

Vote Counter Online-Meeting Checklist

During the Meeting:

- Add "Vote Counter" to your name in Zoom, e.g. Ralph – Vote Counter
- Before the last evaluator is done speaking, prepare to send a voting template to the group via the chat function.
- Do this by typing in the chat function:
Send to me privately:
Best Introduction:
Most Improved:
Best Table Topics:
Best Evaluator:
Best Speaker:
(NOTE: You have to use SHIFT + ENTER to get multiple lines, hitting just Enter will send just one line.)
- After the General Evaluator asks for a timer's report, send the template to everyone using the chat function.
- Pay attention to the Timer and Grammarian reports to know who qualifies for awards.
- When the Toastmaster calls on you to announce the winners, they will announce the category and you state the name of the winner.

*** If there is a tie, you break the tie but do not announce that there was a tie.

*** Do not comment on close races, landslide wins, etc.

If you have any questions, contact a club officer.