

Electronic Voting System

For ICA Elections



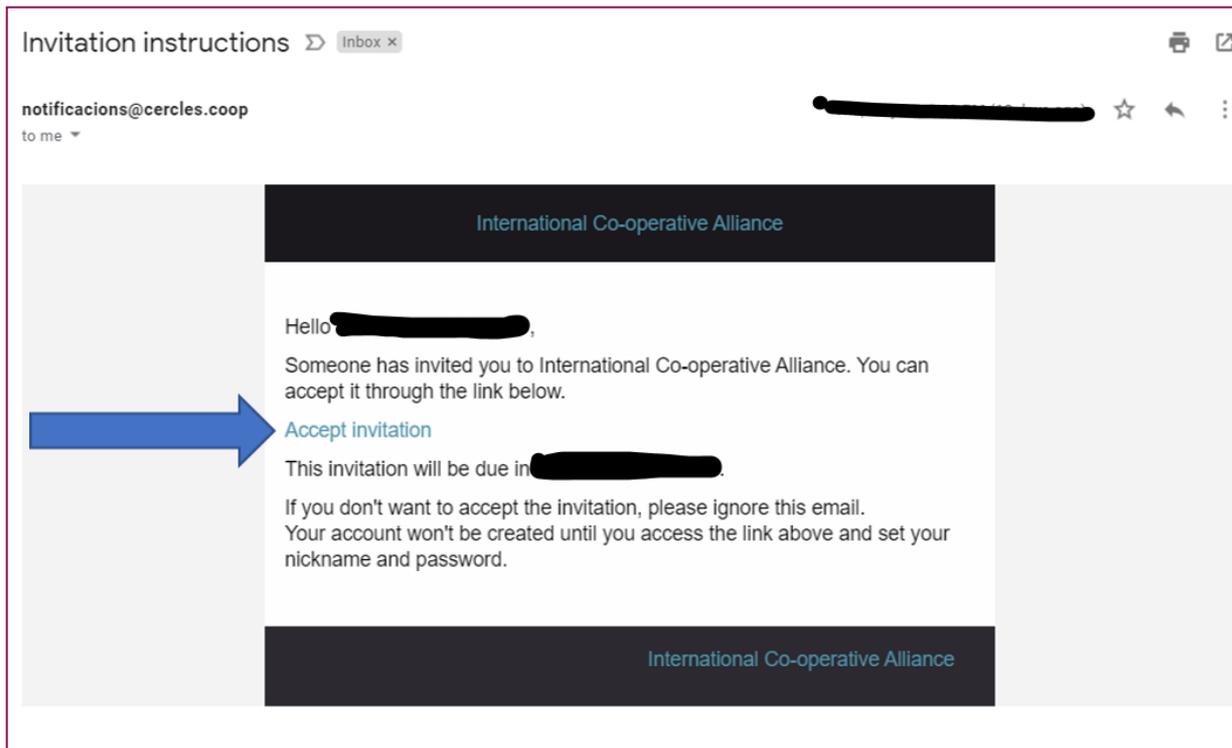
ELECTRONIC VOTING SYSTEM

- The election will be conducted by secret ballot using an electronic voting system.
- This is the same electronic voting system used for the:
 - ICA General Assembly 2021,
 - ICA Africa Regional Assembly 2021,
 - Youth Network election 2022,
 - Gender Equality Committee election 2022.
- **If you voted in one of the above elections**, then you already have an account (as long as you did not use a different email).
 - You will just need to go to <https://ica.cercles.coop/> and login.
 - If you forgot your password, use the “forgot your password” link to reset it. You will then get an email from notificacions@cercles.coop providing a link to reset your password.
- **If you did not vote in one of the above elections**, or your email has changed, then a user account has been created for you by the ICA.
 - Reference slides 3-4 to learn how to activate your account.



ACTIVATE YOUR VOTER ACCOUNT

- A user account was created using your unique email ID.
- An email was sent to you titled “invitation instructions”.
- Click on “accept invitation” in the email.



ACTIVATE YOUR VOTER ACCOUNT

- If you did not receive the invitation, go to <https://ica.cercles.coop/users/password/new>, enter your email, and select “send me reset password instructions”.
- The “invitation instructions” email will be resent to you. If you did not receive it, check your junk folder, and be sure to add notificaciones@cercles.coop to your safe emails list.



ACTIVATE YOUR VOTER ACCOUNT

International Co-operative Alliance

Search English Sign In

Home Consultations Help

Finish creating your account

If you accept the invitation please set your nickname and password.

Sign up as
* Required fields are marked with an asterisk

Nickname
@ ga2021

Your nickname in International Co-operative Alliance

Password

Password confirmation

Terms of Service

Please add meaningful content to the terms-and-conditions static page on the admin dashboard.

By signing up you agree to the terms and conditions of use v. .

Contact permission

Receive an occasional newsletter with relevant information

Save

Change language here

Create password here

Accept the terms here

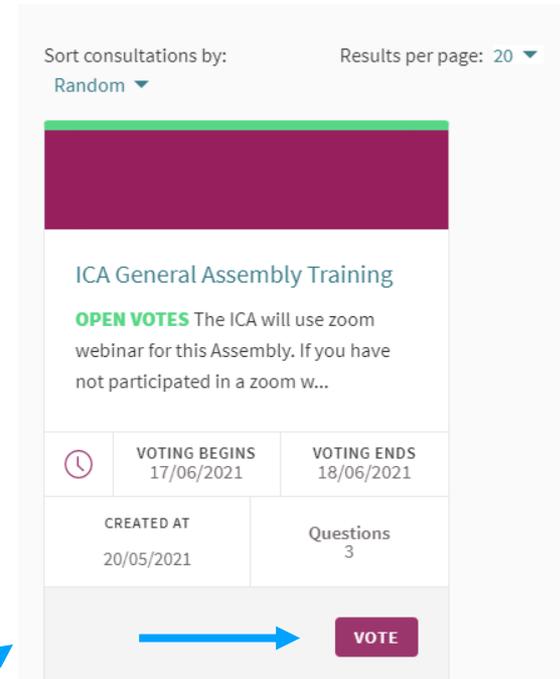
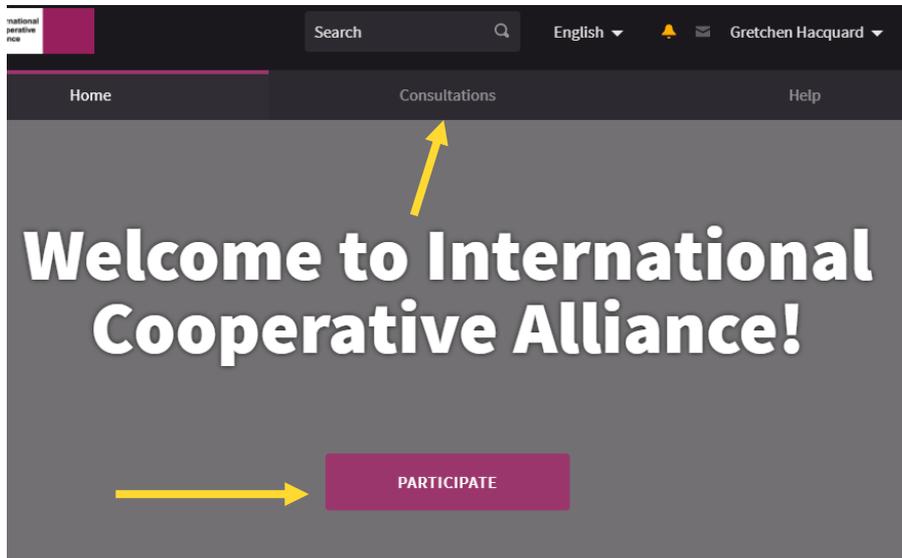
Finish!

- Change language
- Create a password – remember your password!
- Accept the terms & conditions
- Select “save”



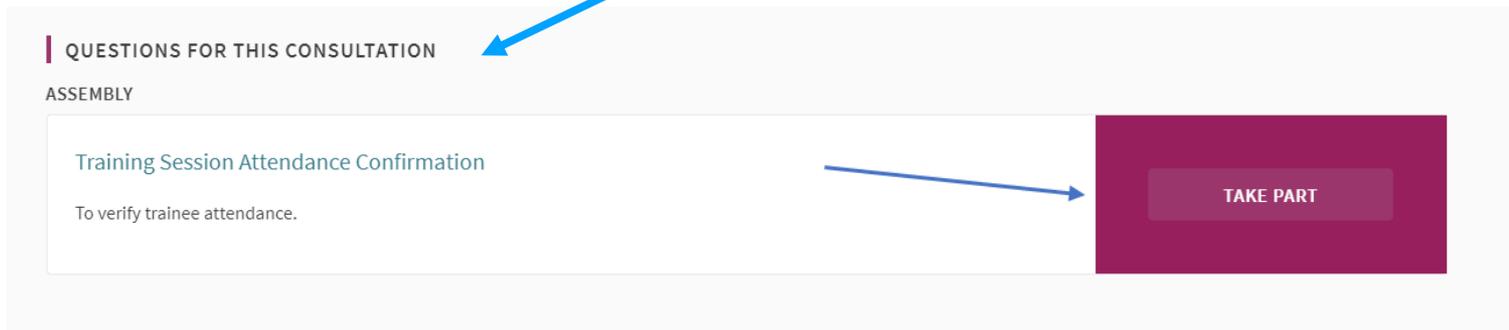
HOW TO VOTE

- Sign into <https://ica.cercles.coop/>
- Answer the first question to confirm your attendance.
- Click on the consultations tab or the participate button.
- Click on the event link or on the plum vote button.



HOW TO VOTE

- Under “Questions for this Consultation”, click on “take part”.



The screenshot shows a web interface for a consultation. At the top, there is a header with the text "QUESTIONS FOR THIS CONSULTATION" and a blue arrow pointing to it from the left. Below the header, the word "ASSEMBLY" is displayed. Underneath, there is a list of items. The first item is "Training Session Attendance Confirmation" with the subtext "To verify trainee attendance." To the right of this item is a large maroon button with the text "TAKE PART" in white. A blue arrow points from the text "Training Session Attendance Confirmation" to the "TAKE PART" button.



HOW TO VOTE

1. Click on the plum “vote” button
 - Select your answer choice.
 2. To confirm your attendance, click “I confirm attendance”.
 3. Then click “confirm”.
- If you have any designated votes or proxies from other members, you will see “you have delegations granted” under the vote button. Click on these words to cast your delegated votes.

Training Session Attendance Confirmation

SCOPE	General Assembly
PROMOTER GROUP	ICA President
MUNICIPAL AREA	Assembly
PARTICIPATORY SCOPE	General Assembly Training

Vote

Consultation: question vote

Please, select an option.

Training Session Attendance Confirmation

I confirm attendance.

Consultation: confirm vote

Please confirm the selected option.

Training Session Attendance Confirmation

I CONFIRM ATTENDANCE.

Confirm

Change



HOW TO VOTE

- This button will become green and change to “already voted”.
- If you change your mind about your vote, you can click the “already voted” button to change your vote until the vote has closed.

Training Session Attendance Confirmation

SCOPE

General Assembly

PROMOTER GROUP

ICA President

MUNICIPAL AREA

Assembly

PARTICIPATORY SCOPE

General Assembly Training

Vote successfully registered

You can change it until the end of the consultation. Only the last vote will be accepted.

Already voted



HOW TO VOTE

- If you have not activated your account, you will not be able to sign in to vote. Therefore, please activate your account before the meeting so that any access problems can be solved before-hand.
- The procedure to confirm your attendance is the same procedure to cast all other votes during the Assembly, except that there will be more answer choices.
- The questions and answer choices can be referenced in the meeting documentation.

