

# Tips and tricks

How to make a successful online election using  
Assembly Conference Voting

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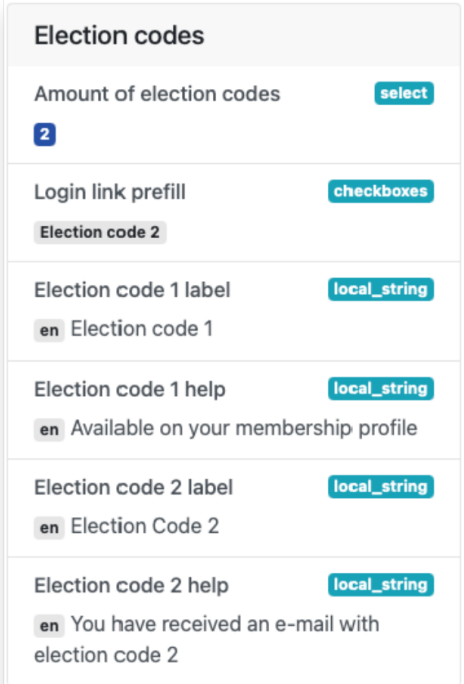
# Configuration

As the first step in setting up the system, you must review which functions you wish be available during the election. Here we have a list of recommendations for considerations you should make before you create the actual polls and import your voters.

## Security

### 1. We recommend a minimum of 2-step approval

When you set up the system, you have the option of choosing which and how many codes to set up. It is possible to select 1-3 codes, and for security reasons we recommend using a minimum of 2 - eg a membership number and a system-generated selection code.



The screenshot shows a configuration panel titled "Election codes". It contains several settings, each with a label, a value, and a control button. The settings are: "Amount of election codes" with a value of "2" and a "select" button; "Login link prefill" with a "checkboxes" button and a sub-label "Election code 2"; "Election code 1 label" with a "local\_string" button and a value "en Election code 1"; "Election code 1 help" with a "local\_string" button and a value "en Available on your membership profile"; "Election code 2 label" with a "local\_string" button and a value "en Election Code 2"; and "Election code 2 help" with a "local\_string" button and a value "en You have received an e-mail with election code 2".

Election codes	
Amount of election codes	<span>select</span> 2
Login link prefill	<span>checkboxes</span> Election code 2
Election code 1 label	<span>local_string</span> en Election code 1
Election code 1 help	<span>local_string</span> en Available on your membership profile
Election code 2 label	<span>local_string</span> en Election Code 2
Election code 2 help	<span>local_string</span> en You have received an e-mail with election code 2

## User Modules

### 1. Communicate through a single medium

Pay attention to which user modules should be switched on.

If the communication take place e.g. over another medium (Microsoft Teams or similar), then it may be a good idea to turn off the user modules so that the communication between you and the participants does not take place in two places and thereby confuse the participants.

# Themes

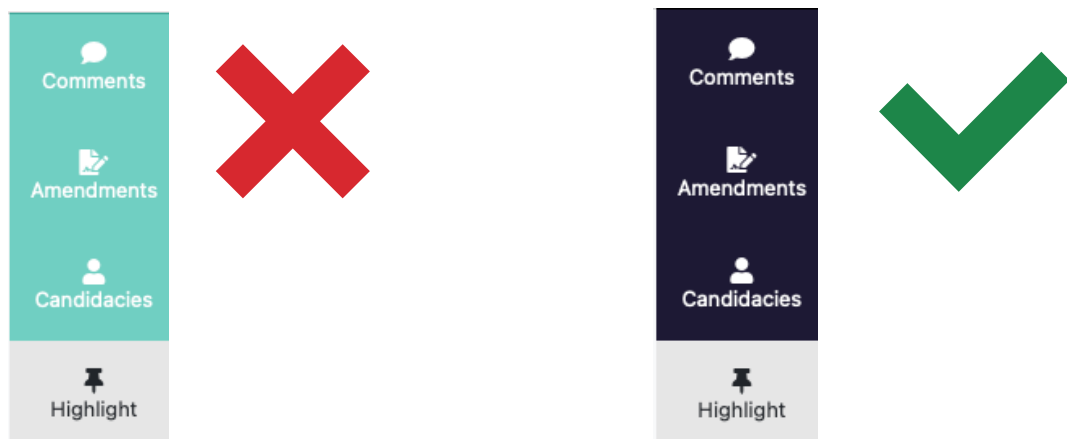
## 1. Have contrasts in the colors

Pay attention to how the theme color you choose is expressed on the participants' screen. For example, it can be difficult to see a white text on a light background and black text on a dark one. Therefore, always be aware that there are contrasts, and feel free to select "best contrast" in the settings because that allows the program to select the text color that best contrasts your theme color.

## 2. Keep a red warning color

Red is generally a good warning color - and preferably a red that is eye-catching, as red is the color most people associate with "warning" or "pay attention". The color is used on the selection site to make participants aware of notifications and the location of the log-out feature.

**NOTE! If your theme color is red or reddish, use a yellow color as a warning color.**





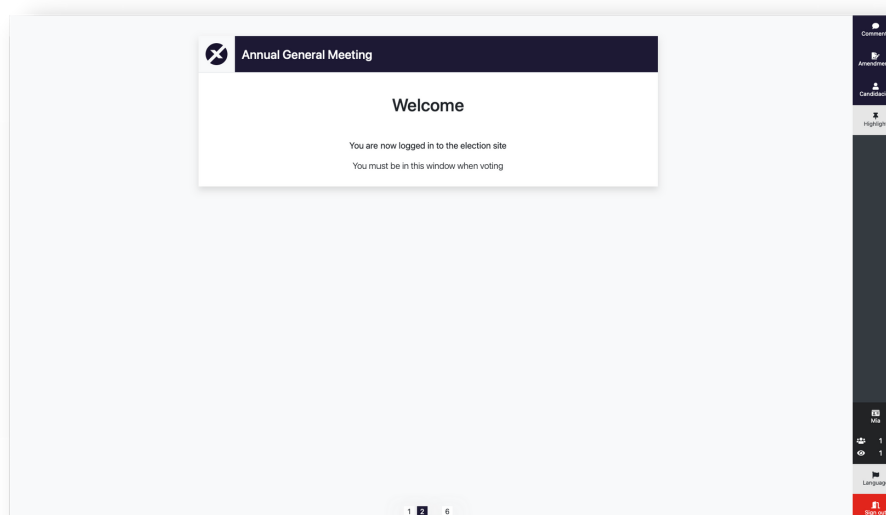
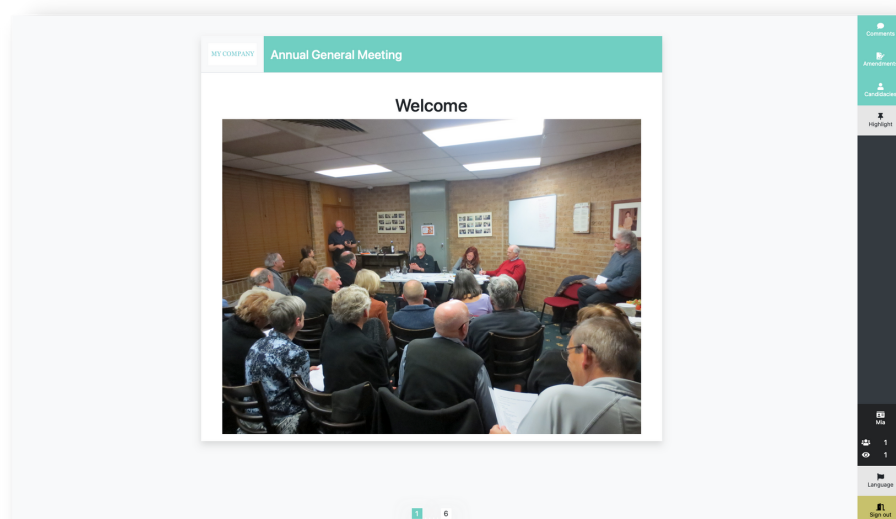
# Create slides

## 1. Keep it simple

Too many distracting images and different text colors can make any presentation overwhelming. It can make it difficult for participants to have focus in the right place if there are too many things that scream for their attention. Therefore: Limit your color choice to a maximum of 3 colors, use only images where it adds something to the understanding of the presentation and if you want a background image, choose a calm image in good quality that does not take too much attention.

## 2. ... But not too simple

It can be too simple, and just as too many colors and images can seem disturbing, a lack of the same can also make it difficult for the participants to focus on what is important in the presentation. You can make it recognizable by using a company or organization logo and colors, and add informational text.



# Election event

## Before meeting

### 1. Test the system!

Once all the slides have been set up, go through them and hold a few demo elections in advance where everyone involved, eg the conductor, will have the opportunity to see how the system works.

#### Checklist for demo election:

- Are all polls as they should be?
- Quality assurance of data?
- Does everything appear visually as it should?
- Are all eligible voters in the right constituencies, and can the constituencies vote in the right elections?
- Are the slides in the correct order?

### 2. Prepare campaigns

Make sure you have created templates and campaigns for sending election codes and invitations to the election site in advance. We recommend that it is possible for participants to contact you with questions, and that you attach the contact information or support number in both invitations (See example on next page)

**NOTE!** Test that templates / campaigns are set up correctly before they are sent out to the voters.



### 3. Send a guide

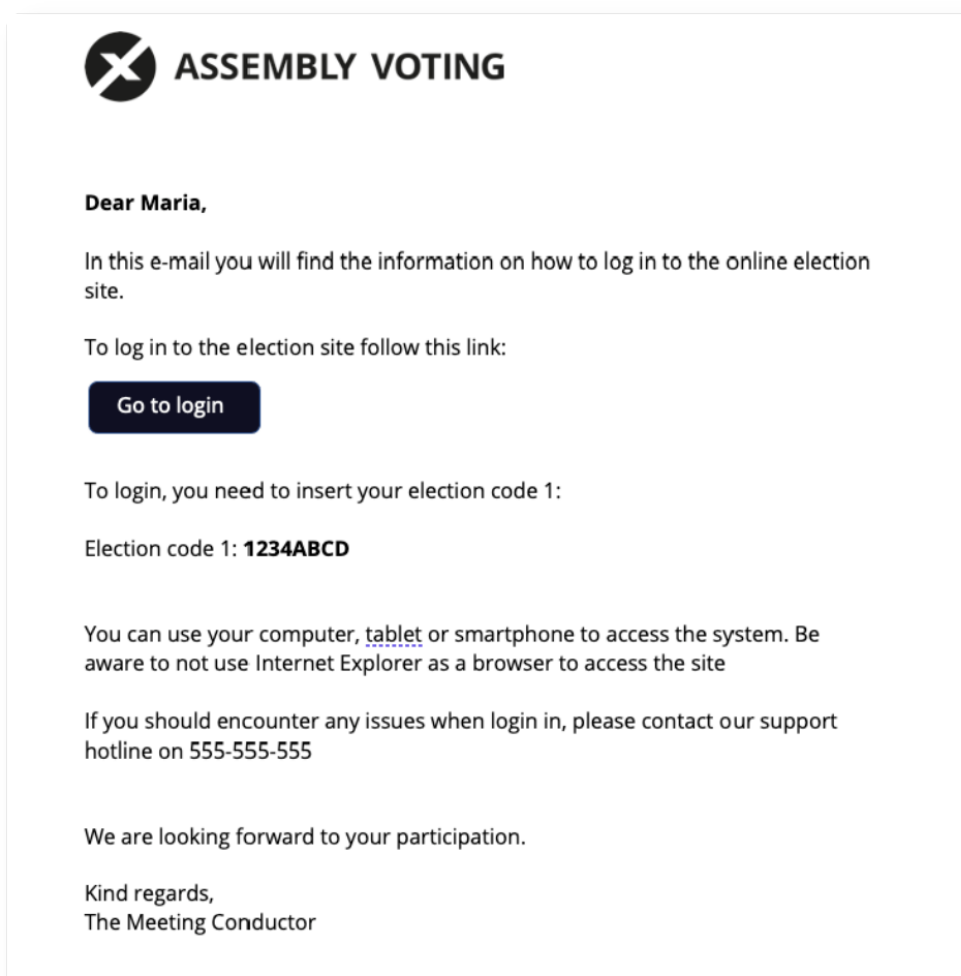
Be sure to send a short guide to the voters so they know how to log in and vote and feel free to encourage participants to log on to the site before election day to check if everything works (include a support phone number so voters can contact you if they experience trouble when logging in).

It can easily be sent both separately and together with the invitation to the election site.

### 4. Send reminder

Send a reminder leading up to the election, eg with information about the election, how it works, where they find their codes and access to the election site.

Feel free to include who they can contact if they have questions or have trouble logging in.



# During Meeting

## 1. Have technical support ready

We recommend that you have an employee who can act as support for technical questions from the participants during the meeting (eg in case of problems with login, questions about voting or the like).

Contact Assembly Voting if you want to purchase support during the meeting.

# After Meeting

## 1. Save documents for audit

Complete the election document and download the relevant documents and results from the polls under "Recently Concluded Events".

**2. Confirm conclusion**

**1. Conclude the election event**

**3. Download documents**

The screenshots illustrate the process of concluding an election event and downloading documents. The first screenshot shows the 'Conclude the election event' dialog box with a list of actions that will be performed. The second screenshot shows the 'Welcome to Live' screen after the event has concluded. The third screenshot shows the 'Recently concluded event' section with download links for the report, results, and user data.



# Technical Support FAQ

## Q: "Nothing happens when I click the link"

A: Make sure the participant uses either Google Chrome, Mozilla Firefox, Microsoft Edge or Apple Safari to access the choice site.

**NOT** Microsoft Internet Explorer!



## Q: "It says my code is wrong"

A: Confirm that the participant uses the unique code sent to them on their e-mail / phone or that they use the correct membership number or similar by having them read the code(s) they enter out loud, while you check it in the voter data. Be aware that the copy paste function does not always work properly, so have them double check that the entered code is correct (There is usually an "eye" that can be turned off so they can see what they write in the code field on the login system) or ask them to enter the code instead of copy paste.

## Q: "It will not let me write my code"

A: If the participant uses Apple Safari, they will often be suggested to use a code from the Safari Security Program. They have to select "Do not use" when it asks if they want to use a code from there. Then they will have the opportunity to write their code in the field.

**Q: "I got logged out?"**

A: Participants can easily get back to the presentation. They can use the same link and enter the same code as before.

**Q: "I would like to propose an amendment / sign up as a candidate, how do I do that?"**

A: On the right side of the presentation, the participants have the opportunity to make proposals, ask questions or sign up as a candidate (if this has been set up by you during the set-up). The participant must press "Amendment" and then "Propose amendment".

Here they will have the opportunity to choose which ballot they propose amendments to, if there are several ballots, as well as describe the proposal. Then they press "Send amendment" to publish it.

The same process applies if the participant wishes to sign up as a candidate.

**Q: "Can I use my tablet?"**

A: Yes. They just need to access the site on their tablet via the link they have been sent by email or SMS.

**Q: "Can I use my phone?"**

A: Yes. They just need to access the site on their phone via the link they have been sent by email or SMS.

**Q: "Can several people be logged in at the same time and thus cast more votes than allocated?"**

A: No, it is not possible for a participant to be logged in to several devices at the same time, and thereby cast more votes than assigned. the latest device that logs on will access the system. The previous session expires.





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