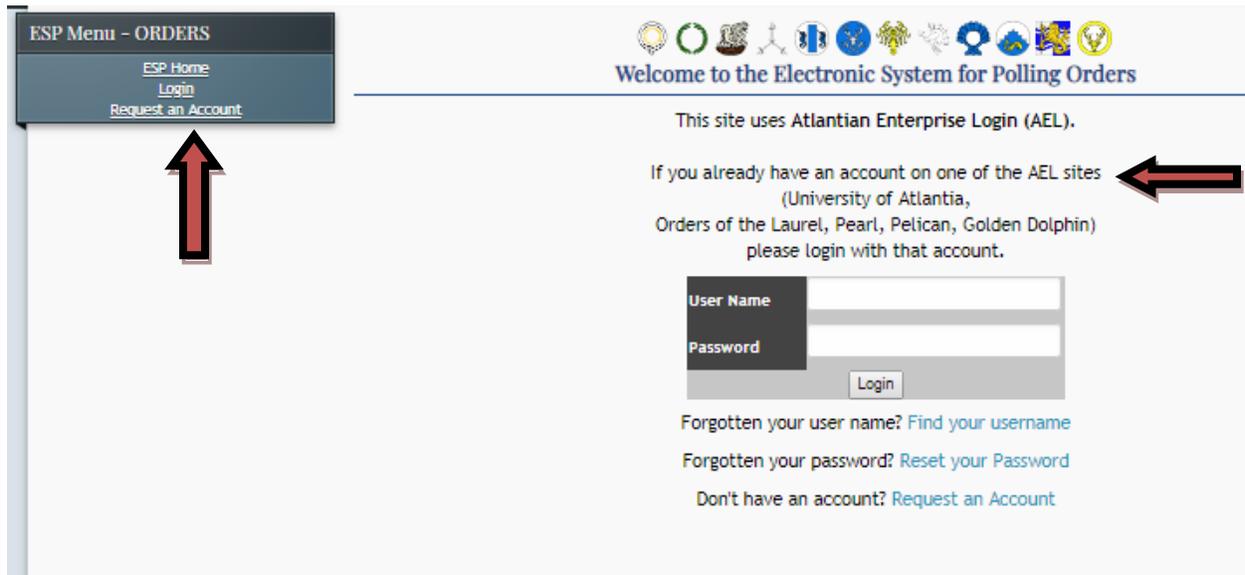


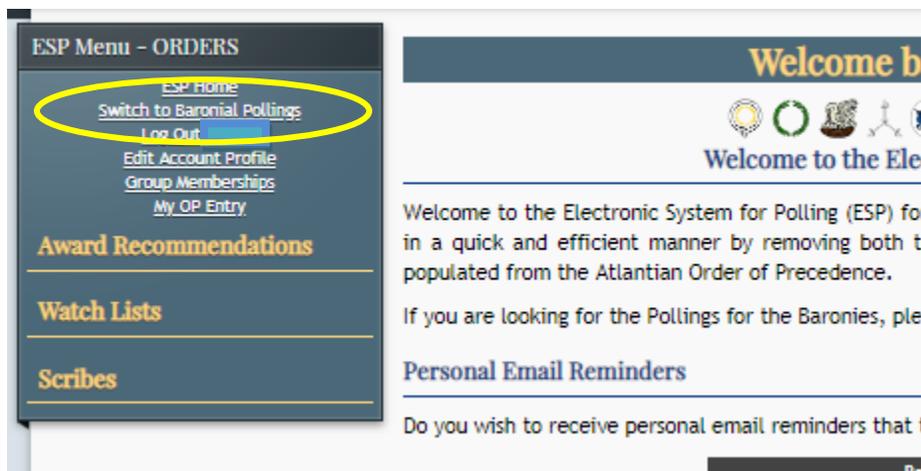
# Instructions for Electronic Baronial Polling OPT-IN

In order to the Electronic System for Pollings (ESP), you must first be registered with a Atlantia Enterprise Login (AEL).

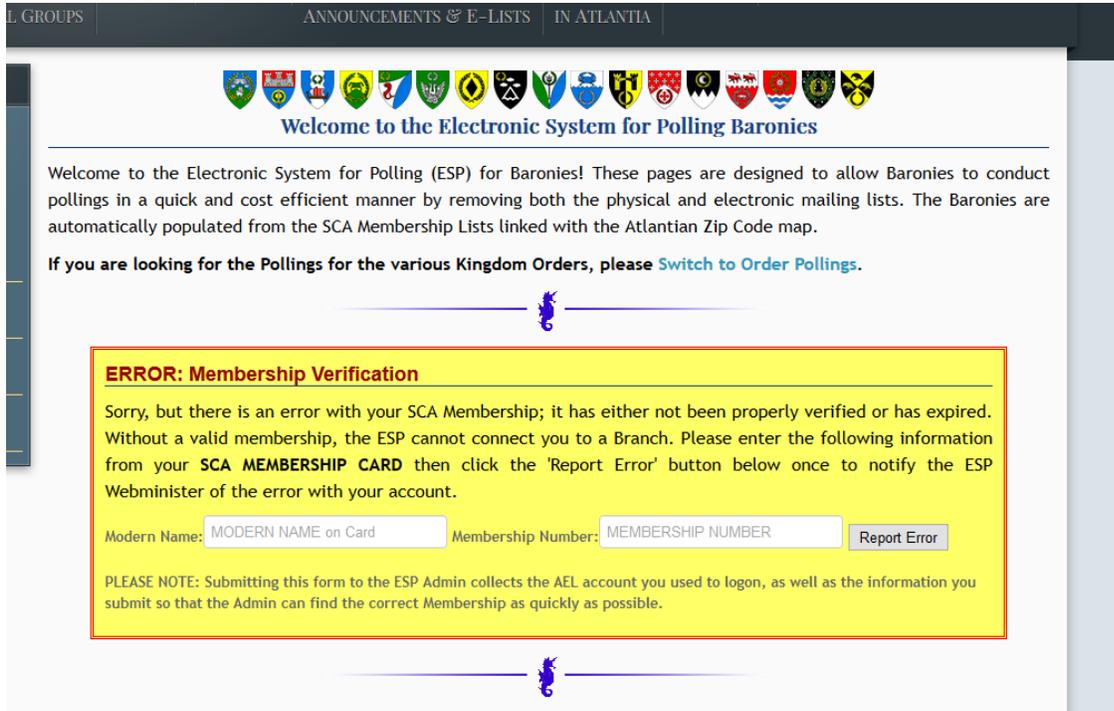
- 1) If you already have an AEL account (University, polling order member), use your existing account information
- 2) If you don't have an account, use the "Request Account Feature".



Once you are logged in, select "Switch to Baronial Polling" on the left hand side:

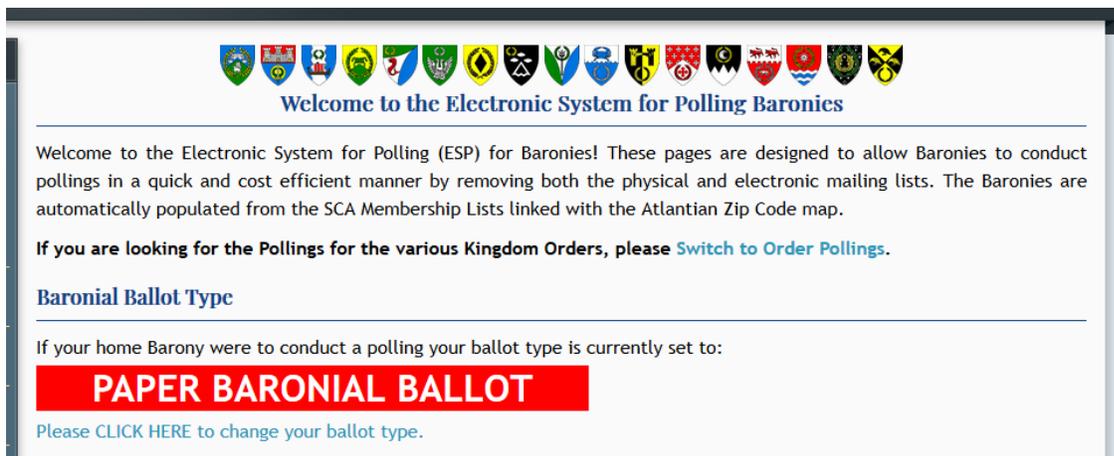


Your Accounts might not be linked to your SCA Membership. If there is a big yellow/red error message about your membership please complete the form that is on the error message itself. This will send all relevant data to the ESP Admin to quickly get your account and membership linked. Once linked they will send you an email, usually within a day or two.



The screenshot shows the top navigation bar with 'L GROUPS', 'ANNOUNCEMENTS & E-LISTS', and 'IN ATLANTIA'. Below the navigation bar is a row of 15 colorful heraldic crests. The main heading reads 'Welcome to the Electronic System for Polling Baronies'. The introductory text states: 'Welcome to the Electronic System for Polling (ESP) for Baronies! These pages are designed to allow Baronies to conduct pollings in a quick and cost efficient manner by removing both the physical and electronic mailing lists. The Baronies are automatically populated from the SCA Membership Lists linked with the Atlantian Zip Code map. If you are looking for the Pollings for the various Kingdom Orders, please [Switch to Order Pollings](#).' Below this is a small blue dragon icon. A prominent yellow error box with a red border contains the following text: 'ERROR: Membership Verification. Sorry, but there is an error with your SCA Membership; it has either not been properly verified or has expired. Without a valid membership, the ESP cannot connect you to a Branch. Please enter the following information from your SCA MEMBERSHIP CARD then click the 'Report Error' button below once to notify the ESP Webminister of the error with your account.' The form fields are: 'Modern Name: MODERN NAME on Card' and 'Membership Number: MEMBERSHIP NUMBER', followed by a 'Report Error' button. A note at the bottom of the error box says: 'PLEASE NOTE: Submitting this form to the ESP Admin collects the AEL account you used to logon, as well as the information you submit so that the Admin can find the correct Membership as quickly as possible.' Another small blue dragon icon is centered below the error box.

Once your membership is linked with your AEL account you will see a huge link near the top of the ESP Baronial home screen with the type of ballot you have selected. The default ballot type is paper, if you do nothing you will be mailed a paper ballot which is costing your barony money for each member\*.



The screenshot shows the same top navigation bar and row of 15 heraldic crests as the previous image. The main heading reads 'Welcome to the Electronic System for Polling Baronies'. The introductory text is identical to the previous image. Below the introductory text is a small blue dragon icon. The section heading 'Baronial Ballot Type' is displayed. The text below reads: 'If your home Barony were to conduct a polling your ballot type is currently set to:'. A large red box with white text prominently displays 'PAPER BARONIAL BALLOT'. Below this box, a blue link says 'Please [CLICK HERE](#) to change your ballot type.'

To Opt-In to the electronic polling, click on either the ballot type or the link below it. A page with all of your account and membership information will appear with your current ballot type at the top. Toggle

the type from “Paper Ballot” to “Electronic Ballot” using the drop down menu and click “Update Ballot Type” at the bottom. You will now receive the Polling electronically which is free for your Barony and saves Their Royal Majesties time sorting through a ton of paper mail.

**Baronial Polling Ballot Options**

This page will allow you to decide if you wish to Opt-In to receive your Baronial Pollings electronically. As this is an Opt-In system if you do nothing you will continue to receive your Baronial Pollings in the traditional paper format. The form below will allow you to switch between receiving an Electronic or Paper ballot.

This is the information about the SCA Membership Number which your Account has been Verified to.

**Please note:** Changing your Ballot Type is LOCKED OUT from 7 days before a Baronial Polling Opens until 30 days after the Polling Closes. This is to allow the Baronial Seneschal time to prepare the Paper Ballots before the Polling Opens and the Royalty time to evaluate them after the Polling Closes.

<b>Ballot Type</b>	Paper Ballot
Scadian	
Mundane	
Zip	
Membership	
Mem Expires	
Mem Status	
Group	
Verified By	
<input type="button" value="Update Ballot Type"/>	

As stated above, the ballot type is locked from 7 days before the Electronic Baronial Polling opens until 30 days after it closes. Your Seneschal will be announcing these dates via your barony’s on-line lists.

If you have any difficulties with the system, please contact your Baronial Seneschal and the ESP Web Minister ([polling@atlantia.sca.org](mailto:polling@atlantia.sca.org))

## **Children and Minors**

\*Please note – the SCA Membership does NOT distinguish between Adults and Minors. This means that for baronial pollings every paid membership will be sent a ballot, even memberships for children and minors no matter their age! If you hold a membership card for minors in your house, please also create an account for them and consider signing them up for an Electronic Ballot. Otherwise their membership will be mailed a paper ballot at the expense of your Barony.

# Email Reminders

The ESP is capable of notifying you via email of any polling which is open to your account, this includes both Baronial Pollings and Order Pollings which you may be a member of. The default for all of the reminders is 'No' which means the system will not send them to you. Please consider turning on the reminders so you know what pollings are available and reminders if you have not completed them. This option is found on the Home Page just below the link for the Ballot Type.



**Welcome to the Electronic System for Polling Baronies**

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Welcome to the Electronic System for Polling (ESP) for Baronies! These pages are designed to allow Baronies to conduct pollings in a quick and cost efficient manner by removing both the physical and electronic mailing lists. The Baronies are automatically populated from the SCA Membership Lists linked with the Atlantian Zip Code map.

If you are looking for the Pollings for the various Kingdom Orders, please [Switch to Order Pollings](#).

**Baronial Ballot Type**

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If your home Barony were to conduct a polling your ballot type is currently set to:

**ELECTRONIC BARONIAL BALLOT**

Please [CLICK HERE](#) to change your ballot type.

**Personal Email Reminders**

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Do you wish to receive personal email reminders that there is a polling open which you personally have not responded to yet?

Reminder Emails Available		
New Polling Open	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Reminder (every three days)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Polling Closing Tomorrow	<input checked="" type="radio"/> Yes	<input type="radio"/> No
		<input type="button" value="Update Reminders"/>