

Immediate Actions required:

1. **Keep and flag this email!** It has important links and information to log in, authenticate yourself, and vote via eBallot during the annual meeting.
2. Make sure you acted on the instructions in the 5/17 email to **create your eBallot account, personalize your eBallot password and have Zoom in place.** If you are not able to locate the email please contact the Remote Voting team at vote@blackpointbeachclub.com.
3. To ensure you are able to join the meeting and vote, please **review and make sure you are comfortable completing all the steps below BEFORE the meeting.** Detailed information and tips on how to complete them are at the end of this email. If you still have questions about these steps, send an email to vote@blackpointbeachclub.com

Steps you will take on May 24th

STEP 1: Join the Zoom Meeting between 8-9AM and by no later than 8:30 AM EST to authenticate yourself to the meeting. Authentication (directions are below) will occur on a first come first serve basis. You must be authenticated to vote. Authentication closes at 9am when the meeting begins, as Zoom meeting controls need to be turned back to the Beach Manager to run the meeting .

Here is the **Zoom link to the May 24 Annual Meeting.**

<https://us02web.zoom.us/j/85119730515?pwd=ldvd9UAiyrywtifauOy8pZb7UBwY62.1>

Meeting ID: 851 1973 0515

Passcode: 517345

When you join (for how-to details, see info at end of this email):

- Turn on your camera & microphone
- Rename yourself. Change your name to be your Street Address (e.g. 56 Nehantic)
- Move to the breakout room associated with the first letter of your street name.
 - Wait for your address to be called, and provide the Personal Identification Number (PIN): **%%Region%%** This authenticates you as a valid voter. Then, you can leave the breakout room, **but you must remain logged into the Zoom meeting until it is time to vote.** If you need more information on how to navigate breakout rooms, please review the [Zoom Guidance for Remote Voting document](#) on the BP website.
- Additional information on how to complete these steps is at the end of the email

STEP 2: When you hear the announcement that it is time to cast your vote, **%%EmbedLink%%. This will bring you directly to the ballot without requiring you to sign in with your Username and Password. **select "VOTE"**. There is a back button if you**

need to go back and change your vote. If you're having trouble accessing the election, use your login details

- Click here to access eBallot: <https://eballot.io/bpbca/login.cfm>
- Enter your Username: %%UserName%%
- Enter the **Personal Password** you created for your account.
- If you are still having trouble accessing eBallot, email vote@blackpointbeachclub.com and include your phone number for assistance.

STEP 3: Submit your vote. After you place your vote, **check the “Participant Consent” box** to submit your vote. After voting, you will receive a confirmation message.

Detailed Information and tips:

- **Using ZOOM:** If you haven't yet downloaded Zoom on your electronic device, do this now so you are ready for the meeting.
 - The Basic Free version is here: <https://zoom.us/pricing>.
 - If you're using your smartphone, you must download the Zoom App to participate.
 - For more information about Zoom, we've put together this [Info Sheet](#).
 - Make sure you are comfortable using Zoom chat and know how to navigate between Zoom and your internet browser. The preferred browsers are the latest versions of Chrome, Firefox and Safari.
- **Joining the Annual Meeting:**
 - **Click the Zoom link provided above;** if prompted, enter the Meeting ID and Passcode.
 - **Turn on your camera & microphone**
 - Click **Start Video** (bottom left) to enable your camera. More information on enabling your camera is in the [Q&A](#) on the BP website.
 - Click **Unmute** (bottom left) to enable your microphone.
 - **Rename yourself**
 - Click **Participants** (bottom toolbar). If working from an iPad, you might need to tap the screen to open the bottom toolbar.
 - **Hover your mouse over your name, click More (or the three dots that are inside the picture of a bubble) and then click > Rename.** On an iPad you may need to click on your name to open a menu to “Rename” yourself.
 - **Enter your BP street address** (i.e. 56 Nehantic) and click **OK**.

- o **Move to the breakout room associated with the first letter of your street name.**
 - Wait for your address to be called, and then provide the Personal Identification Number (PIN): **%%Region%%** to be authenticated as a valid voter to the meeting. Then, you can leave the breakout room. For more information on navigating breakout rooms, review the [Zoom Guidance for Remote Voting document](#) on the BP website.

For questions, contact the Remote Voting Committee: vote@blackpointbeachclub.com.

6/8 0519