**Copying the Voting Survey Template**

1. Click on [this link](#) to be taken to the voting template.

2. Click the “Duplicate” button at the top of the web page.

   ![Duplicate button]

3. Replace “(Copy)” that is added to the form title with the candidate’s name.
   
   a. ![Form title](#)

   b. ![Form title](#)

4. If you need to add any additional questions then click “+ Add new”. Otherwise, skip to step 5.

   ![Add new button]

5. Click the “Share” button on the top right of the form.

   ![Share button]
6. Click the “Copy” button.

7. You can now paste this link in the chat of your meeting.
How to reset a form for ballot re-vote

1. Locate the form
2. Go to the "Responses" tab
3. Select "More options" … and "Delete all responses"