Instructions for Voting



2024 LOCAL ELECTION

Polls are open Tuesday, May 7 from 8:00 am to 5:00 pm

This document provides you with step-by-step instructions for voting in this election.

Step 1 – E-mail invitation to vote

At 8:00 am MDT, Tuesday, May 7, 2024, an e-mail similar to the following will be sent to your assigned Calgary School Division work e-mail address:



The link to access your personal ballot is noted with a black arrow in the above screen shot. Click the link to open the declaration page (see below).

A similar reminder e-mail will be sent at noon on Tuesday, May 7, 2024, if you have not yet voted.

Step 2 – Declaration of Eligibility

Complete all 5 form fields (shown with a solid arrow above).

Public Te	eachers	Welcome Your Name Contact	Signed in as User_30874689 · Sign-out ·
(Legal) First Name	;		
Your		/	
(Legal) Last Name	;		
Name		//	
Please confirm yo	ur Employing	School Board	
Select one check	box		
X The Calgary So	chool Division		
Declaration			
Select one check I solemnly dec this election.	box lare that I am a t	eacher employed by the C	algary School Division and eligible to vote in
Does your assign	ment/deploym	ent include high schoo	1?
	box		
Select one check			
Select one check X Yes No			
Select one check X Yes No You have not yet vote: Open time: Tuesday 0 Close time: Tuesday 0	d in this ballot. 17 May 2024 08:00 17 May 2024 17:0	0 MDT 0 MDT	

Click the green **SUBMIT** button. The next screen allows you to verify that the information you entered is correct (see next page).

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Step 3 – Confirm Declaration Details

Review your entries.



If you need to make changes, click on the green **Back** button to return to the previous entry screen (Step 2 above) and make your corrections. *Do not use your browser back button*.

Once satisfied that the information you provided is correct, you can click the green **Submit** button to move to the next screen.

Does your assignment/deployment include high school?

Yes: Follow the instructions under the heading **VOTING – Division IV (Grades 10–12) Teachers Only** on the next page (page 4).

No: Skip to page 8 and follow the instructions under the heading VOTING – Your assignment/ deployment does not include high school.

Does your assignment/deployment include high school?		
Select one check	box	
X Yes		
No	Please confirm your Employing School Board The Calgary School Division	
You have not yet voted Open time: Tuesday 0 Close time: Tuesday 0	Declaration I solemnly declare that I am a teacher employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in this employed by the Calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary School Division and eligible to vote in the calgary Scho	lection.
SUBMIT	Does your assignment/deployment include high school? • No	
	Submit Back	
	3	

VOTING – Division IV (Grades 10–12) Teachers Only



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If you wish to change your selection, click the green **Back** button to return to the previous screen. **Do not use** your browser back button.



If satisfied with your choice, click the **Submit** button to move to the next screen. **Note:** once you click the

Submit button, your vote will be locked in—you cannot change it.

The next screen confirms your session entries and selections. Click the green **Proceed** button.



SIGN-OUT

When you get to the screen below, you have the option of submitting a comment.

	Signed in as User_30874689 · Sign-out · Contact
2024 Calgary Public Local Executive Committee Elect	tions
Thank you for voting. Your vote has been successfully submitted.	
A message has been sent to: desseri.ackerman@ata.ab.ca.	
Like to make a comment?	
Sign-out yourname@cbe.ab.ca	

If you do not wish to make a comment, close your session by clicking the green Sign-out button.

If you wish to make a comment, click the blue Like to make a comment? link and make the desired selections. Note the option to make your comment anonymous.

Public Teachers	Signed in as User_30874689 · Sign-out · Contact
Submit a comment	
Please select the category that best fits your comment:	
General comment A comment on the technology voting experience Ballot configuration or vote security	
Not anonymous, this comment will be linked to your voting a O Please treat this comment as anonymous.	account or
Enter your comment:	
_	
	O Not anonymous, this comment will be linked to your voting account or Please treat this comment as anonymous.
	Enter your comment:
Submit a non-anonymous comment	Submit an anonymous comment

If your choice was to submit an anonymous comment, you will be taken to the following screen:

Public Teachers	Signed in as User_30874689 · Sign-out · Contact
Thank you	
Your comment has been recorded.	
Your comment is repeated below:	
this is a test	
Return to ballot	
Sign out	

You can click the blue Sign out link to exit.

If you click **Return to ballot**, you will be taken back several steps but will not be able to change your vote.

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If your choice was to submit a nonanonymous comment, you will be taken to the following screen. Not anonymous, this comment will be linked to your voting account or O Please treat this comment as anonymous.

Enter your comment:

Your comment here.

Submit a non-anonymous comment

Public Teachers	Signed in as User_30874689 · Sign-out · Contact
Thank you Your comment has been recorded. Your comment is repeated below:	
Your comment here. Return to ballot Sign out	

You can click the blue **Sign out** link to exit.

If you click Return to ballot, you will be taken back several steps but will not be able to change your vote.

FINAL STEP — Sign out

Once you click Sign out, you will see the message You have now signed out from BigPulse.

QUESTIONS OR PROBLEMS?

Please call the Calgary Public Teachers Local 38 office at 403-262-6616.

VOTING – Your assignment/deployment does not include high school

If your assignment/deployment does not include high school, you are not eligible to vote in this election.

After verifying and submitting your declaration response (page 3 above), the next screen you will see is the following.

	Signed in as User_30874689 · Sign-out · Contact
Thank You for Participating.	
Select one checkbox I understand I am not eligible to cast a ballot as m school.	y assignment/deployment does not include high
You have not yet voted in this ballot. Open time: Tuesday 07 May 2024 08:00 MDT Close time: Tuesday 07 May 2024 17:00 MDT Submit	
Anonymous setting A1 · Restricted access voting · Votes of	annot be changed · Page visible to authorized people only
powered b	y BigPuise
Contact · Privacy Statement · Websi Statement of	te Terms and Conditions · Disclaimer Independence

Once you have clicked the box for I understand I am not eligible to cast a ballot as my assignment/deployment does not include high school, click the green Submit button.

The next screen will have the following message: You have now signed out from BigPulse.

QUESTIONS OR PROBLEMS?

Please call the Calgary Public Teachers Local 38 office at 403-262-6616.