

2020 Annual Meeting “How To”

PLEASE NOTE: ZOOM and Election Buddy are two separate entities – ZOOM is where *business will be conducted*, and Election Buddy is *where voting will be conducted*. You will need to log in to each of these individually to fully participate in the Annual Meeting. **You will receive TWO separate emails from South Shore Realtors. One for Zoom access and one for Election Buddy access.**

Do NOT log-in to Zoom with more than one device

You MAY use a second device such as a phone or iPad/tablet to log-in to Election Buddy

To Change your Display Name on ZOOM:

- Move your mouse to the top right-hand corner “**your video**” (the box you see yourself in)
- Click the “...” that appears
- Click “rename”
- Enter your first and last name and click “OK”

To Start your Video in ZOOM:

- Make sure your camera is on, connected and there is nothing covering/blocking your camera
- Move your mouse to the bottom left-hand side of the screen
- You will see a picture of a video camera, click it so that there is no red line thru it

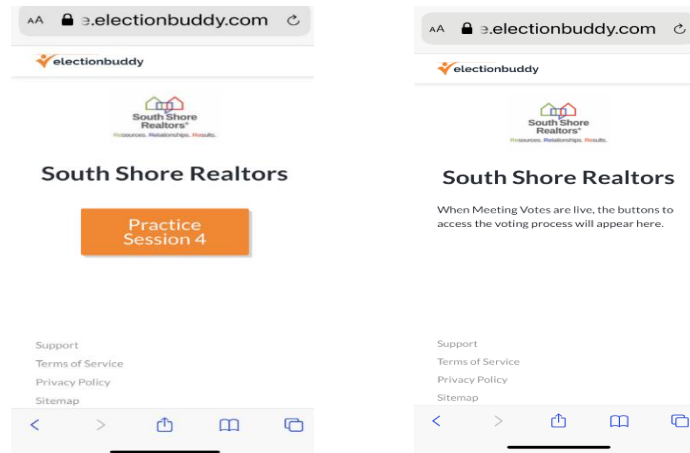
To Connect to ZOOM Audio:

- Make sure that your speakers are on, unmuted and connected (check your computer settings)
- Move your mouse to the bottom left-hand side of the screen
- You will see a picture of a microphone, click it and “connect using computer audio.” There is no calling in for Annual Meeting – you must have both Video/Audio thru your computer.

Setting Yourself Up to Vote on Election Buddy:

1. **From your computer:** Right-mouse click on the Election Buddy link:
<https://secure.electionbuddy.com/m/southshore> found in your email from South Shore Realtors® and click “open in new window”.
 - You can have two tabs open and viewable on your desktop so you can see the meeting in ZOOM and Election Buddy at the same time
 - Click the button in the top right corner of each of the browsers tabs that shows two overlapping squares (to the left of the “X” button)
 - You can move the browser screens around on your desktop by hovering your mouse over the top line of the browser, right click and hold it down while you move your mouse to position how you would like
2. **From your phone or tablet,** click on the Election Buddy link:
<https://secure.electionbuddy.com/m/southshore> found in your email from South Shore Realtors®

You will know you are at the correct website when you see a screen such as the two shown below (Text Display may vary):



To log-in and Begin Voting:

- Once voting begins, (this will be a Practice Vote if you log-in early) you will see a page requesting you to log-in
 - **Your log-in credentials were provided to you in an email from South Shore Realtors®, Inc. on 10/21/2020**
 - Access Key = your NRDS #
 - Password = is unique to you and in the email noted above
 - **Email info@southshore Realtors.com if you cannot locate this information**

Sign in to vote

Please enter your access key (NRDS #) and password

Access key (NRDS #)

Password

Authenticate

To Cast your Vote:

- Follow the log-in instructions above for Election Buddy
- Votes will be announced by the Chair, President Mary D’Ambra and you will have two minutes to cast your ballot per motion
- Upon casting your vote please hit **“verify your selection,”** then on the next page click **“submit ballot.”** You must hit both buttons for your vote to be submitted/counted. Once submitted you will see text that reads as follows, “You’re done! Your ballot choice has been registered.”
- Click “Next Vote” which takes you back to the South Shore Realtors®, Inc. landing page with text that reads as follows, “When Meeting Votes are live, the buttons to access the voting process will appear here.” You will then be ready for the next vote once it goes live.
- Results of each voting matter will be displayed in the chat box and announced by the Chair, President Mary D’Ambra

