

# 2023 EAPC Board election – The online voting process



The voting process for the 2023 EAPC Board election will take place online, using a platform call **Appsamblea**.

There are a number of steps you have to take before you can place your vote. This document outlines those steps.

If you have any difficulty with any of the steps in the process please email [info@eapcnet.eu](mailto:info@eapcnet.eu)

## Appsamblea registration process

**1.** You should have received an email from [Christine.harvey@eapcnet.eu](mailto:Christine.harvey@eapcnet.eu) that includes a link to click on to access the Appsamblea platform.

(Please note it is necessary to complete the registration step before you can vote. Voting will open at 1pm CEST on 5<sup>th</sup> June 2023)

**2.** Once you have clicked the link in the email from Christine you will be taken to the voting platform:

Click on **CREATE NEW ACCOUNT**.

Appsamblea

Email  
email.appsamblea@appsamblea.com

Password  
\*\*\*\*\*

Enter the password again  
\*\*\*\*\*

100%

- ✓ Contains at least one lowercase letter
- ✓ It contains at least one capital letter
- ✓ Contains at least one number
- ✓ Contains at least one special character
- ✓ It has a minimum length of 8 characters
- ✓ The confirmation and password do not match.

I confirm that I have read and accept the privacy policy and the terms and conditions of use

**CHECK IN**

I already have an account, [Log In](#)

EAPC VZW

Email  
Email

Emails required

Password  
Password

Have you forgotten the password?

Passwords required

Remember me

**LOG IN** → **CREATE NEW ACCOUNT**

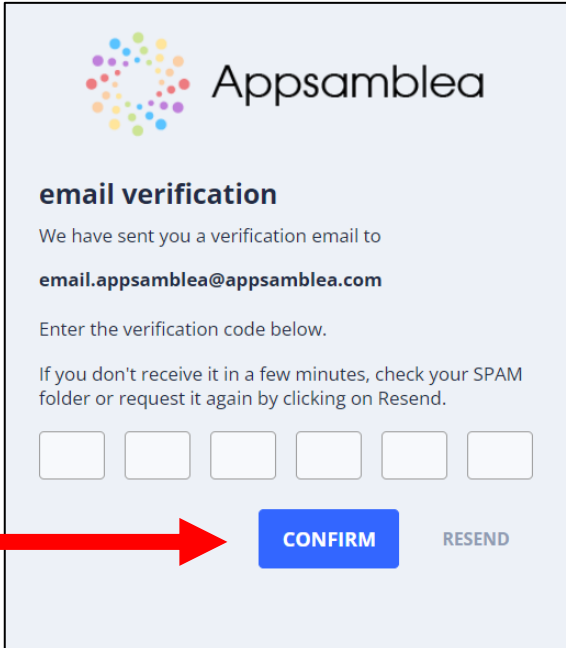
**3.** Enter your email address and create a password that meets the password criteria. Tick the box to confirm you read and accept the privacy policy and the terms and conditions. Then click **CHECK IN**. Please note: **You must use the same email address which you use for EAPC membership**



4. You will then receive another email from [soporte@appsamblea.com](mailto:soporte@appsamblea.com) with a verification code. Enter the code on this page and click **CONFIRM**.

Please check your junk/spam folder for this email and if you do not receive it email [info@eapcnet.eu](mailto:info@eapcnet.eu)

**You are now registered on the Appsamblea voting platform.**



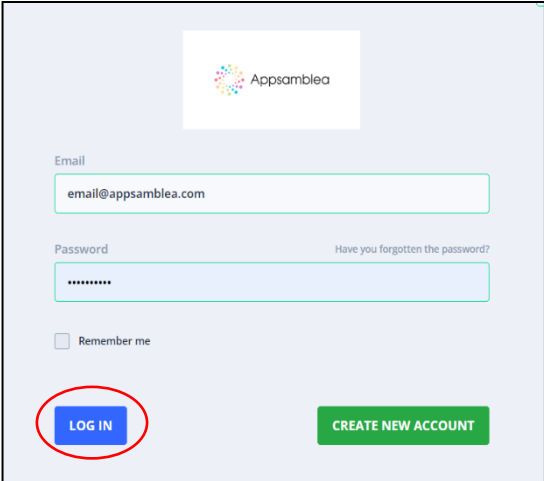
The image shows an email verification interface for Appsamblea. At the top left is the Appsamblea logo, a colorful circular pattern of dots. To its right is the text 'Appsamblea'. Below the logo is the heading 'email verification'. Underneath, it says 'We have sent you a verification email to [email@appsamblea.com](mailto:email@appsamblea.com)'. It then asks the user to 'Enter the verification code below.' and provides a note: 'If you don't receive it in a few minutes, check your SPAM folder or request it again by clicking on Resend.' There are six empty input boxes for the verification code. Below the boxes are two buttons: a blue 'CONFIRM' button and a grey 'RESEND' button. A red arrow points from the left towards the 'CONFIRM' button.

## How to vote

The online vote will open at 1pm CEST on 5<sup>th</sup> June 2023. It will close at 1pm CEST on 16<sup>th</sup> June 2023.

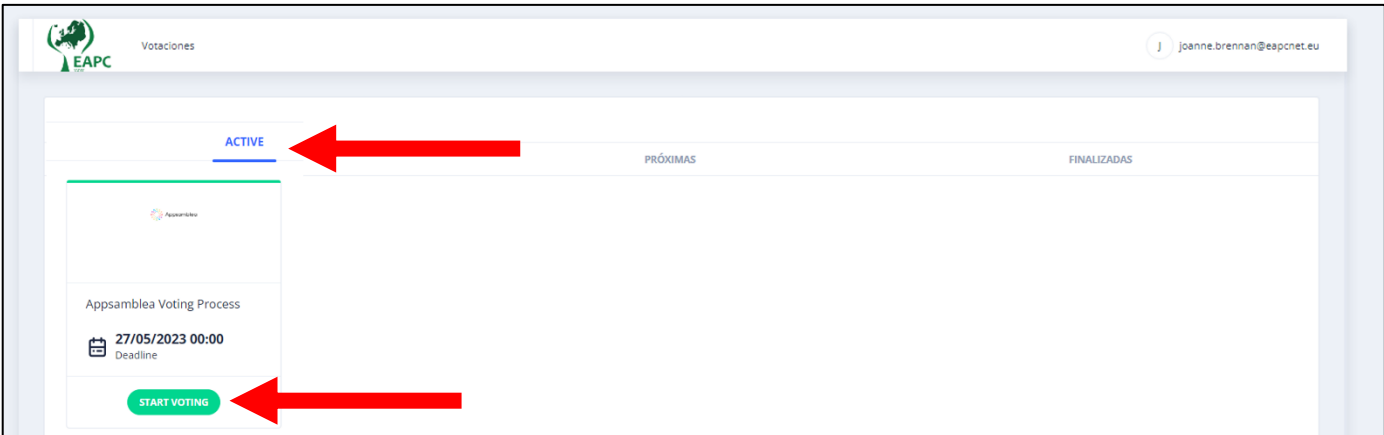
1. Click on the link in the email from [Christine.harvey@eapcnet.eu](mailto:Christine.harvey@eapcnet.eu) which will take you to the Appsamblea platform.

Enter your email and password and click **LOG IN**



The image shows the Appsamblea login interface. At the top center is the Appsamblea logo. Below it is a form with two input fields: 'Email' (containing 'email@appsamblea.com') and 'Password' (with masked characters). To the right of the password field is a link 'Have you forgotten the password?'. Below the password field is a checkbox labeled 'Remember me'. At the bottom left is a blue 'LOG IN' button, which is circled in red. At the bottom right is a green 'CREATE NEW ACCOUNT' button.

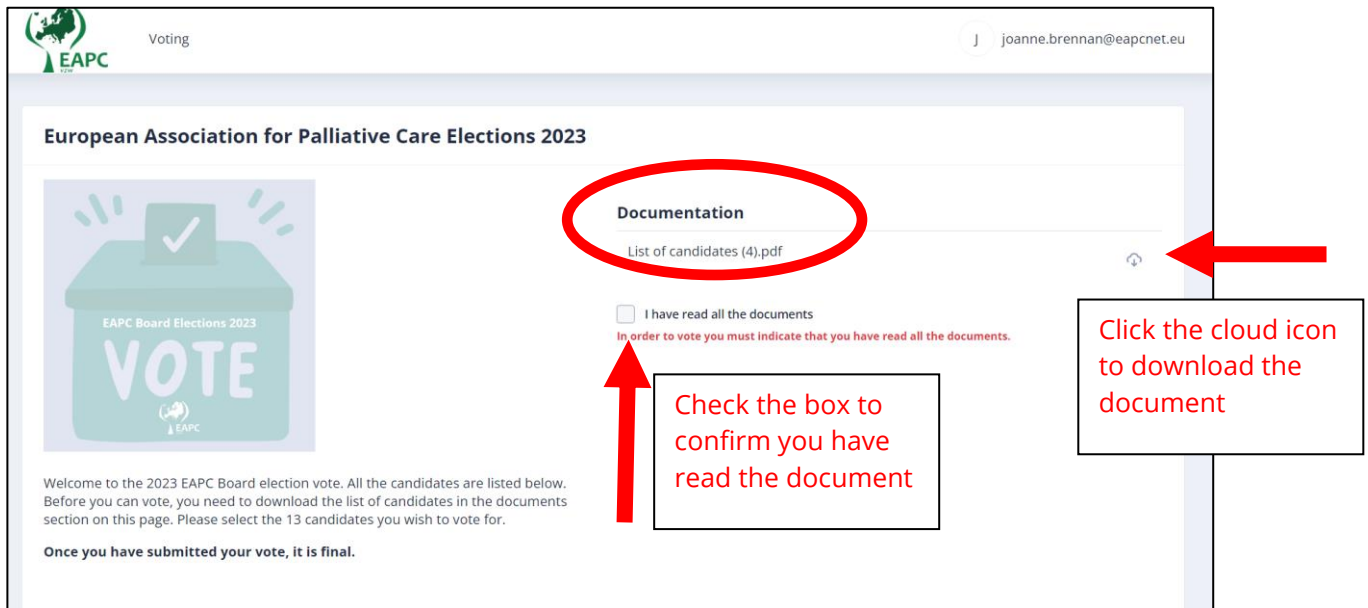
2. When you are logged in, you will see a panel like this:



The image shows the Appsamblea user dashboard. At the top left is the EAPC logo and the text 'Votaciones'. At the top right is a user profile icon with the name 'joanne.brennan@eapcnet.eu'. Below the header is a navigation bar with three tabs: 'ACTIVE', 'PRÓXIMAS', and 'FINALIZADAS'. The 'ACTIVE' tab is selected and highlighted with a red arrow. Below the navigation bar is a card titled 'Appsamblea Voting Process'. Inside the card, there is a calendar icon and the text '27/05/2023 00:00 Deadline'. At the bottom of the card is a green 'START VOTING' button, also highlighted with a red arrow.

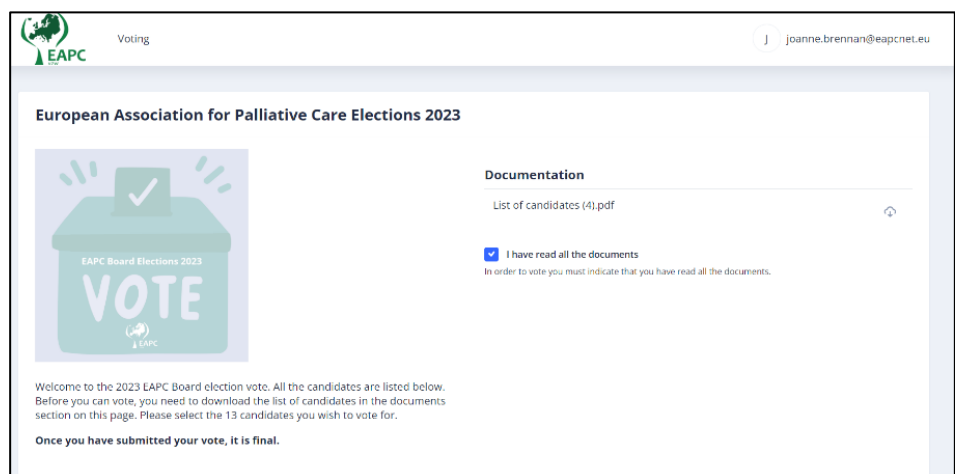
Click on the **ACTIVE** tab to see the EAPC Board vote and then click **START VOTING**

3. You will then see the following page:

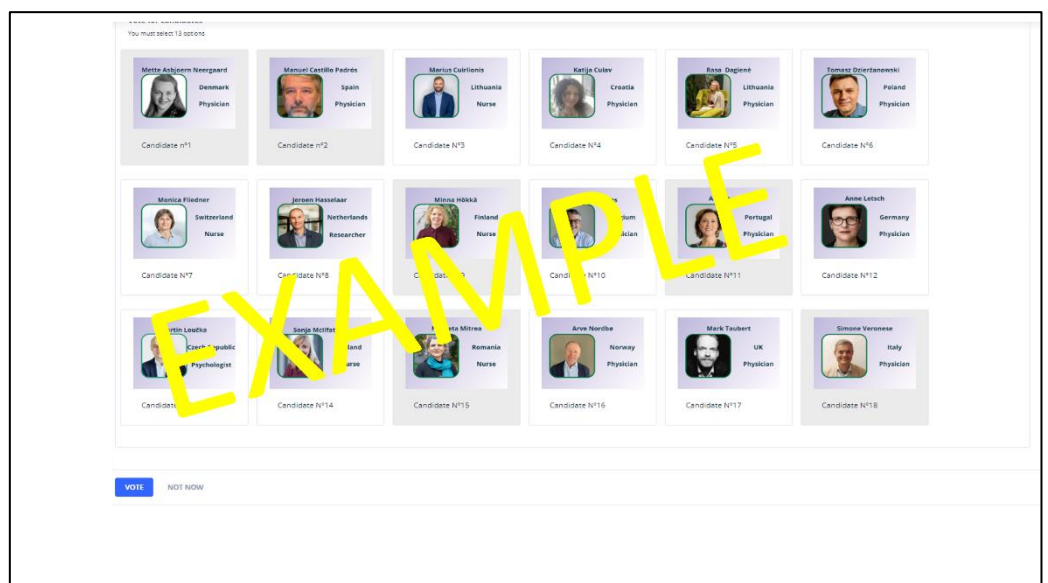


A pdf document 'List of candidates' is included. This document contains the mission statements of all the candidates in alphabetical order. Download the pdf file by clicking on the download icon.

**You must check the box to confirm you have read the document before you can vote.**

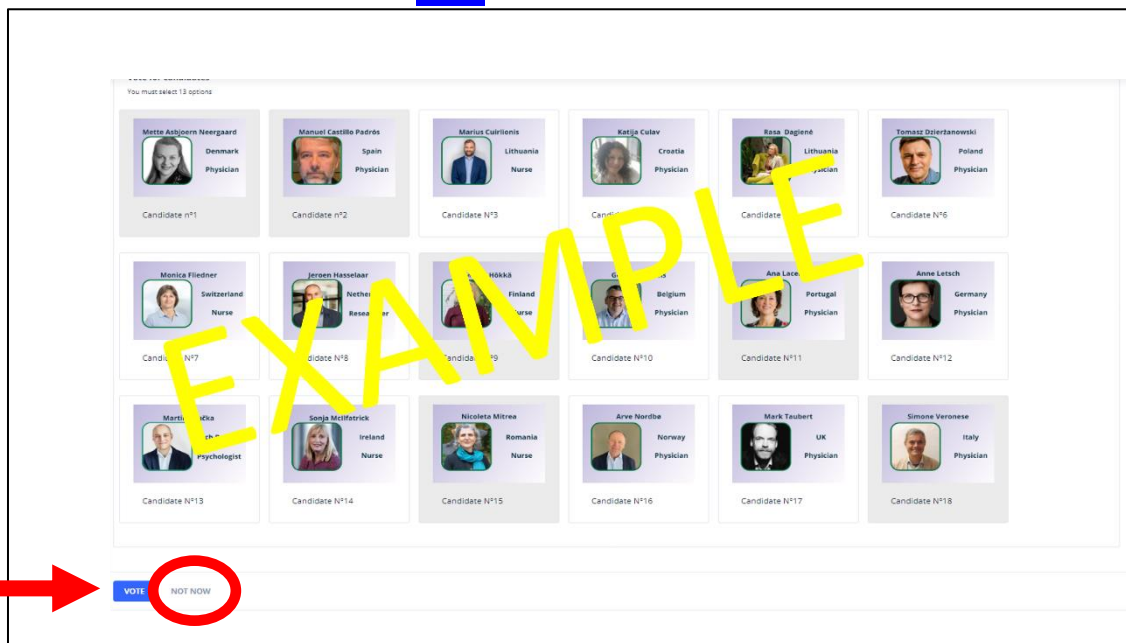


4. Scroll down to see all 18 candidates. To vote for a candidate click on their image, once you have selected a candidate, a grey box will appear around their photo:



**5.** You must select 13 candidates. before you can click on **VOTE**

If you wish to have more time to read about the candidates you can click on 'NOT NOW', your vote is not sent and you can return to it later (back to 'How to vote' step 1).  
**Remember to vote before 1pm CEST on 16<sup>th</sup> June 2023.**

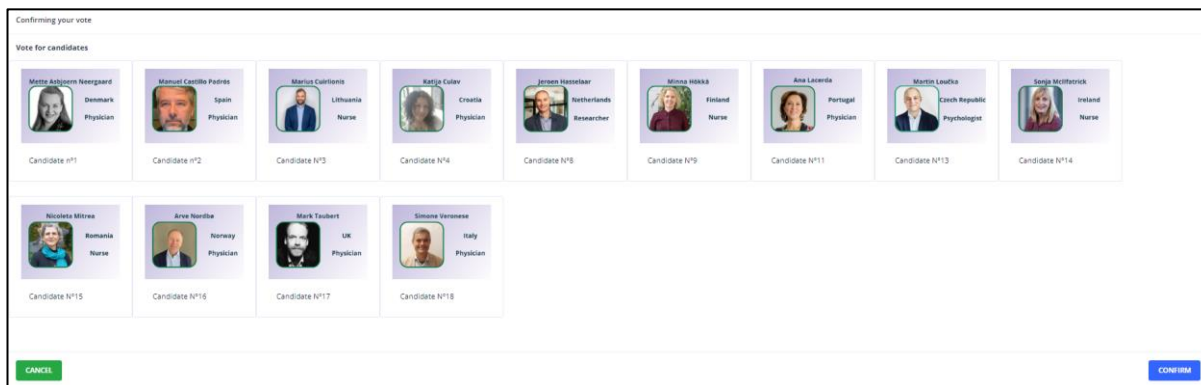


**6.** When you have selected 13 candidates you will see the remaining candidates are then faded with a white background:



Please check to make sure you have selected the candidates you want to vote for, once you are happy click **VOTE**

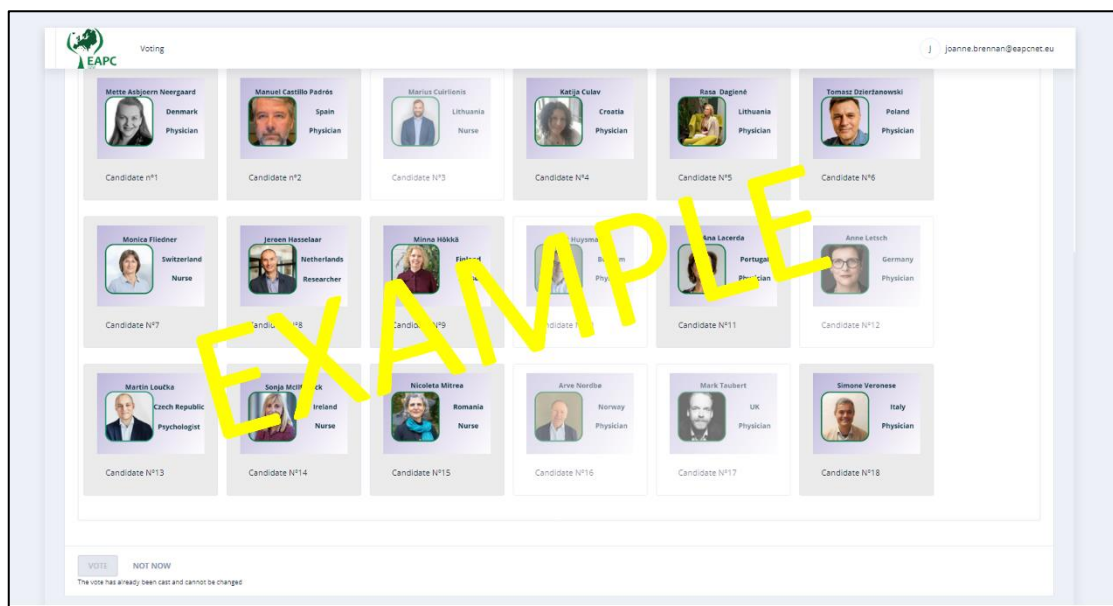
7. You will then see a confirmation page which displays the candidates you are voting for:



If you are happy with your vote click **CONFIRM**. A green pop up will appear telling you that your vote is confirmed.

If you would like to change your selection of candidates, click **CANCEL**. This will return you to the previous page and you must click on 'NOT NOW' to return to the start of the voting process.

8. When you see this page, your vote has been sent and cannot be changed:



## Resetting your Appsamblea password

If you forget your password for the Appsamblea platform you can reset it using the 'Have you forgotten your password' link. Enter your email address and a password reset will be sent to your inbox.

Appsamblea

Email

Password

Passwords required

Remember me

[Have you forgotten the password?](#)