

## Voting Directions for College of the Rockies Election Fall 2018

The College of the Rockies Election 2018 Campaign is now in full swing. Voters can view the biographies and pictures of all nominees by visiting the online election site on the COTR Staff and Student Portal at <http://www.cotr.bc.ca/elections/>.

The Electronic Voting Booth will be available online and will be open between 9:00 am October 2<sup>nd</sup> and 4:00 pm October 4<sup>th</sup>. Voters can use a computer, smartphone, or other devices that can be connected to the Electronic Voting Booth to vote.

Cranbrook Campus will have one polling station open from 9:00 am to 4:00 pm on Tuesday, October 2<sup>nd</sup>. If needed, students, staff, faculty can get assistance from the polling station attendant during these hours.

A computer will be made available at each Regional Campus to access the Electronic Voting Booths. Please follow these directions to vote:

1. Click the appropriate voting link (e.g. students click the link to Student Elections).
2. Enter your person ID (e.g. cXXXXXXX) and click the Next button.

**NOTE:** Your person ID is on your COTR Library Card – it begins with a lowercase c and is followed by seven digits. If the person ID entered does not follow this format, a warning message will pop up. If this occurs, please clear what you entered and re-enter.

3. Enter your date of birth as YYYY/MM/DD (i.e. 1987/11/26) and click the Next button.
4. You will then be presented with the ballots for your constituent group. You will be instructed as to the number of choices you may make on each ballot. This is dependent on the category and number of available seats for each position. Vote for a candidate by clicking the check box in the upper left corner of the candidate's picture. You can skip a ballot by not clicking the checkboxes on the ballot. If required, uncheck your vote on the ballot by clicking the Clear Ballot button.
5. Click the Next button to proceed to the next ballot.
6. Click the Previous Ballot button to review your voting selections.
7. The last ballot will have a Submit All Ballots button. Click the Submit All Ballots to complete the voting process. Each eligible voter is allowed only one vote.

### **Note to Voters:**

- All nominees are eligible to vote and can vote for themselves if they choose to do so.
- Your vote will be counted only if you enter both your person ID and birthdate correctly. If you vote more than once, the last ballot you submit with correctly entered User ID and Date of Birth will be counted.