1. Open the link you received from either your email OR your cell phone (Email: use "Click here to log in" button; Phone: use the blue hyperlink in your text message app)

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- 2. When a nomination/election voting round is active, click on "Vote" to view the ballot
 - a. If your screen is not showing the Vote button and you are using a touch-screen phone or iPad, give the screen a small tug downward with your finger and the page should refresh.

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- 3. Tap the square next to each name choice to select it. Select up to as many choices that round allows (see note below); if you select too many, you will receive a message that you have too many selected and you will not be able to submit your ballot until you meet the correct criteria.
 - a. Nomination ballots allow you to select/nominate as many names as you'd like.
 - b. Election ballots are limited to the number of spots available (when voting for Chair, for example, you can only vote for one).



4. Click Submit to submit your ballot. You can make edits to your ballot until this button is pressed.



5. You will be returned to the dashboard to wait for the next round of voting to open.