User Guide

Organizer Panel overview

The following is a helpful overview of the Polys Organizer Panel.

1. New Vote — organize a new vote or election.
2. Log In (Log Out) — launch a vote on behalf of the organizer and to access the history of votes.
3. Duplicate — duplicate a vote template.
4. Delete — remove a draft vote.

Location of votes in list
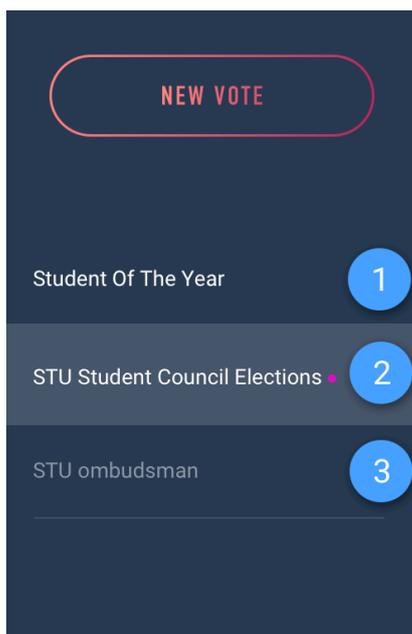
1. Drafts of votes are top of the list.
2. Active votes are located in the middle of the list and are marked with a pink dot.
3. Completed votes are at the bottom of the list.

Logging in to Polys

1. Enter your email address in the input field.
2. Follow the link sent in the email from Polys.
3. Save the 64-character password.

For security purposes, Polys uses passwords of 64 characters called Secret Keys. You can save your Secret Key and use it to re-enter the system multiple times, or log in using your email and a new Secret Key every time you want to access Polys.

The system remembers you whenever you access it from the same device and browser, and there's no need to log in. However, you can always 'Log out' or clear the cache of your browser.

Creating a vote

Everything you need to know when it comes to creating, customizing and launching your vote.

1. On the Polys Organizer Panel click New Vote.
2. Enter the name of your vote in the Title field (90 characters max).
3. Add a link to an image and click Done.
4. Add a short description of your vote (600 characters max).
5. Fill in the options (90 characters max); enter the names of candidates or other options. The maximum possible number of options is 99. For your convenience, you can copy a multiline list and it will be correctly pasted in the input fields.
6. Add a description of the options: add a link to the image and a short description of your option (600 characters max) then click Done.
7. Choose the voting method:

Majority voting is an electoral system in which the candidate who gets the majority of votes wins. The majority can be absolute (if a candidate received more than half the votes) and relative (if one candidate received more	**Cumulative** voting is an electoral system in which the voter has multiple votes that can be given to a single candidate or divided among several candidates. This voting method is suitable for electing a group of board members

votes than the others). Majority voting is also known as an official vote. This voting method is suitable for electing a leader or choosing a best project, for example.	or a committee.

If you select a cumulative vote, specify the number of votes that can be cast.

8. Specify the duration of your vote via the calendar below. Select the dates and times that voting will start and end.

- You can start the vote right away without choosing a start date or time:

- You can end the voting whenever you want without choosing an end date or time:

9. Choose how voters will be given access. There are three ways: by email, using unique codes, and public vote.

	EMAIL	UNIQUE CODES	PUBLIC VOTE
Who's it suitable for?	For private groups, communities, and small businesses where each member has their own email.	For a combination of online and offline voting. For instance, some of your voters can vote online from their devices, while other, more conservative voters, can go to a polling place and vote on a public device. This is suitable for political party leadership	For planned or unplanned voting at public conferences, meetings, and other events.

		ballots and electing the governments of cities, regions or countries.	
How does it work?	• Select the appropriate tab and load the voters' email addresses. • Email addresses have to be separated with a semicolon and be in a CSV file. • Your voters will receive an invitation email with a special link to go to the vote.	• Select the appropriate tab and set the number of voters to get the equivalent number of unique codes. • Once launched, you will receive a file with unique codes that you have to download, and two links for voting: for personal and public devices.	• Select the appropriate tab. Once the vote is launched you will receive a direct link to the vote. • Your voters will be able to vote as soon as they receive the link.
Note	You can download the CSV template here. **WARNING**: double-check everything before you press 'Launch'. With this voting method nothing can be changed after the launch.	You need to independently distribute unique codes to your voters in printed or some other format so they can access the vote. When planning the vote date, ensure you leave enough time to distribute the codes.	We plan to add a manual stop button, a feature that is especially appropriate for this voting method. It will allow you to end the vote period manually once everyone has voted without waiting for the specified end date or time. **WARNING**: this voting method is still at the experimental stage and not suitable for serious elections. It is more suitable for conferences and meetings where the organizer trusts the audience. This is because by clicking on the same link from another browser or by clearing the browser's cache it is possible to vote twice.

Once a vote is under way

After a vote is launched you will be directed to the page showing the countdown to the start of the vote. When the vote starts you will see the countdown to the end of the vote.

Further actions depend on the type of access you choose:

	EMAIL	UNIQUE CODES	PUBLIC VOTE

What happens next?	It's now the turn of the voters. You can relax and pour yourself a cup of tea. When voting starts you will see a diagram showing turnout.	You need to download the file with the unique codes and distribute them to your voters before voting gets under way. You should also provide them with voting links for personal and public devices.	You need to copy the link and give it to your voters. You can open a vote in a new tab and move it to the public screen using the 'Expand' option.

Results

Once the voting period ends, you will see the results.
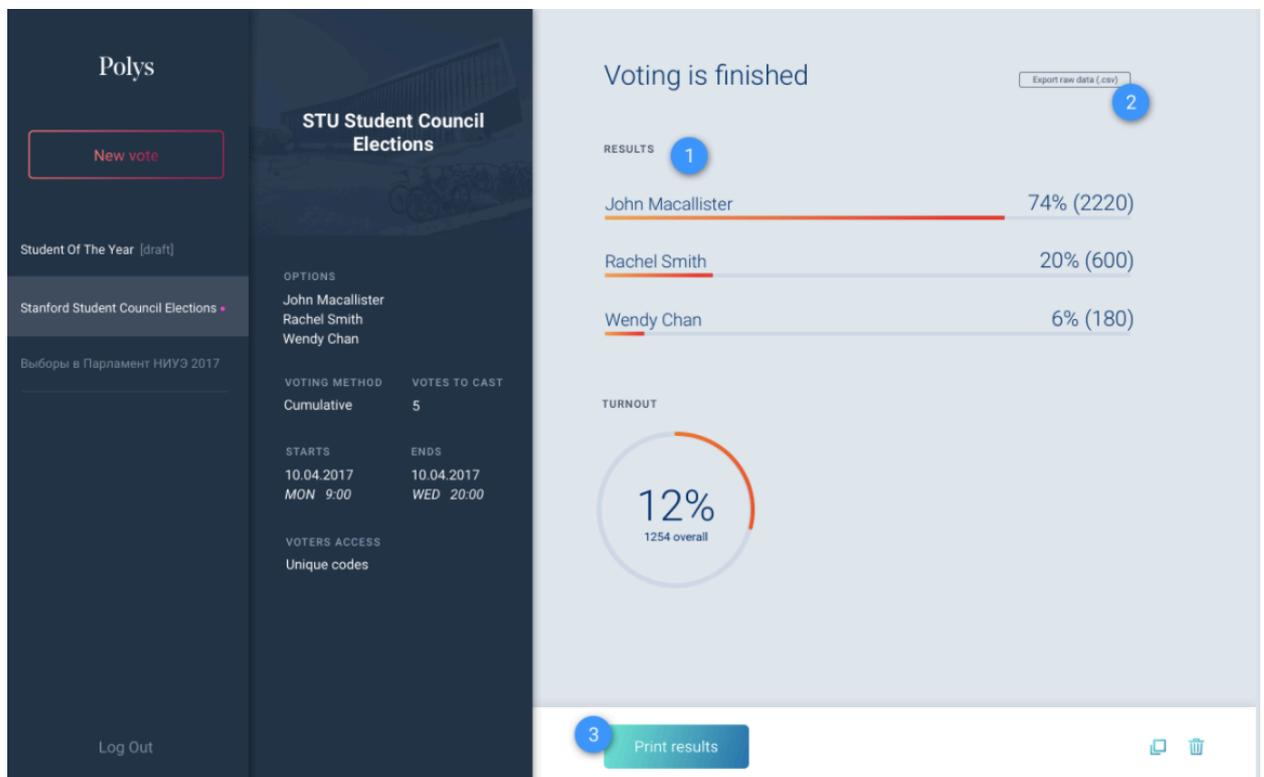
1. Results will appear on the screen in the Organizer Panel after voting ends. Voters will be able to see the results via the same link they used to vote.
2. You can download raw data for reporting purposes.
3. You can print results for reporting purposes.

Results of all completed votes are stored in the Organizer Panel.