

## **Voting the AIS Awards Ballot Electronically**

You may now vote and submit your Awards Ballot electronically through an AIS sponsored website.

***The important thing to remember is that the rules for submitting your ballot in a timely manner remain the same regardless of how you submit it.***

***Secondly you should not submit your ballot using both printed and electronic methods. If you do submit the ballot both ways, the first one submitted will be the one that is counted.***

Voting electronically has several benefits

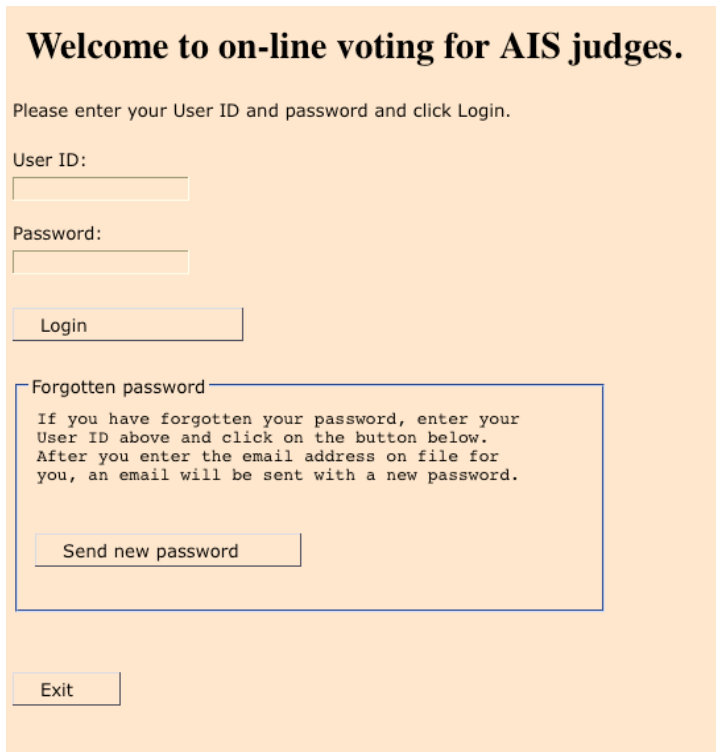
- You can vote whenever you want to, stop, sign off, comeback later and resume your voting
- The program automatically keeps track of how many votes you have cast in each category and will warn you if you attempt to vote for too many in a category.
- You can easily go back and change your votes anytime prior to submitting your ballot, no messy erasures or X-outs.
- You can easily find the sections that you want to vote, skipping the ones you don't want to vote
- You can print your selections for a record of your vote and/or to transfer your selections to your paper ballot
- The electronic ballot is laid out the same way as your paper ballot
- Will remind you if you have not voted a section
- You can easily designate "No Vote" for a section that you do not intend to vote.
- If you designate "No Vote" for a section and subsequently vote for an iris the program automatically deselects the "No Vote"

## **Sign up for Electronic Balloting**

In order to vote electronically, you first need to email Ruth Barker and request a User ID and Password. Email her at: [ruthbb@aol.com](mailto:ruthbb@aol.com)

By return email you will receive your User ID, a temporary password, and the web link of the voting website.

Click on the link and your browser should open and take you to the login page:



**Welcome to on-line voting for AIS judges.**

Please enter your User ID and password and click Login.

User ID:

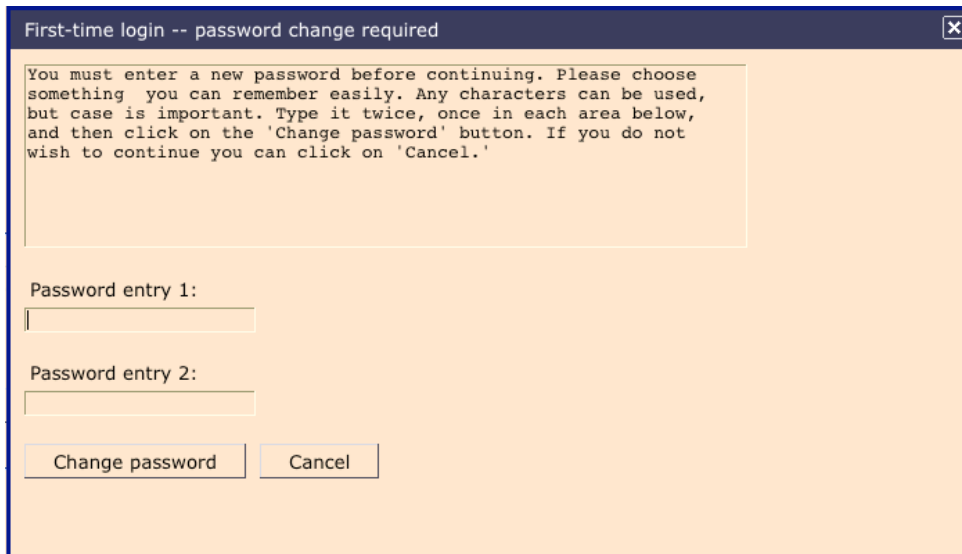
Password:

**Forgotten password**

If you have forgotten your password, enter your User ID above and click on the button below. After you enter the email address on file for you, an email will be sent with a new password.

Type in your User ID and your Password

You will then be taken to a screen to establish your permanent password:



First-time login -- password change required

You must enter a new password before continuing. Please choose something you can remember easily. Any characters can be used, but case is important. Type it twice, once in each area below, and then click on the 'Change password' button. If you do not wish to continue you can click on 'Cancel.'

Password entry 1:

Password entry 2:

Type in the password you want to use and click “Change Password”

If you forget your password, on the login page enter your ID and click “Send new password”

## Voting the Ballot

Once you have successfully logged-in, Click on the word “Judge” at the bottom left of the page.

**Welcome to on-line voting for AIS judges.**

Please enter your User ID and password and click Login.

User ID:

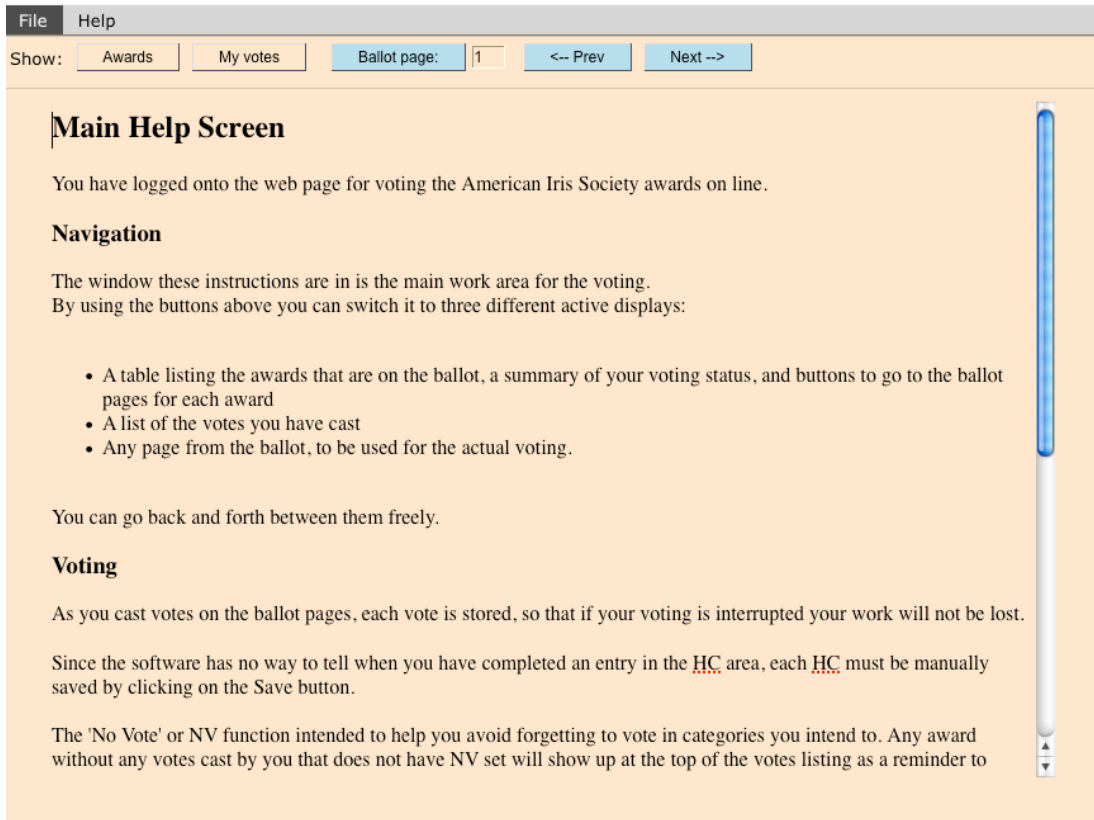
Password:

Forgotten password

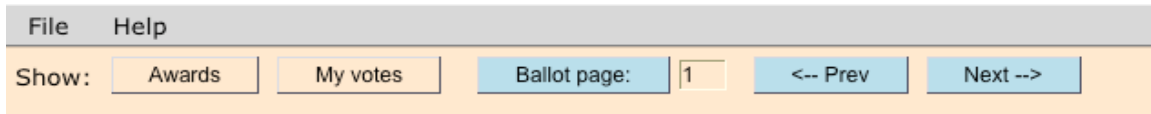
If you have forgotten your password, enter your User ID above and click on the button below. After you enter the email address on file for you, an email will be sent with a new password.

You are eligible in more than one category. Pick below:

You will be taken to a “Help” page.



Read through the Help page, being sure to scroll all the way to the bottom. When you are finished, click on either the “Ballot page:” or “Awards” button at the top of the page and start voting.



Just as in the paper ballot, the electronic ballot presents the sections for all the non-Japanese irises followed by the Japanese iris ballots.

The “File menu at the top of the page allows you to:

- Send yourself a copy of your votes
- Submit your entire ballot
- Submit only the non-Japanese ballots
- Exit the voting program (your current votes are saved)

## **Returning to the Ballot**

You may return the voting website, log-in and continue voting your ballot or change what you have selected at any time UNTIL YOU HAVE SUBMITTED YOUR BALLOT. If you have submitted only the non-Japanese section of the ballot you may, of course, continue to vote the Japanese section until you submit that portion of the ballot.