Step-by-Step Guide:
How to vote online for Localities Bid Fund Round 2

LOCALITIES BID FUND
your money your choice

Note: If using a mobile device some of the steps may require you to open up the "Menu" in the top left corner of your screen.

STEP 1: Go to https://sbo.communitychoices.scot

STEP 2: (Computer/Tablet) Click **Register**. / (Mobile) Click **Menu** in the top left hand corner, then **Register**.

Computer/Tablet View

Mobile View

STEP 3: Enter a username, your email and password, accept the terms and conditions and click **Register**.
This is required to create a user account on our digital platform called Consul. This platform will also be used for local community engagement on locality plans and other local debates. Therefore you will only need to register once.

Computer/Tablet View

Mobile View

Make a note of your registration details for logging back in.

STEP 4: You will be sent an email from Consul titled "Confirmation instructions". Click **Confirm my account** from within your email.

STEP 5: On confirmation of your account you will be taken back to the "Sign in" page. Enter your registered details. Check the tick box "Remember me". Click **Enter**.

Computer/Tablet View

Mobile View

Sign in

Don't have an account? Sign up

Email or username

Password

Remember me

Forgotten your password?

Enter

Haven't received instructions to activate your account?

#yourpart

Sign in

Don't have an account? Sign up

Email or username

TestABC

Password

●●●●●●●●●

Forgotten your password?

Remember me

Enter

STEP 6: You will be taken to a page named "Participate". At the bottom of the page click **Submit personal details and verify my account**. *This is required for you to participate in the online public vote.*

Computer/Tablet View

Mobile View

Participate

Organisations that register will not be able to vote for t an individual

With your account you can...

- Participate on debates
- Create new proposals
- Support proposals*

To perform the following actions verify your account.

- Participate on final voting

* Only identified locality.

Submit personal details and verify my account

Not now, go to index page

≡Menu   #yourpart

Participate

Organisations that register will not be able to vote for the purposes of this round of PB. To vote please register as an individual

With your account you can...

- Participate on debates
- Create new proposals
- Support proposals*

To perform the following actions verify your account.

- Participate on final voting

* Only identified locality.

Submit personal details and verify my account

Not now, go to index page

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STEP 7: Answer the 3 SBO Voter Verification questions. Click **Submit**.
This data will allow us to cross reference online votes and votes cast by paper ballot.

Mobile View

Computer/Tablet View

0%

SBO Voter Verification

To ensure there is no fraudulent voting activity we ask that you provide your full name and full postal address. This information will be used solely for the purposes of checking voter validity. This information will be held separately and securely until the close of the poll, thereafter it will be deleted/destroyed as per our Privacy Notice.

There are 3 questions in this survey.

Next

SBO Voter Verification

To ensure there is no fraudulent voting activity we ask that you provide your full name and full postal address. This information will be used solely for the purposes of checking voter validity. This information will be held separately and securely until the close of the poll, thereafter it will be deleted/destroyed as per our Privacy Notice.

There are 3 questions in this survey.

Next

STEP 8: You will receive a "Thank you" message. Select **Please Click to Verify Your Account and Cast Your Vote!**

Computer/Tablet View

Thank you!
Your responses have been recorded.

Please Click to Verify Your Account and Cast Your Vote!

Mobile View

Thank you!
Your responses have been recorded.

Please Click to Verify Your Account and Cast Your Vote!

STEP 9: This will take you to a page called "Verify residence". Add your Date of Birth and Postcode, accept the Terms and Conditions and click **Verify residence**.
This data ensures online voters live in the Scottish Borders and are aged 16 years old and over.

Computer/Tablet View

Mobile View

Verify residence

Verifying your information you'll be able to...

✔ Participate on debates

✔ Create new proposals

✔ Support proposals*

✖ Participate on final voting*

Date of birth

| Year ▼ | Month ▼ | Day ▼ |

Postcode
To verify your account you must be registered

☐ I accept the terms and conditions of access of the Census

Verify residence

Verify residence

Verifying your information you'll be able to...

✔ Participate on debates

✔ Create new proposals

✔ Support proposals*

✖ Participate on final voting*

Date of birth

| Year ▼ | Month ▼ |
| Day ▼ |

Postcode
To verify your account you must be registered

☐

I accept the terms and conditions of access of the Census
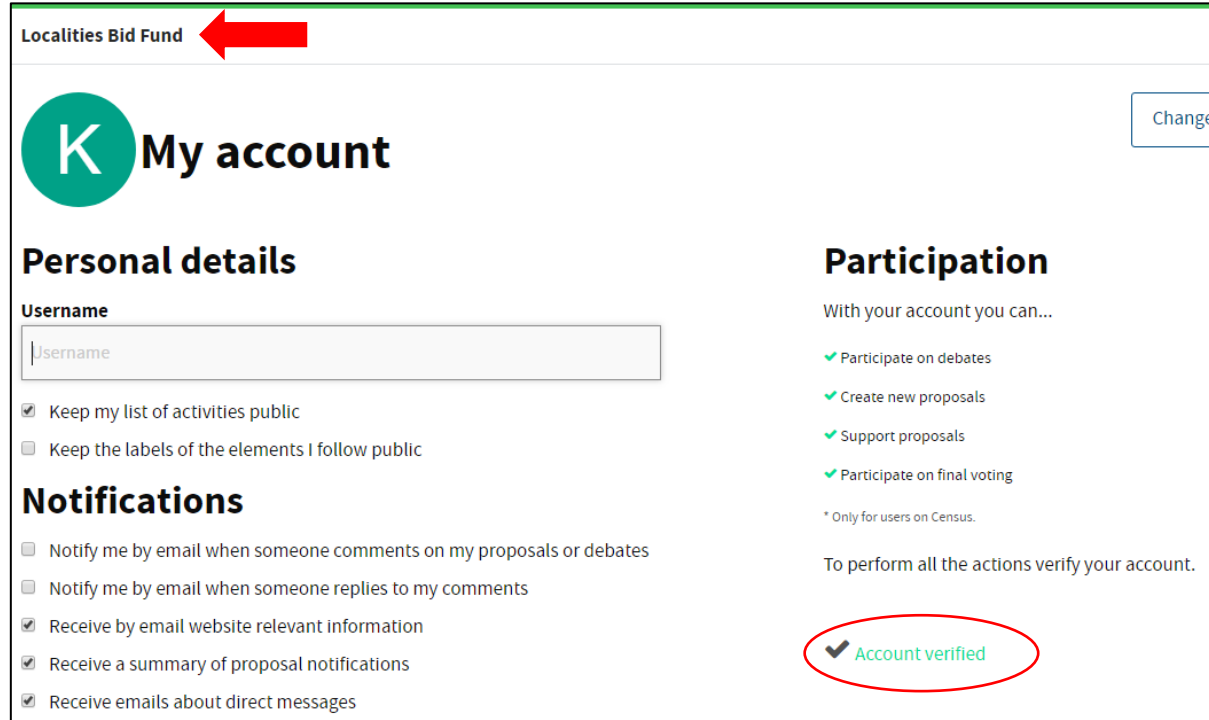
Verify residence
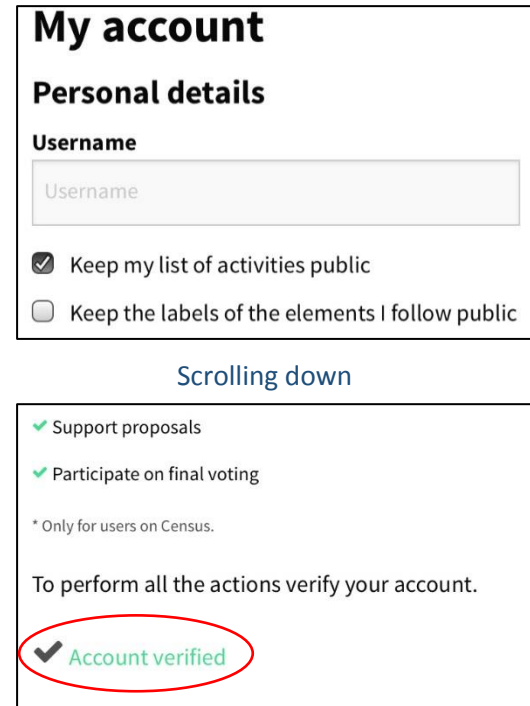
STEP 10: You will be returned to your "My account" page. Your account is now verified and you can go ahead and vote by clicking on **Localities Bid Fund** at the top of the page. Note: Mobile users may need to access this through the "Menu" in the top left corner.

Computer/Tablet View

Localities Bid Fund

K **My account**

Personal details

Username

Username

☑ Keep my list of activities public

☐ Keep the labels of the elements I follow public

Notifications

☐ Notify me by email when someone comments on my proposals or debates

☐ Notify me by email when someone replies to my comments

☑ Receive by email website relevant information

☑ Receive a summary of proposal notifications

☑ Receive emails about direct messages

Change

Participation

With your account you can...

✔ Participate on debates

✔ Create new proposals

✔ Support proposals

✔ Participate on final voting

* Only for users on Census.

To perform all the actions verify your account.

✔ Account verified

Mobile View

My account

Personal details

Username

Username

☑ Keep my list of activities public

☐ Keep the labels of the elements I follow public

Scrolling down

✔ Support proposals

✔ Participate on final voting

* Only for users on Census.

To perform all the actions verify your account.

✔ Account verified

Top left corner

☰ Menu   🔴🔵🟢⚫ #yourpart

🔔 You don't have new notifications

My activity

My account

Sign out

Localities Bid Fund

STEP 11: Click on the "locality" you wish to vote in.

Computer/Tablet View

Mobile View

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STEP 12: Your locality has a set number of votes to be cast, these appear in the header. Scroll through the projects (some go over two or more pages) and cast all your votes on the projects you wish to see funded. As each project is selected the Vote button will change to a tick and your chosen projects appear in a "My ballot" column on the screen.
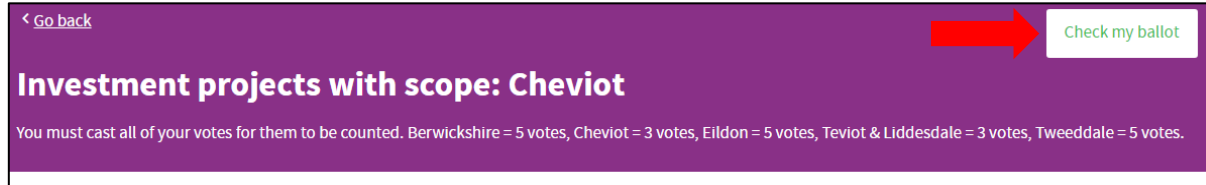
Computer/Tablet View

Mobile View

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STEP 13: Once you have cast **all** your votes for your chosen projects, click on one of the **Check my ballot** buttons.

Computer/Tablet View   Mobile View

‹ Go back

Check my ballot

Investment projects with scope: Cheviot

You must cast all of your votes for them to be counted. Berwickshire = 5 votes, Cheviot = 3 votes, Eildon = 5 votes, Teviot & Liddesdale = 3 votes, Tweeddale = 5 votes.
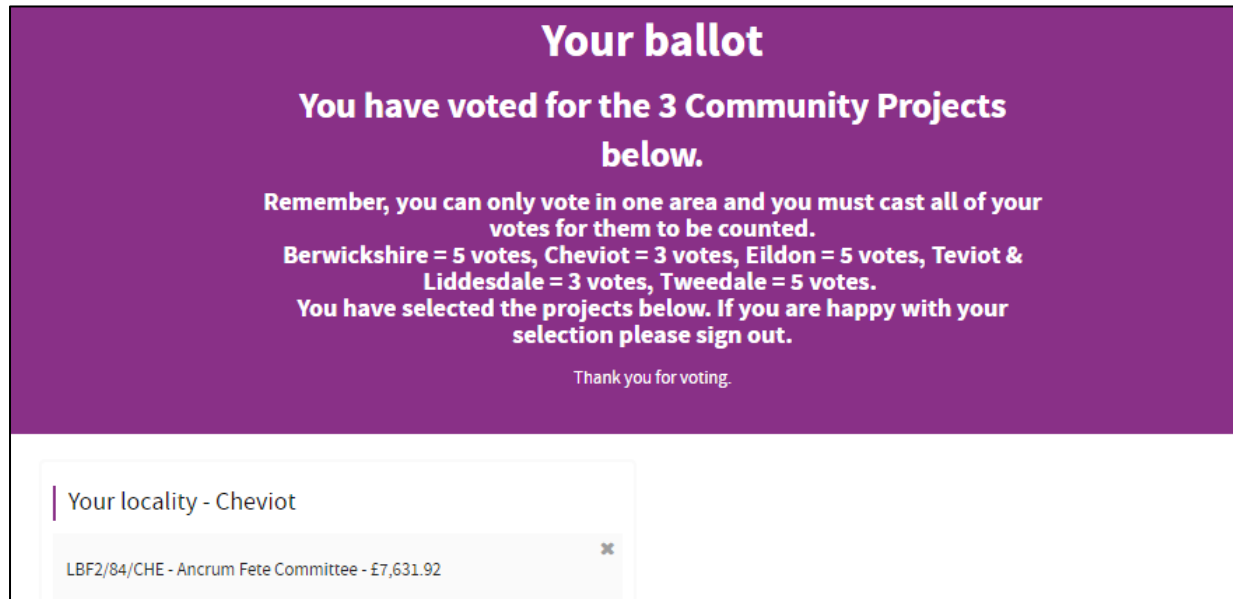
‹ Go back

Check my ballot

Investment projects with scope: Tweeddale

You must cast all of your votes for them to be counted. Berwickshire = 5 votes, Cheviot = 3 votes, Eildon = 5 votes, Teviot & Liddesdale = 3 votes, Tweeddale = 5 votes.

STEP 14: The "Your ballot" page confirms which projects you have selected. If you are happy with your selection simply **Sign Out** (top right hand corner of webpage) and these projects will be cast at the end of the voting window. You have now cast your votes. Thank you for voting!

Computer/Tablet View   Mobile View

Your ballot
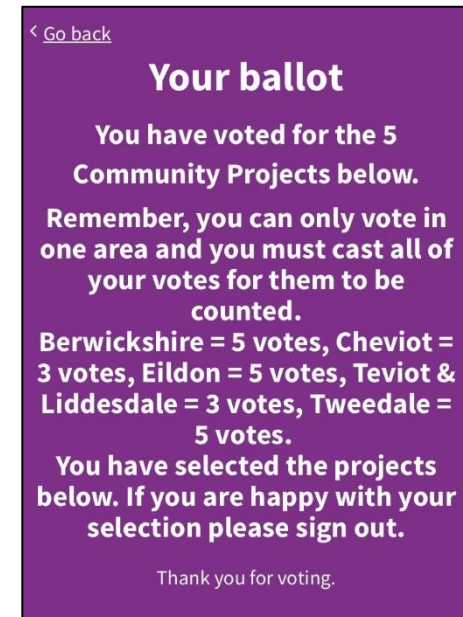
You have voted for the 3 Community Projects below.

Remember, you can only vote in one area and you must cast all of your votes for them to be counted.
Berwickshire = 5 votes, Cheviot = 3 votes, Eildon = 5 votes, Teviot & Liddesdale = 3 votes, Tweedale = 5 votes.
You have selected the projects below. If you are happy with your selection please sign out.

Thank you for voting.

Your locality - Cheviot

LBF2/84/CHE - Ancrum Fete Committee - £7,631.92

‹ Go back

Your ballot

You have voted for the 5 Community Projects below.

Remember, you can only vote in one area and you must cast all of your votes for them to be counted.
Berwickshire = 5 votes, Cheviot = 3 votes, Eildon = 5 votes, Teviot & Liddesdale = 3 votes, Tweeddale = 5 votes.
You have selected the projects below. If you are happy with your selection please sign out.

Thank you for voting.

Your locality - Tweeddale

LBF2/27/TW - Newlands Community Development Trust - £15,000