

GEORGIA SOCCER ONLINE AGM 2020

Best Practices & Troubleshooting Guide

February 13th, 2021
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for questions



PURPOSE

Due to the global health crisis brought on by Covid-19, Georgia Soccer will conduct its Annual General Meeting virtually using Zoom and eBallot. The following document details the recommended best practices to attend this meeting and offers troubleshooting techniques for potential problems that users might encounter.

Recommended Best Practices

- If safe, all club representatives attending the AGM should congregate in one place and attend the meeting together.
- Use a headset, headphones, or other similar device for your audio and microphone needs.
- The device you use to attend the meeting should either be hard wired to the internet or in close proximity to your wireless router.
- As we will be using both Zoom and eBallot, attendees can either switch back and forth between the two platforms on one device or use two separate devices. For example:
 - You can attend the Zoom meeting on your computer and vote with eBallot on your phone
 - You can have both Zoom and eBallot up on your computer in different internet tabs and switch between the two as needed
 - You could have two browsers opened next to each other on the same screen, one with the Zoom meeting and one with eBallot
- Please go ahead and download Zoom before the meeting starts. No extra download is required for eBallot.
- When you join the meeting, you will be muted by default. Please only unmute yourself if called upon or when you would like to speak during a discussion.
- When speaking, please be respectful to others, and mute yourself as soon as you are done speaking.

Potential Technological Issues and Troubleshooting Techniques

- **I cannot access my eBallot**
 - Login credentials will be sent to the email provided to us by the clubs. If no email is provided, login credentials will be sent to the primary contact email listed on the club's latest affiliation application.
 - If you did not receive an eBallot, check our credentials list and make sure your club is eligible to vote.
 - Only those with an eligible vote receive an eBallot.
- **I do not see anything on my Ballot**
 - You will only see items on your ballot when it is time to vote on them in the meeting.
 - You should see an initial welcome message when first logging into your ballot
- **I do not think my vote worked**
 - You should receive a receipt for every ballot you cast. We also can track on the back end if there are any issues, and we will work through any problems as they arise.
- **I am speaking but I do not think anyone can hear me**
 - You could either be muted (red line through mic icon) or have an issue with your audio settings
 - To unmute, simply click the microphone icon. You are unmuted if there is not a red line through the icon.
 - To adjust your mic settings, click the “^” arrow next to the Mic icon and adjust your settings accordingly
- **I cannot switch between eBallot and Zoom**
 - If you are stuck and cannot exit Zoom or switch between Zoom and eBallot, click on your Zoom meeting screen and then press the escape key to exit
 - If that does not work, you can press the windows key, and your bottom task bar should appear. You can navigate out by clicking on an icon on the task bar

Screen shots of the eBallot process

Once the vote is called, your screen will present as shown below. If at any time you do not see the below screen, select the HOME button in the top right corner of the page or simply refresh your page.



The screenshot displays the Georgia Soccer eBallot interface. At the top right is the Georgia Soccer logo. Below it, the text "Georgia Soccer" is displayed. A table lists the ballot items:

Title	Open until	Your Status	Action
Live Meeting Test Ballot	August 09, 2020 1:00 AM (GMT-05:00) Eastern Time (US & Canada)	New	Start

Home button shown in upper right of your eBallot page. Select at any time to refresh your screen. You will be prompted to do this as a vote is called for new items.

Page Board -...



The footer of the eBallot page is shown, featuring the "Powered By eBallot" logo on the left and the text "Logged In As: testluke | [Home](#) | [Logout](#)" on the right. A green arrow points to the "Home" link.

When you select the start button, to begin the voting process, the full ballot / options will appear as shown below. Mark your preferred selection and select the NEXT button.

Georgia Soccer

Live Meeting Test Ballot

Open until August 09, 2020 1:00 AM (GMT-05:00) Eastern Time (US & Canada)


Page 1 of 1

Who will be the next coach of Atlanta United?

- Mauricio Pochettino
- Russel Rankenburg
- Tata Martino
- Someone Else

1 of 1

Back
Next



Select

Review & Submit

Confirmation

Instructions

Please view the questions and choices and make your selections. A red star indicates that a response is required.

Confirm your choice and mark the consent box and select SUBMIT

Powered by eBallot Logged In As: testluke | Home | Logout


Georgia Soccer

Live Meeting Test Ballot

Open until August 09, 2020 1:00 AM (GMT-05:00) Eastern Time (US & Canada)

Review your selections below

Who will be the next coach of Atlanta United?
Someone Else edit selection



Select


Review & Submit

Confirmation


Participant Consent

I declare that I have examined my selections and believe that my selections are complete and correct. I consent to have my selections transmitted to a secure database for tabulation. I understand that once I cast my vote by clicking "submit", I cannot make further changes.

Submit



CLICK TO VERIFY



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Return | Terms of Use

After submitting your vote, the system will present you with a receipt of your vote. This receipt will be offered after every single vote submission.

Georgia Soccer



Live Meeting Test Ballot

Open Until August 09, 2020 1:00 AM (GMT-05:00) Eastern Time (US & Canada)



Your selections have been successfully transmitted



Your Selections



Received

Confirmation#: 6840208173342699

Date: August 06, 2020

Time: 1:33 PM (GMT-05:00) Eastern Time (US & Canada)



[View Receipt](#)

[Home](#)

[Logout](#)




DO NOT SELECT THE LOGOUT

If the most previous ballot is still live, the below screen will be shown when you return to the HOME screen. Once the previous ballot is closed and results shown, the below page will present itself blank until the next vote is called. For the page to repopulate, you will need to select the home button again or hit the refresh button on your device. YOU WILL BE PROMPTED to do so during all ballot releases.

Powered By eBallot

Logged In As: testluke | [Home](#) | [Logout](#)

Georgia Soccer



Title	Open until	Your Status	Action
Live Meeting Test Ballot	August 09, 2020 1:00 AM (GMT-05:00) Eastern Time (US & Canada)	Completed	Receipt

Once the ballot is closed, the system will calculate the vote and we will show the results screen via the ZOOM meeting. The third column of information is the total vote count that will be used to calculate the passage or failure of all items presented.

Do you approve of the New Affiliate – Sidekicks Futbol Academy

Total Voters: 9 Total Weight: 38.0000000000

Choice	View Raw Votes	Votes	Weight	Percentage
Yes		4	17	<div style="width: 94%;"><div style="width: 94%;"></div></div> 94%
No		1	1	<div style="width: 6%;"><div style="width: 6%;"></div></div> 6%