

StrataVote Anywhere Set up & Use

Lot Owners, Committee Members,
Lot Owner Representatives



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Recommended System settings & devices

For optimal performance, please see the recommended compatible browser for the listed devices:

- Windows laptop – chrome, firefox
- Samsung tablet – chrome
- iPad pro – Safari
- Android phone – chrome
- iPhone – Safari
- MacBook – Safari

Meeting types

StrataVote Anywhere can be used to run the following meeting types:

- Annual General Meeting
- Committee/Council of Owners Meeting
- General Meeting (Extraordinary)
- Committee Meeting linked to an Annual General Meeting

Receiving your Meeting Invitation

Meeting Invitations can include access to the following options and documents:

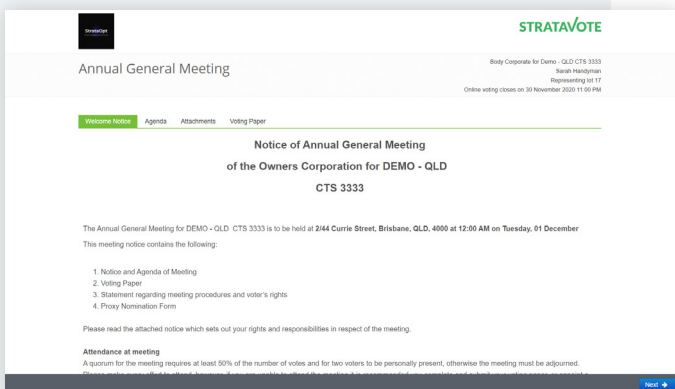
- Pre-vote
- Join the meeting live/remotely
- Meeting Agenda
- Attachments
- Voting Paper

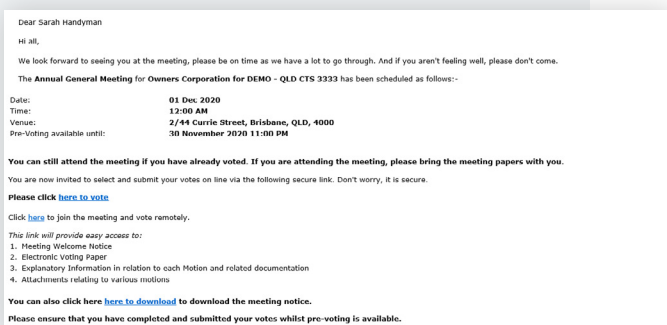
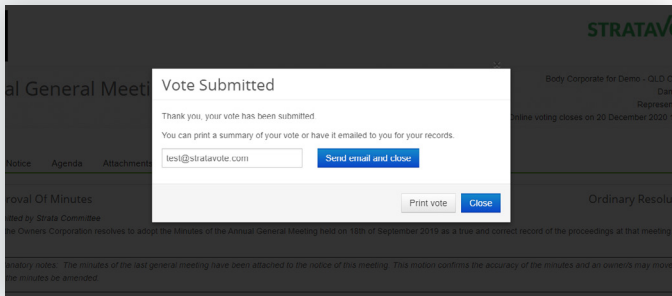
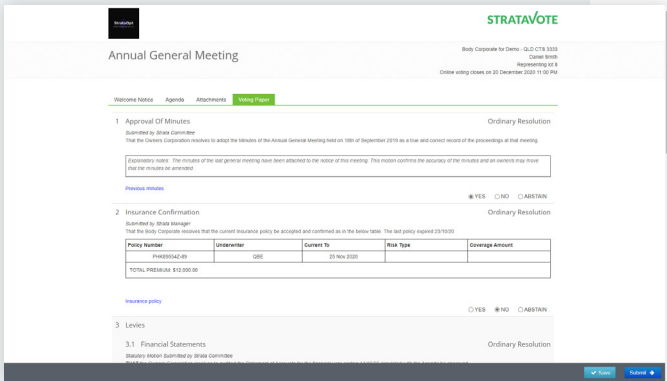
Pre vote (submit vote prior to the meeting)

You may be provided the option to cast and submit your votes prior to the Meeting (up to the specified cut off time before the commencement of a meeting). The following link will display on your meeting invitation:

Please click [here to Vote](#)

This link will take you to a secure portal where you can review the Meeting Agenda, attached documents and the Voting paper as shown below.





Voting paper

Select your voting preference on each motion and either select **Submit** or **Save**;

1. By selecting **Submit**. Your voting paper selections will be submitted and recorded, and the Manager will be notified. You may then choose to print or send a copy to your email address.

OR

2. By selecting **Save** - You can choose to save voting preferences and exit the system to revisit, review and submit your voting paper any time prior to the pre-voting cut off time.

Please Note:

If you have submitted pre-votes, you may be provided the option to:

- *change your pre voting preference up to the pre vote cut-off time by returning to your Meeting invitation email and choose the following link: **Please click [here to Vote](#)** and follow the above instruction.*
- *attend the meeting live and alter your vote on any motion by: Returning to your Meeting invitation email prior to the meeting commencement time and choose the option: **Click here to join the meeting and vote remotely**. Follow the steps shown in **Register to join the meeting** section on **page 5***

View your Agenda, Attachments & Voting Paper

You may review the Welcome Notice, Meeting Agenda, Attachments, and the Voting paper prior to the Meeting by selecting the following link on your Meeting invitation:

Please click [here to view the meeting details](#)

You also have the option to download and print the documents.

Joining the meeting live

Just prior to the commencement time of the meeting, return to your Meeting invitation email and choose the option: **Click here to join the meeting and vote remotely** and follow the steps as shown:

Register to join the meeting

Please follow the steps outlined below to join a meeting as:

Meeting Attendee types:

- Owner (Single)
- Owner with multiple Lots
- Owners (multiple) – nominated to represent all owners
- Owners (multiple)- all owners attending together
- Proxy Holder
- Power of Attorney
- Company Nominee
- Committee / Council member (Committee / Council meeting only)

Lot Owner (Single owner)

Step 1.

Register your details.

- a) Select: **An Owner**
- b) Then select **Next**

Step 2.

- c) Select - ***I am the only owner of this lot***
- d) Enter your **First** and **Last name**
- e) Select the **Next** button

Annual General Meeting for Body Corporate for Demo - QLD CTS 3333
12:30 AM on Tuesday 1 December

For the lot listed below I am:

- An Owner
- A Proxy Holder
- A Power of Attorney
- A Company Nominee

My lot
17

Next

Owner

Who is voting?

- I am the only owner of this lot
- I am representing this lot on behalf of the other owners
- Multiple owners are joining through this app

Terry Tiler

Back Next

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Step 3.

If you ***do not*** hold proxy votes for other owners, then select **Join**.

Owner

My lot
17

Do you have a proxy to vote on behalf of other owners?

Yes
 No

Are you the owner of any other lots not listed above?

Yes
 No

Back Join

Step 4.

You will be taken to **The Waiting room** and your Manager will enter you into the Meeting.

OR

If you **do** hold proxy votes for other owners select **Yes** and **Next**.

STRATAVOTE
Anywhere

Welcome to the waiting room

Notice of Annual General Meeting for Body Corporate for Demo - QLD CTS
3333

12:30 AM on Tuesday 1 December

Get comfortable, you will be automatically redirected once the meeting begins. In the meantime, feel free to review the Welcome Notice and Agenda.

Welcome Notice Meeting Agenda

Owner

My lot
17

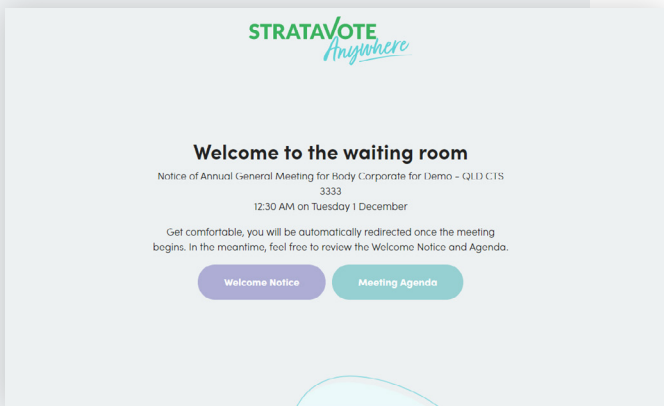
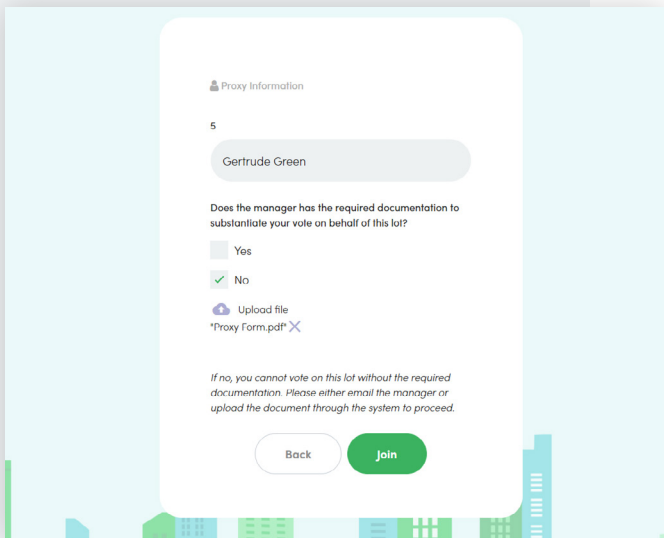
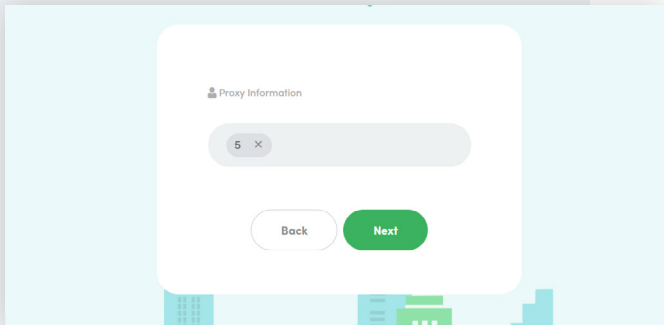
Do you have a proxy to vote on behalf of other owners?

Yes
 No

Are you the owner of any other lots not listed above?

Yes
 No

Back Next



Proxy information.

- a) Enter the Lot Number/s into the field and select **Next**.

- b) Enter the **First** and **Last Name** of the Lot owner whom you are representing
- c) Does the manager have the required documentation to substantiate your vote on behalf of this lot?

Select **YES** and **Join** – if documentation has been provided

OR

Select **No** – if documentation has not been provided. Upload the Proxy Nomination Form (PDF, Word Doc or Image) by choosing **Upload file** and select **Join**

Step 4.

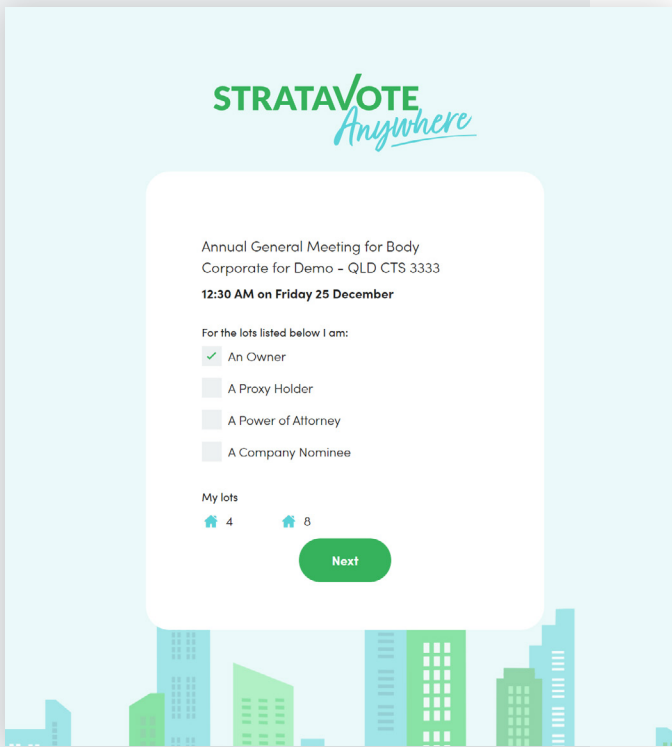
You will be taken to **The Waiting room** and the Manager will enter you into the Meeting.

Lot Owner with Multiple Lots

Step 1.

Register your details.

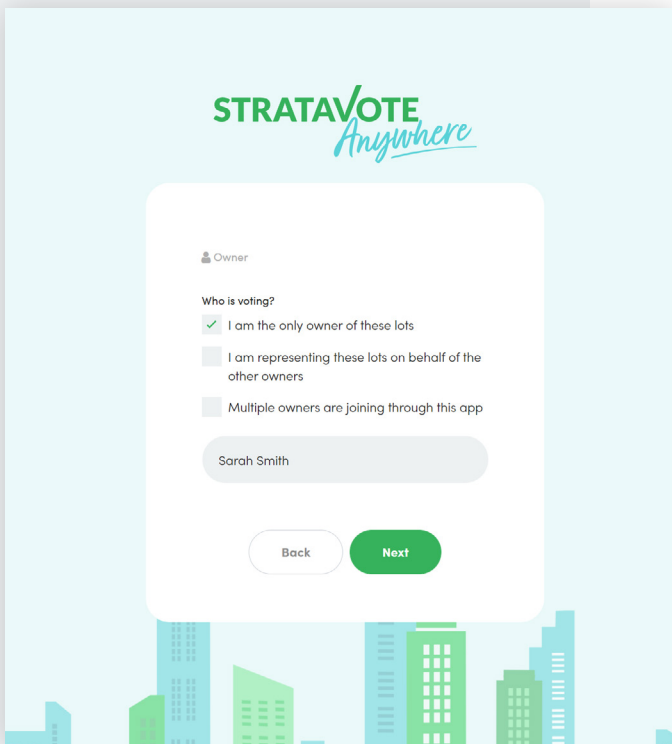
- a) Select: **An Owner**
- b) Then select **Next**



The screenshot shows the registration interface for a lot owner with multiple lots. At the top, the logo 'STRATAVOTE Anywhere' is displayed. Below it, the meeting details are shown: 'Annual General Meeting for Body Corporate for Demo - QLD CTS 3333' and '12:30 AM on Friday 25 December'. A section titled 'For the lots listed below I am:' contains four radio button options: 'An Owner' (selected), 'A Proxy Holder', 'A Power of Attorney', and 'A Company Nominee'. Below this, a 'My lots' section shows two lot icons, one with the number '4' and another with '8'. A green 'Next' button is positioned at the bottom of the form.

Step 2.

- a) Select the appropriate **Who is Voting** checkbox
- b) Enter your **First** and **Last** name
- c) Then select **Next**



The screenshot shows the registration interface for a lot owner with multiple lots, specifically the 'Who is voting?' section. At the top, the logo 'STRATAVOTE Anywhere' is displayed. Below it, the text 'Owner' is shown. The 'Who is voting?' section contains three radio button options: 'I am the only owner of these lots' (selected), 'I am representing these lots on behalf of the other owners', and 'Multiple owners are joining through this app'. Below the options, a text input field contains the name 'Sarah Smith'. At the bottom of the form, there are two buttons: a white 'Back' button and a green 'Next' button.

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Step 3.

- My lots - Check that all owned lots are shown on the screen

Step 4.

- Are you the owner of any other lots not listed above?

If No, select **NO** and **Join** and you will be taken to **The Waiting room** and your Manager will enter you into the Meeting.

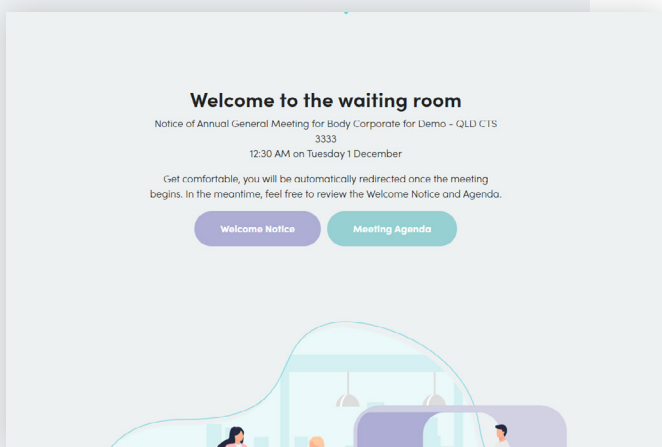
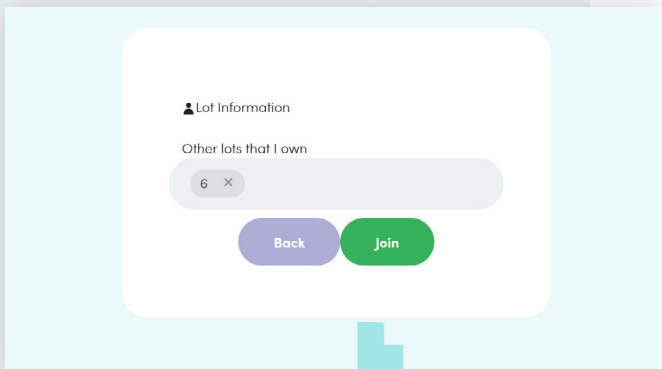
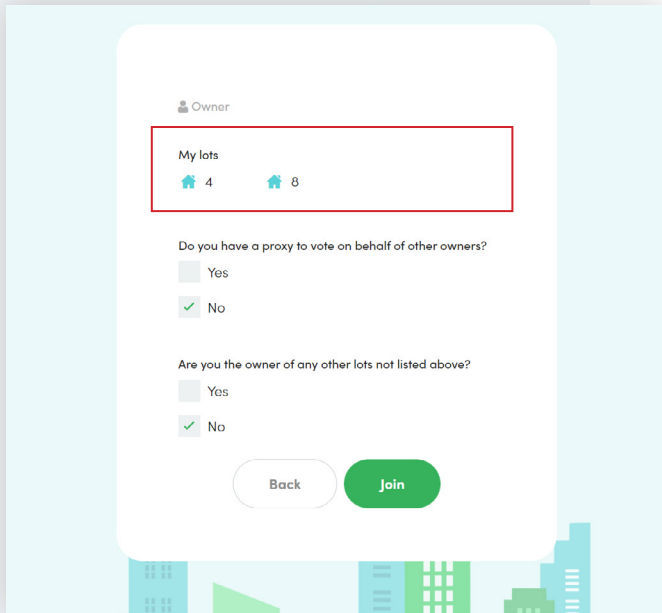
OR

If yes, choose **Yes** and **Next**

Lot Information screen

- Enter the **missing Lot number**
- select **Join**

You will be taken to **The Waiting room** and your Manager will enter you into the Meeting.



Lot Owners (multiple): One owner nominated to represent all Owners

Step 1.

Register your details.

- a) Select: **An Owner**
- b) Then select **Next**

Step 2.

- c) Select tick box: **I am representing this lot on behalf of the other owners**
- d) Select **Next**

Step 3.

If you *do not* hold proxy votes for other owners, then select **Join**.

OR

Annual General Meeting for Body Corporate for Demo - QLD CTS 3333
12:30 AM on Tuesday 1 December

For the lot listed below I am:

- An Owner
- A Proxy Holder
- A Power of Attorney
- A Company Nominee

My lot
17

Next

Owner

Who is voting?

- I am the only owner of this lot
- I am representing this lot on behalf of the other owners
- Multiple owners are joining through this app

Terry Tiler

Back Next

Owner

My lot
17

Do you have a proxy to vote on behalf of other owners?

- Yes
- No

Are you the owner of any other lots not listed above?

- Yes
- No

Back Join

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If you *do* hold proxy votes for other owners select **Yes** and **Next**.

Owner

My lot
17

Do you have a proxy to vote on behalf of other owners?

Yes
 No

Are you the owner of any other lots not listed above?

Yes
 No

Back Next

Proxy information.

a) Enter the Lot Number/s into the field and select **Next**.

Proxy Information

5

Back Next

- b) Enter the **First** and **Last Name** of the Lot owner whom you are representing
- c) Does the manager have the required documentation to substantiate your vote on behalf of this lot?

Select **YES** and **Join** – if documentation has been provided

OR

Select **No** – if documentation has not been provided. Upload the Proxy Nomination Form (PDF, Word Doc or Image) by choosing **Upload file** and select **Join**

Proxy Information

5

Gertrude Green

Does the manager has the required documentation to substantiate your vote on behalf of this lot?

Yes
 No

Upload file
*Proxy Form.pdf

If no, you cannot vote on this lot without the required documentation. Please either email the manager or upload the document through the system to proceed.

Back Join

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Step 4.

You will be taken to **The Waiting room** and the Manager will enter you into the Meeting.

Lot Owners (multiple): All owners attending together

If multiple owners are gathered and wish to have all their names recorded in the Attendance Register.

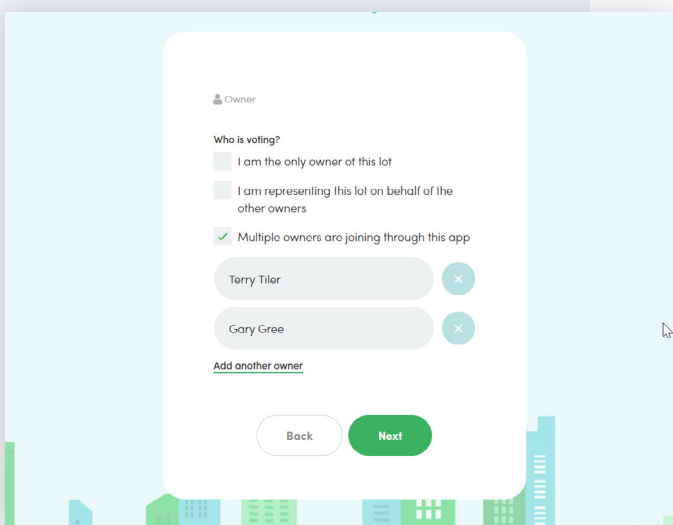
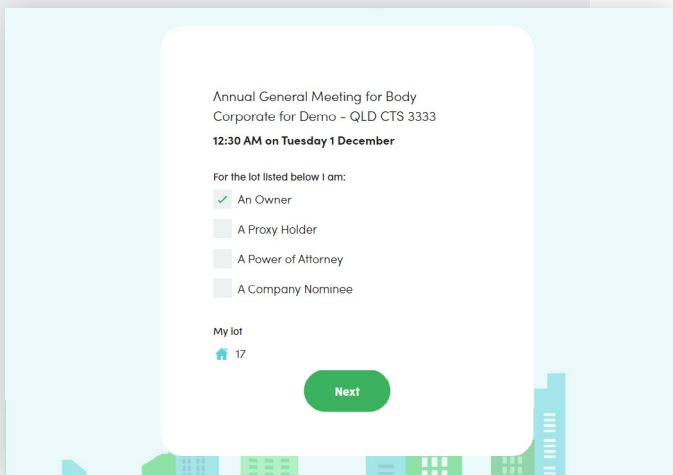
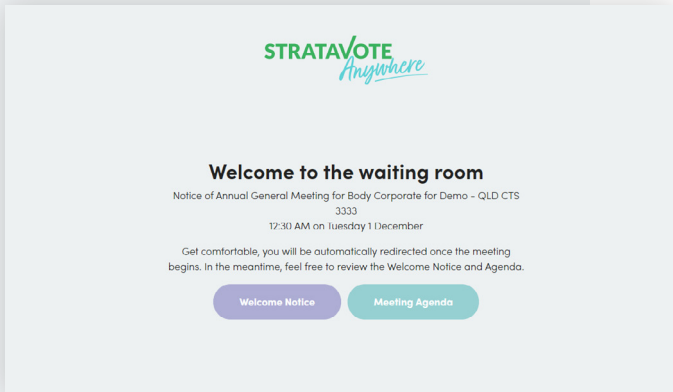
Step 1.

Register your details.

- Select: **An Owner**
- Then select **Next**

Step 2.

- Select checkbox: **Multiple owners are joining through the app**
- Enter each owners **First & Last Name**
- Select **Next**



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Step 3.

If you do not hold proxy votes for other owners, then select **Join**.

OR

If you do hold proxy votes for other owners select **Yes** and **Next**.

Proxy information.

- Enter the Lot Number/s into the field and select **Next**.

Owner

My lot
17

Do you have a proxy to vote on behalf of other owners?

Yes
 No

Are you the owner of any other lots not listed above?

Yes
 No

Back Join

Owner

My lot
17

Do you have a proxy to vote on behalf of other owners?

Yes
 No

Are you the owner of any other lots not listed above?

Yes
 No

Back Next

Proxy Information

5 x

Back Next

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- b) Enter the **First** and **Last Name** of the Lot owner whom you are representing
- c) Does the manager have the required documentation to substantiate your vote on behalf of this lot?

Select **YES** and **Join** – if documentation has been provided

OR

Select **No** – if documentation has not been provided. Upload the Proxy Nomination Form (PDF, Word Doc or Image) by choosing **Upload file** and select **Join**

Step 4.

You will be taken to **The Waiting room** and the Manager will enter you into the Meeting.

Proxy Holder

Step 1.

Joining a meeting as a Proxy Holder

- a) Select: **A Proxy Holder**
- b) Then select **Next**

Proxy Information

5

Gertrude Green

Does the manager has the required documentation to substantiate your vote on behalf of this lot?

Yes

No

*Proxy Form.pdf X

If no, you cannot vote on this lot without the required documentation. Please either email the manager or upload the document through the system to proceed.

STRATAVOTE Anywhere

Welcome to the waiting room

Notice of Annual General Meeting for Body Corporate for Demo - QLD CTS 3333

12:30 AM on Tuesday 1 December

Get comfortable, you will be automatically redirected once the meeting begins. In the meantime, feel free to review the Welcome Notice and Agenda.

Annual General Meeting for Body Corporate for Demo - QLD CTS 3333

12:30 AM on Tuesday 1 December

For the lot listed below I am:

An Owner

A Proxy Holder

A Power of Attorney

A Company Nominee

My lot

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Step 2.

- c) Enter the **First** and **Last Name** of the Lot owner whom you are representing
- d) Does the manager have the required documentation to substantiate your vote on behalf of this lot?

Select **YES** and **Join** – if documentation has been provided

OR

Select **No** – if documentation has not been provided. Upload the Proxy Nomination Form (PDF, Word Doc or Image) by choosing **Upload file** and select **Join**

Step 3.

You will be taken to **The Waiting room** and the Manager will enter you into the Meeting.

Power of Attorney /Company Nominee

Step 1.

Joining a meeting as a Company Nominee or Power of Attorney

- a) Select either: **Company Nominee or Power of Attorney**
- b) Then select **Next**

The screenshot shows a 'Proxy Information' form. At the top, it says 'Proxy Information' with a user icon. Below that, the number '5' is displayed. A text input field contains 'Gertrude Green'. The question asks: 'Does the manager has the required documentation to substantiate your vote on behalf of this lot?'. There are two radio button options: 'Yes' (unselected) and 'No' (selected). Below the radio buttons is an 'Upload file' button with a document icon and the text '*Proxy Form.pdf' and a close icon. A note states: 'If no, you cannot vote on this lot without the required documentation. Please either email the manager or upload the document through the system to proceed.' At the bottom, there are two buttons: 'Back' and 'Join'.

The screenshot shows a 'Welcome to the waiting room' screen. At the top is the 'STRATAVOTE Anywhere' logo. The main heading is 'Welcome to the waiting room'. Below it, the text reads: 'Notice of Annual General Meeting for Body Corporate for Demo - QLD CTS 3333' and '12:30 AM on Tuesday 1 December'. A note says: 'Get comfortable, you will be automatically redirected once the meeting begins. In the meantime, feel free to review the Welcome Notice and Agenda.' At the bottom, there are two buttons: 'Welcome Notice' and 'Meeting Agenda'.

The screenshot shows an 'Annual General Meeting for Body Corporate for Demo - QLD CTS 3333' screen. The meeting time is '12:30 AM on Tuesday 1 December'. The question asks: 'For the lot listed below I am:'. There are four radio button options: 'An Owner' (unselected), 'A Proxy Holder' (unselected), 'A Power of Attorney' (selected), and 'A Company Nominee' (unselected). Below the radio buttons is a 'My lot' section with a house icon and the number '17'. At the bottom, there is a 'Next' button.

Step 2.

- c) Enter your **First & Last name**
- d) Select **YES** and **Next** - If the required documentation has been submitted to the manager

OR

Select **No** - if documentation has not been provided. Upload the appropriate documentation (PDF, Word Doc or Image) by choosing **Upload file** and select **Join**.

Step 3.

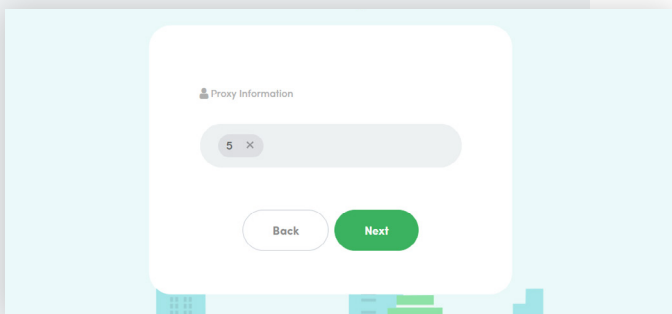
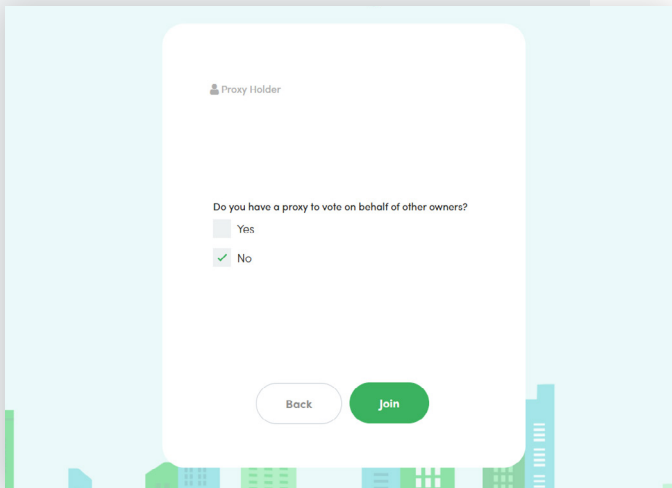
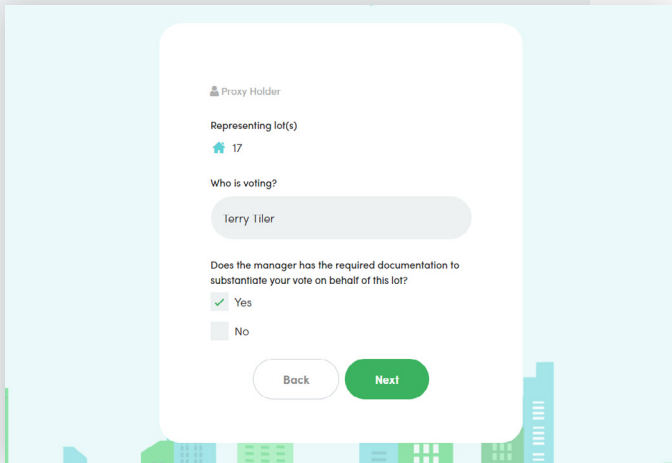
Holding Proxy for other lot owners?

If you do not hold proxy votes for other owners, then select **No** and **Join**.

OR

If you do hold proxy votes for other owners, then select **Yes** and **Next**.

Enter the Lot Number/s into the field and select **Next**.



Step 4.

You will be taken to **The Waiting room** and the Manager will enter you into the Meeting.

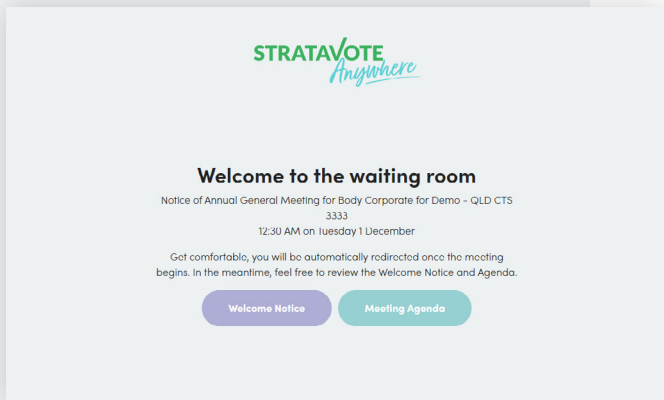
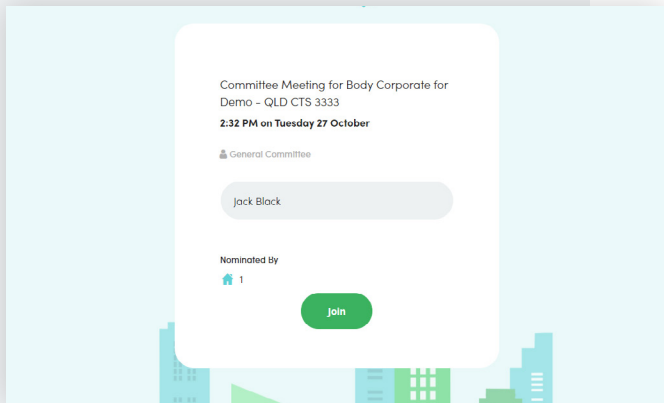
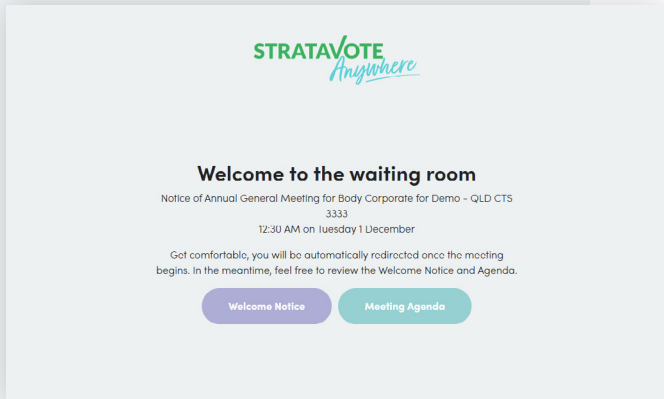
**Committee / Council Member
(Committee / Council Meeting only)**

Step 1.

a) Select **Join** to attend the Committee meeting

Step 2.

b) Follow the prompts and you will be taken to **The Waiting room** and the Manager will enter you into the Meeting when it commences.



Participating in a live meeting

When the Meeting commences; your manager will enter you from the Waiting room into the meeting. And your screen will alter to show the first motion.

When the Manager activates the teleconferencing function; you will have the ability to see and hear your manager during the meeting via in- built telecasting.

Voting Live

When Voting is opened; each motion will display on your screen and you will have the ability to cast your vote and see votes tally live.

- Select **Yes** or **No** or **Abstain**
- The Live Vote count will update as other meeting attendees cast their votes

Chat Live with the Manager

You have the ability to contact the Manager throughout the Meeting to ask a question or speak to a motion.

Step 1.

Simply click on the bubble in the top right hand corner of the screen or the circle in the bottom right hand corner.

Step 2.

The Chat messaging box is now available to use:

- type your question or comment into the chat message box and press SEND
- You will receive an acknowledgement that your first message has been received.
- Your Manager will be notified of your private message and can either:
 - a) make your message public for all attendees to view and;
 - b) either respond verbally or reply via the Chat
- The Manager cannot conclude voting on a motion until your message is viewed.

