POLYAS

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

POLYAS online voting manager can help you create your online election in a few easy steps. You always have full control over your online election. Below you will find out how creating an election in the online voting manager works.

No initial registration is required to use the POLYAS online voting manager, simply use the following URL:
https://configure.polyas.com/#/

Click on "Test without registration" to start setting up your election. Alternatively, you can register for free or log in using your access data, if you already have an account. First set the title of your election. Click on "Unnamed election" and type in the new title for your election.

2. Create a ballot for your election

Give the ballot a title by clicking on "Untitled ballot" and type in the title.

POLYAS

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

You can enter the names of your candidates directly in the existing table. Add rows to the ballot table or delete unnecessary ones. Move the mouse pointer over the existing rows of the ballot table and click on one of the arrows that appear at the end of the table. You can also use the "Enter" button to add more rows. To add another ballot, click on "+"-button on the right.

2.1. Detailed settings in the ballot

To set election rules for your ballot or to make further settings in the table, simply click on the gear wheel icon.

Set election rules

In the "Election rules" section, you have the option of specifying how many votes your voters will distribute on a ballot in total and how many votes they can cast per option. You can also turn on/off an "invalid votes" option by clicking on a button.

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

Set up a ballot

In the "Design" section, you can determine the number of rows and columns in your ballot table, depending on the number of candidates and information about the candidates. You also have the option of adding a header to your ballot and a column title for each column. Click on the "Accept" button once your settings are ready to be saved.

3. Set up a list election

With a list election, your eligible voters can choose entire election lists with several candidates per list. You can set the number of votes for each list and activate or deactivate the option of invalid votes. To set up your list election, click on the "+" in the ballot setup and then on "Set up a list election". You can set the election rules for your list election in a modal window that opens afterwards.

Set election rules

In this step you can set the election rules for your list selection. Regardless of how many lists you would like to create, here you can decide how many votes your voters can gicast per list. You can also specify whether you would like to give your voters the option of invalid votes.

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

Set design

With the "Design" option you can add or omit the column headings in your lists.

Create lists

If you want to continue setting up your lists manually, simply click on the "Accept" button. Now you can configure your lists. First give your lists a title and enter it in the black header. In addition, you can also add column titles if you have previously activated this option.

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

Click on the arrow in the top line of your list to sort your lists, add a new list above or below the list you are currently editing, or delete it. Add additional columns to your list to separate candidates' first names and last names. Click on the arrow in the gray line and add columns to the left or right or delete certain columns.

Sort lists

To sort your lists, either click on the gear wheel icon next to the title of your ballot or directly on the arrow in the top line of one of your lists. This will take you to the modal window for setting up your ballot. With "Sort lists" you have the option of changing the positions of your previously created lists using drag & drop. Then click on "Accept".

4. Create an electoral roll

After you have created your ballot, you can start creating the electoral roll. Click on the "Voters" button to do so. The easiest option is to enter email addresses in the prepared table. Press the "Enter" key to add more lines. You can use the arrows on the right edge of the line to remove lines from the electoral roll. The semantic correctness of e-mail addresses is checked within the system. If you enter an invalid format, you will receive an error message. The number of errors is also displayed directly in the browser. If you want to filter the incorrect entries in your electoral roll, simply click on the symbol in the top right.

POLYAS

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

Electoral register import

You have clicked on the "Voters" tab – here you can adjust your settings by clicking on the gear wheel icon. At this point you can upload your electoral register as an Excel file (xlsx) to the voting manager. Simply drag and drop the file into the window or click the "Browse" button.

Electoral register export

If you select the Export tab, you can export your electoral register as a .csv file or .xls file. You can also specify whether you would like to export the voters' access data in an encrypted form. The latter is relevant if you would like to send the access data to the online voting system by post. If you then click on "Download file", your electoral register is sealed and can no longer be edited.

Set voter groups

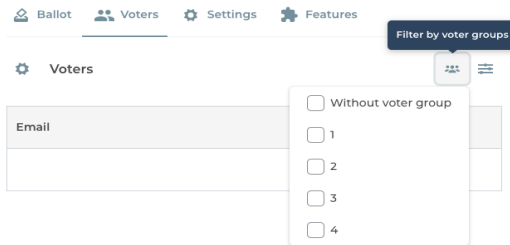Click on the "Voter groups" tab to set the groups of voters for your election. Click on the entry field, give a title to a voter group and click on the "add" button or press the enter key. When you have entered all the voter groups, click on "Accept".

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

You can filter your voters according to the voter groups created.

Set voter attributes

Click on the gear wheel icon again to define which columns a your electoral register should include and which voter attributes you would like to set. You can determine the format of each attribute. You also have the option to decide which field must be filled in and what kind of information is optional. If the entry in a mandatory field is missing, the voting manager will show you an error. If you activate the "unique" option, you specify that there cannot be two cells with the same value within this column. For example, a voter ID should be unique.
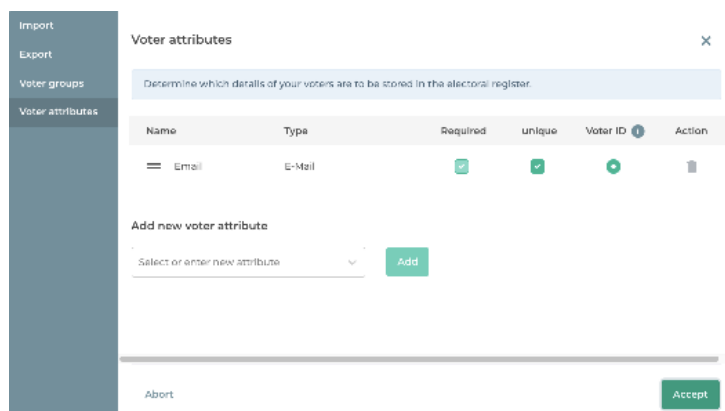
You can choose which attribute of the electoral roll would serve as a voter ID for your voters. Here you can see an email address used as a voter ID. You can use any other "unique" value (e.g. last name) as a voter ID. There is also the option to define a new field, e.g. memeber number as your voter ID. Click on "enter new attribute" to add your new attribute.

5. Election settings

Here you can define date and time for the start and end of the election. You also have the option to custo-mize the content of the election invitations and carry out a free test election with up to 5 voters.

Election period	Immediately to 02/20/2020 10:45:11 AM (Europe/Berlin)
Voter communication	Election notifications will be sent out via e-mail.
Test election	Test your online election now free of charge with up to five test voters.

POLYAS

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

Election period

In the "Election period" tab you can set the start and end of the election. Click on the respective date to open the date picker. Click on "Accept" to save the settings.

Communication

Here you can edit texts for the election invitation. However, please note that the placeholders in the curly brackets should be preserved. Election invitations are usually sent at the beginning of the election.

Test election

To check how your election works, enter the e-mail addresses of the test voters in the entry field and click on "Start test election". All voters will receive their login data for the test election.

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

Use other functionalities from the features section to design your election. You can reach this by clicking on the "Features" button.

TIP

User profile

You need a profile to start your election. To create a profile, click on the person icon at the top right. Now fill in the profile form and click on "Register now".

Your dashboard

Click on the "Hamburger Menu" at the top left and then on "My elections". You will now be taken to your dashboard and will see an overview of all the elections that you have already created.

To view an election, simply click on it. You will now return to the detailed view of your election configuration. Now you can pay via PayPal and start your election by clicking on "Start election now" button..

POLYAS

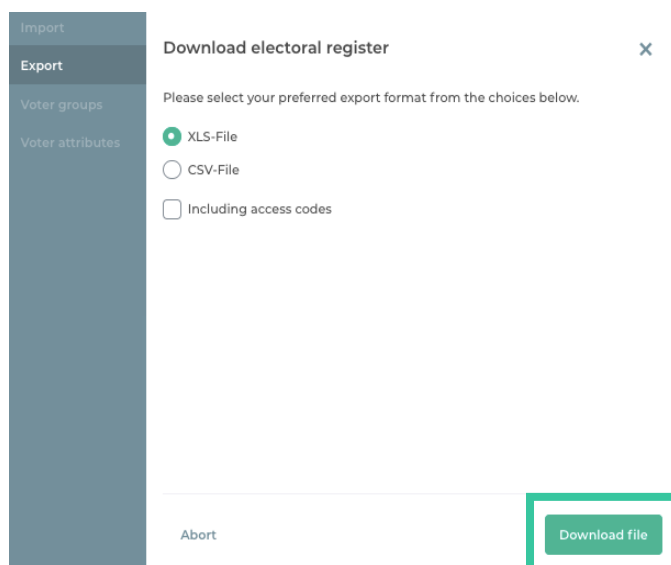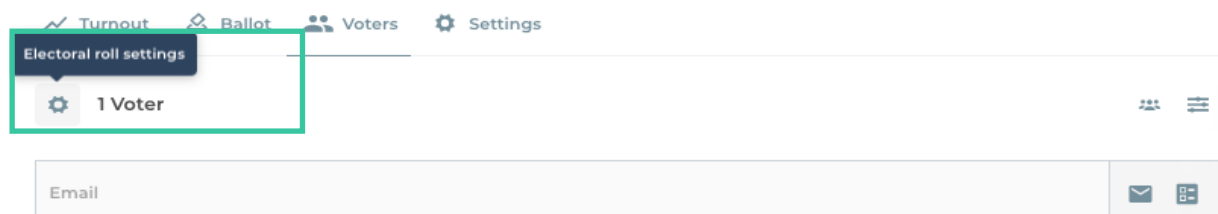## CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER
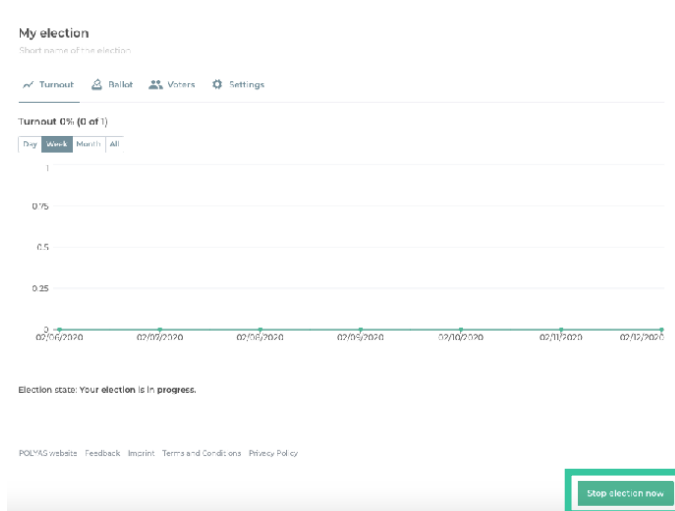
Overview of the ongoing election

After your election has started, you can view a detailed page of your running election in your account. There you will find all relevant information about the election, such as the current voter turnout. You can manually stop your election at any time. Once you stopped your election, you cannot restart it and those who have not yet cast their vote can no longer exercise their right to vote in this election.

5.6. Electoral roll export during the election

If you scroll down further on your election details page, you will reach the electoral roll settings, which you can reach via the gear wheel icon in the list of eligible voters. Here you can export your electoral roll to see which voters have already cast their vote. However, you cannot see how they have cast their vote. Simply click on the gear wheel icon above the list of your voters.

To download your electoral roll, click on the "Export" tab and the file format you prefer. Once you have made your selection, click "Download file" to complete the process.

CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

My election

Edit

Copy

Election results (PDF)

The vote count has c...

Poll opening: 02/12/2020 10:17:07 AM (Europe/B...
Poll closing: 02/12/2020 10:59:22 AM (Europe/B...
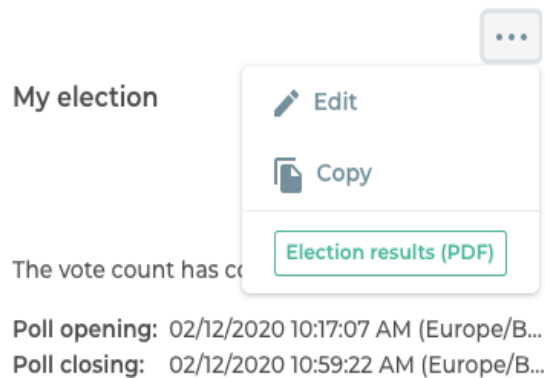
6. End of the election

The election end according to your specified election period. You also have the option to end your running election earlier. Click on the "Stop election" button in the overview of your running election. Regardless of whether your election ended according to your election period, or you stopped it manually, you will get the results of your election a few minutes afterwards.

7. Election results

You can find your election results directly in your account in the "Hamburger menu" in "My elections" and on your election details page available for download.
Your results will be available in a PDF format after downloading.
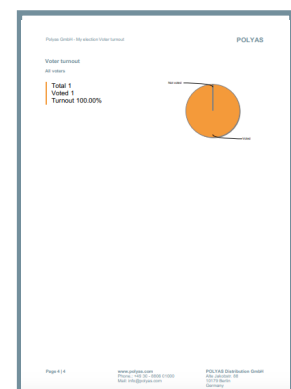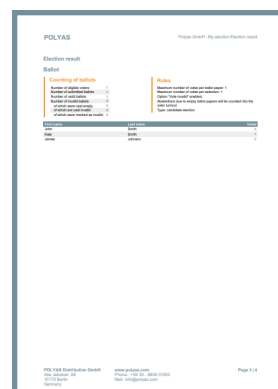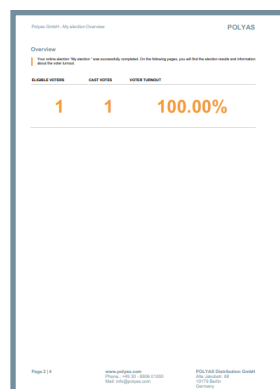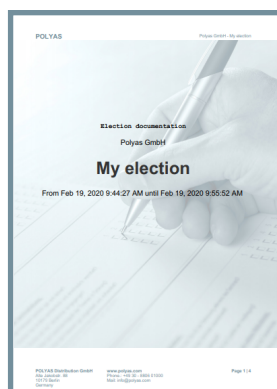
CREATE ELECTIONS WITH POLYAS ONLINE VOTING MANAGER

To create a new election, click on the "Hamburger menu" in the top left and then on "Create election".
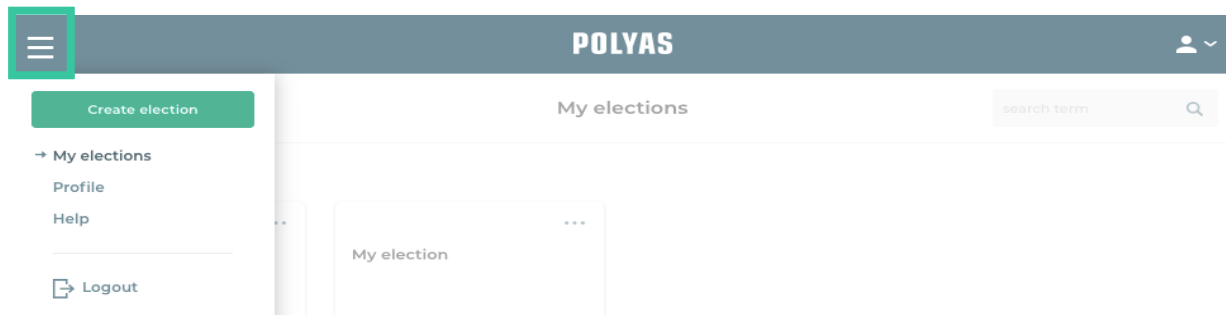
Our POLYAS Election Managers can help you implement the following features:

✓ **Import of access data for eligible voters from an external program**
✓ **Set up the system in your own corporate design**
✓ **Customization of the election URL and adjustment of the election hash**
✓ **Import of ballots from an Excel spreadsheet**
✓ **Forwarding voters to a desired URL after the election**

We wish you good luck creating your online election.
Should you have any further questions, please contact our POLYAS support team.

POLYAS – the election experts
We have been the leading provider of digital elections since 1996. Businesses, cooperatives, associations, credit unions, churches and universities have all voted securely and conveniently with us online. Combine an online election with a postal vote, ballot box election or live poll at your next general meeting. Boost voter turnout and save valuable time and money in managing your next election.

Contact   **POLYAS** GmbH   www.polyas.com
                       Alte Jakobstraße 88   Tel: +1 (800) 601 9052
                       10179 Berlin   Email: info@polyas.com