

TownVOTE v1.1

Part of EZ-VOTE Connect Suite

Run the EZ-VOTE Connect Suite from your desktop:



Select the Voting & Elections app from the Connect Dashboard:



Pick the next task from the TownVOTE Home Screen:

- 1) **Create Topics you'll vote on**
- 2) **Create/import a Participant List**
- 3) **Or open an Ad-Hoc poll**

You can also set up your voting rules and options here:

- **Simple Majority (51%) vote**
- **2/3 Majority vote**
- **Custom (e.g. 75%) Majority vote**
- **Delay Results** – when you don't want to reveal individual votes to be revealed until polling is closed
- **Ignore Non-Voters** – calculations will be based on actual voting audience, not the number of registered attendees in the Participant List

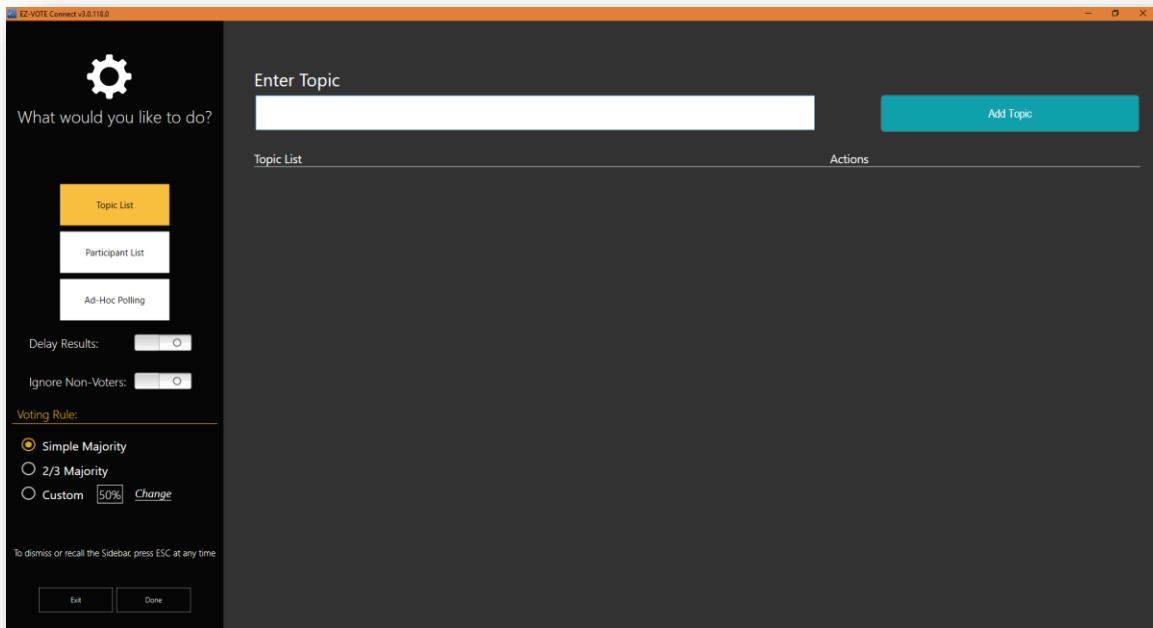


Figure 1 - TownVOTE has flexible Voting Rules and options that promote transparency and honesty of each vote

Before you can conduct a vote, you will have to create, or import a Participant List (PL) in CSV format:

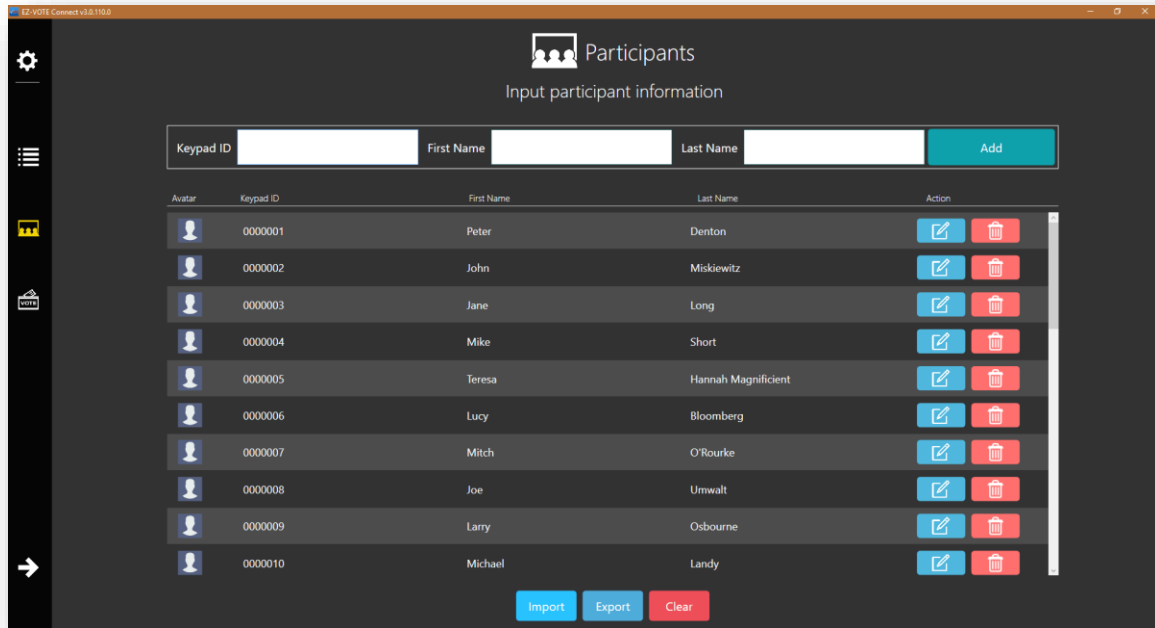


Figure 2 - Create or import a Participant List from a CSV file

The structure of the Participant List is simple. You'll need three columns: Keypad ID, First and Last Name:

	A	B	C	D	E	F	G	H
1	1	Peter	Denton					
2	2	John	Miskiewitz					
3	3	Jane	Long					
4	4	Mike	Short					
5	5	Teresa	Hannah Magnificent					
6	6	Lucy	Bloomberg					
7	7	Mitch	O'Rourke					
8	8	Joe	Umwalt					
9	9	Larry	Osbourne					
10	10	Michael	Landy					
11	11	Jonathan	Phillips					
12	12	Manuel	Munos					
13	13	Jill	Novak					
14	14	Nancy	Trello					
15	15	Ursula	Dietrich					
16	16	Henry	Pollack					
17	17	Igor	Stravinski					

Once the Participant List is loaded, you can start entering the Topics to be voted on during your session:

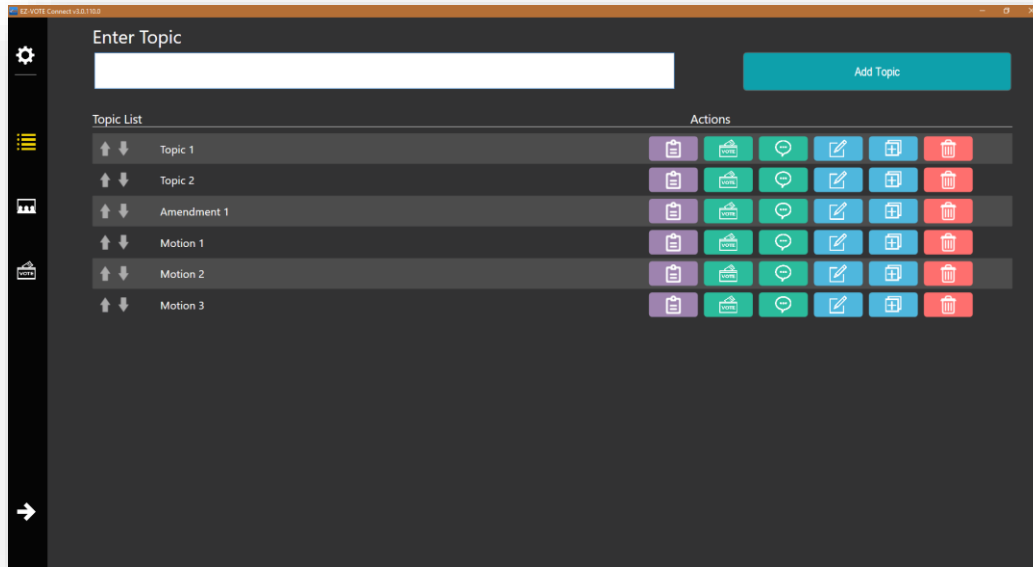


Figure 3 - Topics can be arranged in the order they need to be covered, edited and duplicated for easy management

From this screen, you can edit the Voting Rules on individual topics (general Voting Rules will be overridden), edit the Topic, and Duplicate or Delete it.

You can also start a Speakers Queue, so that you can discuss each Topic before voting on it:



Figure 4 - Participants press 1 to speak FOR, or 2 to speak AGAINST the Topic

While polling is open, see how every Participant is voting (unless Delay Results is turned on) in real time, and TownVOTE will also show the Subtotal (Yes/No/Abstain) and Total number of votes for each Topic:

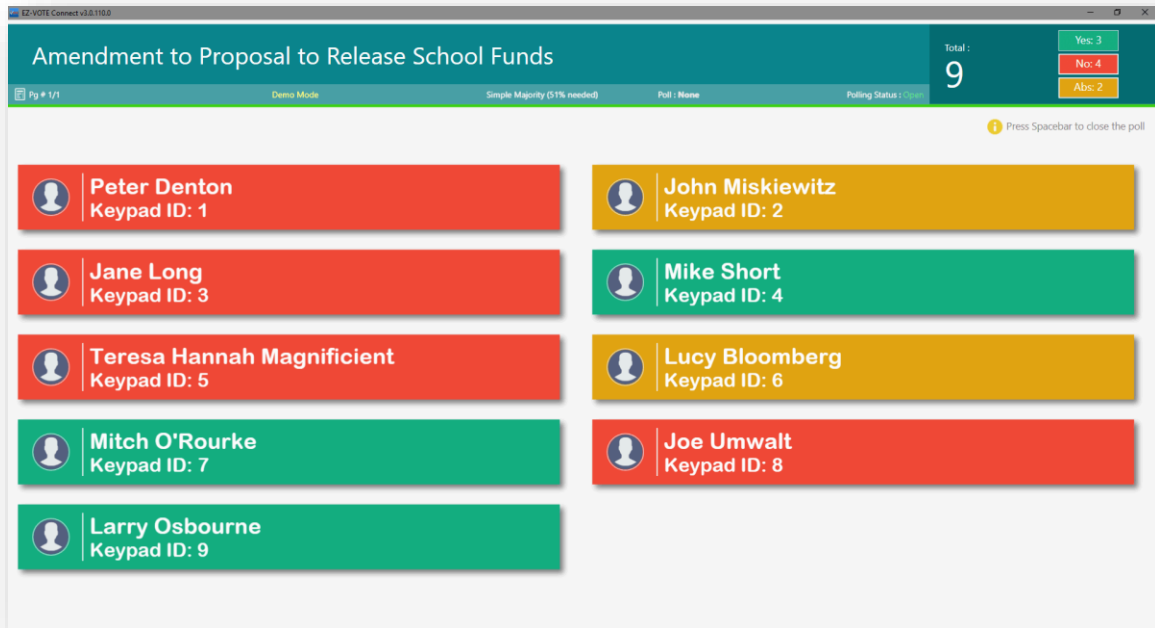


Figure 5 - Top Status Bar shows the current Voting Rules and poll status (Open/Closed)

The main screen will adapt to the number of Participants automatically, making the display always legible and visible even from the rear of a large auditorium:

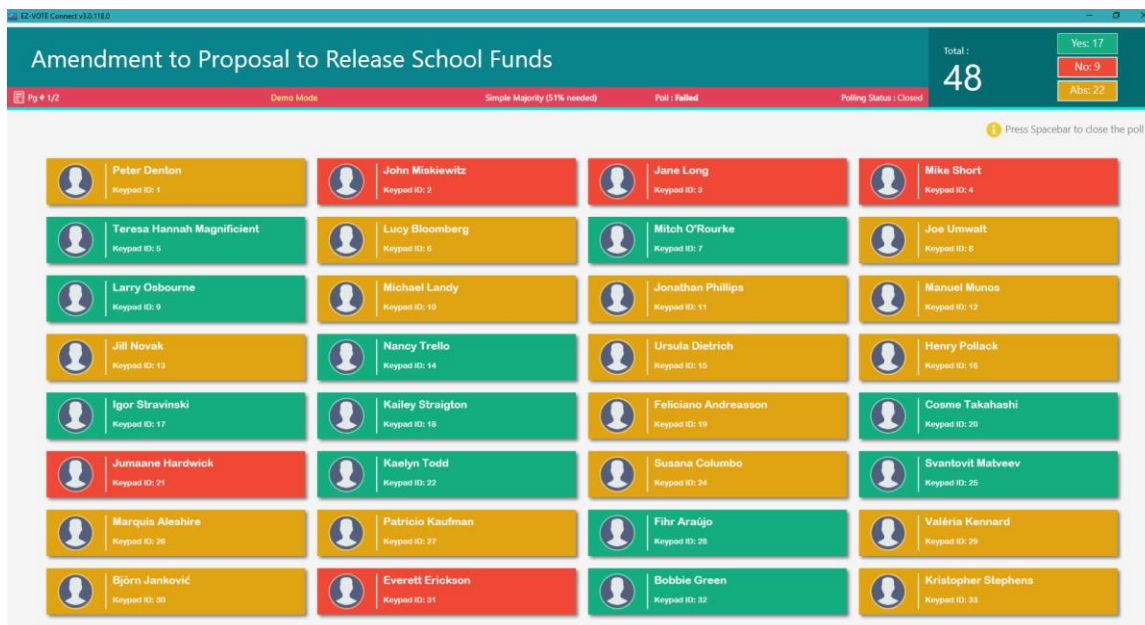


Figure 6 - Whether it's 10 or 99 voters, TownVOTE display will adapt. Navigate through pages with left/right arrows

Summary of keyboard shortcuts:

P Percentage vs. Absolute Numbers

Space Start/Stop vote

← or → Arrow Navigate between pages of Participant names

Schedule your training at www.meridiaars.com/scheduletraining, contact us at support@meridiaars.com, or call (610) 260-6800.