

# **ICA-AP Electronic Voting System (EVS) Manual**

# ELECTRONIC VOTING SYSTEM (EVS)

- The voter's (representative's) email will be used as the registration in the EVS and to access the ICA-AP Elections Website - <https://apelections.coop>.
- The representative will receive an email from [secretariat@apelections.coop](mailto:secretariat@apelections.coop) to create a unique password and activate their account.

# ELECTRONIC VOTING SYSTEM (EVS)

- If you do not receive the email, please check your spam/ junk folder, and add [secretariat@apelections.coop](mailto:secretariat@apelections.coop) to your safe emails list.
- If it is not in your spam/ junk folders, please write to [secretariat@apelections.coop](mailto:secretariat@apelections.coop). The “create your password” email will be resent to you.

# ACTIVATING YOUR ACCOUNT

- You will receive an email from [secretariat@apelections.coop](mailto:secretariat@apelections.coop) to create your password. Click on “create new password” in the email to create your password and activate your account. Follow the password instructions to create a unique password.

**Create your password/Cree su contraseña**

ICA-AP Election Secretariat <secretariat@apelections.coop> Today at 12:4  
To: [REDACTED]

To protect your privacy, some external images in this message were not downloaded. [Download external images](#)

This message is flagged for follow-up.

Dear [REDACTED]

You have been successfully registered to take part in the ICA-AP Board Elections. Please click on the link below and use this passcode to create a password and activate your account:

[Create new password](#) ←

Passcode : [REDACTED]

Note: Create a unique password, with minimum five characters. Start with an alphabet. The password should include a upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*,&,%).

In case you have any issue activating the account, please send an email to [secretariat@apelections.coop](mailto:secretariat@apelections.coop).

Election Secretariat  
International Co-operative Alliance Asia and Pacific

Buenos días [REDACTED],

Se ha registrado con éxito para participar en las elecciones de la ACI.

# ACTIVATING YOUR ACCOUNT

- Enter your email id
- Create a password and **save it securely/ remember it** for future use
- Enter passcode received with email
- Click generate password

Welcome to the International Cooperative Alliance Asia and Pacific Online Voting/Bienvenido a la votación en línea de la Alianza Cooperativa Internacional de Asia y el Pacífico

## Generate new password

Email/Correo electrónico

Note: Create a unique password, use minimum five characters, start with an alphabet- an upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*, &, %).

password/Contraseña

Confirm password/confirmar contraseña

Confirm passcode sent to your email/confirmar la contraseña enviada

GENERATE PASSWORD



BACK/ANT.

## CREATING A UNIQUE PASSWORD

- Use a minimum of 5 characters
- Start with an alphabet
- An upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*, &, %).

For example: iloveICA21%

Do not share your password with anyone.

# PASSWORD CREATION CONFIRMATION

- You will receive an email notification to confirm that your password has been created and your account is active.
- You can visit the elections website and cast your vote.

Welcome to the International Cooperative Alliance Asia and Pacific Online Voting/Bienvenido a la votación en línea de la Alianza Cooperativa Internacional de Asia y el Pacífico

## Generate new password

Email/Correo electrónico

Note: Create a unique password, use minimum five characters, start with an alphabet- an upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*, &, %).

password/Contraseña

Confirm password/confirmar contraseña

Confirm passcode sent to your email/confirmar la contraseña enviad

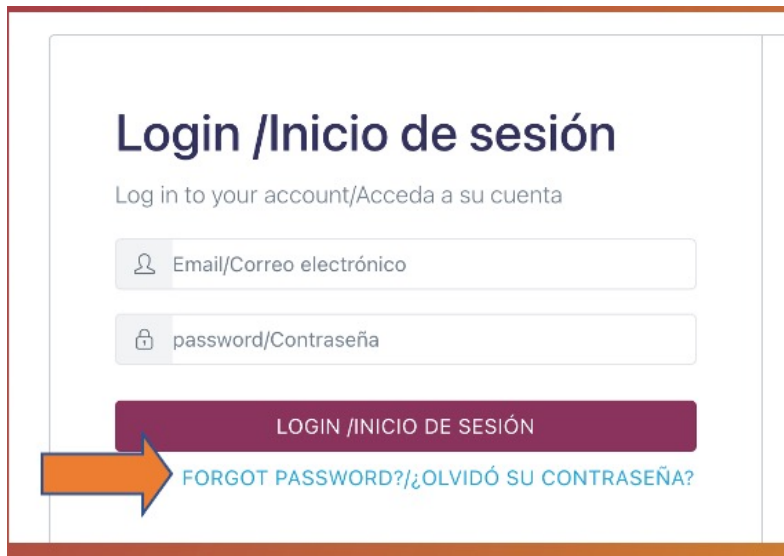
GENERATE PASSWORD



BACK/ANT.

# FORGOT YOUR PASSWORD?

- If you forget your password, you can click on the “Forgot Password” link and enter your registered email id to get a “Reset Password” link.



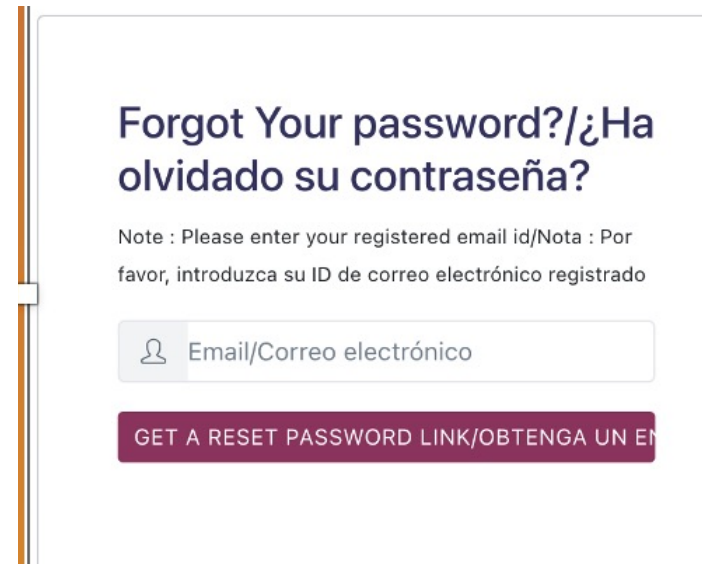
**Login /Inicio de sesión**  
Log in to your account/Acceda a su cuenta

Email/Correo electrónico

password/Contraseña

**LOGIN /INICIO DE SESIÓN**

**FORGOT PASSWORD?/¿OLVIDÓ SU CONTRASEÑA?**



**Forgot Your password?/¿Ha olvidado su contraseña?**

Note : Please enter your registered email id/Nota : Por favor, introduzca su ID de correo electrónico registrado

Email/Correo electrónico

**GET A RESET PASSWORD LINK/OBTENGA UN EN**



# FORGOT PASSWORD?

- You will receive an email with “Reset Password” link and you’ll have to follow a same process as creating a password.

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## Reset Password Link/Enlace para restablecer la contraseña



ICA-AP Election Secretariat <secretariat@apelections.coop>

Today at 13:00

To: [REDACTED]

Dear [REDACTED]

Please click on the link below and use the passcode to reset your password.

[Reset your password](#)

Here is your passcode: 1296

Note: Create a unique password, with minimum five characters. Start with an alphabet. The password should include a upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*, &, %).

In case you face any technical, please send an email to [secretariat@apelections.coop](mailto:secretariat@apelections.coop)

Election Secretariat  
International Co-operative Alliance Asia and Pacific,

Buenos días [REDACTED]

Por favor, haga clic en el siguiente enlace y utilice el código de acceso para restablecer su contraseña.

[Restablecer su contraseña](#)

Aquí tiene su código de acceso: 1296

# FORGOT PASSWORD?

- Use minimum 5 characters
- Start with an alphabet
- An upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*, &, %)

For example: iloveICA21%

Do not share your password with anyone.

## Reset your password

 Email/Correo electrónico

Note: Create a unique password, use minimum five characters, start with an alphabet- an upper-case alphabet, a lower-case alphabet, a numeral, and a special character (for example: \$, #, @, \*, &, %).

 password/Contraseña

 Confirm password/confirmar contraseña

 Confirm passcode sent to your email/confirmar la contraseña enviada


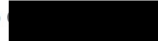
RESET PASSWORD


# FORGOT PASSWORD?


- Once the password is reset, you will receive a confirmation email from [secretariat@apelections.coop](mailto:secretariat@apelections.coop)

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**New password confirmation**

 ICA-AP Election Secretariat <secretariat@apelections.coop>  
To: 

 To protect your privacy, some external images in this message were not downloaded. Dov

Dear 


Your password is reset successfully!

Please do not share your password with anyone.

For more information on the ICA-AP Regional Board Elections 2021, please visit [www.apelections.coop](http://www.apelections.coop).

In case you face any technical issues, please send an email to [secretariat@apelections.coop](mailto:secretariat@apelections.coop).

Election Secretariat  
International Co-operative Alliance Asia and Pacific

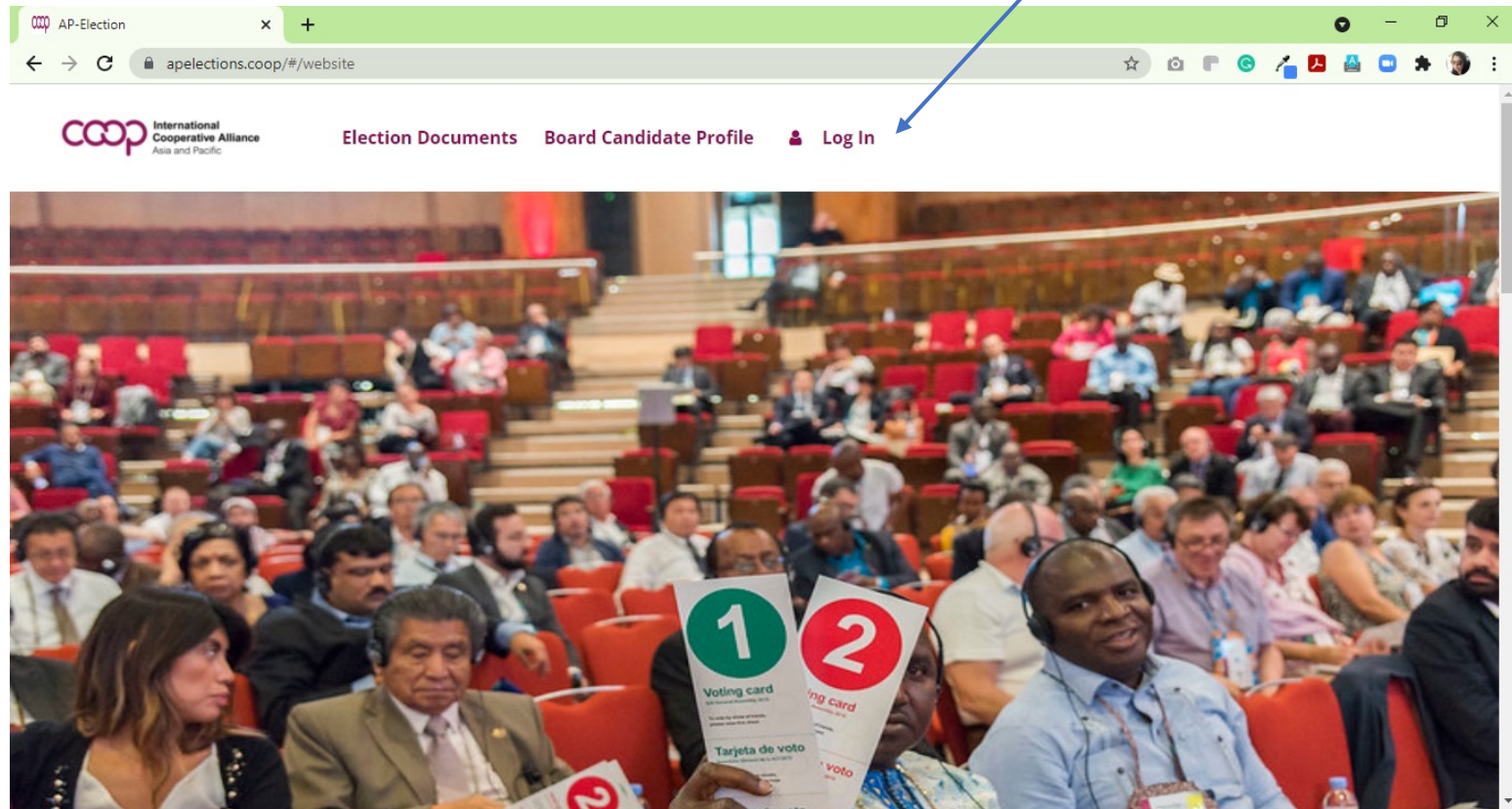
› Buenos días 

Su contraseña ha sido creada con éxito y su cuenta ya está activa. Por favor, no comparta su contraseña con nadie.

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# HOW TO VOTE

- You will receive an email from ICA-AP Election Secretariat notifying that the election process is open and you can visit <https://apelections.coop/> and log into your account.



# HOW TO VOTE

- After logging in, you will see a list of candidates standing for the election.
- Click on the **Take Part** button at the bottom right of the page to vote.

WELCOME TO THE INTERNATIONAL COOPERATIVE ALLIANCE ASIA AND PACIFIC  
ONLINE VOTING/  
BIENVENIDO A LA VOTACIÓN EN LÍNEA DE LA ALIANZA COOPERATIVA INTERNACIONAL DE ASIA Y EL PACÍFICO

#### List of Candidates for Election of ICY YC member at large--Africa

Sl no.	Candidate Name /Nombre del candidato	Organization Name /Nombre de la organización	Country /Pais
1	Adeyemi Emmanuel BADEJO	Odua Cooperative Conglomerate Ltd (OCC)	Africa
2	Mabruck Ismail MPANGULE	Tanzania Federation of Co-operatives Ltd (TFC)	Africa
3	Vhuhwaho NEMADANE	South African National Apex Co-operative (SANACO)	Africa
4	Nareetsile ORAPELENG	Botswana Co-operative Association (BOCA)	Africa

#### List of Candidates for Election of ICY YC member at large--Americas

Sl no.	Candidate Name /Nombre del candidato	Organization Name /Nombre de la organización	Country /Pais
1	Jason RIVEST	Co-operatives and Mutuals Canada / Coopératives et mutuelles Canada (CMC)	Americas
2	Tatiana PARDO PENTUELA	Cooperative University of Colombia / Universidad Cooperativa de Colombia (UCC)	Americas

#### List of Candidates for Election of ICY YC member at large--Asia and Pacific

Sl no.	Candidate Name /Nombre del candidato	Organization Name /Nombre de la organización	Country /Pais
1	Dulce BUSTAMANTE	Union of Legitimate Service Contracting Cooperatives (ULSCC)	Asia-Pacific
2	Cecile Jay MASANEGRA	Aurora Integrated Multipurpose Cooperative (AIMCoop)	Asia-Pacific

#### List of Candidates for Election of ICY YC member at large--Europe

Sl no.	Candidate Name /Nombre del candidato	Organization Name /Nombre de la organización	Country /Pais
1	Mariana HOLYNSKA	Ukrainian Central Union of Consumer Societies (UKRKOOPSPILKA)	Europe
2	Eda KAYADIBINLIOGLU	The Central Union of Turkish Forestry Co-operatives (ORKOOP)	Europe

Test 1

Election of ICY YC member at large--Africa & Election of ICY YC member at large--Americas & Election of ICY YC member at large--Asia and Pacific & Election of ICY YC member at large--Europe





TAKE PART /PARTICIPAR



# HOW TO VOTE

- Cast your vote by clicking the plum button, next to the candidates of your choice. You can vote for 1 candidate per region.

- Cast your vote by clicking the plum button, next to the candidate of your choice/Emite tu voto haciendo clic en el botón de la ciruela, junto al candidato de tu elección
- If you have more than one ballot, you will need to click the plum button in each column/Si tienes más de una papeleta, tendrás que hacer clic en el botón de la ciruela en cada columna
- When you finished, click on the "vote" button to cast your vote/Cuando hayas terminado, haz clic en el botón "votar" para emitir tu voto

Election of Election of ICY YC member at large--Africa	Ballot/Votación 1
<b>Candidates/Candidatos</b>	0/1
Adeyemi Emmanuel BADEJO	
Mabruck Ismail MPANGULE	
Vhuhwavho NEMADANE	
Nareetsile ORAPELENG	

VOTE/VOTA





# HOW TO VOTE

- A question will pop up asking “Do you want to copy the votes on your remaining ballots? If Yes, then the votes are copied, if No then the voters must do it manually and finish voting?” This question is not applicable for the youth election because all voters have only one vote. You can choose “proceed”.

• Cast your vote by clicking the plum button, next to the candidate of your choice/Emite tu voto haciendo clic en el botón de la ciruela, junto al candidato de tu elección

• If you have more than one ballot, you will need to click the plum button in each column/Si tienes más de una papeleta, tendrás que hacer clic en el botón de la ciruela en cada columna

• When you finished, click on the “vote” button to cast your vote/Cuando hayas terminado, haz clic en el botón “votar” para emitir tu voto

Election of Election of ICY YC member at large--Africa	Ballot/Votación 1
Candidates/Candidatos	1/1
Adeyemi Emmanuel BADEJO	
Mabruck Ismail MPANGULE	
Vhuhwavho NEMADANE	
Nareetsile ORAPELENG	

### Gretchen , Europe

Do you want to copy the votes on your remaining ballots? If Yes, then the votes are copied, if No then the voters must do it manually and finish voting

¿Desea copiar los votos de las papeletas restantes? Si la respuesta es Sí, los votos se copian, si es No, los votantes deben hacerlo manualmente y terminar de votar

[BACK/Ant.](#) [PROCEED/Proceda](#)

# HOW TO VOTE

- When you finish, click on the “vote” button to cast your vote.
- Once you have submitted all of your votes for each of the four ballots, you will be redirected to the home page.

coop



- Cast your vote by clicking the plum button, next to the candidate of your choice
- If you have more than one ballot, you will need to click the plum button in each column
- When you finished, click on the “vote” button to cast your vote

Election of ICA-AP Board Members	Ballot 1	Ballot 2
Candidates	11/11	11/11
A	✓	✓
B	✓	✓



Thank You! You have successfully completed your elections.

You are being redirected to the home page

In 4 seconds



J	✓	✓
K	✓	✓
L	✗	✗
M	✗	✗

VOTE



# FINAL RESULTS

- The election will be closed 24 hours after it begins.
- The final results will be announced within 48 hours of the start of the election.

THANK YOU