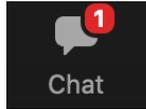


Instructions for Voting Virtually

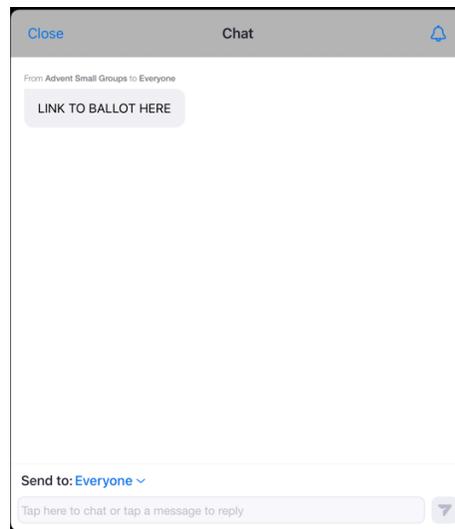
"Those entitled to vote shall be confirmed adult communicants in good standing...and physically [or virtually] present at the meeting..." —Canons of the Episcopal Church in the Diocese of Alabama (Canon 9, Sec.3)

Voting for the new vestry class will begin when John Hargrove, Senior Warden, introduces the candidates. At this point, a link to our online ballot will be sent out via the chat feature on Zoom.

1. At the bottom center of your Zoom window, you will see a notification like this:



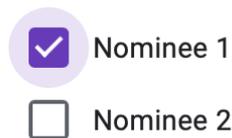
2. Click on the icon. A pop-up window will appear, containing the link to the ballot:



3. Click the link, and a web browser will open behind the chat window. Once the ballot has loaded, close the chat window, either by clicking the X or “Close” in the top corner of the window. You then will be able to proceed with completing your ballot.
4. The first page of the ballot will look like the image below. **Please note, the ballot is password protected.** The password will be sent in the Zoom chat, following the link.
5. Take the password from the chat and enter it in the space provided and click “Next.”

A screenshot of a web browser showing a ballot page. The title is 'Cathedral Church of the Advent Annual Parish Meeting'. Below the title is the text 'January 24, 2021 Vestry Election' and a red asterisk followed by the word 'Required'. There is a text input field labeled 'Password *' with the placeholder text 'Your answer'. A red rectangular box highlights the input field. At the bottom of the page is a 'Next' button.

6. After entering the password, you will proceed to the ballot, which, like the paper ballot, has all twenty nominees listed in alphabetical order.
7. You will be prompted to select exactly ten (10) nominees. The form will not let you proceed if you have more or less than ten (10) nominees selected.
8. To cast your vote for a nominee, click on the box to the left of the name. The box will turn purple and a check mark will appear when you have successfully selected the person. See below.



9. Once you have selected ten (10) nominees, and your ballot is complete, click “Next.”
10. On the next page, you will be asked to certify that you are a confirmed, adult member of the Advent and present on the Zoom Webinar. Complete this section by giving your name and email address. (Note: This information will be seen only by one member of the outgoing Vestry class who is the sole person responsible for counting online votes, and it will be deleted once all of the ballots are verified to maintain anonymity as much as possible.)
11. After completing the certification, click “Submit.”
12. Once you reach the screen below, you will have successfully submitted your digital ballot to be counted for the new vestry class!

If other eligible members of your household need to vote, select the option to “Submit another response.” Otherwise, you may close your browser window and turn your attention back to the Zoom Webinar.

