

Members' Guide to Voting, April 2021

Section A: Introduction to Voting

Following the test vote held during meeting of Synod members in February 2021, the Synod Office has confirmed with Crystal Interactive that the technical issues encountered in November 2020 have been resolved. The Synod Office will run another trial ahead of the April group of sessions in preparation for formal voting.

There are no changes to the Crystal voting system between the February informal session and the April group of sessions. You will be able to cast your vote in April exactly as you did during the February test.

NB: voting for all motions, including procedural motions, will be held through the Crystal platform and Zoom will **not** be used for voting.

Zoom will only be used for members to indicate their wish to discuss an amendment under the 25-member rule (SO 29(1C)) or 40-member rule (SO 59(6))

Crystal Interactive will send an email to all Synod members containing their username and passcode during the week commencing Monday 19 April. Members should ensure that they use this **new** passcode to log in and make sure they are comfortable with the system. There will also be a pre-loaded test vote for Synod members to practice voting when they first login, as was the case in February 2021.

As in February 2021, you will not be able to have more than one voting tab open at a time. If you login on a second device, you will be logged out on the first device. For example, if you login to the voting 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.

In addition to this voting guide, Crystal Interactive has prepared a **video tutorial** that illustrates the voting procedure. You can access the video at with the following link:

<https://crystalinteractive.box.com/s/4grmzfumvb96l9f0g6uhaj47ctl62sqw>

The Synod Office will also be holding an additional demonstration session on Tuesday, 20 April at 3.00-3.45pm. The Zoom details for this meeting are:

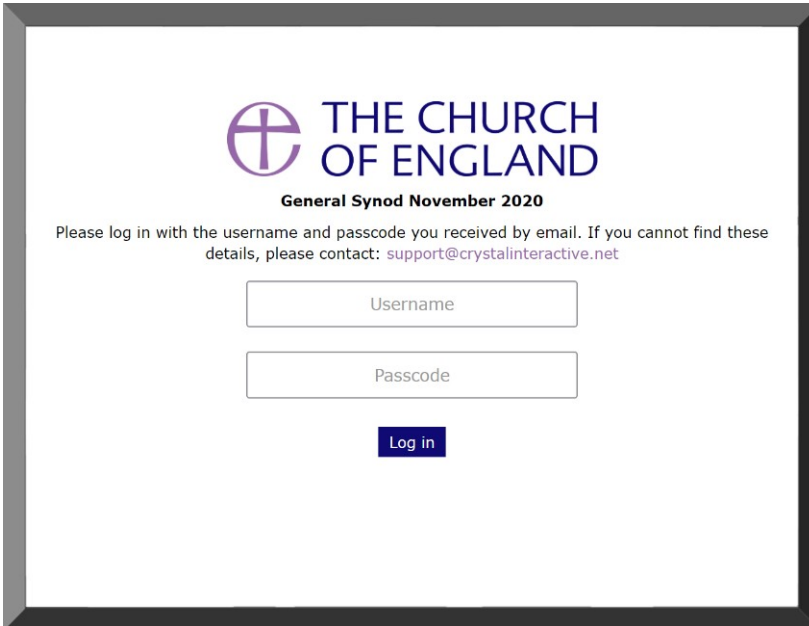
<https://zoom.us/j/91399221717>


Meeting ID: 913 9922 1717; Passcode: 384203

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 26 April**. 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. 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). We recommend that if possible 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 how to do this using split screen, please see **section D**.
3. Clicking on the link to the voting site will bring you to the following page:



 THE CHURCH OF ENGLAND

General Synod November 2020

Please log in with the username and passcode you received by email. If you cannot find these details, please contact: support@crystalinteractive.net

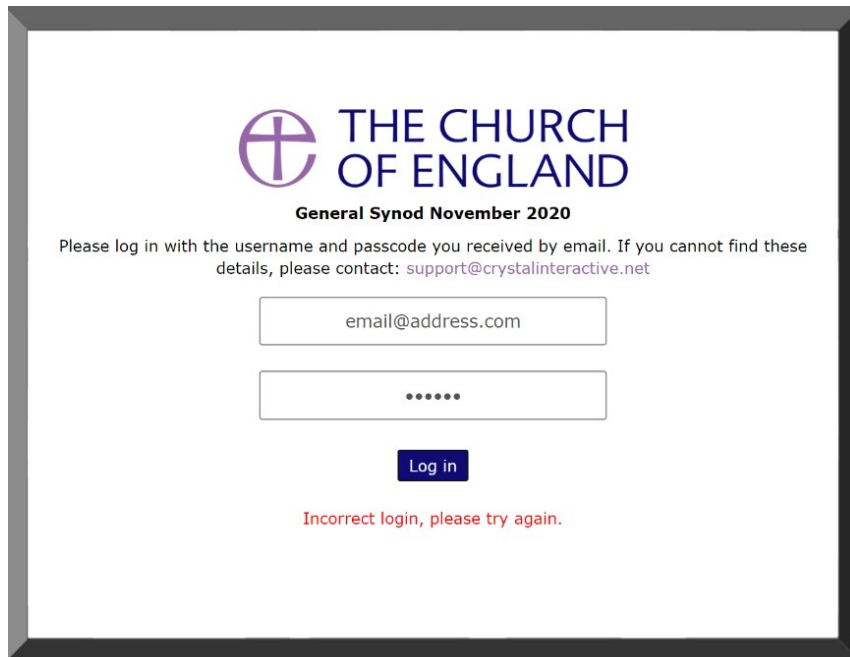
Username

Passcode

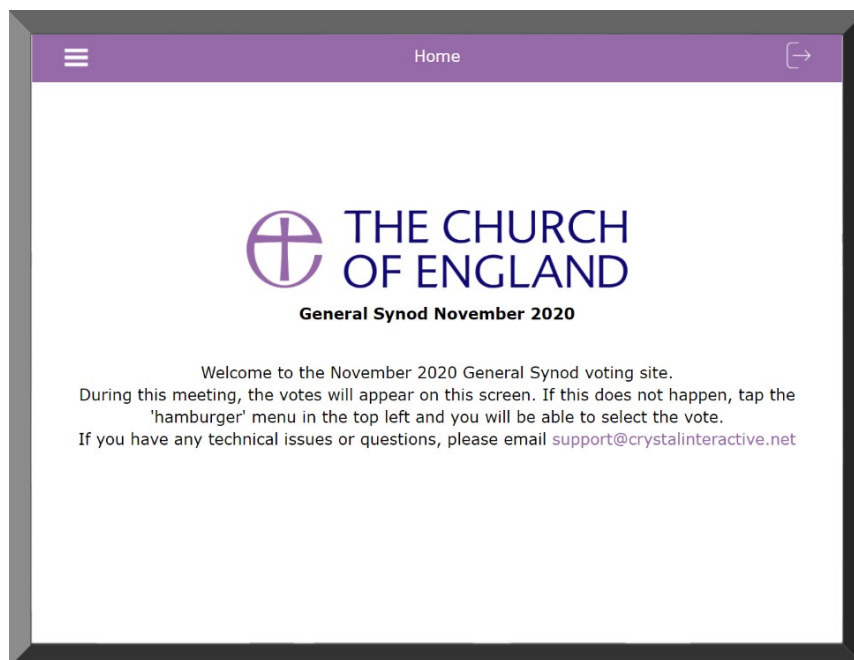
Log in

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'.

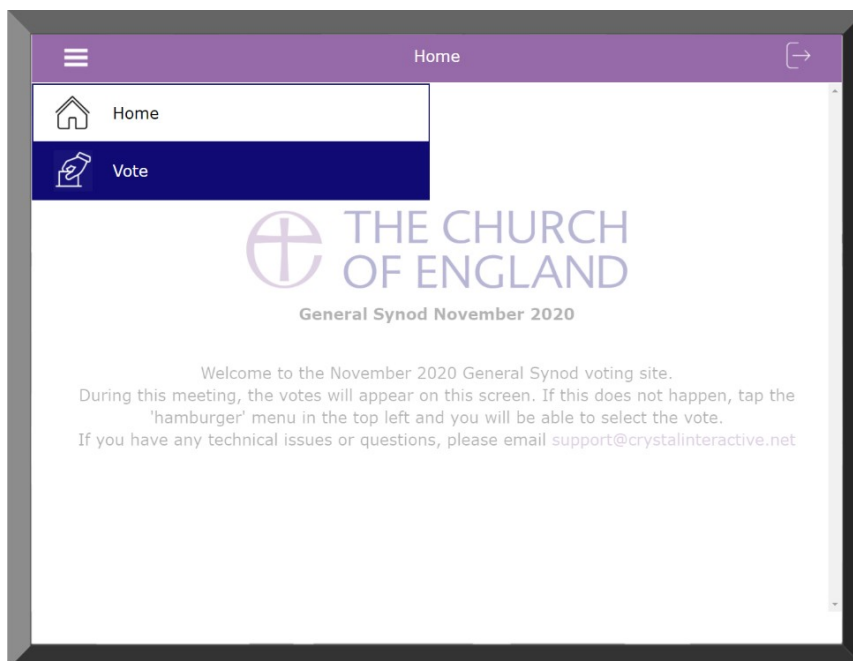
5. If you type in the wrong details, the screen will display the following message:



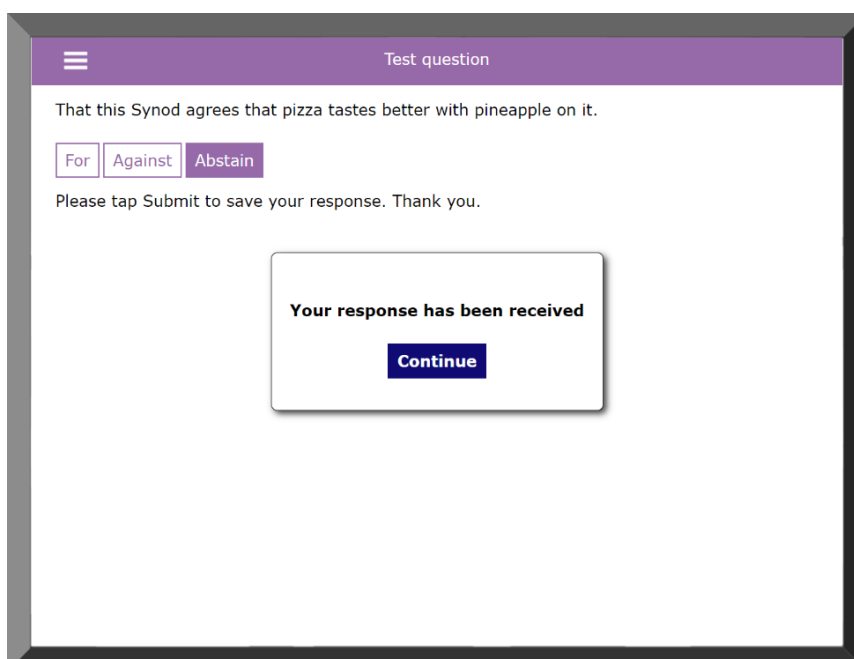
6. Once you have logged on, if there are no items for you to vote on, the website will display the following screen (with amended dates for the April sessions):



- 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.



- 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'.
- Once you have submitted your vote the following message will appear on your screen:



- 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 the last way you choose to vote (before the voting period closes) 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: Pre-loaded Test Vote and Test Votes before Each Day's Sessions

1. Ahead of the April group of sessions, there will be a test vote **pre-loaded** on to the platform so that you may re-familiarise yourself with the voting site. It is therefore important that you login to the voting site **before the group of sessions**. 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.
2. As with the November 2020 group of sessions, there will be a test vote approximately half an hour before the start of each day. Please do log on to participate if you are able to. The exact timings are:

Synod session date	Test vote timing
Friday, 23 April	12.00 noon
Saturday, 24 April	8.45am

Section D: Split screen (for Mac and Windows)

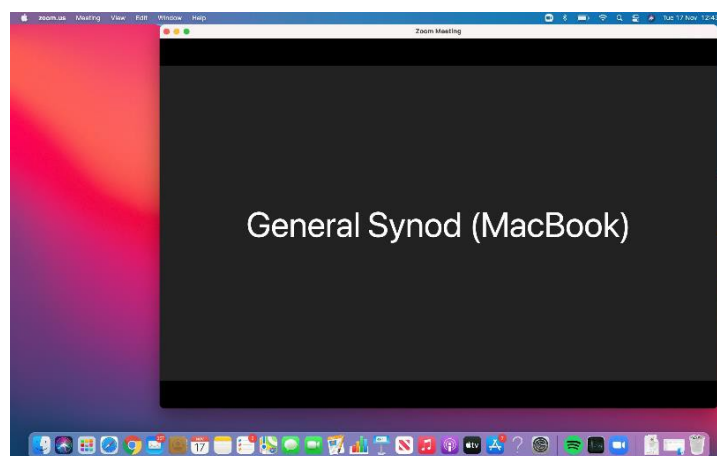
Some members have asked how they can have the Zoom meeting, the voting platform, and their Synod papers all easily to hand. This depends very much on the devices you have available and your usual ways of working. Using a smartphone for the voting platform is one way, and it will feel similar to the voting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

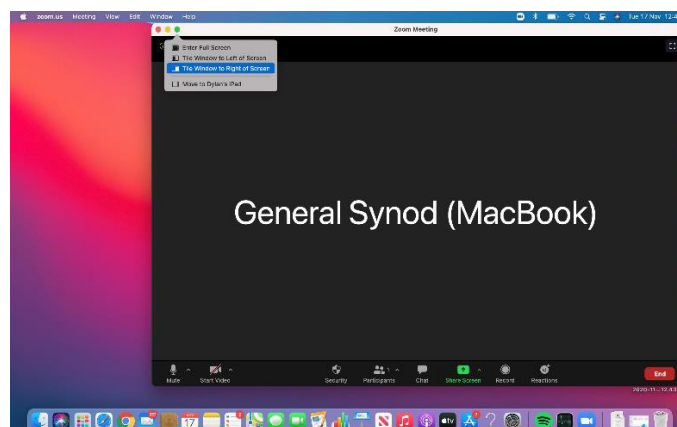
Instructions for how to use a split screen on larger Windows and Apple devices are below.

Apple/Mac

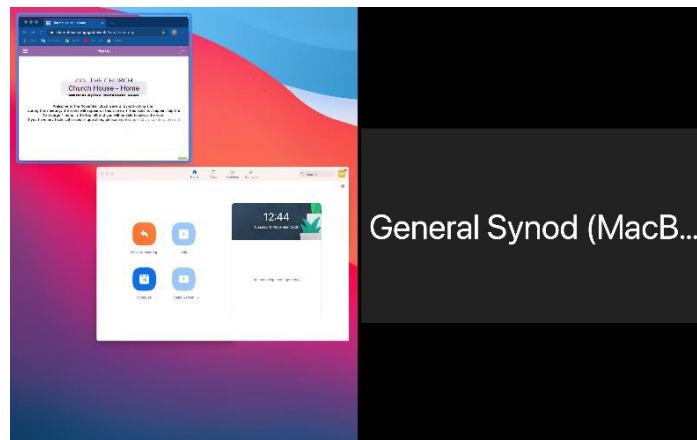
3. You should have the Zoom meeting open, as can be seen below.



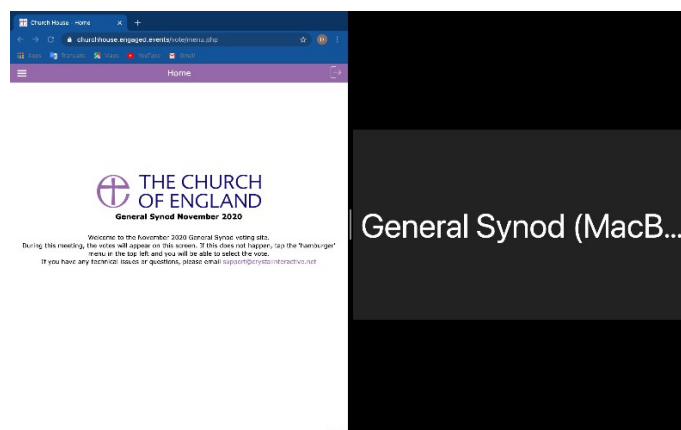
4. Hovering over the green button in the top left corner, select whether you would like to shift the Zoom call to the left or the right side.



5. 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).

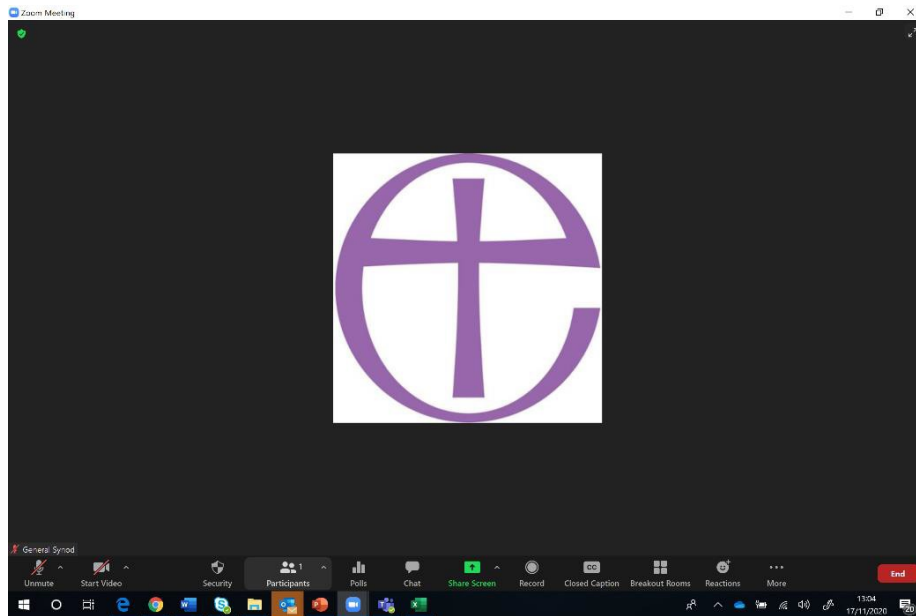


6. Once you have done so, the two windows will appear side-by-side allowing you to see both the Zoom call and the voting platform.

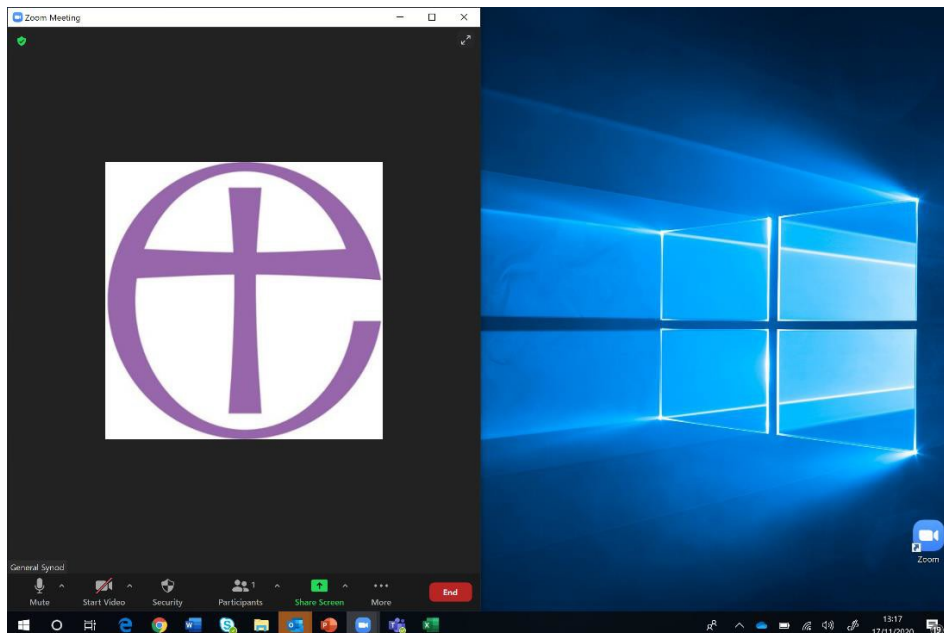


Windows

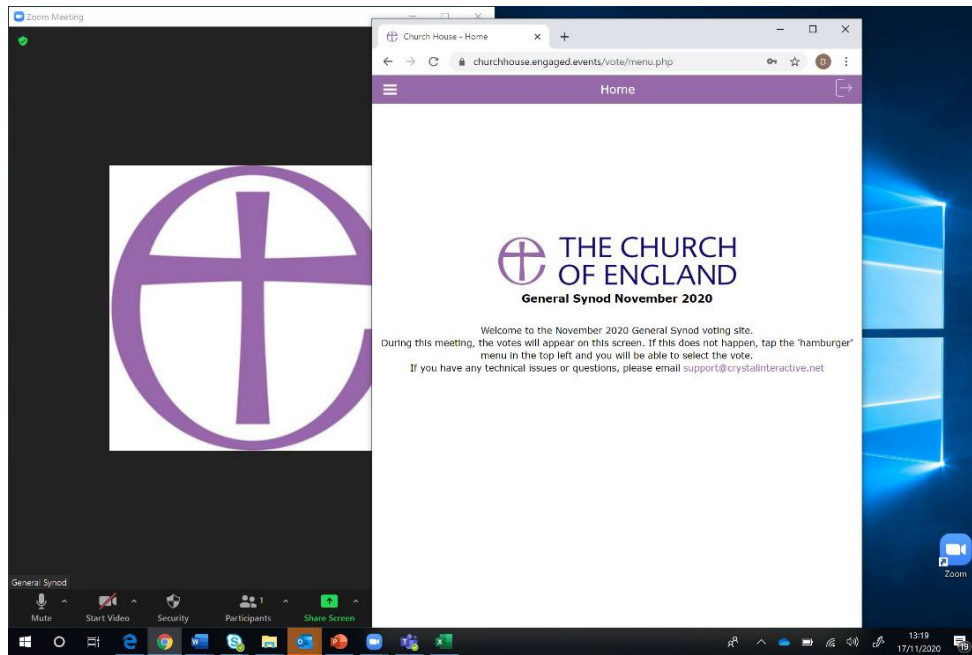
1. Assuming you begin with the Synod meeting in full screen (as below) you will need to click on the two boxes superimposed on one another in the top right-hand corner.



2. Once you have done this, drag the window to either the right or the left to fill half the screen as shown below. (If you need to stretch out the window to reach the bottom of the screen, hover with the cursor at the bottom of the window until you see a double-headed arrow and then click and drag the bottom of the window downwards as far as desired.)



- Once you have done so, open up the browser you have accessed the voting platform on (in this case, Google Chrome).



- 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. If the windows overlap then adjust them by hovering with your cursor at the side of the window until you see a double-headed arrow and then click and drag the edge of the window to fit.

