



SPALC
Support Personnel Association of Lee County
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2020 SPALC MOU Ratification - Voting Instructions

The 2020 SPALC MOU Ratification ballot will open for voting Friday, *September 18th at 6:00am*, and end Monday, *September 21st 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 if the SPALC Memorandum of Understanding (MOU) document has been reviewed prior to voting.

Steps to voting

- 1) **Read Memorandum of Understanding (MOU)** - this document can be found within the email you received with these instructions, at the Island Coast-FEA (SPALC) website <https://www.islandcoastfea.org/spalc>, or on the eballot itself.
- 2) Open email with ballot login credentials (received 9/18/2020)
- 3) Click on link inside email to voting website (eballot)
- 4) Enter your DID (Username) and Password (found in email), on eBallot 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:

Friday, September 18th you will receive an email from Carolyn Hutto, SPALC Elections Administrator (see below)—You may receive the email prior to 6am, however, **voting will not open until 6am.**

Email will contain this sender information:

From: CarolynHu@leeschools.net [<mailto:noreply@votenet.com>]

Subject line: LCSD 2020 SPALC MOU Ratification Vote: 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 SPALC Elections Administrator, Carolyn Hutto.

**Steps 2
& 3**

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.

Login Credentials

USER ID:

Your user ID is your **DID#** (if you do not know your DID, you need to find out from your principal's secretary). Carolyn Hutto cannot give you your DID.

PASSWORD:

Your password can be found in the email that you receive on September 18th, with the subject line: **LCSD 2020 SPALC MOU Ratification: Voting Opens @ 6am!**

Troubleshooting - Ballot Access

IF you receive a message that you have no ballot, please try again and be sure to CLEAR 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/SPALC>

Remember, you need your password from the email you receive on 9/18/2020 from Carolyn Hutto (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 @ CarolynHu@leeschools.net.

Be sure to include your Legal Name and your DID for identification purposes in your email to Carolyn.

E-Ballot Login Page



Support Personnel Association of Lee County

Welcome to the SPALC 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 2020 SPALC MOU Ratification: Voting opens at 6am!

Step 4

Enter your DID for you Username
Enter Password From Votenet Email
Login

Please contact Carolyn Hutto at CarolynHu@leeschools.net for any questions or concerns regarding the voting process during the hours of 6am-4pm.

This is what the ballot will look like



Support Personnel Association of Lee County

This voting or survey event is currently in Test Mode. All votes cast during the testing phase will be stored in an unofficial testing database.

2020 SPALC MOU Ratification Vote

Open until September 21, 2020 6:00 PM (GMT-05:00) Eastern Time (US & Canada)

Page 1 of 1

★ **In the matter of the ratification of the Tentative Agreement for the COVID Memorandum of Understanding between the Support Personnel Association of Lee County and the School Board of Lee County, I vote:** (Your vote is required. Please vote for only one choice.)

- Yes, I accept
- No, I reject

1 of 1

Back

Next

Select Review & Submit Confirmation

Instructions Details

Please view the question and choices, and make your selection. A red star indicates that a response is required.

details details

Step 5

Select your choice

To view the **Memorandum of Understanding (MOU)** document on the ballot, click “**details**” and it will open the MOU in a pdf. (Note: Either “**details**” you click on will open the same document)



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Review your selections below

In the matter of the ratification of the Tentative Agreement for the COVID Memorandum of Understanding between the Support Personnel Association of Lee County and the School Board of Lee County, I vote:

(Your Vote selection will display 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

Step 6

--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.**



Support Personnel Association of Lee Country

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2020 SPALC MOU Ratification Vote

Open Until September 21, 2020 6:00 PM (GMT-05:00) Eastern Time (US & Canada)



Your selections have been successfully transmitted

Your Selections Received

Thank you for voting!

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

Confirmation#: 149932092244727

Date: September 14, 2020

Time: 6:04 PM (GMT-05:00) Eastern Time (US & Canada)



View Receipt



Step 8

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 CarolynHU@leeschools.net. Do not email anyone other than Carolyn Hutto, SPALC Elections Administrator. 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*. I strongly suggest that all voters login to the voting website on Friday, September 18th. 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 Monday, September 21st 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 your VOTE!!!!!!