# eVoting for IRPs

Guide to create poll and vote



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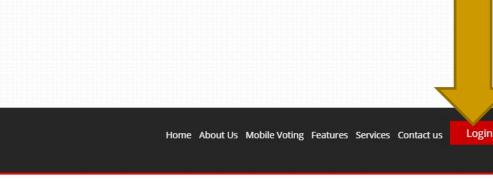
Mobile: +91 9920591306

Email: Neeraj@Right2Vote.in

#### HOW TO CREATE POLL

#### Website

Go to www.right2vote.in website and press login



+91 9920591306 | contact@right2vote.in

Right2Vote

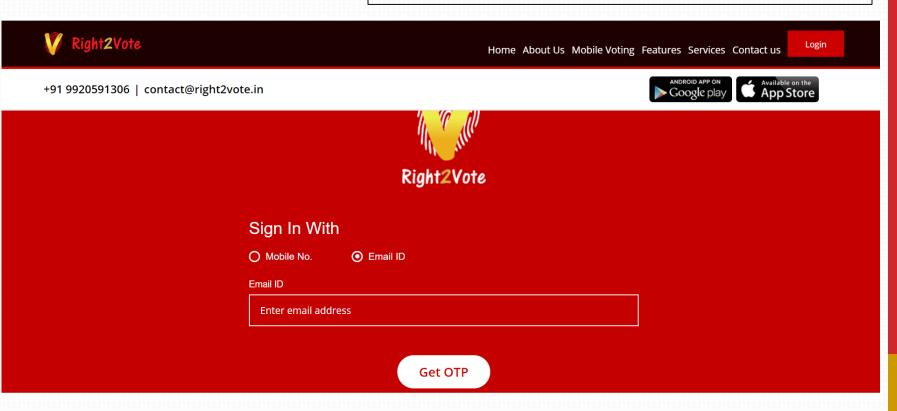
#### MOBILE VOTING PLATFORM

Right2Vote is a mobile based voting platform which allows you to create and manage elections



## Log-in

- 1. Enter Mobile number <u>or</u> Email ID
- Press Get OTP
- Enter OTP
- 4. Press Sign in



# Update Profile

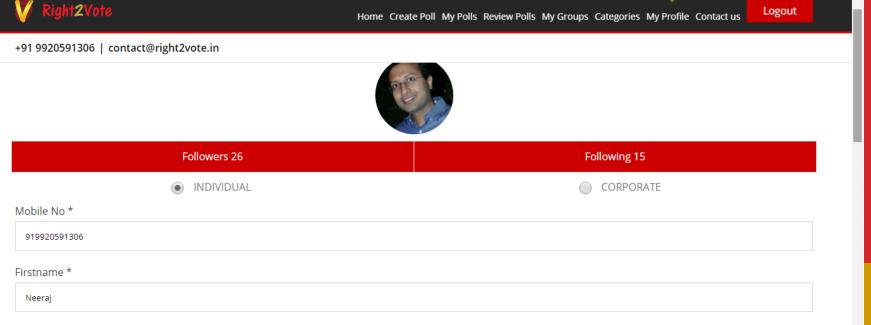
Last Name \*

Gutgutia

gupload groupmem...xls ^

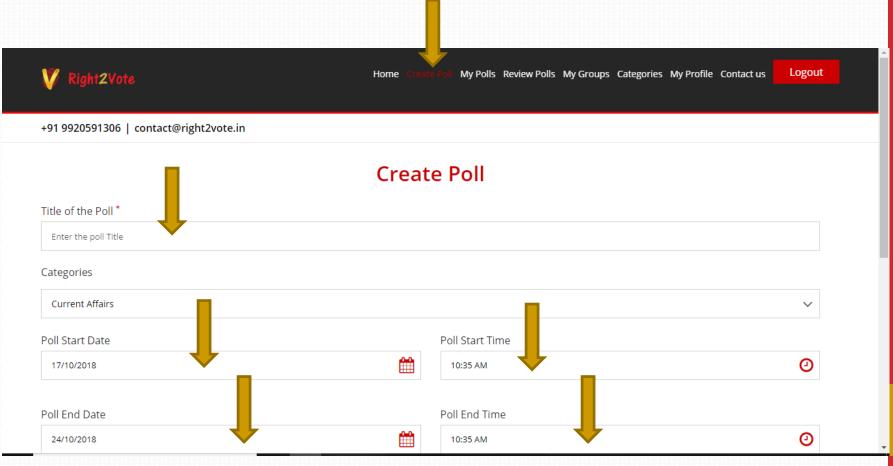
After login, you will land on My poll invite page.

- 1. Click on My Profile to update your profile
- Name entered here would appear with poll invite.
- 3. You can have company logo as the picture
- 4. Press update



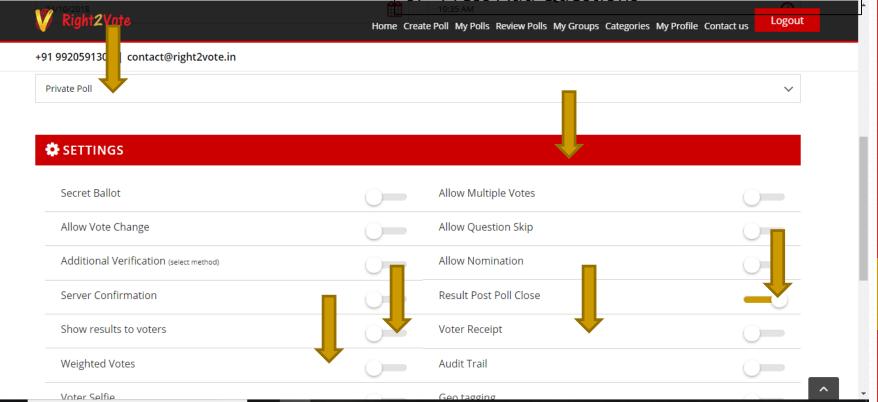
#### Create Poll

- 1. Press Create Poll (on top center of the page)
- 2. Enter Poll name
- 3. Enter Start time and end time



# Create Poll -Settings

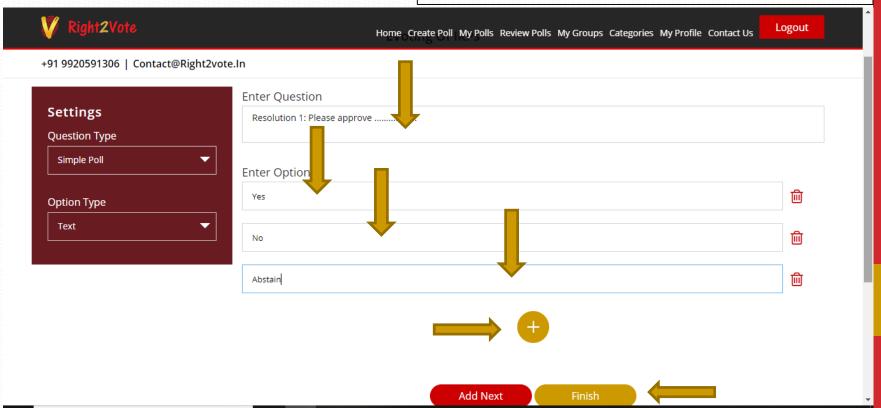
- 1. Make the poll Private Poll
- Press on settings and select as per requirement
- 3. In IRP generally 'Show result to voter' is OFF and 'Result post poll close' is OFF
- 4. You can also selected 'Weighted Votes' when creditor votes have different weights
- 5. Select "Voter Receipt EMAIL" if you want voters to get receipt on email
- 6. Press Add Questions



# Add questions

Now you are on Add question page

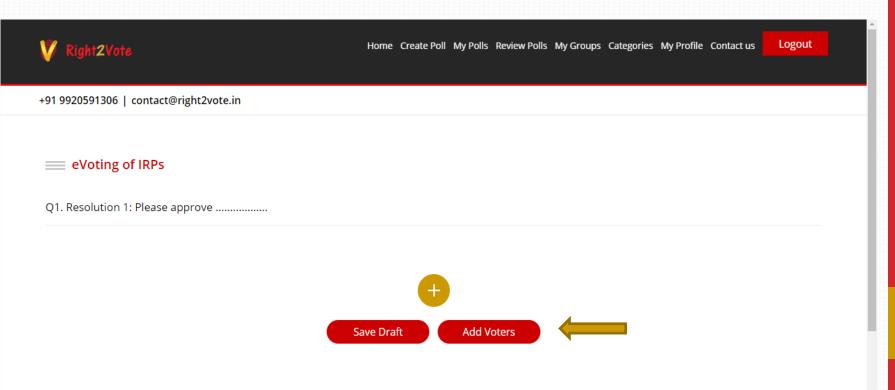
- Enter the question or resolution to be voted upon
- Enter Options. (Yes / No / abstain)
- For more option you can press on golden + icon.
- 4. If you have more resolutions / question then press ADD NEXT. Otherwise press FINISH



#### Poll review

Now you are on poll control page

- 1. You will see all the questions listed
- 2. Press Add Voters



#### Add Voters

(with Weightage vote + Voter receipt)

#### **UPLOAD RESPONDENT LIST**

Please upload respondent sheet

Save Respondents



Now you are on Add voters Page

- 1. 'Download Sample' excel file
- Add mobile numbers <u>or</u> email ID of voters. (Ensure mobile number has ISD code in format 919920591306). Save file
- 3. 'Upload File'
- 4. 'Save respondents'
- You will see the list of voters uploaded.Check the total number of voters and then press 'NEXT'

ight2vote.in





#### **UPLOAD RESPONDENT LIST**

Iready uploaded respondent list. Click on Update Respondents to update respondents list or click on Next to continue with existing respondents list



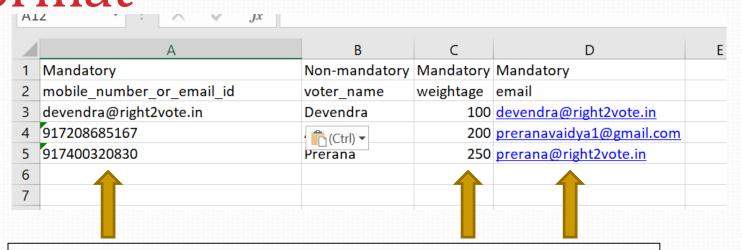
18

10

Email: devendra@right2vote.in
Weightage: 100

Email: prerana@right2vote.in

# Weighted Voting + Voter receipt format



- 1. Do not change the format. Only change the mobile number / email / voter name / weightage
- 2. You can add mobile number or email ID of the voter in first column (ensure mobile number has ISD code and format is 919920591306. Do not put any special characters like , . or space between the number)
- 3. Any duplicate mobile number or email ID would be rejected
- 4. Weights are mandatory. Only enter numbers, do not enter percentage or decimal.
- 5. Last column is mandatory. This is for voter receipt. Enter the email IDs of the voter. Receipt would be send on voter email IDs.



Now you are on final Page step of Payment. Press Pay to be taken to payment page.

Once you pay, poll would be published and you would not be allowed to make any changes. Hence if there is any change to be made, make it now.



Home Create Poll My Polls Review Polls My Groups Categories My Profile Contact us

Logout

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Services		Number	Rate	Total(Rs)
	Additional Invites (beyond 200 voters)	0	Rs.25	0
	Addl. Question beyond 10 per poll	0	Rs.0	0
	Time extension per day (beyond 30 days)	0	Rs.0	0
•	Platform usage charges	1	Rs.5000	5000
	Featured Poll	0	Rs.0	0
			Total	5000

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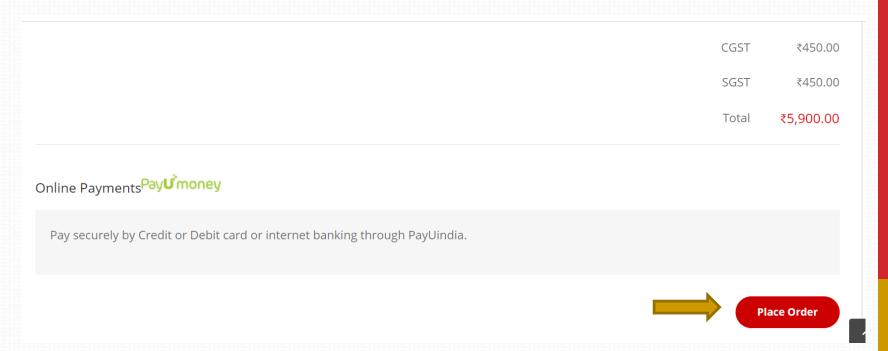


# Payment gateway

Here you would be asked to enter GST and other details for invoice. After filling the details press PLACE ORDER.

It will take you to the payment gateway page to pay online or via debit cards or wallets.

As soon as the payment is done, poll would be published.



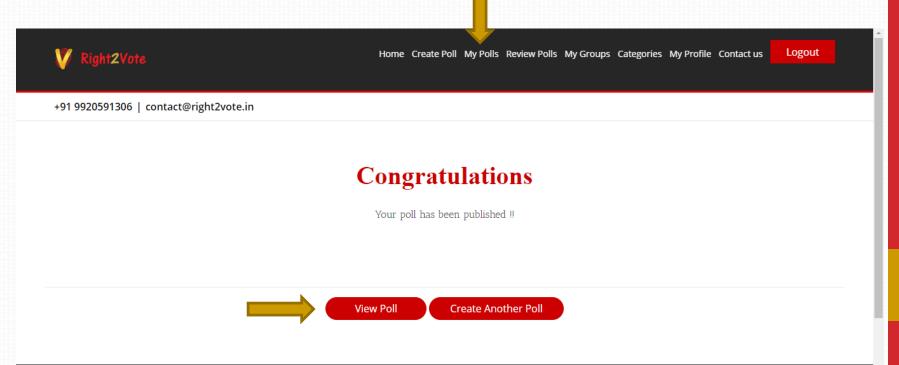
Available on the

## Congratulations

Advertisement Videos

As soon as payment is made, the poll is published and you will get a Congratulations message confirming that poll has been published.

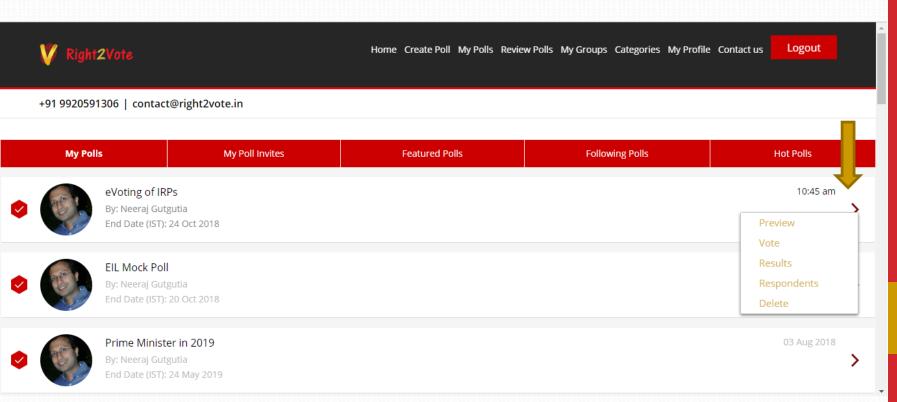
You can press on My Polls or View Poll to check your poll



# My Polls

On my polls page you will find all the polls you have created listed

- 1. Click on > on the poll tab
- 2. Here you get the Result option to check & download results
- 3. You also get Respondents option to check who all have voted till date



### Respondents

On respondent page you can see who has voted and who has not voted.

You can send reminders to people who have not voted by pressing Send Reminder

You can also add new voter if you have left out somebody earlier



#### Results

You can check result by selecting result option on My Polls Page.

Results can also be downloaded in PDF or Excel format.

You can also click on each option bar to see who all have voted in favor of that option (not available in case of secret ballot)



### HOW TO VOTE

#### Invite

All voters would receive an invite on email or SMS depending on email / mobile number provided in voter list

Voter can click on the link to vote

Voting is possible via website, Android app and iOS app

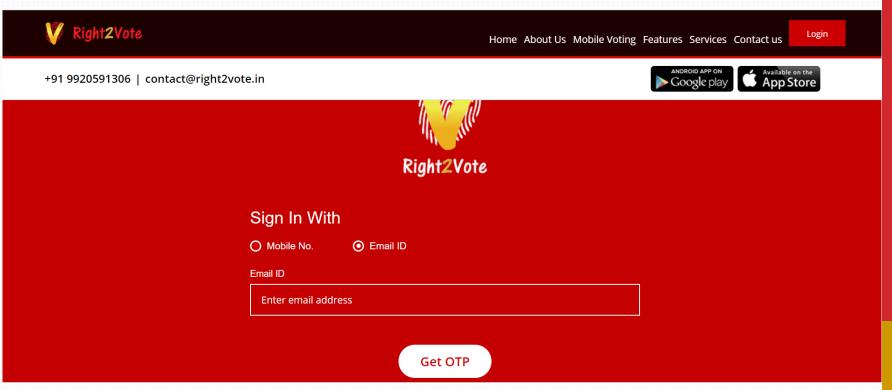
Voter can also vote directly by login on <a href="https://www.right2vote.in">www.right2vote.in</a> website even if he is unable to find the mail or SMS



# Log-in

The link will take the vote to Sign in page. Voter need to log in with the Mobile number / email ID on which he received the invite.

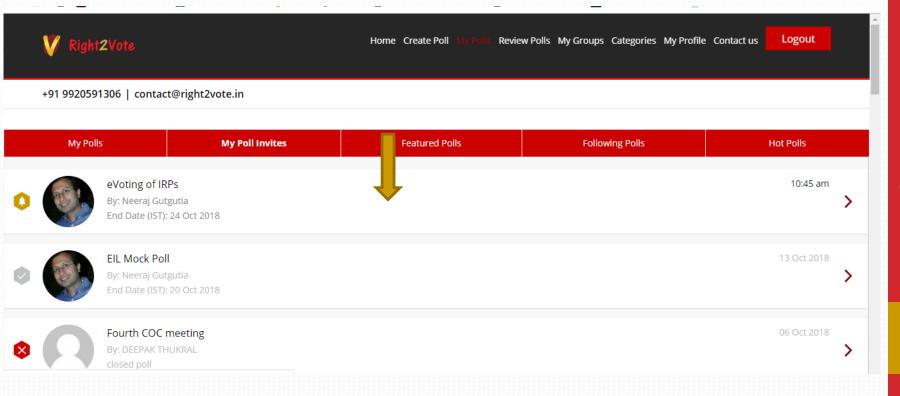
- 1. Enter Mobile number / Email ID
- Press Get OTP
- 3. Enter OTP
- 4. Press Sign in



# My Poll Invite

On Sign-in voter would see the My Poll Invite page. Here the polls in which he has been invited would be listed.

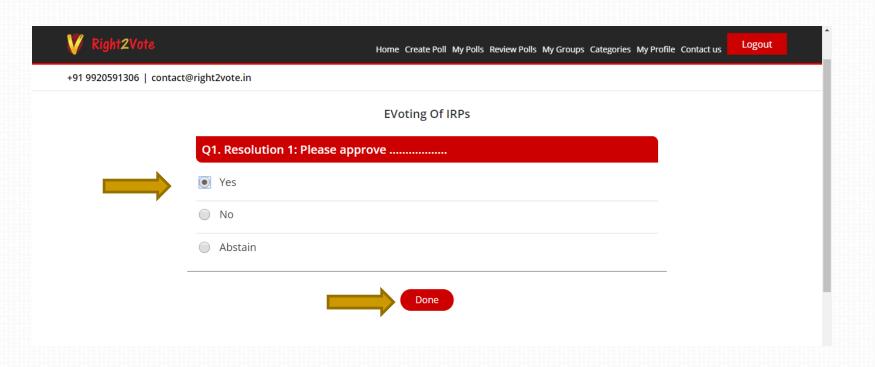
The voter need to click on the Poll to vote



#### Vote

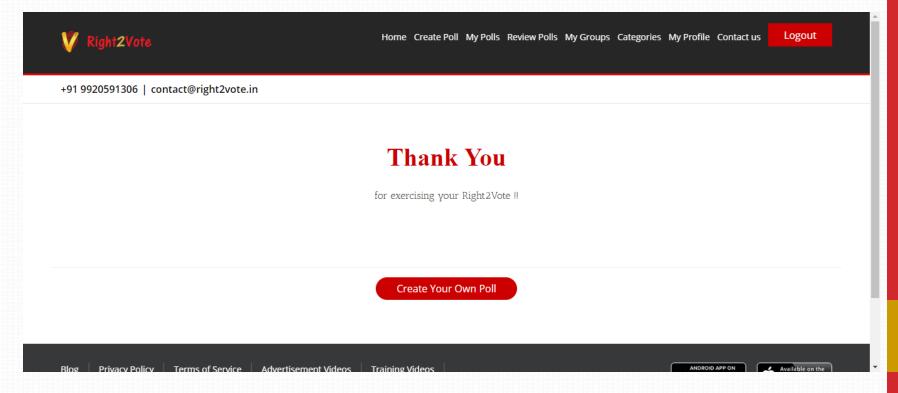
Voters would be able to vote by clicking on any of the option.

Then they need to press done.



# Thank you

Voters will receive a thank you message confirming that their vote has been registered.



#### THANK YOU

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