British Canoeing
Annual General Meeting

12th of March 2022

INSTRUCTIONS FOR DELEGATES PARTICIPATING IN PERSON

VOTING INSTRUCTIONS

e-Voting Keypad

e-Voting Smartcard

The e-Voting keypad and the e-Voting Smartcard have been distributed to you.
Please note that the keypad will have only three buttons enabled, as highlighted.

PLEASE INSERT YOUR e-VOTING SMARTCARD

Please insert your Smartcard into the e-voting keypad.

Make sure the arrows and chip at the bottom of the Smartcard/voting card are facing you.

A welcome ‘Voting Card’ message will appear when the card is inserted correctly.

The Smartcard/voting card must be inserted correctly to cast a vote.

HOW TO SUBMIT YOUR VOTE (Proposals)

Once voting is declared open by the President, the voting options will be displayed on your screen. Use the track ball, in the middle of your device to scroll to your desired choice. The white track ball becomes blue when the vote is open.

When your choice is highlighted, press the ■ green square to submit vote.

VOTE RECEIVED

Once you have voted, a validation message, ‘Vote Received’ will appear on your keypad to state that your vote has been received and counted.

HOW TO CANCEL YOUR VOTE

If you wish to cancel your vote, please press the red triangle ▲ whilst the poll remains open.

You will be presented with the voting options, enabling you to cast your desired vote once again.

HOW TO SUBMIT YOUR VOTE (Elections)

Once voting is declared open by the President, the voting options will be displayed on your screen. Use the 🔵 blue track ball to scroll to your desired choice.

When your choice is highlighted press the 🔵 blue track ball to select that option. An 'X' will be placed next to that option to indicate your selection. Then repeat until you have selected the total required number of candidates. Once you have selected all of your choices; **Press the 🟩 green square to submit your vote.**

VOTE CLOSED

When the vote is declared closed, the voting options will be replaced by the British Canoeing Logo.

It is no longer possible to modify your choice and the last vote you submitted is taken into account.