How to Vote on a Ballot in Engage WorkSpace

1. You will receive an email containing a link to the ballot.
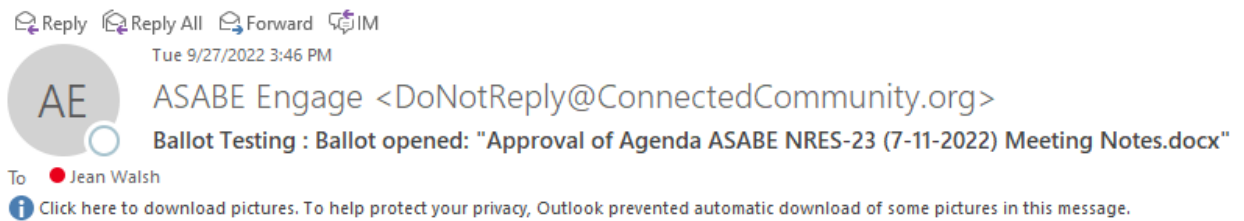
2. Follow the link, first logging into Engage with your ASABE credentials.
3. Download attachments for review and consideration.
4. Upload completed and renamed comment template or documents showing your Last Name
   a. Example: 2022_10_14_X123_Walsh_Comments
   b. Example: X123 Supplemental document_Walsh
5. Add any comments to the committee members in the comment section.
6. Submit your vote
7. Votes may be changed as long as the ballot is open
8. Uploaded documents including completed comment templates will automatically go into the main Document folder.
9. Staff will create appropriately titled subfolders per ballot.
10. All committee members should have viewing access to all documents uploaded.