

How will we credential during the virtual conference?

Credentialing will be done using the Credentialing Form on the Washington REALTORS® website. You will receive an email when credentialing opens at 10:00 a.m. on Monday, September 21st with a link to the Credentialing Form. The email will come from Washington REALTORS® CEO with the Subject line “Credentialing Now Open”, with a link to the Credentialing Form.

Who needs to credential?

All Washington REALTORS® Directors who will attend the Board meeting on Friday, September 25th will need to credential.

Also, any Alternate Director who will be voting in place of a Director will need to credential and know which Director they are replacing. (This question will be a requirement on the credentialing form if you are an Alternate.)

How long will credentialing be open?

Credentialing will open at **10:00 a.m. on Monday, September 21st** and close at **12:00 p.m. (noon) on Wednesday, September 23rd**.
PLEASE NOTE: If you have not completed your credentialing by 12:00pm on Wednesday, you will not be eligible to vote during the Board of Directors meeting.

How will we vote at the Board of Directors meeting on Friday?

Washington REALTORS® has chosen a highly secure online voting vendor, Election Buddy, to run the election. We will also have staff support from Election Buddy and Washington REALTORS® on hand during the Board meeting.

After the Board meeting is called to order on Friday, you will receive an email from: invitations@mail.electionbuddy.com. This email will include:

- the link to our vote session
- your access key (your NRDS ID) and
- password (a four-digit number).

You will use the link, access key, and password to enter the voting session. (PLEASE NOTE: The email serves as entry into our vote session and you will not receive additional emails.) If you provided a smartphone cell number on your Credential Form, you will also receive a text message with the same information.

You can use any device (pc, tablet, or smartphone) for voting. Some voters find it simpler to use their smartphone for voting in order to keep their Zoom meeting open.

What if I do not receive my voting email?

The best way to ensure you receive your voting email is to set your email to allow invitations@mail.electionbuddy.com to send you emails.

If you cannot locate your vote session email, you can use the text link (if you provided a smartphone cell number on the Credential Form.)
If you did not provide a smartphone cell number, or you did not receive an email or text invitation, please use the chat box in the ZOOM board meeting to request the information. You can also email laura.murray@warealtor.org. We will be monitoring both the chat box and this email address throughout the voting period.

**Can a member vote twice if they receive both an email and a text?**

No. Election Buddy’s secure voting system will log only one vote from the NRDS ID and password sent to a member.

**What if I drop out of the voting session during voting?**

If you drop out of the vote for some reason, no worries. Click the link: https://secure.electionbuddy.com/m/warealtor and you will pick up on the current item up for vote. **NOTE:** You may need to occasionally refresh your browser if you do not see the current vote.

We will also show the current vote link during the ZOOM meeting to help keep track.

**How will we know if we there is a quorum on the day of voting?**

We will monitor members logged in to vote, and this information will be used to confirm a quorum.

**The most important things to remember about the voting process:**

- If using your pc, laptop, or computer keep ZOOM and Election Buddy tabs open
- If you are not a voting Director or Alternate Director voting in place of a Director, you will not be able to credential or vote.
- To begin your vote session, enter your NRDS Number and the 4-digit password that you receive in your vote invitation email.
- During the voting process, please watch the screen for instructions and assistance. You will also be able to chat, email
and text for assistance during the live voting and that information will be on the screen.

- **Link to our vote session:**
  https://secure.electionbuddy.com/m/warealtor

- **Options for assistance:**
  - **email:** Laura.murray@warealtor.org
  - **text:** 360-310-9920
  - **chat:** via the ZOOM meeting