Instructions to vote in the 2015 SPS National Council elections

Thank you for participating in the 2015 SPS National Council elections. Every SPS Chapter can have its voice heard by voting in this important election of the officers of your Society. This year the voting will be done using SPS’s membership portal. Instructions on how to emit your chapter’s vote are below.

**Elections close on April 30, 2015**

- Using your favorite browser go to the SPS membership portal [membership.spsnational.org](http://membership.spsnational.org)
- Login with your chapter credentials:
  - Username: `spschapter###` (where `###` is your chapter number) and
  - The password you have chosen

Or, if it is the first time

- Please click “Forgot Password?”

and a link to reset your password will be sent to the advisor’s email address the National Office has on record. If after this step, you do not receive this message, please contact the national office at [sps-membership@aip.org](mailto:sps-membership@aip.org).
• Once you login you will see the list of all the ballots at the bottom left of the window. Although all Zones are listed, you will be able to vote only by clicking on your zone’s ballot (clicking on any other will result in an error message).

![Image of login page]

• Click on the ballot for your zone
• Click “Begin Survey” in the next window
• Each ballot includes at least two positions: SPS President and Associate Zone Councilor. For those Zones that are selecting a Zone Councilor, these ballots include these candidates as well.
• The ballot includes a bio and a statement for each candidate
• Please vote by selecting the candidate of your choice
• Click “Complete Survey” to register your vote
• Please vote only once!
• You may see that some Zones allow for a write-in candidate. If you want to nominate one, please send a message to sps-membership@aip.org

Don’t hesitate to contact the SPS National Office if you have any questions, comments or are experiencing problems emitting your vote.

Thanks again for participating in the 2015 National Council election.