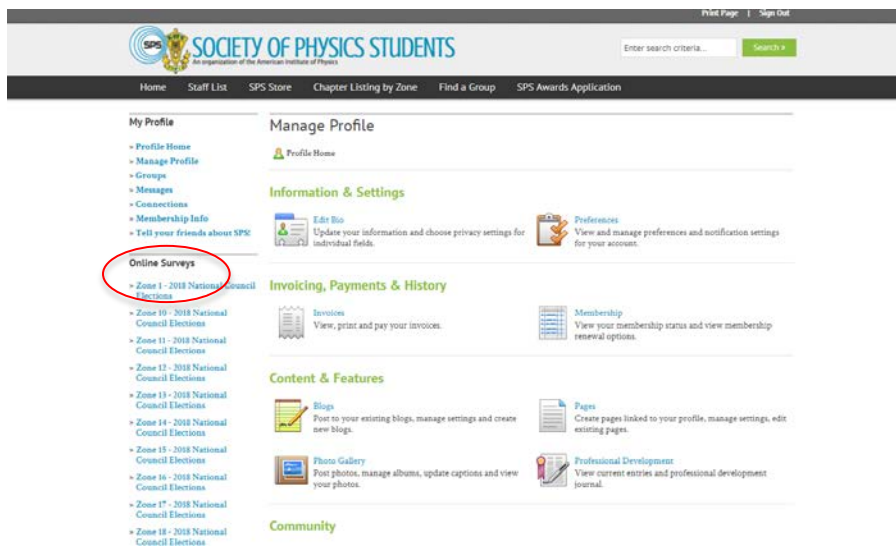


Instructions to vote in the 2018 SPS National Council elections

Thank you for participating in the 2018 SPS National Council elections. Every SPS Chapter can have its voice heard by voting in this important election of the officers of your Society. The voting will be done using SPS's membership portal. Instructions on how to submit your chapter's vote are below.

Elections close on May 2, 2018

- Using your favorite browser go to the SPS membership portal membership.spsnational.org
- Login with your chapter credentials:
 - Username: spschapter#### (where #### is your chapter number) and
 - The password you have chosen
 - If it is the first time you have logged in or you have forgotten your password, 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.
- 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 only be authorized to vote on your zone's ballot (clicking on any other will result in an error message).



- Click on the ballot for your zone
- Click "Begin Survey" in the next window
- Each ballot includes at least two positions: Sigma Pi Sigma President and Associate Zone Councilor. Zones that are electing a Zone Councilor will have an additional ballot for those candidates as well. All Chapters will also vote on a proposed Constitutional Amendment.
- The ballot includes a bio and a statement for each candidate (Sigma Pi Sigma President candidates have three additional statements on involvement and experience.)

- Please vote by selecting responses to each question
- 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 submitting your vote.

Thanks again for participating in the 2018 National Council election.