

UBCM Vote Preparation Tips

1. **Check your Internet Connection the day before and the day you vote.** ElectionBuddy requires an internet connection with a small amount of bandwidth to vote. Your internet connection is strong if you can stream videos and review your social media at the same time with no delays or long loading times. For onsite votes, ensure you are connected to the Wifi network dedicated for voting. However, if you have the option, use your device's data to leave the Wifi available for those without access to data.
2. **Use the same device for voting each day.** ElectionBuddy will keep you logged in when using the same device and same web browser for up to 24 hours. If you consistently use the same web browser on the same device for all voting, you will be able to stay logged in on an ongoing basis. Swapping devices, or changing the web browser you are using on the same device, will require you to complete the login process again.

ElectionBuddy Voting Process Tips

ElectionBuddy will send you **a single email and SMS message when voting starts** containing your unique voting credentials and a link to access the meeting page where you will vote. You will **vote using your web browser** for the entire meeting. You can't share your device for voting — **one device per voter is required**.

How to vote (it's a 5 step process):

1. In your web browser, use the Meeting Link to access the Meeting Page as noted below.
2. Select the button to open the ballot and make your voting selections.
3. On the bottom-right corner of the ballot, select "Continue". 
4. On the Review Page, review your choices.
 - a. **To submit your ballot**, bottom-right corner, select "Submit". 
 - b. **To edit choices**, bottom-left corner select  and repeat steps 1 and 2.

IMPORTANT If you don't see a **"Confirmation code"** or **"Thank you"**, your vote isn't submitted.

5. Select **"Next Vote"**  to go back to the meeting page and wait for the next vote to start. Repeat steps 2-5 for all the votes in your meeting.

Meeting Page and Troubleshooting Tips



<https://secure.electionbuddy.com/m/ubcm>

is your organization's **Meeting Link** and is the place where voting starts

If you run into issues like the examples below, visit the Meeting Link.

ElectionBuddy Meeting Troubleshooting Tips

1. If you **close the ElectionBuddy tab in your web browser**, visit the Meeting Link.
2. If you see **"You've already voted or "Voting has ended"** visit the Meeting Link
3. If you see **"This ballot doesn't seem to exist"** visit the Meeting Link, and using your voting credentials email, enter your access key and password **exactly** (no extra spaces or characters).