Teachers Association of Lee County
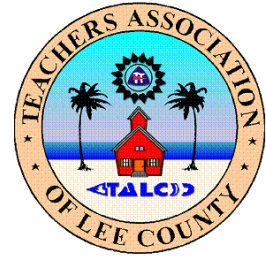**6830 International Center Boulevard**
Fort Myers, FL 33912
239.275.TALC
www.islandcoast.org/talc

2024 TALC Election - Voting Instructions

The 2024 TALC Election ballot will open for voting Wednesday, March 13th *at 6:00am, and end Thursday, March 14th, at 6:00pm. Please read these instructions before you vote*.
NOTE: The website is user-friendly, and voters should be able to complete the vote within one minute.

Steps to voting

1) *Review the 2024 TALC Election Candidate Biographies* - you can be find these on the Island Coast-FEA (TALC) website *https://www.islandcoastfea.org/talc*, or on the ballot itself (click "details")
2) Open email with ballot login credentials (received 3/13/24)
3) Click on link inside email to voting website (ballot)
4) Enter your DID (Username) and Password (found in email), on E-Ballot Login Page
5) Make voting selection, then click "NEXT" tab
6) Confirm choice selected and check "Participant Consent" box, then click SUBMIT tab
7) Confirmation page will display, and you may "view your receipt" from this page
8) Click "Logout"

Accessing the Ballot and your Login Password:

Wednesday, March 13th you will receive an email from Carolyn Hutto, TALC Elections Chair (see below)—You may receive the email prior to 6am, however, **voting will not open until 6am.**

Steps 2 & 3

> **Email will contain this sender information:**
> From: talcelections@islandcoastfea.org
> **Subject line: LCSD 2024 TALC Election: Voting Opens @ 6am!**
>
> **NOTICE: This message originated outside of the District's network and MAY BE A SCAM. Please do not share personal information unless you are certain of the authenticity of the message.**
>
> **NOTE:** Although you will see this red "NOTICE", this email is legit. This red notice is automatically generated because the email originates from Votenet, although it **is created by the TALC Elections Chair, Carolyn Hutto.**

In this email you will *receive the voting link and your password*. You must open this email to get your password to vote. You will need to *copy & paste* OR *make note of your password* and then click on the Website link.

3/6/24

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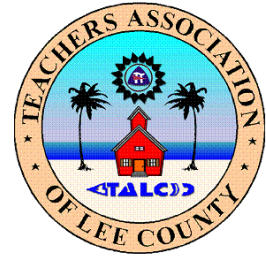
<u>**Login Credentials**</u>

<u>**USER ID**</u>:
Your user ID <u>is</u> your <u>**DID#**</u> **(if you do not know your DID, you need to find out from your principal's secretary).** Carolyn Hutto cannot give you your DID.
 <u>**PASSWORD:**</u>
Your password can be found in the email that you receive the morning of March 13th, with the subject line: **LCSD 2024 TALC Election: Voting Opens @ 6am!**

<u>Troubleshooting - Ballot Access</u>

<u>IF you receive a message that you have no ballot,</u> please try again and be sure to <u>CLEAR</u> your password if it fills automatically --- **You will need to type or copy & paste your password.**

If for any reason you are not able to access the ballot by using the link provided, please use the actual website address: https://eballot4.votenet.com/TALC
Remember, you need your password from the ***email you receive on 3/13/2024*** from talcelections@islandcoastfea.org, which is generated by Votenet BEFORE you can vote!

Please try and troubleshoot BEFORE emailing Carolyn Hutto. This is the primary reason why a voter is unable to access their ballot. Once you have tried troubleshooting, then email Carolyn Hutto @ talcelections@islandcoastfea.org
 Be sure to include your <u>Legal Full Name</u> and <u>your DID</u> for identification purposes in your email to Carolyn.

3/6/24

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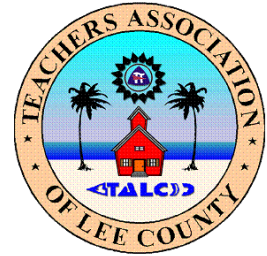
E-Ballot Login Page
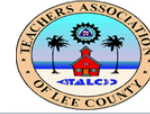
Step 4

Teachers Association of Lee County

Welcome to the TALC Voting Center. To access your ballot please enter your *DID as your Username,* and use the *Password provided in the email you received* from Votenet, with the subject line: LCSD 2024 TALC Bylaws Vote: Voting Opens @ 6am, November 13th and closes November 14th @ 6pm!

Enter Your DID for your Username

Enter Password From Votenet Email

Login

Please contact Carolyn Hutto at talcelections@islandcoastfea.org for any questions or concerns regarding the voting process during the hours of 6am-4pm, November 13th & 14th.

Step 5

2024 TALC Election Vote

Open until March 14, 2024 6:00 PM (GMT-05:00) Eastern Time (US & Canada)

Page 1 of 1

⭐ **TALC NEA RA Delegate** (Your vote is required. You may vote for up to 9 choices.)

☐ Candidate Name   details

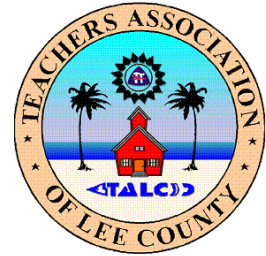☐ Candidate Name   details

NEA RA STATE DELEGATE (Your vote is optional. Please vote for only one choice.)

☐ Candidate Name

☐ Candidate Name

To view each **Candidate's Biography** on the ballot, click "**details**" next to each candidate's name, or the Details tab on the right, and it will open the candidate's Biography in a pdf.

3/6/24

Step 6

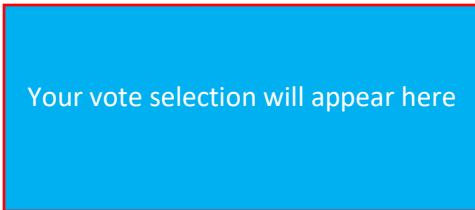### 2024 TALC Election Vote
Open until March 14, 2024 6:00 PM (GMT-05:00) Eastern Time (US & Canada)

Review your selections below

Select — Review & Submit — Confirmation

TALC NEA RA Delegate

edit selection

Your vote selection will appear here

Last opportunity to edit ballot before submitting.

NEA RA STATE DELEGATE

Your vote selection will appear here

edit selection

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

--Once you have made your selection, you are required to check the "Participant Consent" box. *Be sure to read this statement – **you cannot make further changes once you submit.**
--Then click "Submit"

Step 7

2024 TALC Election Vote
Open Until March 14, 2024 6:00 PM (GMT-05:00) Eastern Time (US & Canada)

Select — Review & Submit — Confirmation

Your selections have been successfully transmitted

Your Selections

Received
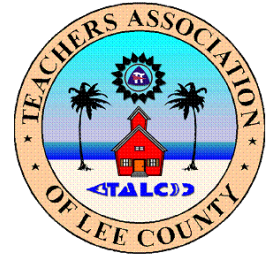
You will see the "Confirmation Page" after you submit your ballot.

Confirmation#:799324314849798

| Date: | March 06, 2024 |
| Time: | 8:48 PM (GMT-05:00) Eastern Time (US & Canada) |

🔍 View Receipt

Step 8

Logout

Home   Logout

Optional: To view your "Official e-Receipt" click on "View Receipt" and you will see this.

You will be able to access the website from any computer (at school or at home).

If you should encounter any problems, please email Carolyn Hutto at talcelections@islandcoastfea.org

Do not email anyone other than Carolyn Hutto, TALC Elections Chair. She is the only one that will be able to assist you with any ballot issues, **after you have confirmed that it is not user** error. It is recommended that all voters attempt to login to the voting website on Wednesday, March 13, 2024. This way if there is a problem, she will have time to rectify the situation before the ballot closes. If you attempt to login on Thursday, March 14th, after 4:00 pm and have trouble, it will be very difficult to fix the problem in time. Please plan accordingly.

Thank you in advance for voting!