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.

3. Replace “(Copy)” that is added to the form title with the candidate’s name.
   a. Committee Vote (Copy)
   b. Committee Vote - Matt Williams

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

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