**Zoom Poll Setup Instructions**

**Step 1**: After you schedule your meeting on the Zoom platform, on the ‘My Meeting’ page click on the polling feature on the bottom right of the screen.



**Step 2**: The ‘add a poll’ page will pop up. Fill in the title of the position you are creating the ballot for.

**Step3**: Click the ‘anonymous’ box under the title. Where it says, ‘type your question’, rewrite the title of the position.



**Step 4**: Where it indicates to fill in the answer, type in the name of the candidate, one row for each nominee.



**Step 5**: Click the ‘Save’ button on the bottom right. Repeat the process for each position you create a ballot for.



**Note**: You MUST create a poll for each contested officer position. The host cannot vote. After the poll is created, hosting must be transferred to someone who is not a member of the PA/PTA. This may be a member of the Presidents’ Council, the FLC, or a FACE representative.