THE CHURCH OF ENGLAND
GENERAL SYNOD

Members' Guide to Voting, Test Vote, February 2021

Section A: Introduction to Voting

Following the November 2020 Group of Sessions, Crystal Interactive have re-developed their voting site to rectify the issues encountered. Ahead of the April Group of Sessions, the Synod Office, along with Crystal Interactive, have decided to run a test vote with all Synod members to trial the new system.

There will be two test votes shortly before the lunchbreak on Saturday 27 February, and all Synod members are invited to take part to test the system. There will also be a pre-loaded vote for Synod members to practice voting when they first login, as was the case in November 2020.

Crystal Interactive are the company who provide the voting handsets during an in-person Group of Sessions and have worked to deliver a platform that replicates the voting experience for Synod members as much as possible.

Whilst there have been changes to the voting system, you will still be able to cast your vote exactly as before. This document is a reminder to you on how the voting will work.

The one update will be that you **can no longer have more than one voting tab open at a time**. If you login a second time, you will be logged out of the first tab. For example, if you login to the site via your computer, and then decide to login on your phone, you will be automatically logged out of the site on your computer, but you will be able to continue as normal on your phone.

Please note, there will be no 'Simple Votes' (via Zoom Poll) during the informal meeting.

During Synod, please be sure to direct any technical queries about the formal votes to: support@crystalinteractive.net

Section B: Step-by-step guide to formal electronic voting

1. You will receive an email from 'General Synod Voting' votesupport@engaged.events which will include your username (which will be your email address) and a unique 6-digit voting code during the **week commencing Monday 22 February**. You must not share this passcode with anyone else. Once you receive the email, you are strongly encouraged to log on to test the system; not doing so is the same as not picking up your voting card. **Please check your spam folders for this email if it does not arrive in your main inbox, and contact support@churchofengland.org if you have not received it.**

2. In that email there will also be a link to the voting site. We recommend that you vote using a smartphone as that will be easier than having a separate tab open on the larger device you are using to view the meeting, however you can do so if you so wish. Using the device you plan to vote with, please click on the link in the email or copy it into your web browser (e.g. Internet Explorer, Google Chrome). For instructions on using split screen, please see **section D for how to do this.**

3. Clicking on this link will bring you to the following page:

4. Please enter your username (email) and passcode (6-digit voting code) into the boxes; you can either copy and paste them in, or type them in directly. Then click 'Log in'.

5. If you type in the wrong details, the screen will display the following message:
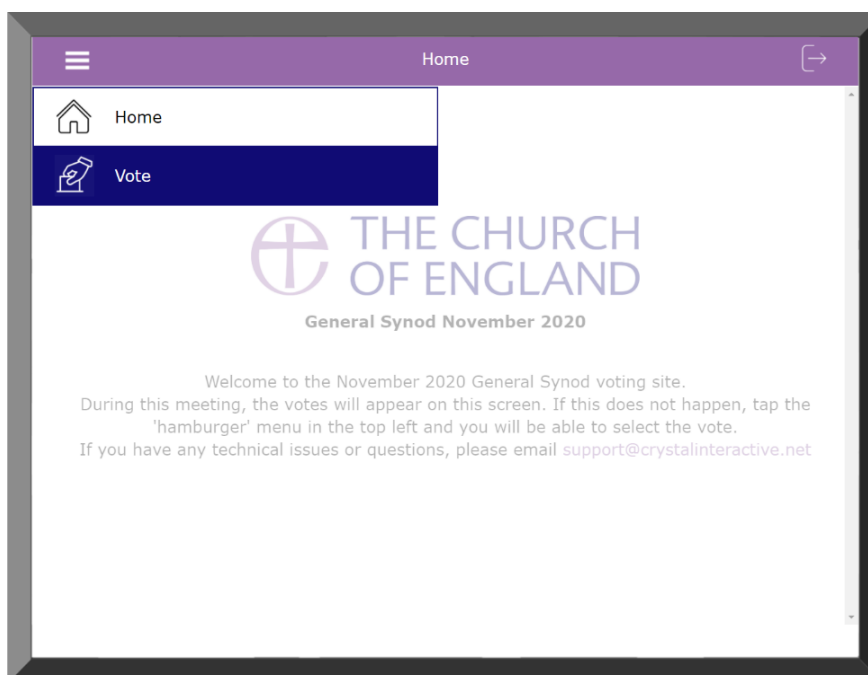
6. Once you have logged on, if there are no items for you to vote on, the website will display the following screen:
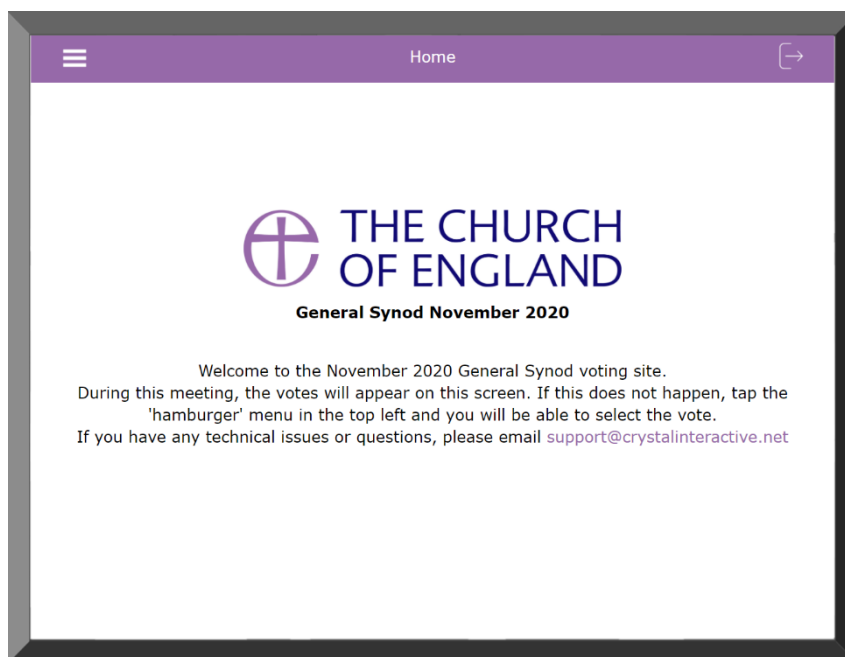
7. The vote **will not automatically appear**. You will need to click the 'hamburger' menu icon in the top left corner. This will display a drop-down menu. Please select the 'Vote' option which refreshes your page and the vote should appear.

8. A member of staff will call the vote and specify the length of time it will remain open. To vote, simply click one of the three options: 'FOR', 'AGAINST' or 'ABSTAIN'. Once you have done this click 'Submit'.
9. Once you have submitted your vote the following message will appear on your screen:
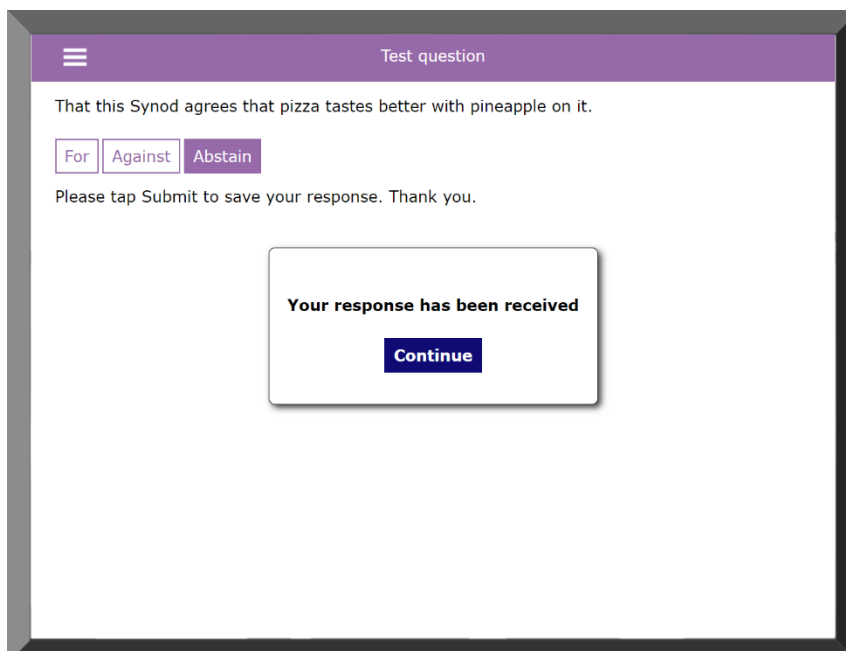
10. If you realise you have voted the wrong way, or wish to change your vote, you may do so as many times as you like during the voting period. **Only your last vote will count.**
11. Staff will then process the vote as normal, and the result will be announced to Synod.
12. On the bottom right hand side of the voting screen, you will see a number of green, amber and red symbols; **these are for the technicians and members need not be concerned by them**.
13. Synod Support will not be able to assist you with voting during the session itself, and cannot log votes via other means, unless you are unable to use the software due to disability and have notified that to the Clerk in advance. All technical issues should be directed to support@crystalinteractive.net. Members are responsible for ensuring they have an adequate broadband connection.

Section C: Formal votes – Pre-loaded Test Vote

Ahead of the test vote on Saturday 27 February, there will be a vote **pre-loaded** on to the platform so that you may refamiliarise yourself with the voting site. It is therefore important that you login to the voting site **before the informal meeting**. Aim to do so soon after receiving your email from 'General Synod Voting'. Please remember to check your spam folders if you have not received this.

## Section D: Split screen (for Mac and Windows)

Some members have asked how they can have the Zoom meeting, the voting platform, and their Synod papers all easily to hand. This depends very much on the devices you have available and your usual ways of working. Using a smartphone for the voting platform is one way, and it will feel similar to the voting handsets used in past Synods.

Alternatively, if you do not wish to use a smartphone, you can split screens on a larger device (desktop, laptop or tablet) or connect a second screen to your device using an HDMI cable.
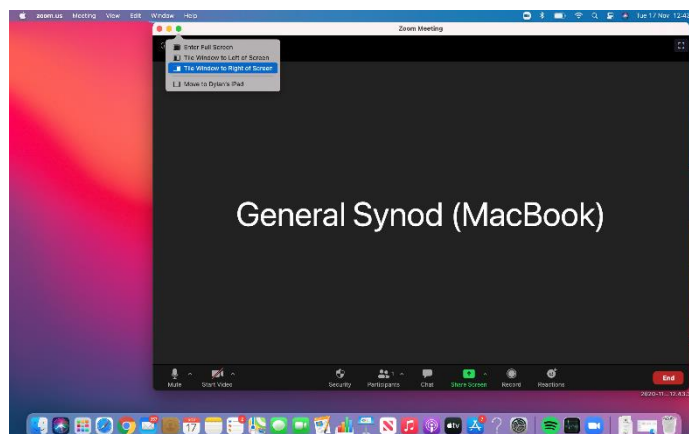
Instructions for how to use a split screen on larger Windows and Apple devices are below.

Apple/Mac

1. You should have the Zoom meeting open, as can be seen below.
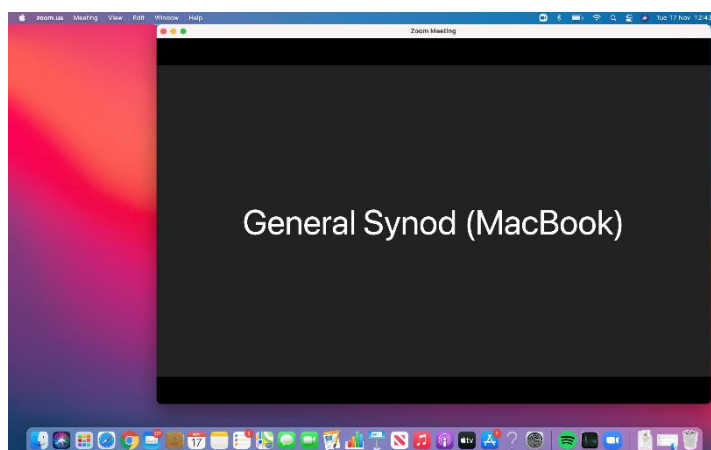

2. Hovering over the green button in the top left corner, select whether you would like to shift the Zoom call to the left or the right side.

3. You will then see the following screen appear with the Zoom call over to the side you have chosen. Please then select the web browser which you have used to access the voting platform (in this case Google Chrome).
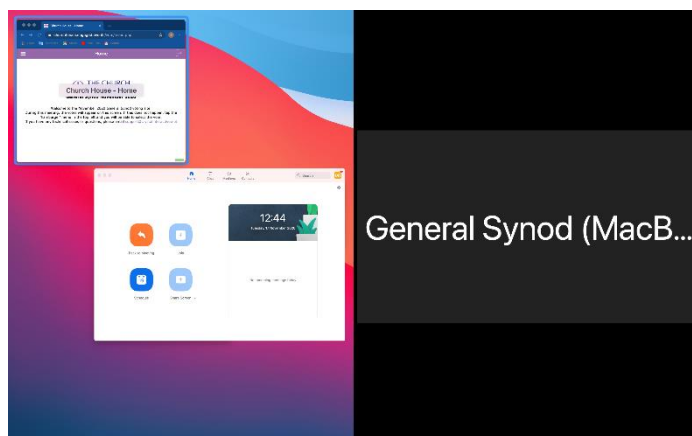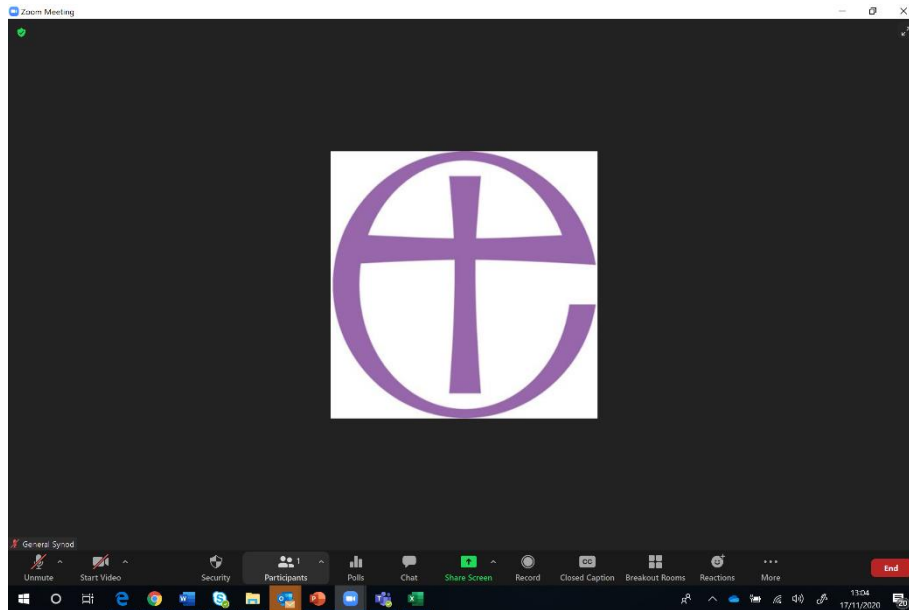

4. Once you have done so, the two windows will appear side-by-side allowing you to see both the Zoom call and the voting platform.
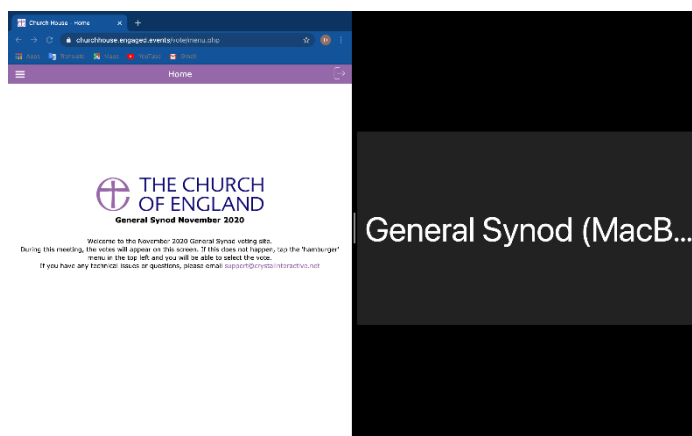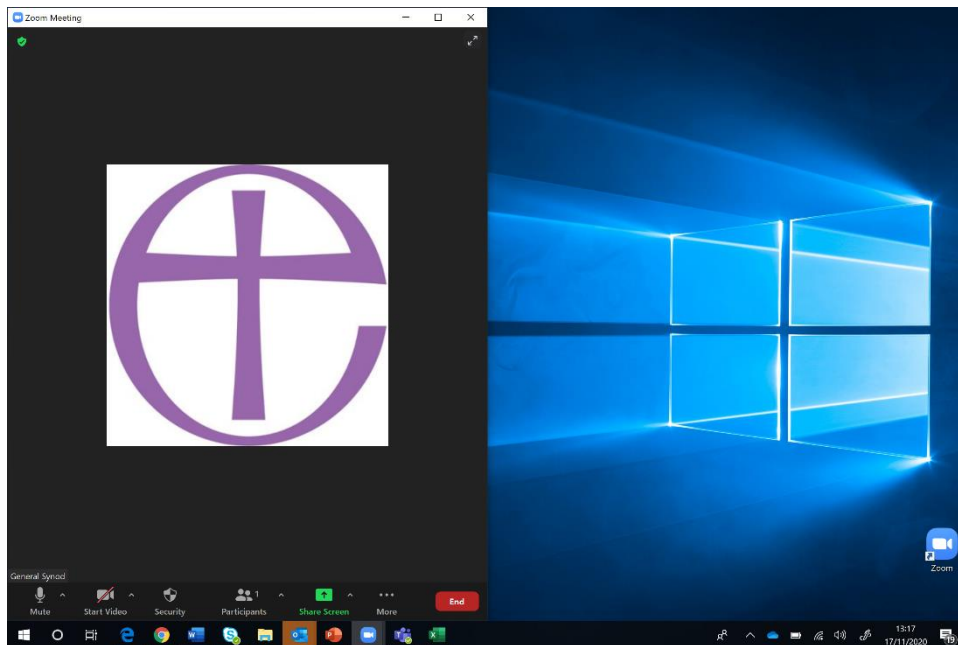
1. Assuming you begin with the Synod meeting in full screen (as below) you will need to click on the two boxes superimposed on one another in the top right-hand corner.

2. Once you have done this, drag the window to either the right or the left to fill half the screen as shown below.

3. Once you have done so, open up the browser you have accessed the voting platform on (in this case, Google Chrome).
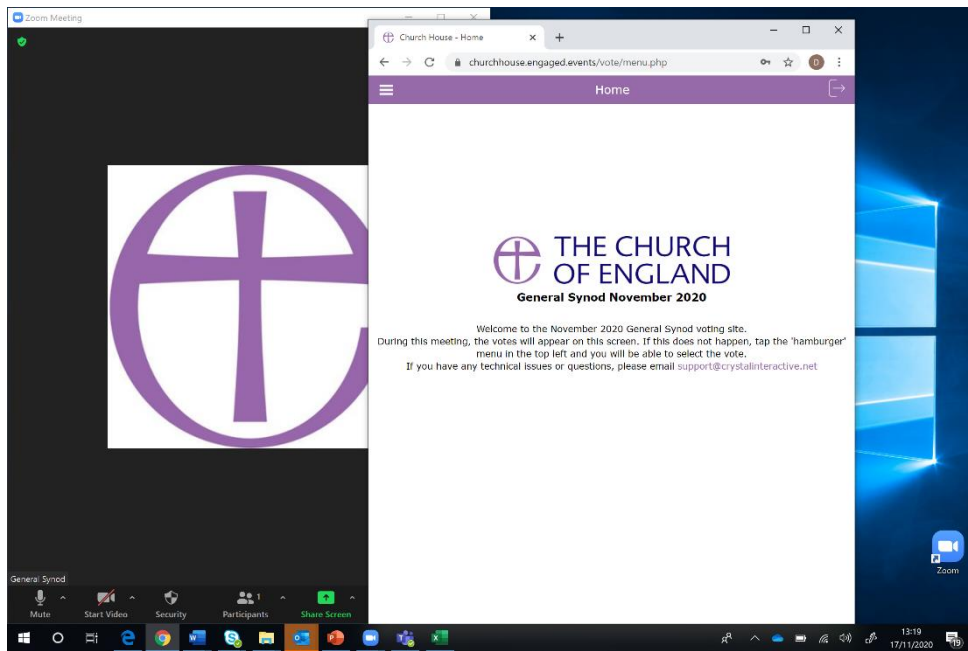
4. Once that is done, simply drag the browser to fill the other half of the window, which will allow you to have the Zoom call and voting platform side-by-side.