



Online Meeting & Voting Guide

Capricorn Society Limited AGM 2020

Online AGM starts

Wednesday, 21 October 2020
commencing at 8:00am AWST
(11:00am AEDT and 1:00pm NZST)

Vero AGM and Voting are accessible on both desktop and mobile devices. Vero Voting will send you an invitation to attend the meeting via email.

In order to participate online you will need to:

- Ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Safari, Firefox, and Edge; or
- Visit the meeting link on your desktop or mobile device.
- Login using the process below to review all documents and information about the AGM.
- To ask questions, you can do so prior or during the meeting the **Q&A** tab.

Logging in

Click the link you receive in your email that will log you in directly.

How to Vote

STEP 1

Once Logged in Click the
Vote button



STEP 2

Select you option to vote.
Once clicked, it automatically
submits your vote.

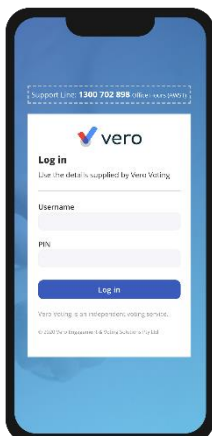
STEP 3

To change your vote while
voting is open, click the
padlock icon.

Support

If you have any questions, or need assistance with the online process, please contact Vero Voting on 1300 702 898 between 8.30am—5.00pm Monday to Friday (Australian Western State Time) or email support@verovoting.com.au

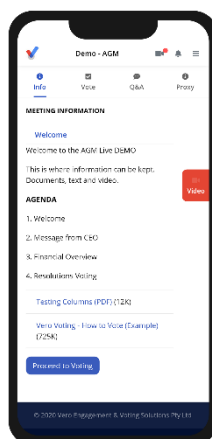
Using Vero AGM



1. Signing In (on your mobile or desktop computer)

- You will be provided with AGM information via email by Vero Voting.
- Use your Registration Link to access the online portal
- Ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Firefox, Edge, and Safari.
- Register your attendance.

Note: If you misplace the information above, call 1300 702 898 for tech support.

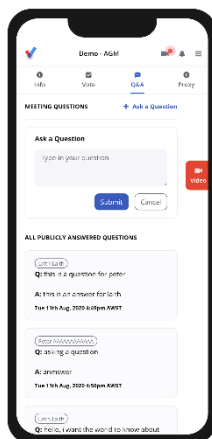


2. Attending and Watching the Meeting


- Make sure you have a good stable internet connection.
- If you are on a mobile select the **video** icon on the right side on the screen.
- Press unmute and play to start watching your AGM.
- You have the option to view full screen and adjust volume.


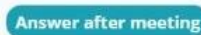

Recommended Browsers

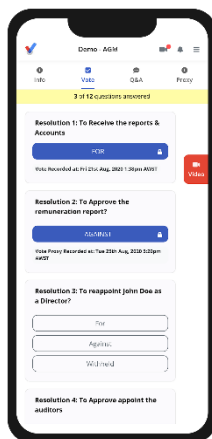
- > Desktop/Laptop: Chrome, Firefox, Edge, or Safari (latest versions)
- > Mobile iOS (12.2+): Safari Mobile
- > Mobile Android (6.0+): Chrome Mobile



3. Asking Questions (Q&A)


- To ask a question **prior or during the meeting** press the Q&A tab 
- Start typing your question in the box and when done, click Submit. Once sent, it will appear in the column with the icon "NEW".
- Once you have submitted your question, it will be flagged as one of the following statuses:

-  **Approved** This status appears when your question will be answered below your question.
-  **Answer after meeting** This status appears when your question will be answered after the meeting.
-  **Support** This status appears if your question is regarding a support issue. Support personnel will reach out to answer your question.



4. Voting

The voting starts when the meeting Chair opens the poll. From your screen, you can see the resolutions and voting choices set.

- To vote, click on the Vote tab  to navigate to the Voting page.
- Simply select your options to cast your vote for each question.

For more assistance with the online processes, contact 1300 702 898 or email support@verovoting.com.au