

## Instructions for Balloting in Election Runner

### Step 1: Prepare!

- Have your Voter ID ready. It was emailed to you prior to Convention. Your Voter ID will stay the same throughout Convention. Do not share it with anyone; it is specifically yours. If you are a lay delegate and an alternate from your church replaces you, the alternate must go to the Credentials desk where he or she will receive a different Voter ID.
- For each ballot, you will need a "voter key" in addition to your Voter ID. The voter key for a given ballot is the same for everyone; however, each ballot will have a different voter key. We will announce the voter key for each ballot at Convention.
- Be sure that your laptop, tablet, or smart phone is connected to WiFi (unless your tablet or phone can connect directly through a mobile carrier like AT&T or Verizon). If you do not have such a device, go to the Polling Room where a device will be provided for your use temporarily.
- The Constitution and Canons of the Diocese ban proxy voting and absentee voting.

### Step 2: Stay alert!

- Immediately after lunch on the Friday of Convention, there will be a test ballot. Do not skip this! It is important for everyone to get experience with Election Runner in a more relaxed setting. The test ballot also allows us to resolve problems with Voter ID's in advance.
- On Saturday, there will be at least one ballot, probably two, and possibly three or more. These will start when Convention comes to order in the morning and occur sporadically through the day.
- The Secretary will announce when a ballot is open. Take note of the two-digit voter key that is announced at the same time. You must use the correct voter key for a given ballot. The voter key will not be published on the diocesan website or in Yapp.

### Step 3: Cast your ballot.

- Launch a browser on your laptop, tablet, or smart phone.
- Go to this website: [ednc.electionrunner.com](http://ednc.electionrunner.com)
- You will see the diocesan seal at the top of the page.
- Ignore ballots that have already been completed, including the ones from last year (the 206th Convention).
- If the ballot has not opened yet, you will see it under "Scheduled Elections" with an indication of when the ballot will open.
- Look for the "Running Election" underway. Note the end time of the ballot. You must complete your transaction before this end time. It is not possible to extend the end time, once a ballot has been opened.
- Click on the ballot title.
- Enter your Voter ID and the voter key.
- Fill out your ballot by clicking the appropriate circles.
- Click Submit Ballot. Don't forget to submit!

### Need help?

- Don't have your Voter ID? Have a problem with your Voter ID? Visit the Credentials desk.
- Have difficulty casting your ballot that is not related to your Voter ID? Don't have a laptop, tablet, or smartphone that is connected to the Internet? Visit the Polling Room where the Elections Committee will assist you.