StrataVote User Guide

StrataVote Anywhere | Attendees

Just STRATAVOTE it.

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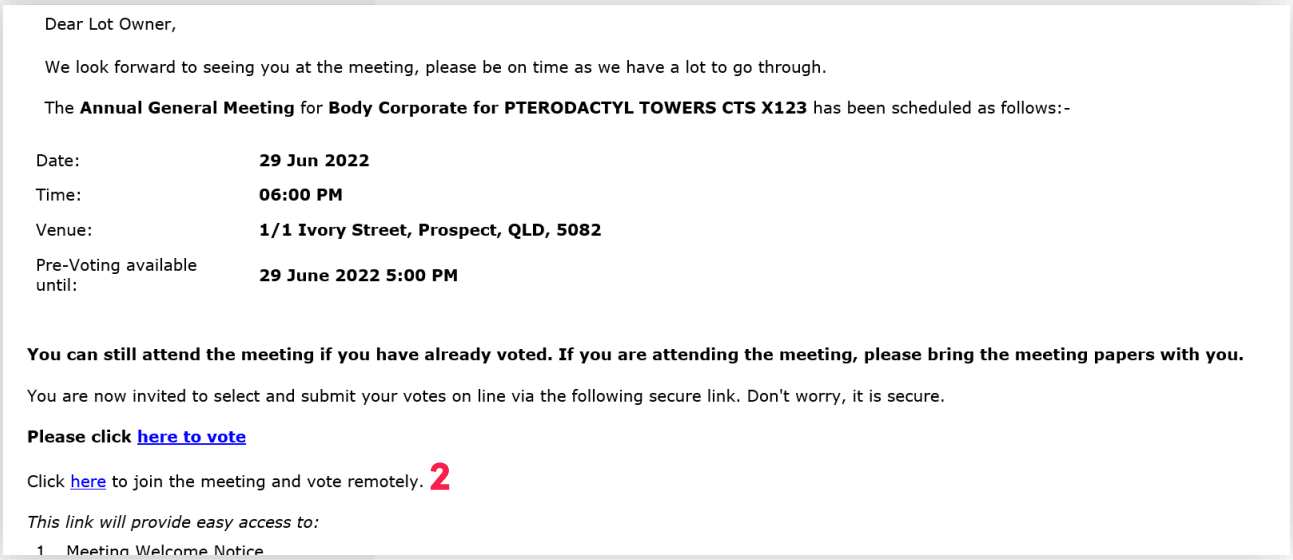
2. Join a Meeting

2.1. Click the join link

Just prior to the commencement of the meeting...

1 access your invitation email (in your inbox)

2 select the link *here* in: "Click here to join the online meeting and vote remotely."



Dear Lot Owner,

We look forward to seeing you at the meeting, please be on time as we have a lot to go through.

The **Annual General Meeting** for **Body Corporate for PTERODACTYL TOWERS CTS X123** has been scheduled as follows:-

Date:	**29 Jun 2022**
Time:	**06:00 PM**
Venue:	**1/1 Ivory Street, Prospect, QLD, 5082**
Pre-Voting available until:	**29 June 2022 5:00 PM**

You can still attend the meeting if you have already voted. If you are attending the meeting, please bring the meeting papers with you.

You are now invited to select and submit your votes on line via the following secure link. Don't worry, it is secure.

Please click here to vote

Click here to join the meeting and vote remotely. **2**

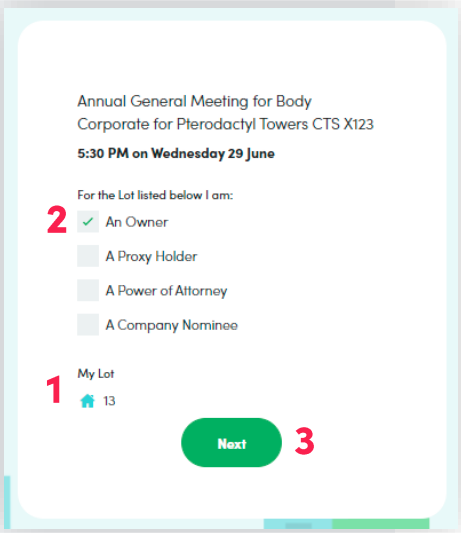
This link will provide easy access to:

1. Meeting Welcome Notice

2.2. Complete the meeting registration steps

Carefully follow the questions when joining.

See Section 3 of this document for more information on the various ways you may represent yourself in a StrataVote Anywhere meeting.

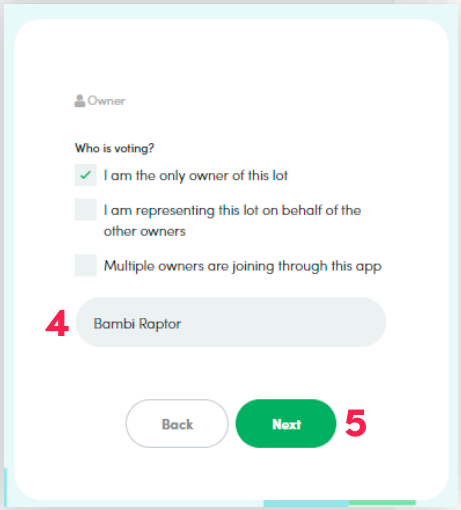


For a **single owner**:

1 representing **lot(s) already displayed**:

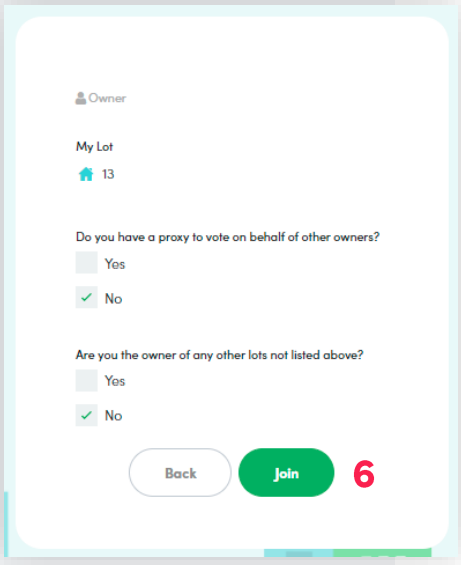
2 with *An Owner* ticked

3 select **Next**



4 insert your **Full name**

5 select **Next**



6 select **Join**

7 you will now be in the *waiting room* awaiting the meeting to be started by the Meeting Manager

3. Participate in a meeting

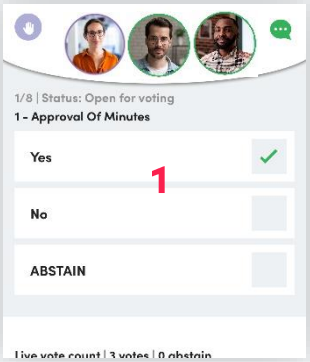
When the Meeting commences; your manager will enter you from the *waiting room* into the meeting and your screen may update to show the first motion or to see and hear the manager (if they enable audio and video).

3.1. Live Voting

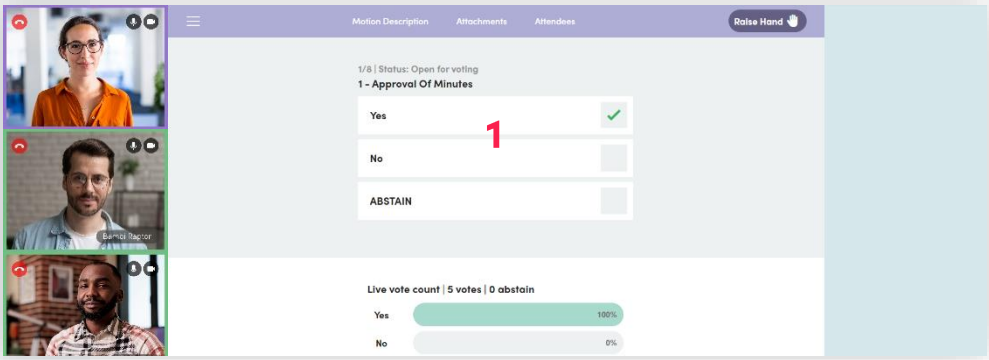
When Voting is opened, each motion will display on your screen, and you will have the ability to cast your vote.

1 select **Yes**, **No** or **Abstain**

Mobile



Desktop



If a vote is already marked when you arrive at a motion, this is due to you having submitted a Pre Vote.

3.2. Live Audio / Video

At the discretion of the Meeting Manager, the Meeting Manager may enable their broadcast of Audio and Video within the meeting, so that you can see and hear them.

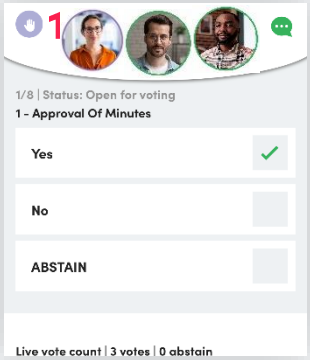
Show Live Video

For mobile devices: if the **"Show Live Video"** button/block is displayed, please select this as that will allow your device to receive a/v.

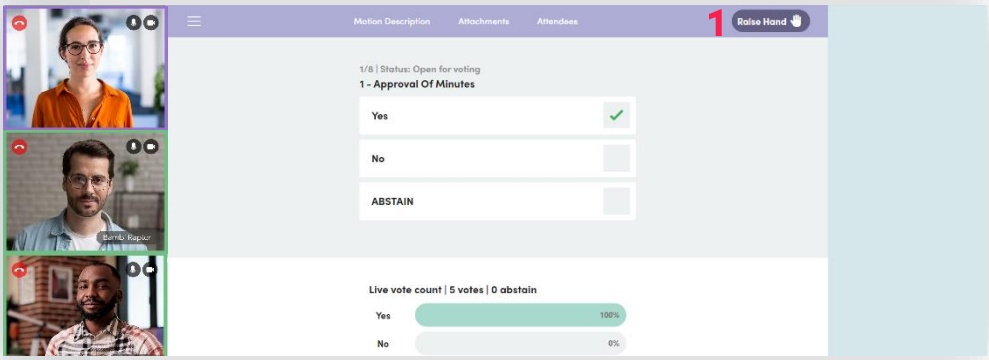
You can "Raise Hand" to activate your participation in the Audio and Video of the Meeting:

1 select **Raise Hand**

Mobile



Desktop

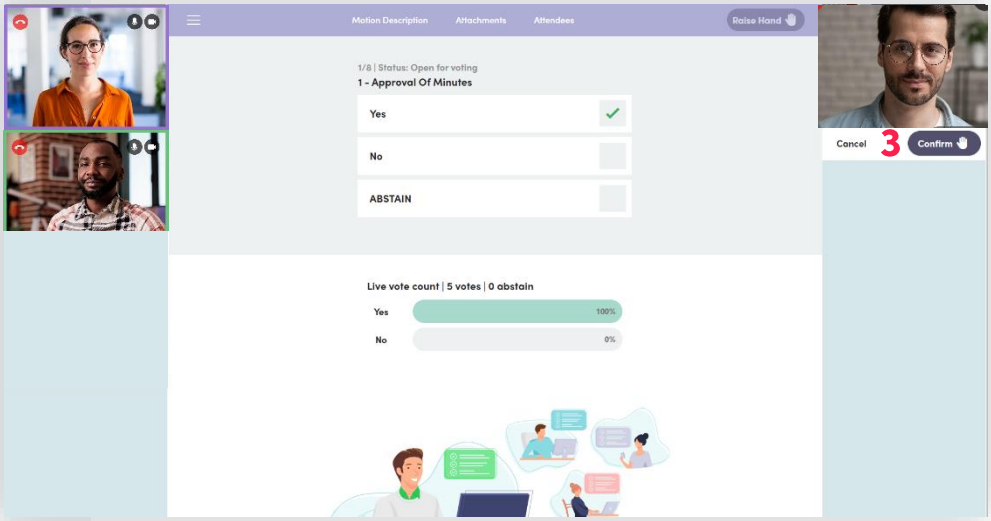


2 your device or browser may prompt you to allow "Webcam and Microphone" (or similar) – select **Allow** (or similar)

3 a preview of your video will display, select **Raise Hand** / **Confirm**

Mobile

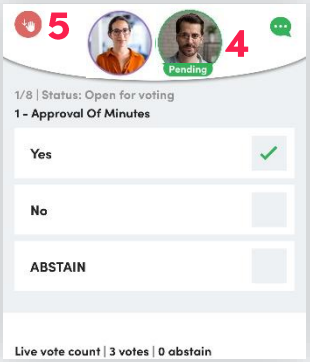
Desktop



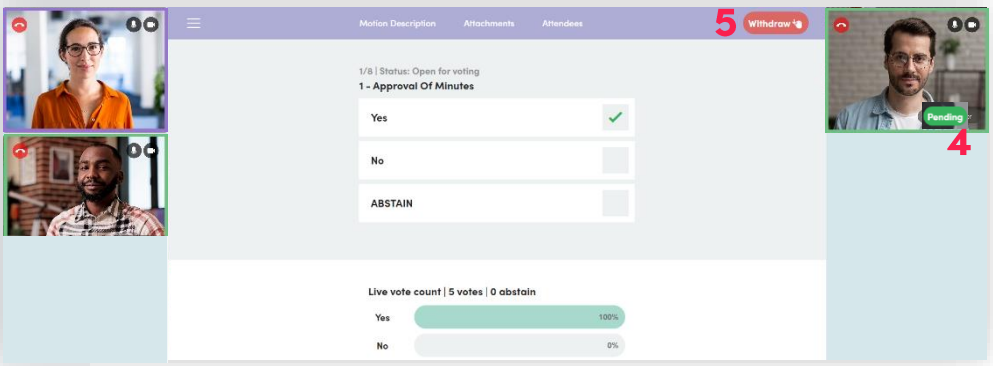
4 the Meeting Manager will be notified of your request – you will be showing as *Pending* and not yet connected (no one will be able to see or hear you)

5 (if required) you may **Withdraw** your request

Mobile



Desktop



6 once the pending status is removed, you are live and all participants will see and hear you

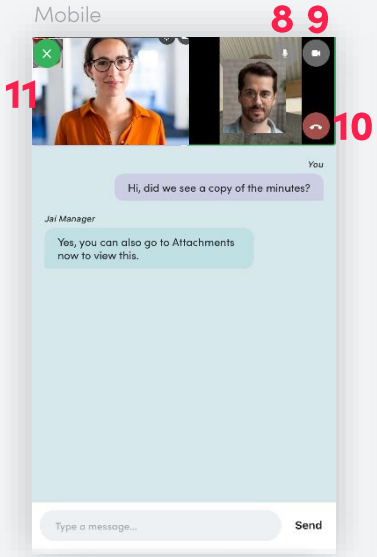
7 <u>for mobile devices:</u> tap any video bubble to open the communications panel and access the below functionality

8 to mute/unmute your audio only, select the **audio icon**

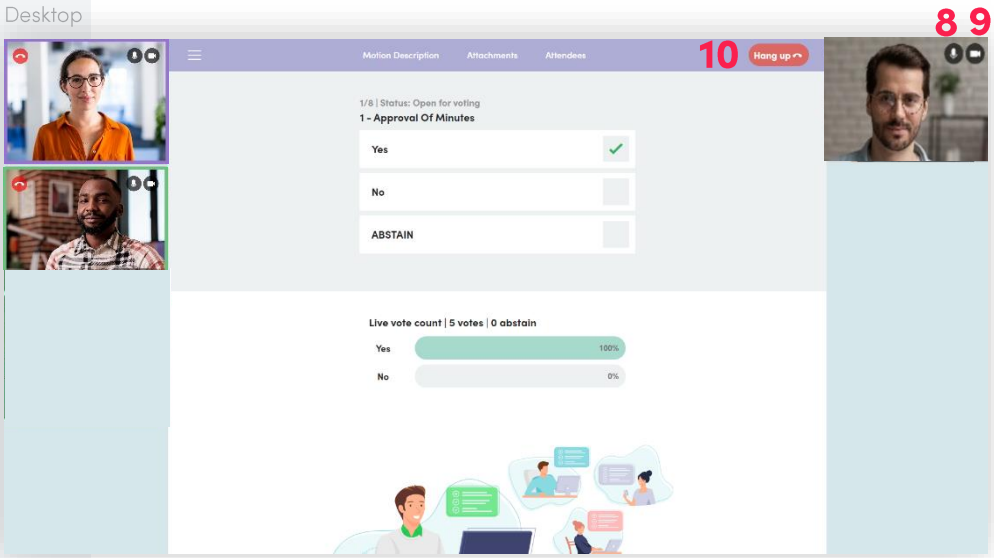
9 to mute/unmute your video only, select the **video icon**

10 **Hang up** your audio and video connection

Mobile



Desktop



11 <u>for mobile devices:</u> the **green cross** will close the communications panel and allow you to cast your vote

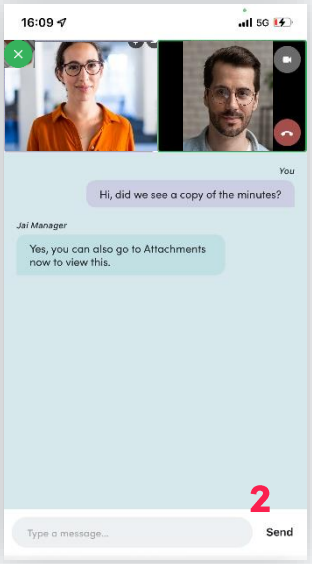
3.3. Live Chat

You can contact the Meeting Manager throughout the meeting via Chat.

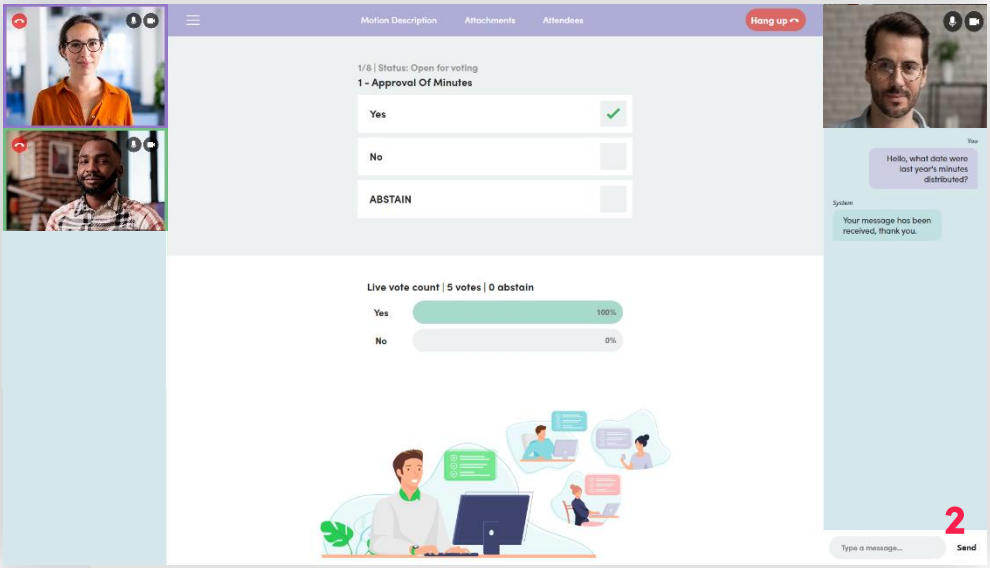
1 <u>for mobile devices:</u> select the speech bubble - top right - to open the communications panel

2 type your message into the chat box and select **Send**

Mobile



Desktop



3 the Meeting Manager will be notified of your private message and can either:

- respond verbally or reply privately via the Chat
- make your message public for all attendees to view

The Manager cannot conclude voting on a motion until your message is viewed.

4 <u>for mobile devices:</u> the **green cross** will close the communications panel and allow you to cast your vote

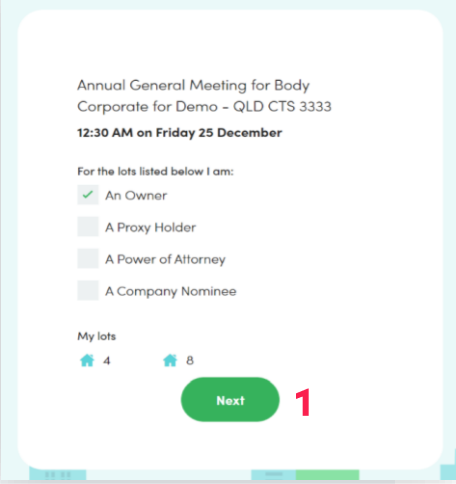
4. Representation Types & Steps to Join

Whilst the questions are built to ensure you are entering the correct information at the right time, for those that would like to know exactly what to click - in what situation, we cover the following scenarios in detail.

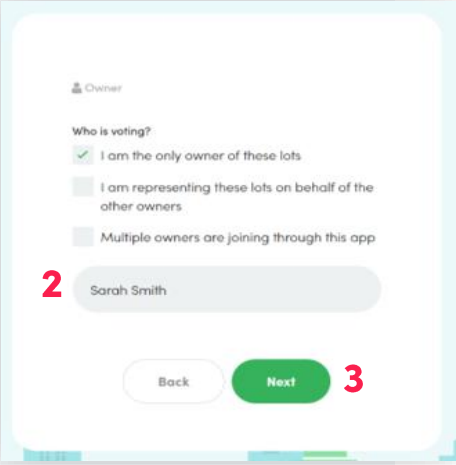
4.1. Represent Additional Lots (Owned)

If already matched in StrataVote's data, your ownership of multiple lots will already be setup. In this case under the My Lot(s) heading you will see additional lots noted. No further action would be required.

If not showing when you enter a meeting you may use the registration questions to select additional lots you own, to represent them.

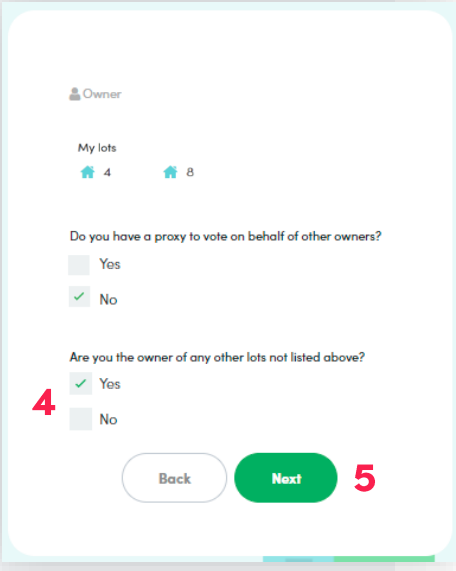


1 with *An Owner* marked, select **Next**



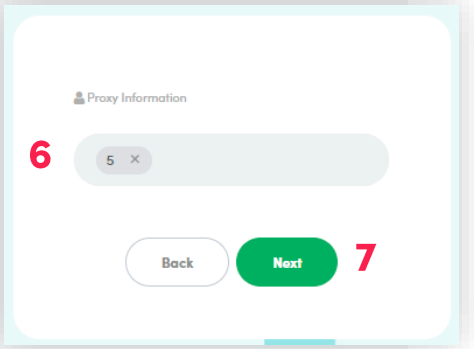
2 insert your **Full name**

3 select **Next**



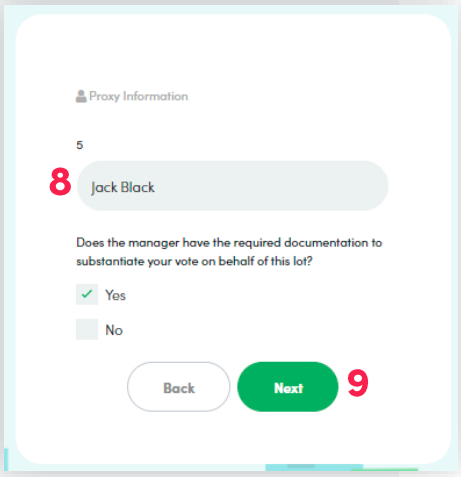
4 select **Yes**

5 select **Next**



6 select the additional lots

7 select **Next**



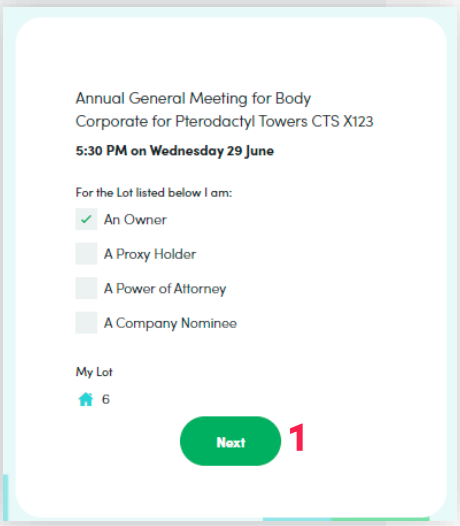
8 enter your name

9 select **Join**

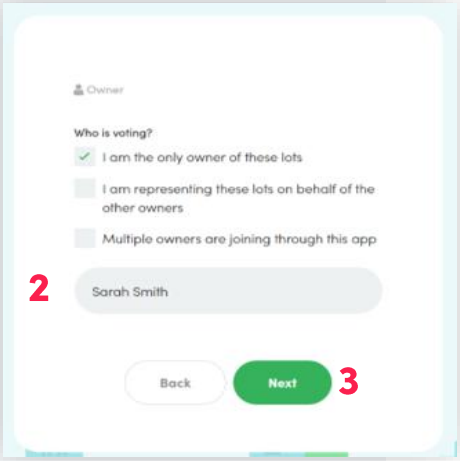
10 you will now be in the waiting room awaiting the meeting to be started by the Meeting Manager

4.2. Represent Additional Lots (Proxy)

In addition to any lot(s) you own and will represent as an owner (as an example) you may also represent another lot(s) as Proxy. You must start the registration process by representing your owned lots first, then on the last screen indicate you also have proxy over another lot.

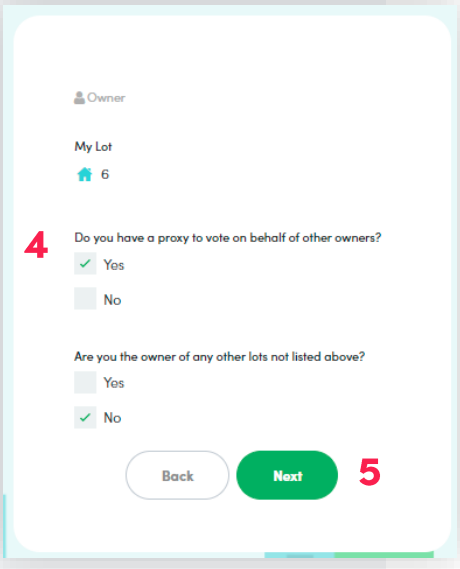


1 with *An Owner* marked, select **Next**



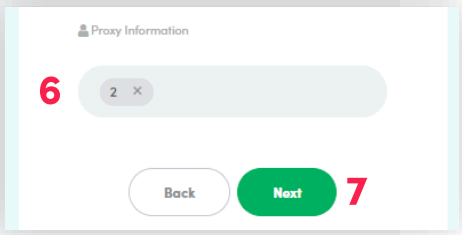
2 insert your **Full name**

3 select **Next**



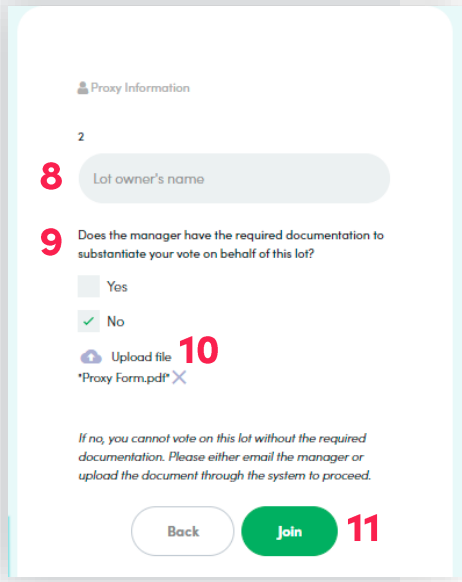
4 select **Yes**

5 select **Next**



6 select the additional lot(s) you wish to represent

7 select **Next**



8 insert the **Lot owner's name** you are proxying for

If you selected more than one lot in step 5. You will be prompted to enter details for each Lot you are proxying, before you can move forward to the below steps.

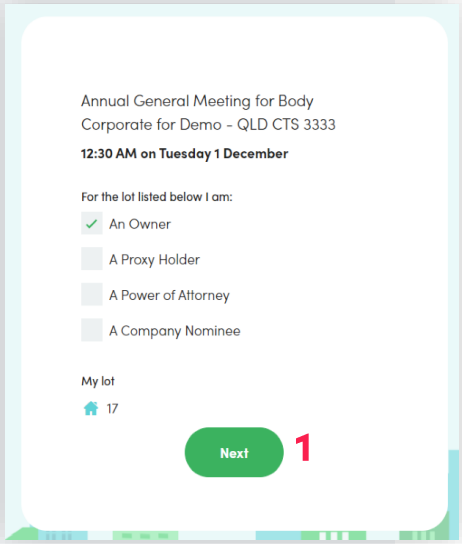
9 answer the question regarding documentation

10 (if required) select **Upload file**

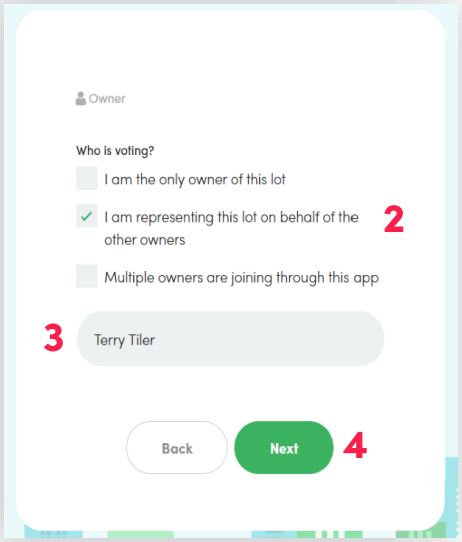
11 select **Join**

12 you will now be in the waiting room awaiting the meeting to be started by the Meeting Manager

4.3. Multi Owner | One Representing



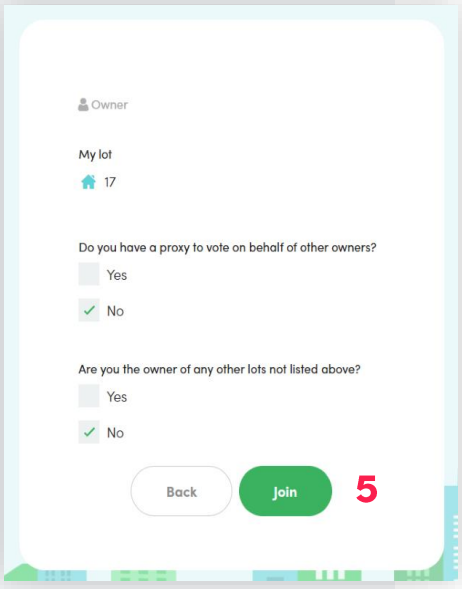
1 with *An Owner* selected, select **Next**



2 select **I am representing this lot on behalf of other owners**

3 insert your **Full name**

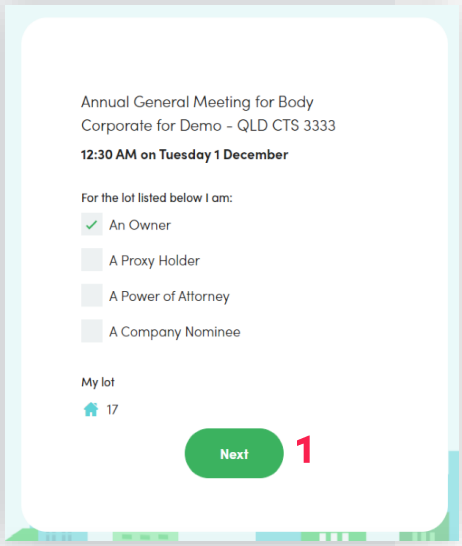
4 select **Next**



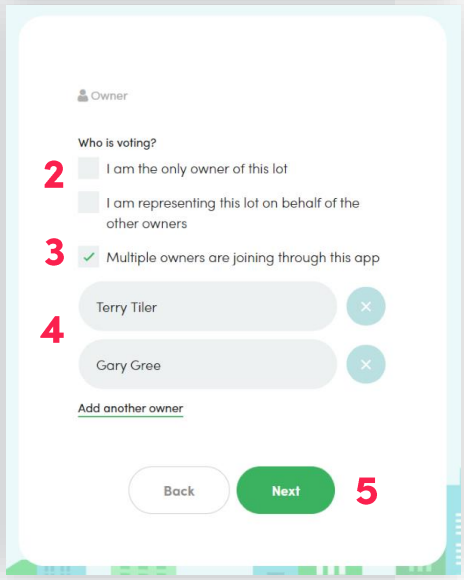
5 select **Join**

6 you will now be in the waiting room awaiting the meeting to be started by the Meeting Manager

4.4. Multi Owner | More Than One Representing



1 with *An Owner* selected, select **Next**



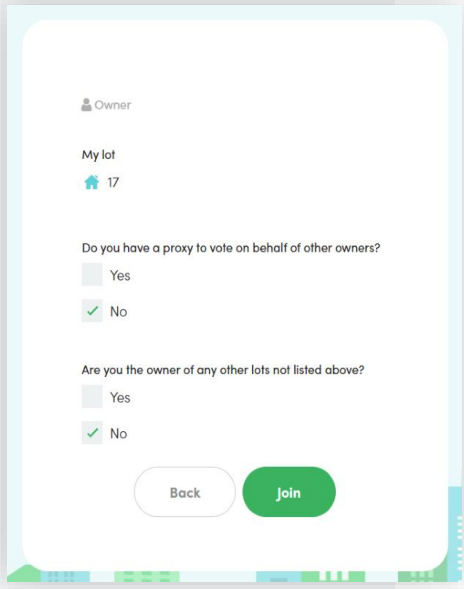
2 select **Multiple owners are joining through this app**

All owners should be connecting via the same device and link, only one connection per link is possible. (You should all be in the same room / location and connected on one device).

3 insert your **Full names**

4 (if required) use the **Add another owner** button

5 select **Next**



6 select **Join**

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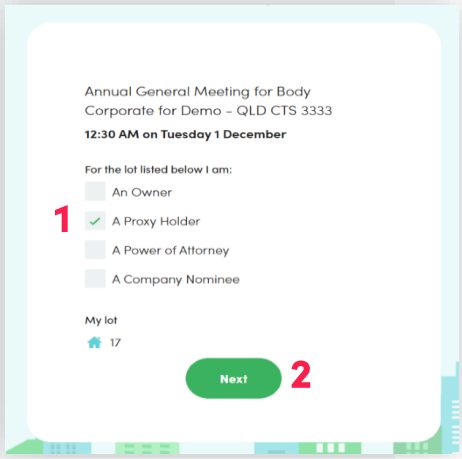
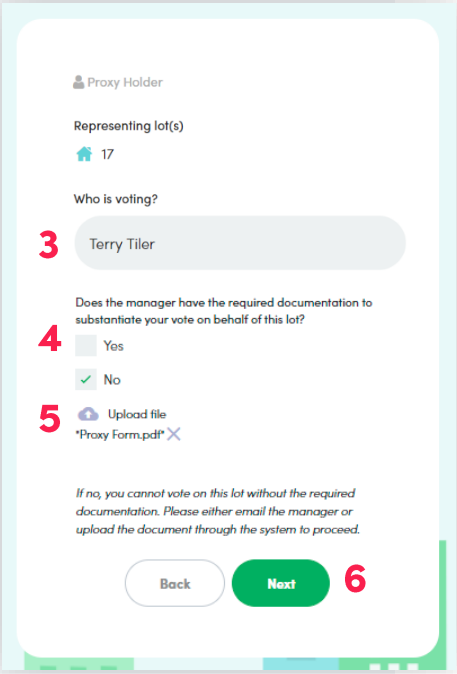
4.5. Proxy Holder (only, no owned lots)



1 select **Proxy Holder**

2 select **Next**

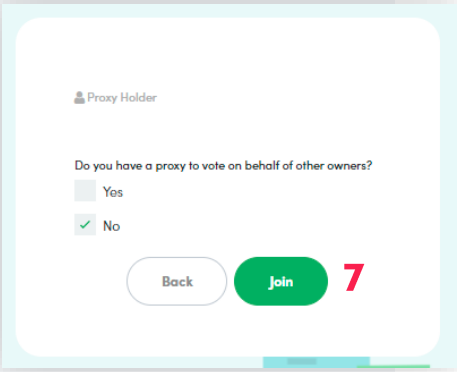


3 insert your **Full name**

4 answer the question regarding documentation

5 (if *No* selected in previous step) select **Upload file** to upload the required signed documentation for the Meeting Manager to review

6 select **Next**



7 select **Join**

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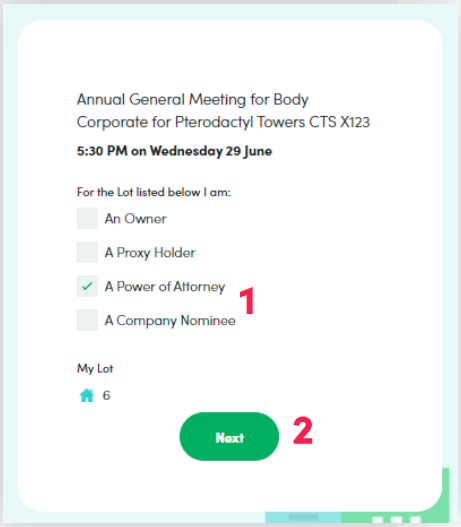
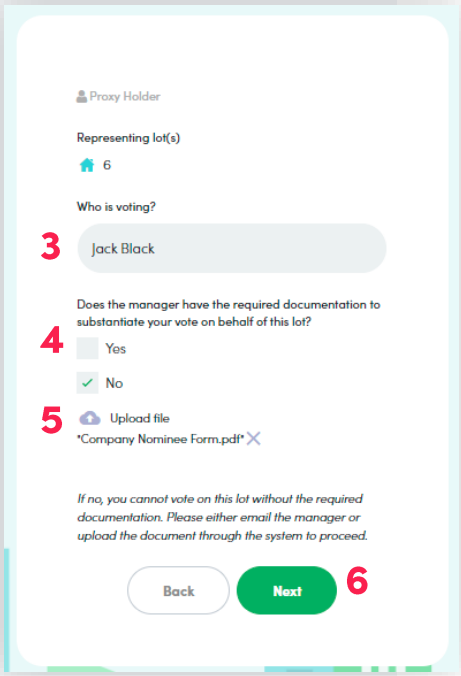
4.6. Power of Attorney / Company Nominee



1 select either **A Power of Attorney** or **A Company Nominee**

2 select **Next**

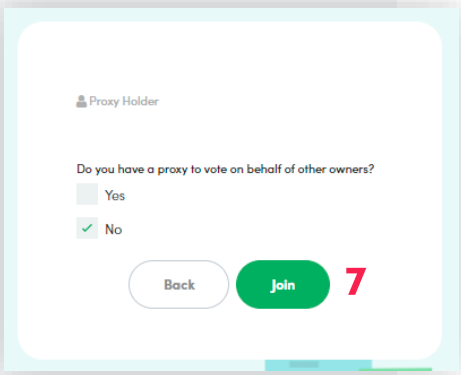


3 insert your **Full name**

4 answer the question regarding documentation

5 (if *No* selected in previous step) select **Upload file** to upload the required signed documentation for the Meeting Manager to review

6 select **Next**



7 select **Join**

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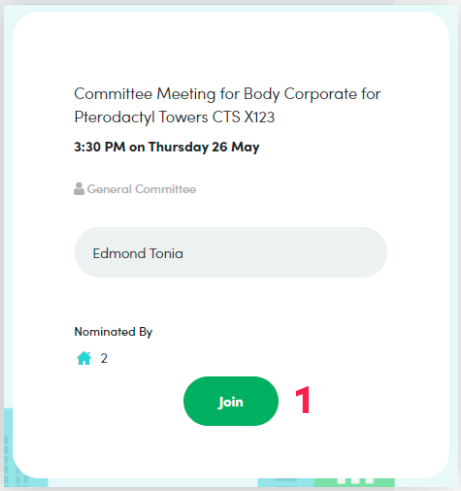
4.7. Committee / Council Member



1 select **Join**

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stratavote.com