



Delegate Assembly – Hybrid Voting Instructions

CASB is excited to announce that we will be using a new voting system to enable hybrid participation in this year's Delegate Assembly. ElectionBuddy is a secure, web-based platform that allows both in-person and virtual attendees to cast real-time votes. Here are some important reminders to help you prepare for hybrid voting:

1. Obtain Your Credentials

If you are registered as your district's delegate, you will receive an email from CASB with your voter credentials (ID number and password). Make sure this information is easily accessible - you will use your credentials to log in to the ElectionBuddy system for the test vote and on the day of the Delegate Assembly.

2. Participate in the Test Vote

One week prior to the Delegate Assembly, CASB will send out a test vote through the ElectionBuddy system. You will receive an email from CASB via the ElectionBuddy system that includes instructions on how to access the ballot. The email will look like this:

Vote now: Colorado Association of School Boards - 2023 Delegate Assembly Registration

You are invited to vote in the **Colorado Association of School Boards - 2023 Delegate Assembly Registration**.

This is a test of the 2023 Delegate Assembly voting system. We are using an online election system to record the vote.

You have been assigned a unique access key and password to participate. Please keep this information secure. **Your credentials are unique to you and will be required to participate in the Delegate Assembly on October 7.**

Do not forward this email. Do not reply to this email to vote, as your vote will not be registered. If you have questions or want to be removed from notifications regarding this vote, please email Mikayla Unruh at munruh@casb.org.


To complete the test vote, visit:
secure.electionbuddy.com/m/CASB

Credentials:

Access key: SAMPLE001

Password: TESTVOTE

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

 **ElectionBuddy**
Powered by [ElectionBuddy Inc.](#)

3. Test your Tech

You will need a personal device in order to access the voting system the day of the Delegate Assembly. To ensure you have the best possible experience with ElectionBuddy, we recommend making sure your device and web browser are up to date.

We recommend virtual attendees test your internet connection and make a plan to ensure you have a strong internet connection for the duration of the assembly.

If you plan to attend virtually, we recommend using a personal computer to participate as you will need to be signed into the Delegate Assembly Zoom meeting and ElectionBuddy voting system simultaneously. You will need to have both windows open as side-by-side tabs to allow you to view the meeting while submitting your votes.

If you plan to join the Assembly in-person, we recommend using a smart phone or tablet to cast your votes.

4. Delegate Assembly Check-In

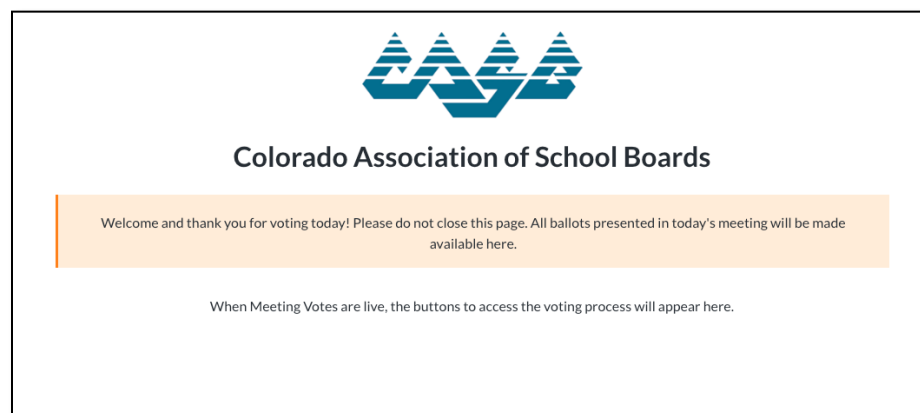
Please plan to arrive early to check in, make sure your technology is working, and review the voting process.

Please note that any delegate substitutions, either virtual or in-person, must be completed in advance. It is important that you arrive early to ensure your district is properly registered and able to participate in the meeting.

Virtual delegates will need to sign in to the Zoom meeting using the link provided. A CASB staff member will grant you access to the meeting and will confirm your registration.

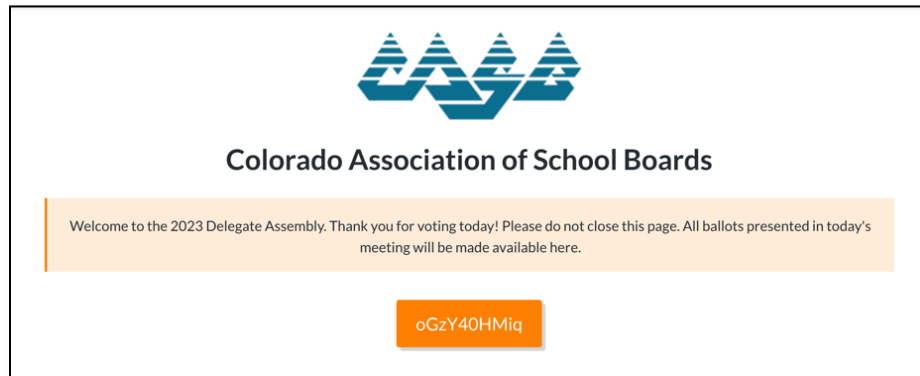
5. Access the CASB Delegate Assembly Meeting Page

Using this link: secure.electionbuddy.com/m/CASB or the QR code provided to you, access the CASB meeting home page on the ElectionBuddy website. The page should look like this:

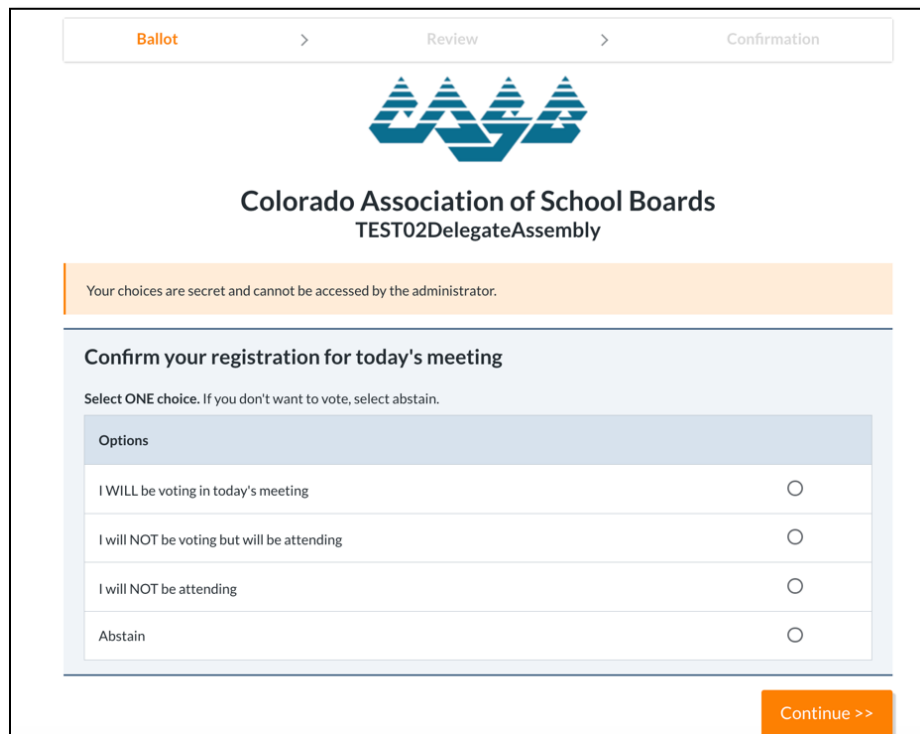


6. Cast Your Vote

Please keep your web browser open on the CASB meeting home page throughout the Delegate Assembly. All votes will be accessed from this page.
When a vote is ready, a rectangular, orange button will appear on the CASB meeting home page, labeled with the current motion.



Click on the button to review the motion and submit your vote.



Options	
I WILL be voting in today's meeting	<input type="radio"/>
I will NOT be voting but will be attending	<input type="radio"/>
I will NOT be attending	<input type="radio"/>
Abstain	<input type="radio"/>

Click "Continue" to review your selection.


Ballot

>

Review

>

Confirmation



Colorado Association of School Boards
TEST02DelegateAssembly

Finalize your choices by selecting **Submit**. To make changes, select **Edit**

Confirm your registration for today's meeting

I will NOT be voting but will be attending

<< Edit

Submit >>

Click “Submit” to finalize and submit your vote.

You will automatically return to the CASB meeting home page where you will be prompted to select the “Next Vote” option.


Ballot

>

Review

>

Confirmation




Thank you!

Submitted: September 20, 2023 at 03:50 pm
Confirmation code: 43ccf510e06ab2f

Next Vote

For questions, contact Mikayla Unruh at munruh@casb.org

Once clicked, please remain on the home page until the next orange vote button appears.



Colorado Association of School Boards

Welcome and thank you for voting today! Please do not close this page. All ballots presented in today's meeting will be made available here.

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