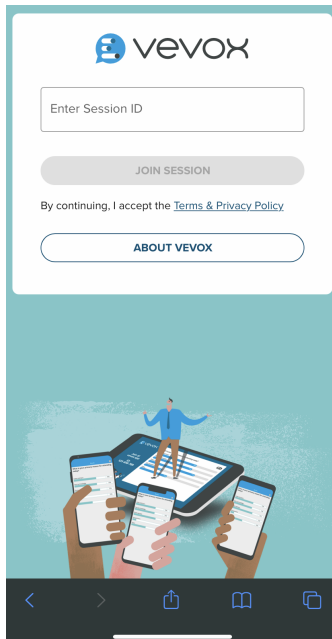# How to Vote Using Vevox

To vote during the Synod Assembly, we will be using Vevox Software. To access the ballots, voting members will need to have their Voter ID and a device that can open an internet browser (ex: computer, smartphone, tablet, etc). Each voting member must have their own device. We strongly encourage you to use a computer to host the Zoom meeting and use a second device to vote.
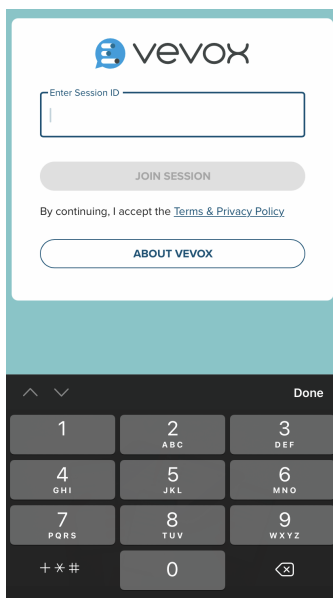
Steps to Vote:

During the Synod Assembly, voting members will be asked to navigate to the Vevox Software.

To do this, first open an internet browser on your voting device.

Next, enter **vevox.app** into the address bar.

You will then be taken to a page that shows you a text box where you can type in a nine digit Session ID. Click into the text box and type in the Session ID number. The Session ID number will be provided to you during Synod Assembly.

After you enter the Session ID number, click the join session button to enter the voting session.

You will then see a screen asking for your credentials. In the First Name field, type in your six digit Voter ID. Then, click save.

You must enter your Voter ID in the First Name field. Voter IDs will be checked after each ballot. If the Voter ID was not entered correctly, if the Voter ID does not match a person registered and checked-in on the Synod Assembly Zoom meeting, or if the Voter ID appears multiple times on one ballot, the vote will be considered invalid and will not be counted.

You will then be admitted to the voting session. Once you have entered the voting session, do not close your internet browser or you will leave the session.

If your device goes to sleep, simply wake it up to reconnect to the session. If you do close your internet browser and leave the session, repeat these steps to re-enter the session.

There will be times during Synod Assembly when a new voting session is started. When a new voting session is started, you will be given a new Session ID and will repeat these steps to join the new session.
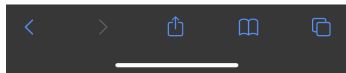
When ballots are opened during Synod Assembly, they automatically will appear on your voting device.

Poll Open

Do you like coffee?

Thanks! Press CLEAR to change your answer.

Yes

No ◉

CLEAR   Vote received

To vote, select your choice on your voting device. If you need to change your answer, press clear and then select your new choice.

After you have selected your choice, it will be highlighted in teal and you will see a "Vote Received" message on the lower right hand side of your device.

After the ballot has been closed, the voting session will end and the results will be counted, verified, and verbally announced.

Vevox Mobile Application

Vevox also offers a free mobile application, which you can download on your iPhone or Android phone. The process to vote using the mobile application is the same, though the application will save your Voter ID after you enter it the first time.

To download the mobile application on iPhone, navigate to the App Store on your device. Search for "Vevox App" and then click "Get" to download the application to your phone.

To download the mobile application on Android, navigate to the Google Play Store on your device. Search for "Vevox App" then click "Install" to download it to your device.

Important: If you used the Vevox App during Synod Assembly last year, you will need to update your Voter ID in your Vevox profile.

To update your Voter ID in the Vevox App, you will need to enter the Session ID number, then click the menu (three horizontal lines) on the upper left hand side. Then click profile and enter your new Voter ID number in the First Name box.