BALLOTNEXUS

Election Exhibition Guide

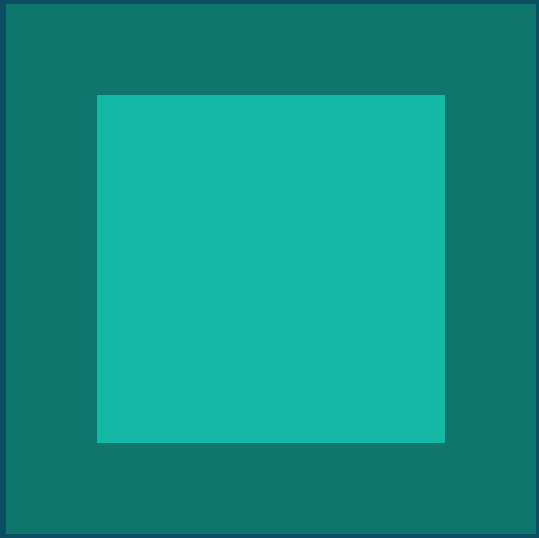
A practical, screen-led guide for EC officers, voters, schools, associations, and the general public.

DEMONSTRATION EDITION

VERSION 6.4.3

What this guide covers

- How an election moves from setup through voting, results, and certification.
- The voter journey using an access code or Student/Voter ID.
- The protected EC approval and public-results declaration process.
- Event-day roles, privacy practices, and a ready-to-use exhibition plan.



FOR

EC OFFICERS

VOTERS

OBSERVERS

THE PUBLIC

A shared election journey

Each screen exhibit uses fictional data. Follow the labels in the real portal.

For EC officers

Set up the election, register and prepare voters, monitor the election, certify results, and record the official publication.

For voters

Use your access code or Student/Voter ID, make choices, review them, submit once, and retain the confirmation.

For observers and the public

Know the official release point, read results after release, and understand how formal certification is recorded.

Guide map

1 **Election foundations**
Roles, release rules, and the election lifecycle.

2 **Prepare the election**
EC setup, candidate configuration, voter register, and import template.

3 **Vote with confidence**
Sign in, choose candidates, review, and submit one ballot.

4 **Close and declare**
Official review, certification, protected EC results, and public release.

5 **Run the exhibition**
A short event plan, support rules, and troubleshooting.

Exhibition rule: use only sample elections, sample names, and test credentials. Never demonstrate a live voter record or a real ballot.

The election lifecycle

Every election follows a controlled sequence. Each stage has a clear owner and a visible status.

1

Draft

Build the election, positions, candidates, and voter register.

>

2

Scheduled

Publish a ready election with its opening and closing times.

>

3

Live

Eligible voters can sign in and submit one ballot.

>

4

Closed

Voting has ended. The EC reviews results and begins certification.

>

5

Certified

The EC approval and certified publication are recorded and audited.

Who does what

Supervisor / EC lead

Manages the assigned election, opens and closes it, reviews results, approves certification, and records certified publication.

Registration, verification, and issuance officers

Capture voter records, verify eligibility, and issue secure access material according to the assigned role.

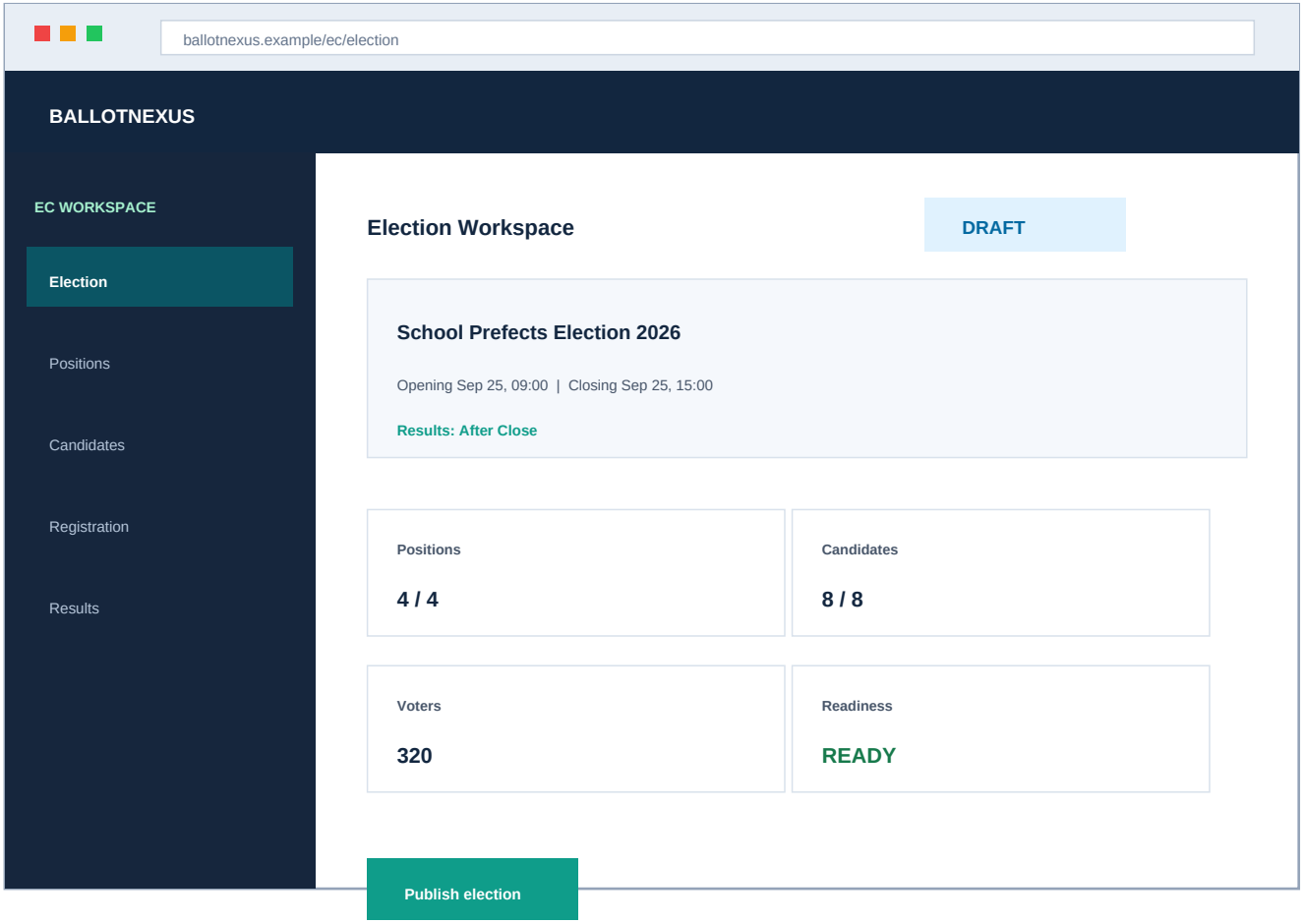
Voters and observers

Voters cast one private ballot. Observers view information and public results only after the configured release condition.

Security principle: EC actions occur in the authenticated, role- and election-scoped EC workspace. The public results page does not replace that protected workspace.

EC setup: build a ready election

Start from Election Workspace. Complete the setup before publishing an election.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 1: The EC checks readiness, schedule, voter count, and result-release rule before publishing.

EC setup sequence

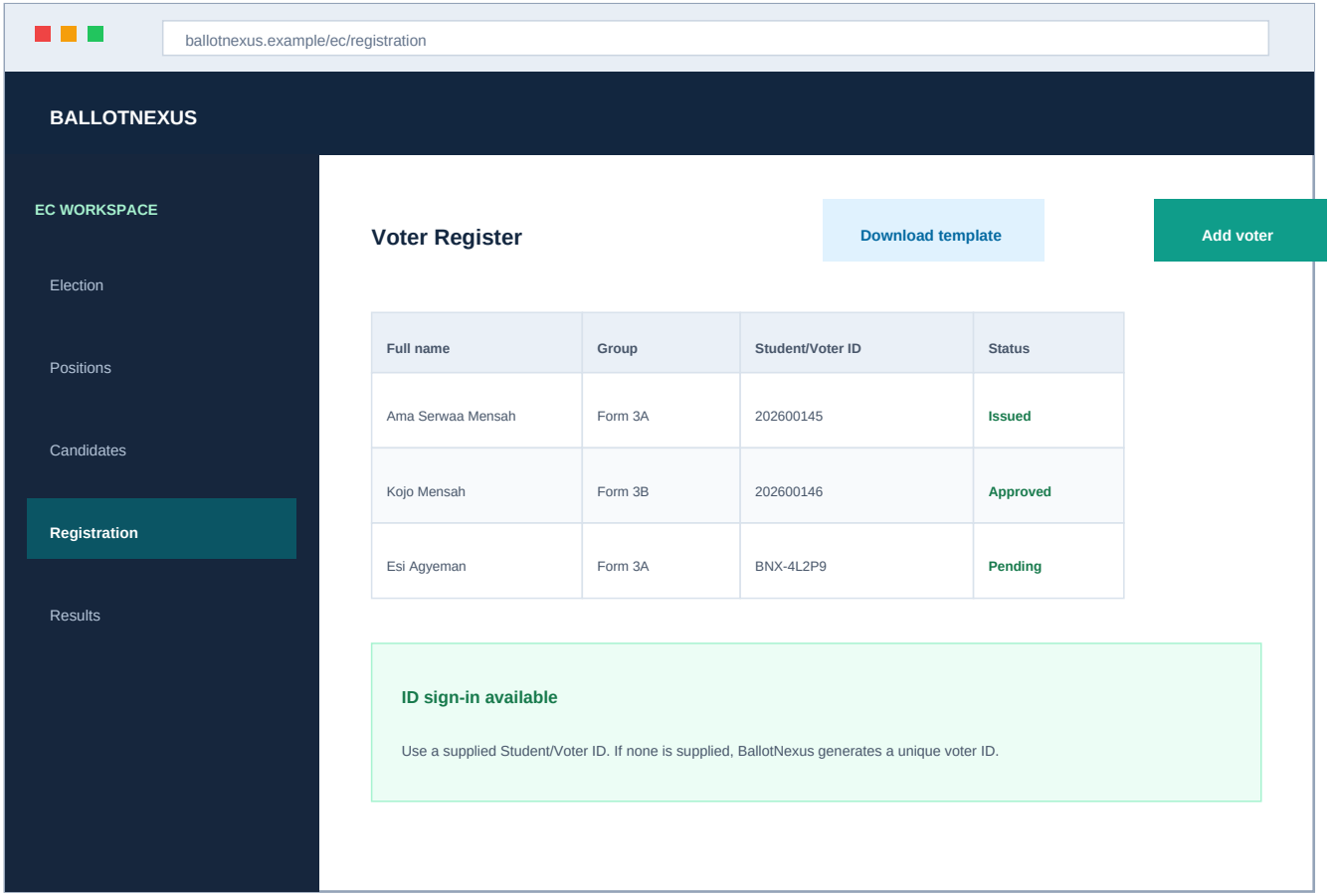
- Create the election title, organization, opening time, closing time, and After Close or Hidden public-result rule.
- Add each position and its allowed number of selections. Use single-candidate approval only where appropriate.
- Add candidates, photos, descriptions, and the ballot order.
- Register, verify, and issue voter access according to your organization workflow.
- Review the readiness status. Publish only when all required setup items are complete.

Before publishing

- Confirm the schedule and time zone.
- Confirm voter eligibility and support contacts.
- Share the official voter link and support instructions.

Voter register, import, and Student/Voter IDs

The EC can enter voters one at a time or import the standard voter template.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 2: Sample voter register. Names and IDs are for demonstration only.

Import correctly

- Open Registration and choose Download Template. Keep the header row unchanged.
- Enter one voter per row. Full Name and Group / Constituency are required.
- Use Student/Voter ID, Student ID, School ID, Member ID, or Voter ID for a supplied sign-in identifier.
- Save as .xlsx, import it, then review any errors before approving or issuing access.
- A blank supplied ID does not block registration: the system generates a unique voter ID for that voter.

Privacy reminder

- Use test names for a public exhibition.
- Do not display access codes on a projector.
- Keep exports and access packs with assigned staff only.

The voter journey in six steps

A voter uses a phone, tablet, or computer. The same steps apply in a school, association, or public election.

1 Open official link

Use the organization link or scan the official QR code.

2 Sign in

Enter access code or Student/Voter ID.

3 Read ballot

Review the position and candidate information.

4 Choose

Select within the stated limit for each position.

5 Review

Check every choice before final submission.

6 Confirm

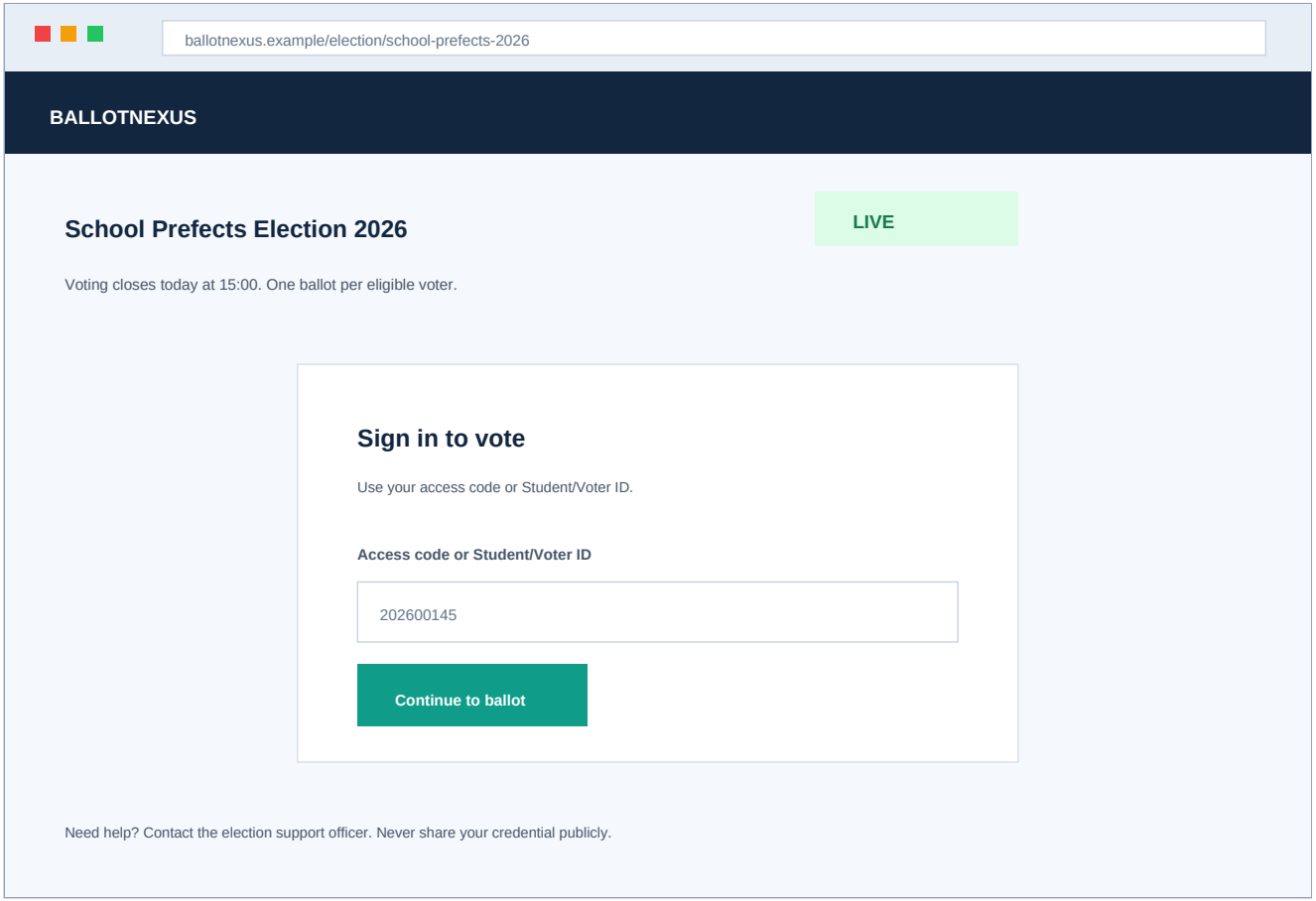
Submit once and retain the confirmation screen.

What makes voting secure?

- The voter must sign in with a valid access code or approved Student/Voter ID.
- The ballot tells the voter how many selections are allowed for each position.
- The voter reviews choices before submitting. One submitted ballot cannot be cast again.
- Support staff can explain the process but must not choose candidates or ask a voter to reveal choices.

Step 1 and 2: open the link and sign in

The election page clearly shows the election status before the voter enters a credential.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 3: A voter signs in using either the issued access code or a supplied Student/Voter ID.

How to support a voter

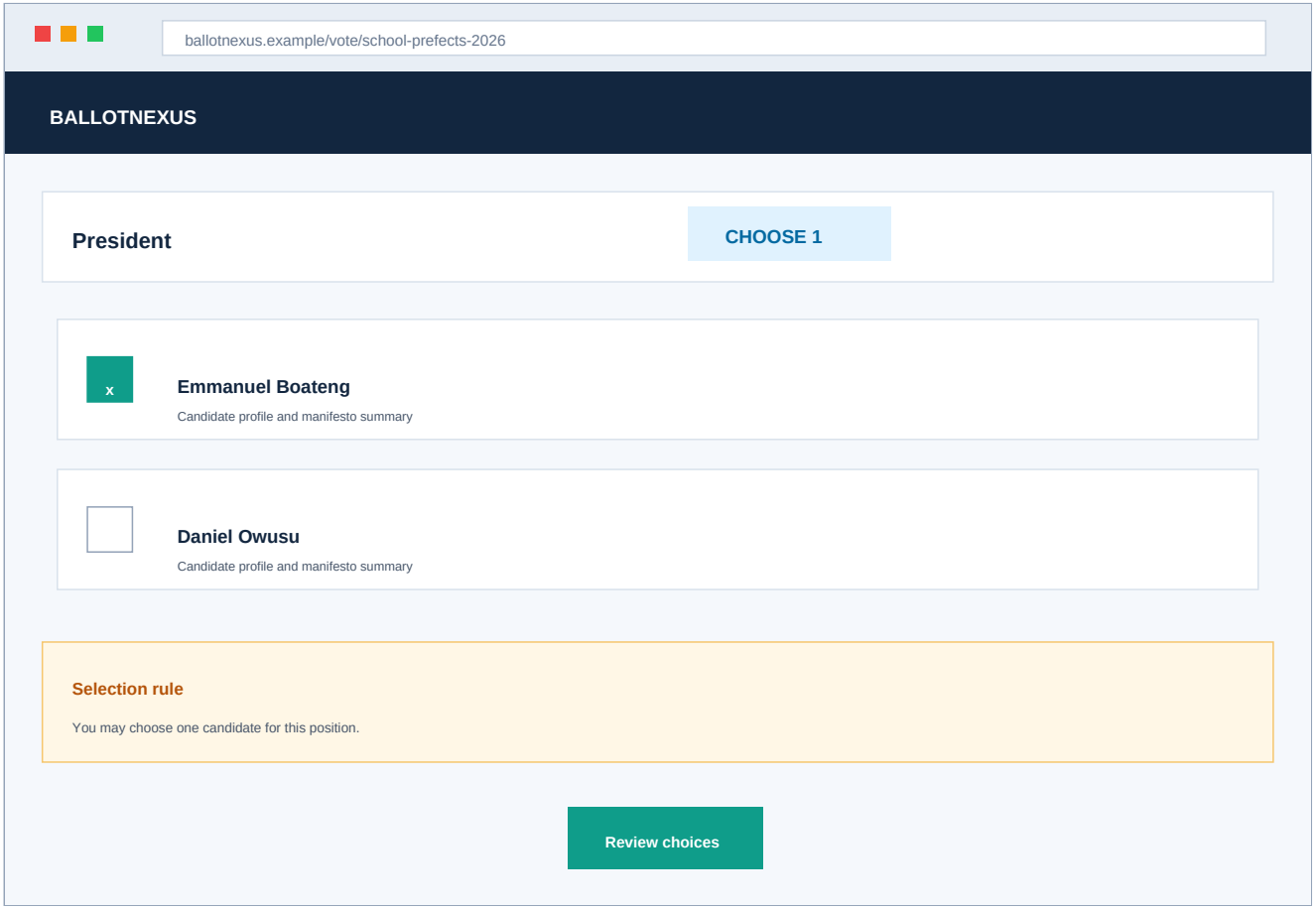
- Confirm the voter is on the official election page and that voting is open.
- Ask the voter to type the credential themselves. Do not read it aloud or display it on a projector.
- If a Student/Voter ID is not recognized, the EC checks the registration status and spelling before issuing help.
- If the voter has no supplied ID, use the secure generated ID or approved access-card process.
- Do not promise eligibility or create a duplicate record at the voting desk.

Do not do this

- Do not vote on behalf of a voter.
- Do not collect passwords or ballot choices.
- Do not use a shared credential for more than one voter.

Step 3 and 4: read the ballot and choose

The ballot shows the position, candidates, and number of selections allowed.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 4: Candidate choices use sample names only. The visible selection limit must be followed.

Before selecting

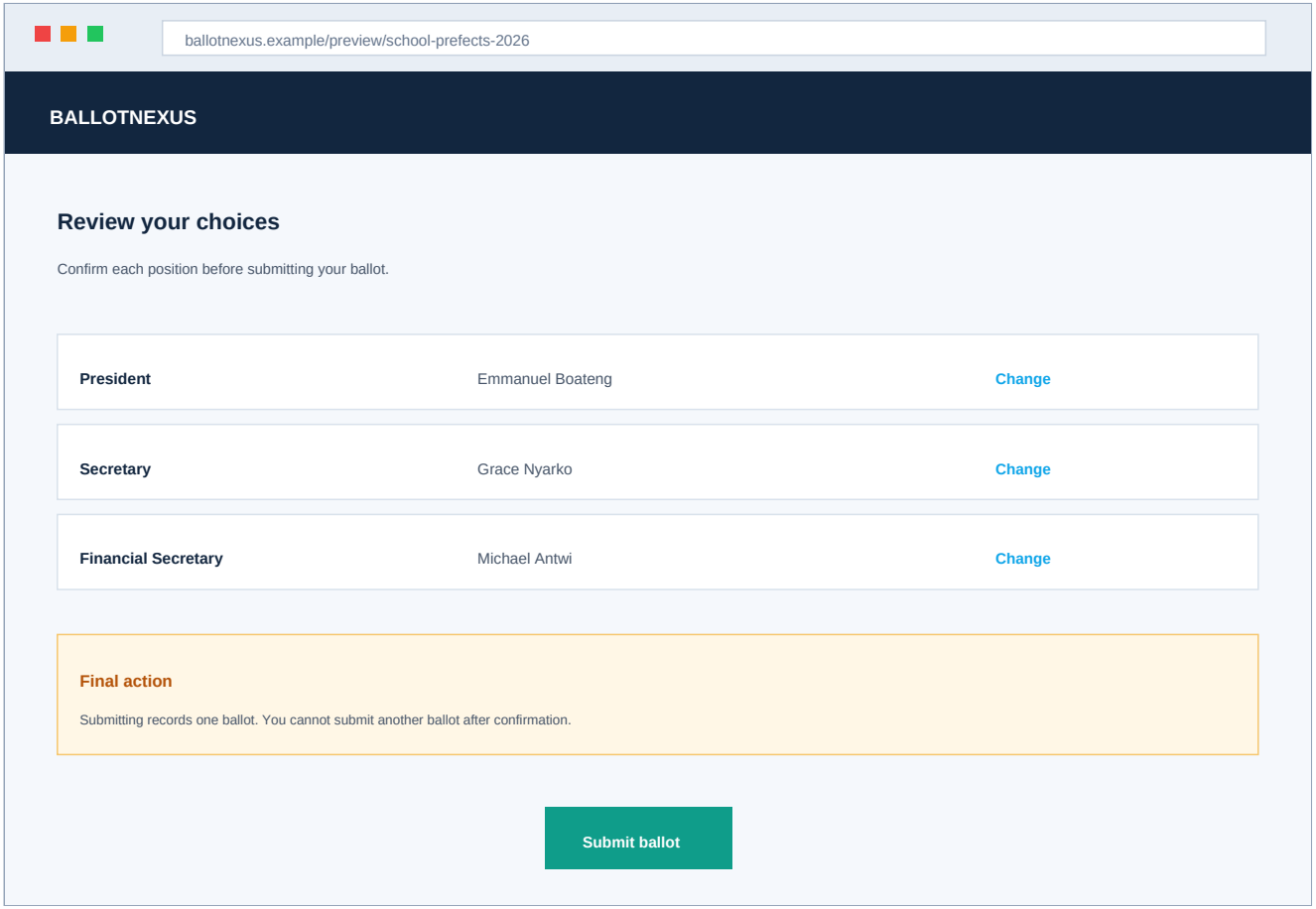
- Read the position title and its selection rule. Some positions allow more than one choice; most allow one.
- Open candidate information where provided. Take time to make an independent decision.
- Use the choice control once per candidate. The page warns if you select too many candidates.
- Move through all positions before choosing Review choices. A voter may return to correct a selection before final submission.

Independent voting

- Choose privately.
- Ask for technical help only.
- Do not let another person press Submit for you.

Step 5 and 6: review and submit once

The review page is the last opportunity to change selections before the ballot is submitted.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 5: Sample ballot review. The Submit ballot action is final.

Final check

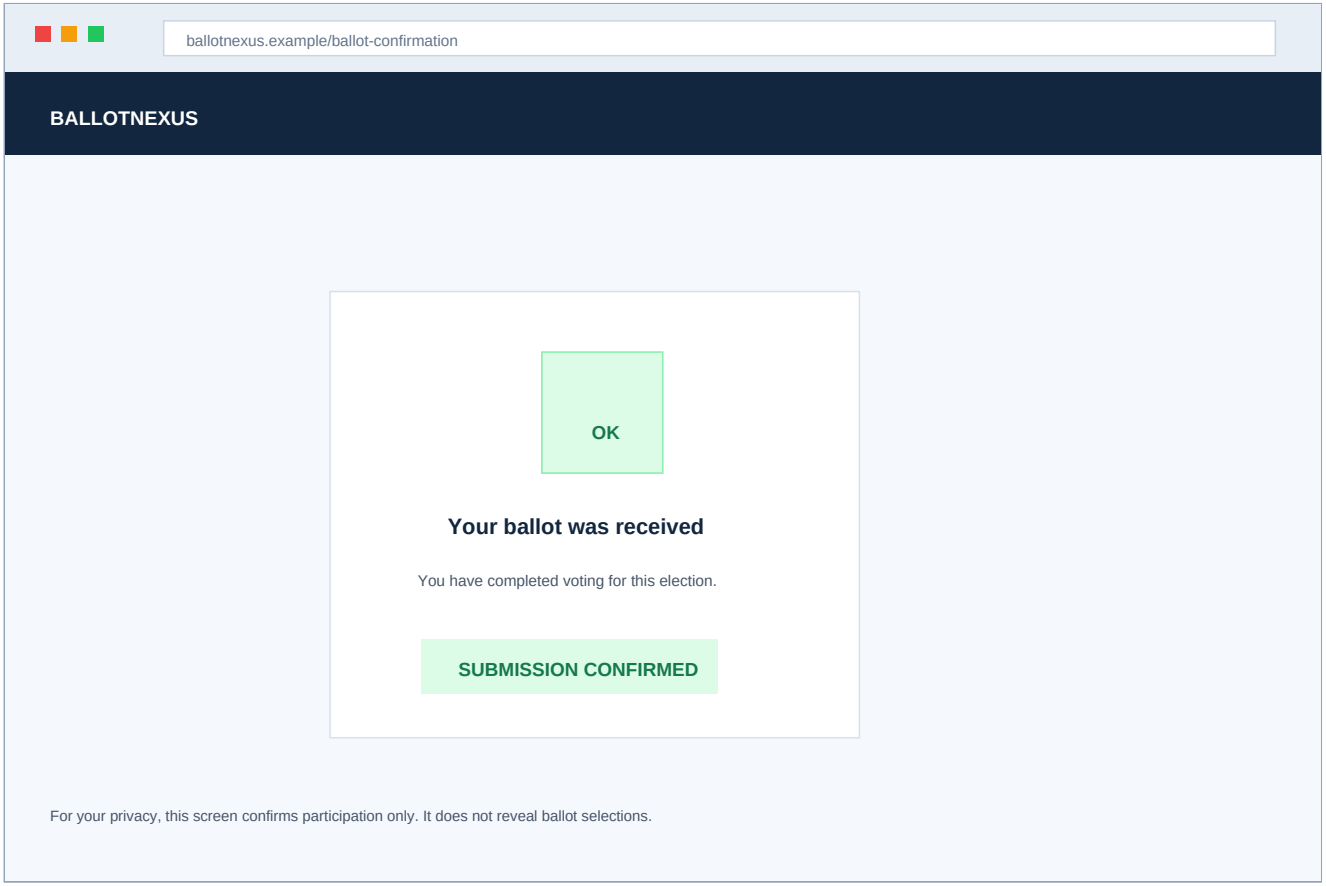
- Check every listed position. Use Change where you need to return to the ballot.
- Confirm that the selected candidate is the one you intended to choose.
- Submit only when satisfied. Closing the browser without submitting does not cast a ballot.
- After submission, wait for the confirmation message. Do not refresh repeatedly or sign in again to vote.

If something goes wrong

- Take note of the error message.
- Contact the EC support officer.
- Do not share candidate choices when asking for help.

After submission: confirmation and privacy

A confirmation means the ballot was received. It does not display the voter choices.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 6: A confirmation page should show successful receipt without displaying selections.

What voters should know

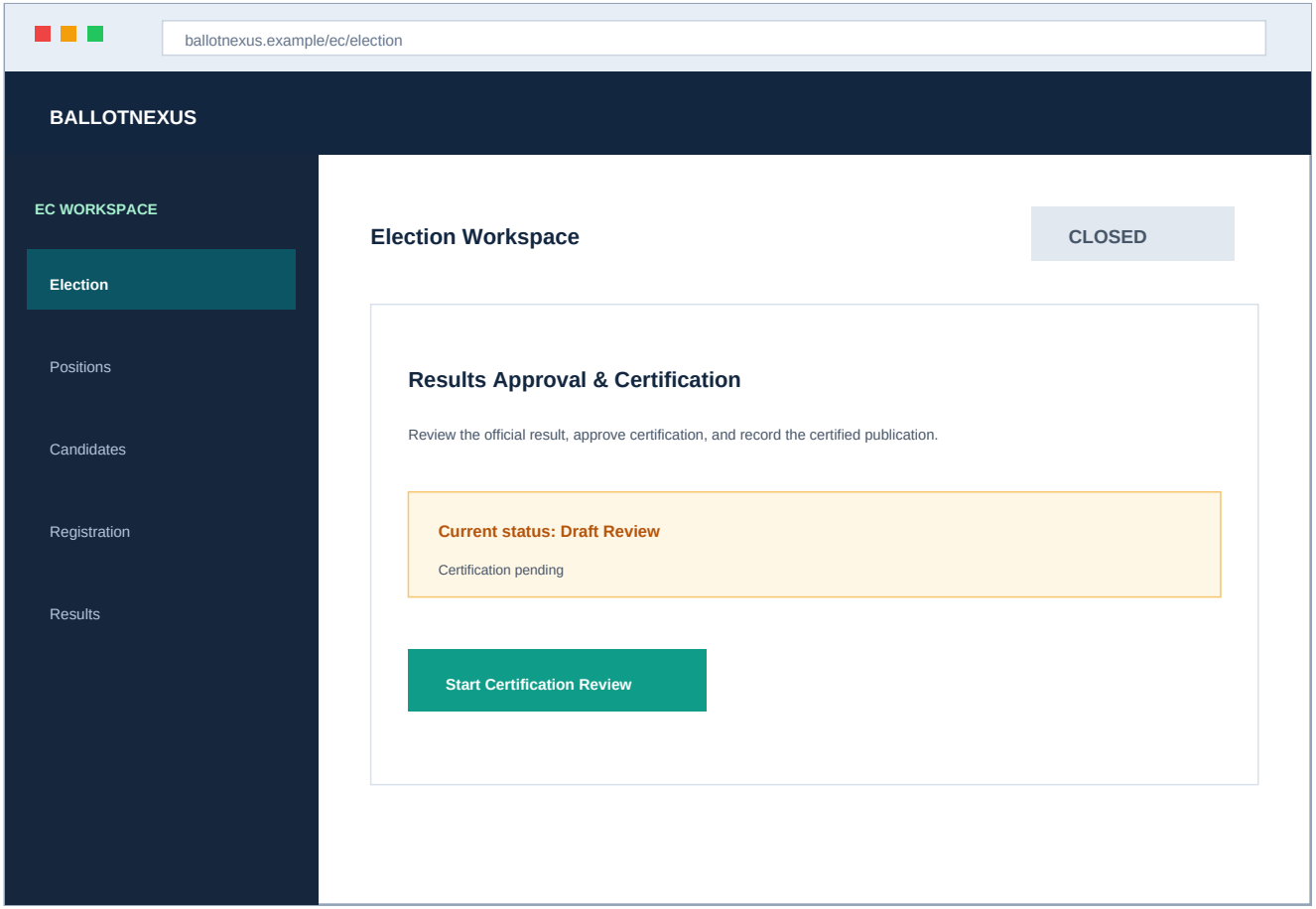
- The confirmation page is evidence that the system accepted the ballot.
- A voter should not expect the system to show candidate selections after submission.
- The voter must not try to vote again. A second sign-in does not create a second ballot.
- If the confirmation does not appear, the voter should contact EC support with the time and error shown, not the vote choice.

Protect the secret ballot

- Do not photograph another voter screen.
- Do not demand proof of a vote.
- Do not publish voter attendance or ballot choices.

EC result review and certification

After polls close, the EC works in the protected EC workspace - not through the public results page.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 7: Assigned EC officials use this workflow after voting has closed.

Certification sequence

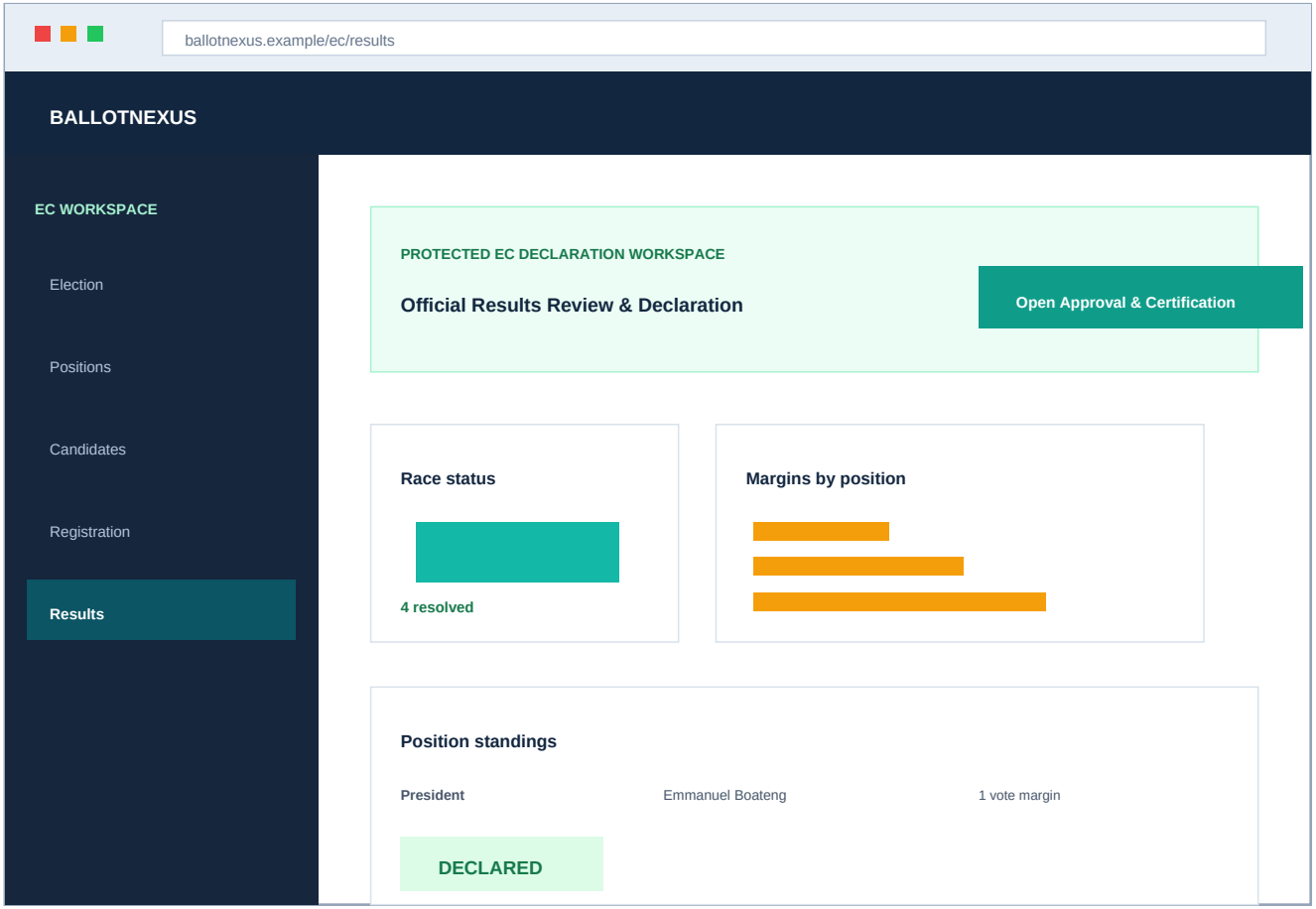
- Open EC -> Election Workspace -> Results Approval & Certification.
- Start Certification Review after the election is closed and review standings, margins, approval contests, and any reported issues.
- Approve Certification when the authorized EC reviewer is satisfied with the official result.
- Record Certified Publication to store the formal publication record and audit evidence.
- Only assigned, authenticated election officials can take these actions. The route validates role, election scope, CSRF protection, and audit logging.

Important release rule

With an After Close policy, public results become available after the poll closes. Certification remains the formal EC audit record and does not stop that post-close release.

Protected EC Results and public release

The EC results workspace is built for official review. The public route presents released results to viewers.



SCREEN EXHIBIT - SAMPLE DATA

Screen exhibit 8: EC results keep charts inside their panels and place certification in the protected workspace.

Which page should be used?

EC Results workspace

Use this secure page to review standings, open the approval workflow, print the official view, and retain the audited declaration record.

Public Results page

Use this page for voters and observers after the election release rule permits it. It is a reading page, not an EC certification login.

Why no EC login on public results?

EC officials already use a secure, role-scoped session in the EC portal. Keeping the public route separate protects the official workflow and gives the public a simple released-result experience.

A 20-minute election demonstration

Use a test election. This plan helps visitors see the complete journey without exposing live information.

00:00	**Welcome and purpose** Explain the three audiences: EC, voter, and public.
03:00	**EC setup** Show Election Workspace, the voter template, and readiness.
07:00	**Voter experience** Show sign-in with a demo Student/Voter ID and make sample choices.
12:00	**Review and confirmation** Show review, submit one test ballot, and explain privacy.
15:00	**Close and certification** Show the protected Results Approval & Certification workflow.
18:00	**Public results and questions** Explain After Close release and answer questions.

Exhibition environment: use a separate test election, sample voters, a test EC account, and a non-production screen. Reset test data after the event.

Event-day checklist and help desk rules

A simple checklist keeps the election and the exhibition clear, private, and professionally run.

Before opening

- Confirm opening and closing schedule.
- Check positions, candidates, and ballot order.
- Confirm voter register, IDs, and support contacts.
- Verify the official link and a test sign-in.

During voting

- Keep voter screens private.
- Use technical support without influencing choices.
- Record only operational issues in the EC log.
- Monitor turnout and help queues from the EC workspace.

After closing

- Confirm the election state is Closed.
- Review results in EC -> Results.
- Start certification review, approve, and record certified publication.
- Use the public release rule and official print view for announcements.

Support script for EC officers

"I can help you reach the official voting page and explain the steps. Your credential and your choices remain private, so please enter them yourself."

For registration problems, confirm the voter record through the assigned EC workflow; never ask for a voter to reveal a ballot selection.

A clear election experience

helps every participant know what to do, when to do it, and where official decisions happen.

EC officers

Use the protected EC workspace for setup, approval, certification, and audit records.

Voters

Use the official link and a private access code or Student/Voter ID to cast one ballot.

Public

Read released results on the public route after the configured election release condition.

Useful locations

EC certification: EC -> Election Workspace -> Results Approval & Certification

EC official review: EC -> Results -> Open Approval & Certification

Voter access: Official election link -> Access code or Student/Voter ID

Terms and pricing: Download Terms & Per-Voter Pricing from the public hub or EC Election Workspace

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