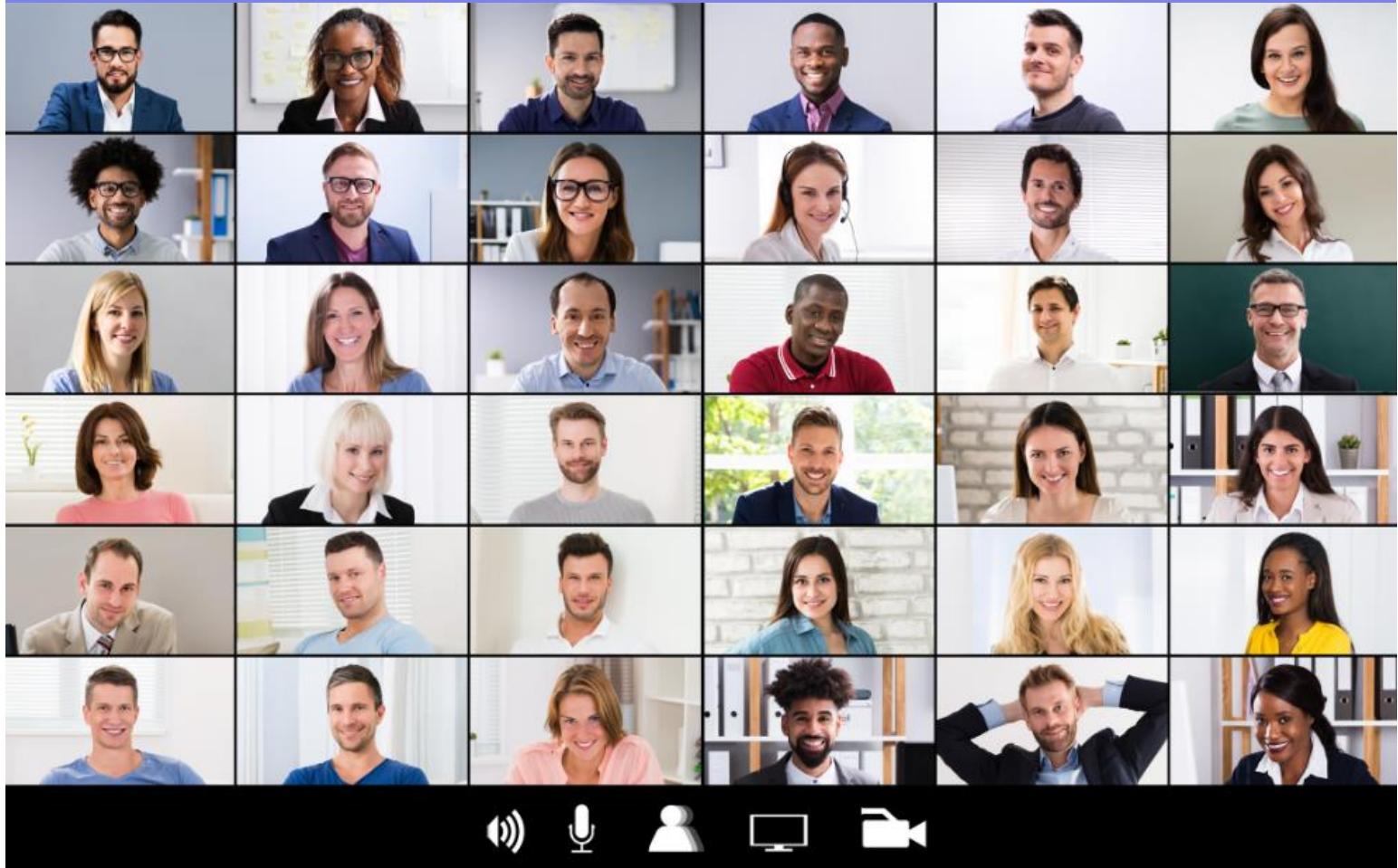


Virtual AGMs, Yes, we can!



Virtual AGM Attendee User Guide



www.virtualupon.com



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Virtual Upon



1 (855) 919-5378

Welcome to your virtual AGM!

Your community is hosting AGMs online for everyone to safely participate from the comfort of home.

Here's what you can do at your virtual AGM:

1. Complete and sign electronic forms
2. Participate in AGM events
3. Make motions
4. Nominate candidates
5. Vote
6. Ask questions

All on your home computer or other internet-connected device.

How to participate:

You need an internet-connected device, like a computer or tablet. Please see the recommended system requirements at the end of this document if you're unsure about your device.

When to start:

We recommend logging into your community before the AGM event, with enough time to find and complete the electronic forms provided for you. This will help you save time logging in on the AGM Event Day.

How to get started:

You will need to join the condo's virtual community before you attend the AGM:

1. You should receive an email from the Virtualupon Admin Team with your user name and password.
2. With your user name and password handy, click this link while connected to the internet, or type it into your internet browser: <https://condo.virtualupon.co>

Tasks you should complete before the AGM Event Day:

After you successfully login to your community, you will find electronic forms on the left side of your screen, as shown in figure 1-1:

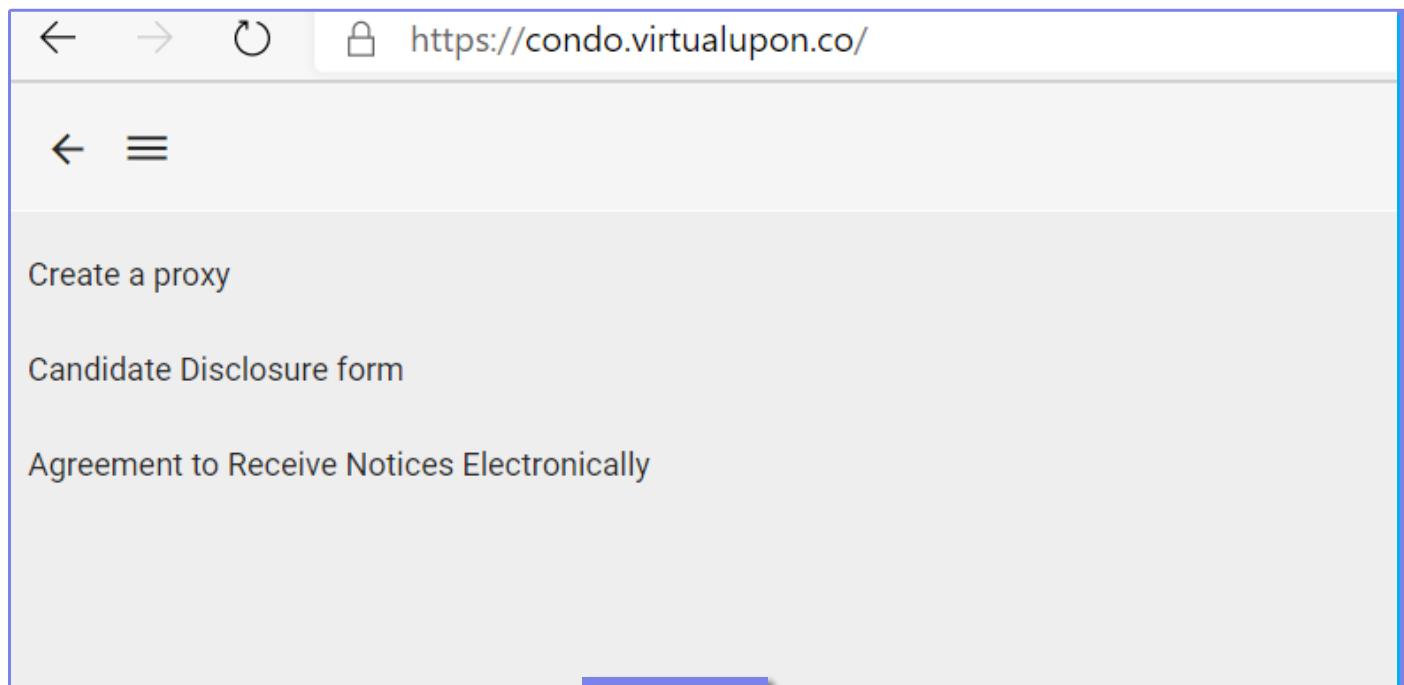


Figure 1-1

Click on the form name and start filling-out the required information. Each time you complete and submit an E-Form, a copy will be emailed to you and your condominium manager.

How to JOIN the AGM on Event Day:

1. At the AGM Event time, open your internet browser and go to this address:
<https://condo.virtualupon.co>
2. After you log in, look for the link to JOIN the event, as shown in figure 2-1 below :

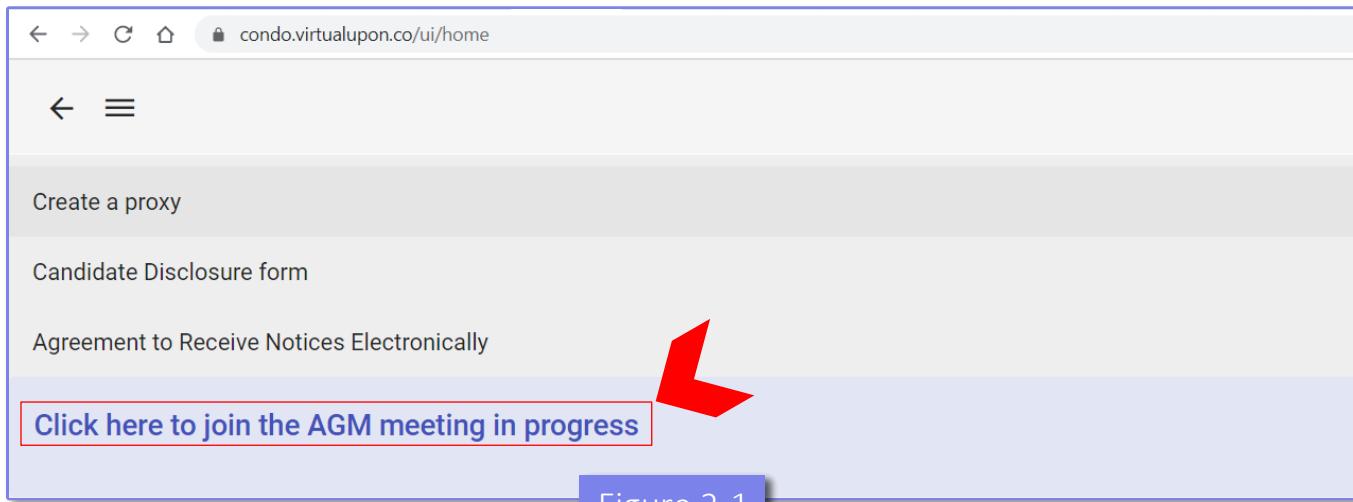


Figure 2-1

How to PARTICIPATE in the AGM Event:

During the meeting, you will be able to make motions, nominate a candidate, vote, and ask questions.

1. Watch your screen for instructions.
2. When your meeting host asks for your input, a window will pop-up on your screen with the action to take.
3. Be sure to make and submit your selection within the time period assigned to each task. The timer will count down at the top of the current action window.

Review the next pages to see some examples of actions and pop-up windows.

Virtualupon Attendee User Guide.

Making a motion

When the host opens the floor to make a motion, you will see a pop-up on the right of your screen. To make a motion mover or seconder, click your selection and click Confirm, as shown in figure 3-1.

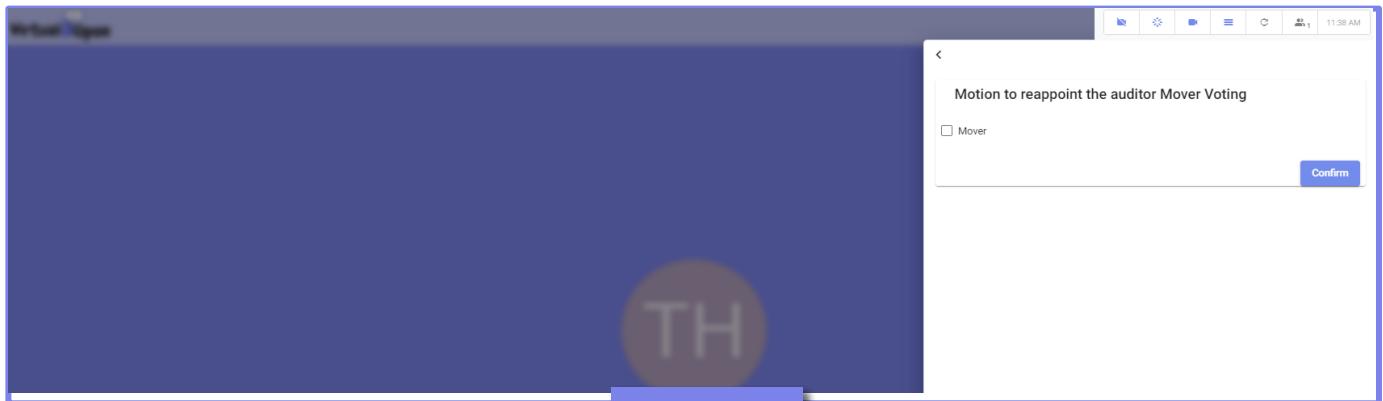


Figure 3-1

Voting for a motion

When the host vote on a motion, you will see a pop-up on the right of your screen. To vote for or against a motion, click on the circle next to your selection and click confirm, as shown in figure 3-2.

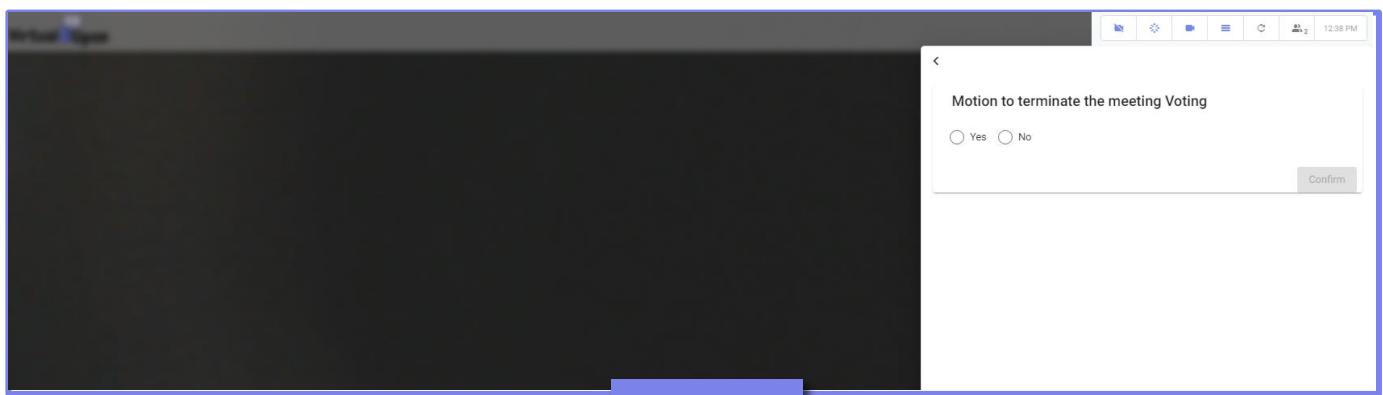


Figure 3-2

Nominating a candidate

When the host opens the floor to nominate candidates, you will see a pop up on the right of your screen. To nominate your selection, click the arrow next to the candidate name from the drop down menu and click finish, as shown in figure 4-1 below :

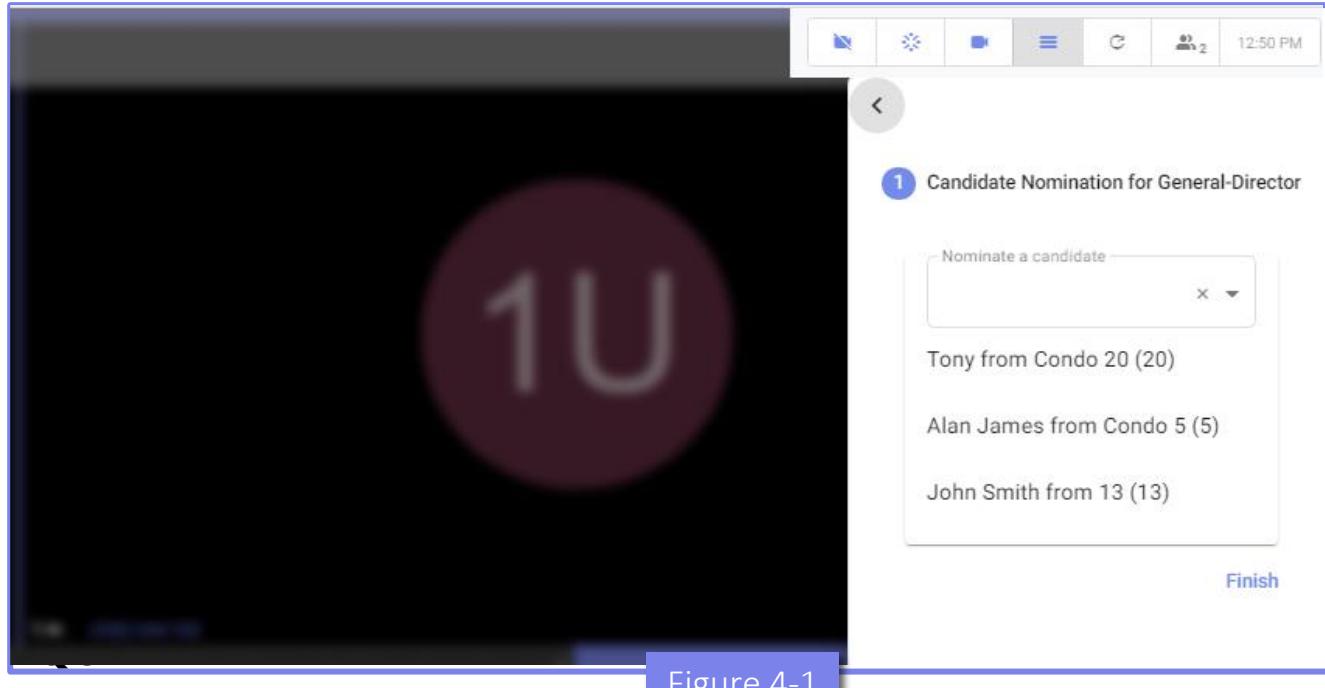


Figure 4-1

Voting for a candidate

When the host opens the floor to vote, you will see a pop up on the right of your screen. To vote for a candidate, click the box next to the candidate name and click finish voting. Watch the countdown timer at the top of the action window. as shown in figure 4-2 below :

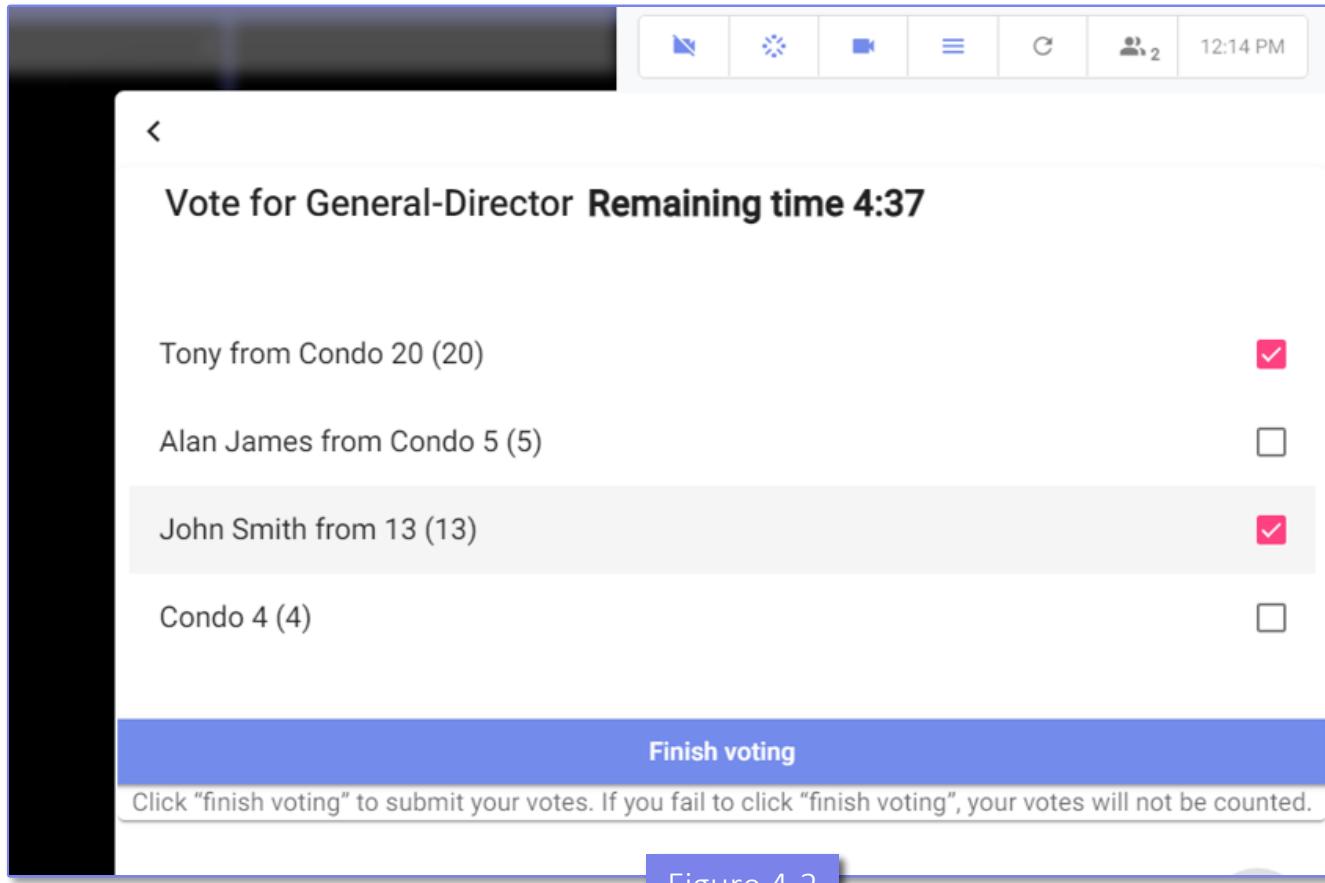


Figure 4-2

Voting results

After voting has closed, a pop up window with instant voting results will be displayed, as shown in figure 5-1 below :

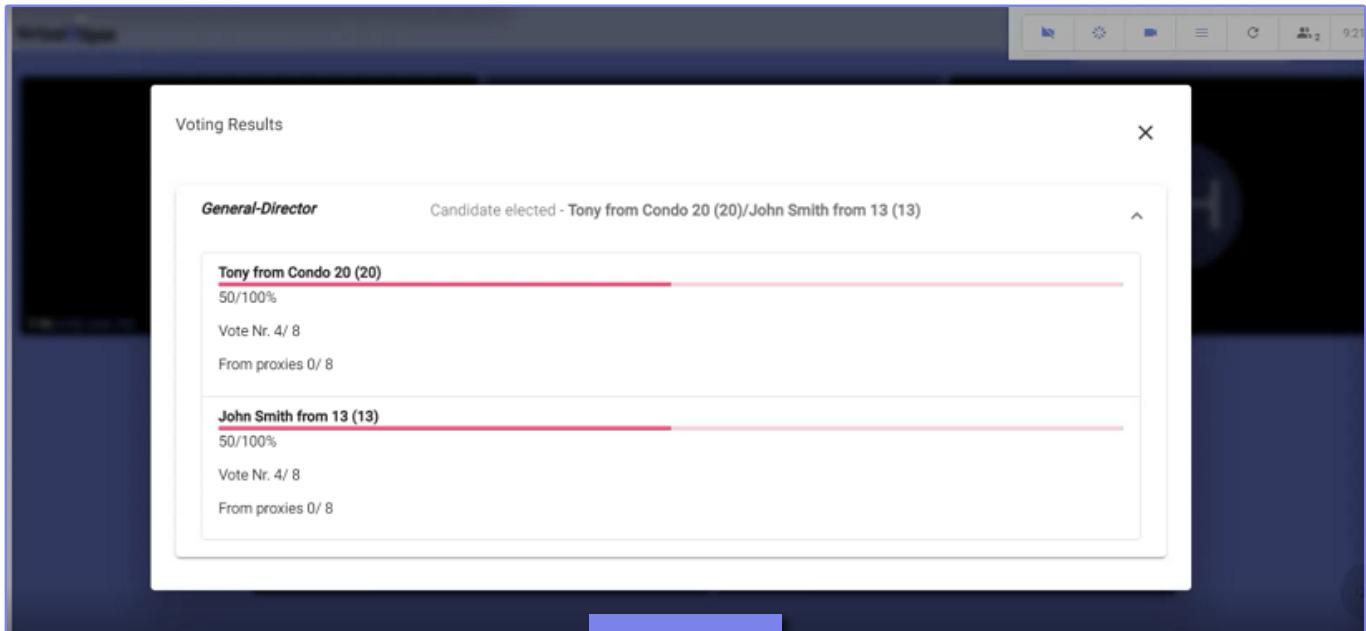


Figure 5-1

Voting for specific matters

When the host opens the floor to vote on specific matters, you will see a pop up on the right of your screen. To vote for specific matters, click the circle next to your selection and click finish, as shown in figure 5-2 below :

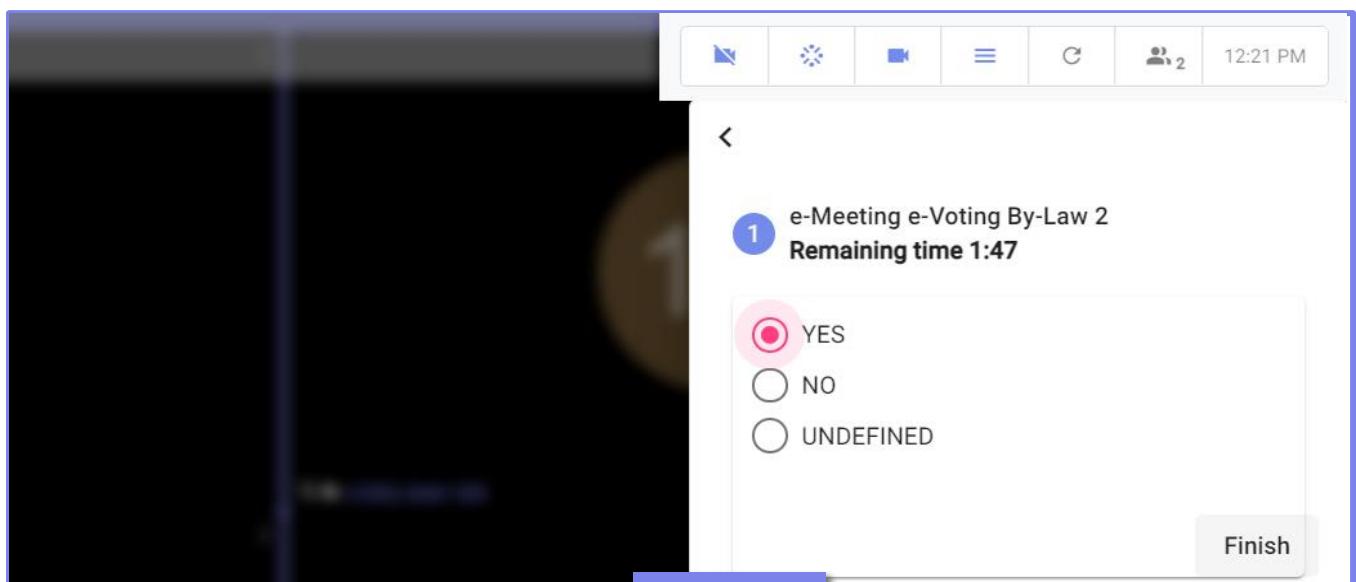


Figure 5-2

Q & A

When the host opens the Q&A session, you will see an alert on the bottom right side of your screen. To participate in Q&A, click the Q&A button at the bottom of the page, as shown in figure 6-1 below.

In Q&A, you can send private messages to the panelist group. These messages will be seen by your condominium managers, board of directors, and the meeting host. Your questions will not be seen by other participants. You can post messages in the group chat, where everyone can see your messages.

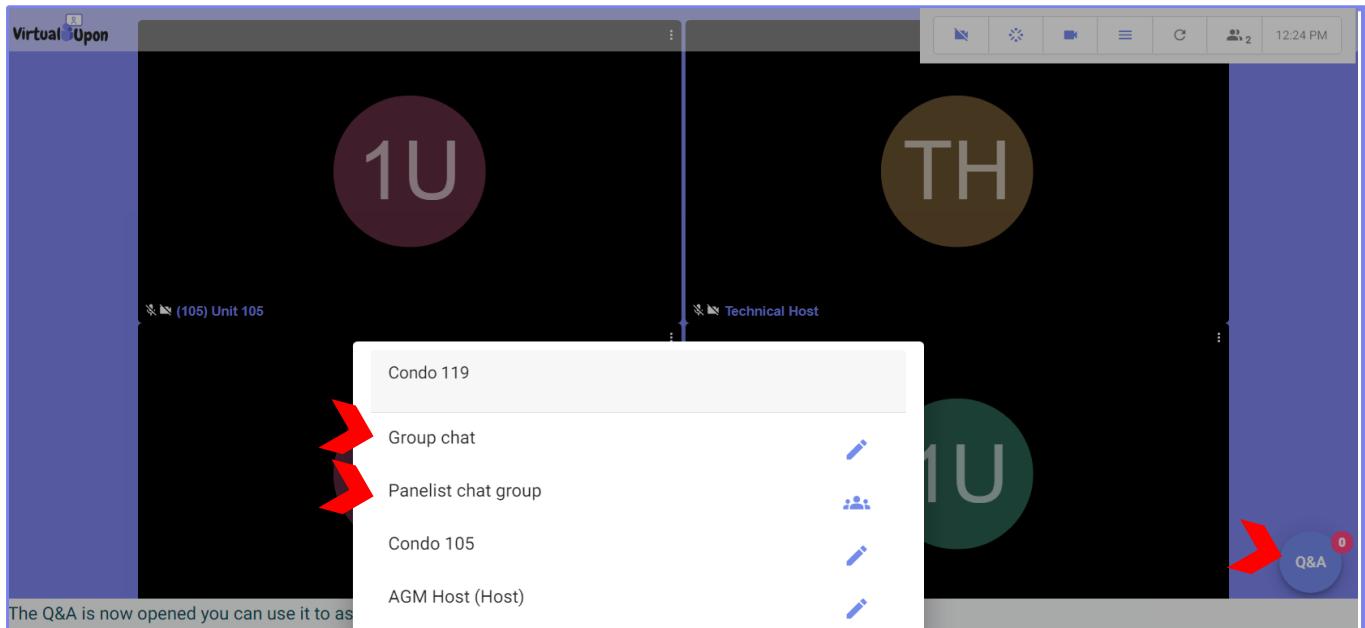


Figure 6-1

How to watch and join the conversation:

You and other participants will meet in the Virtualupon Conference-Meeting.

- The Conference-Meeting is on the AGM page so you can join without installing anything new on your device.
- To see and hear, your device must be connected to the virtual AGM Event on Event Day and have audio enabled.
- To be able to participate in conversations and appear on video, your microphone and camera must be enabled.
- Please note: by default, attendee video and audio will be muted. We ask you to use the raise hand feature (#5 in the image , as shown in figure 7-1 below) if you would like to be called on to speak.

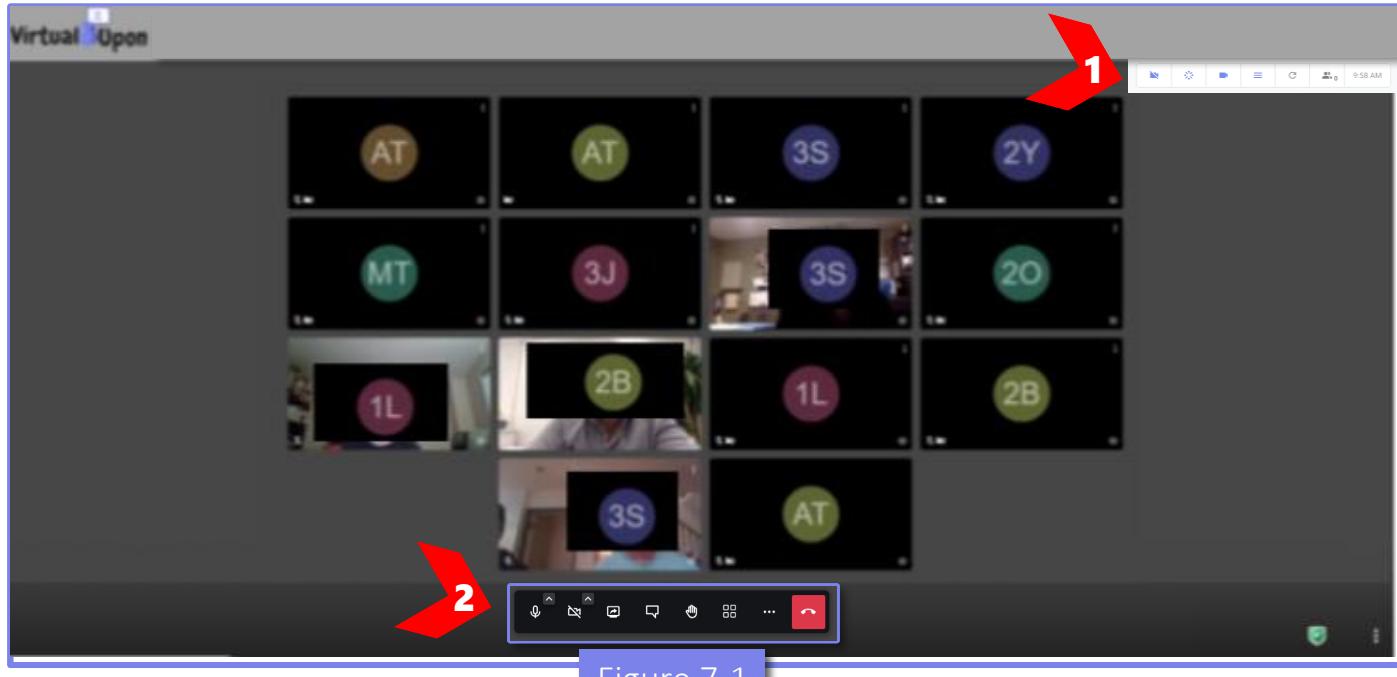


Figure 7-1

Your Conference-Meeting Controls:

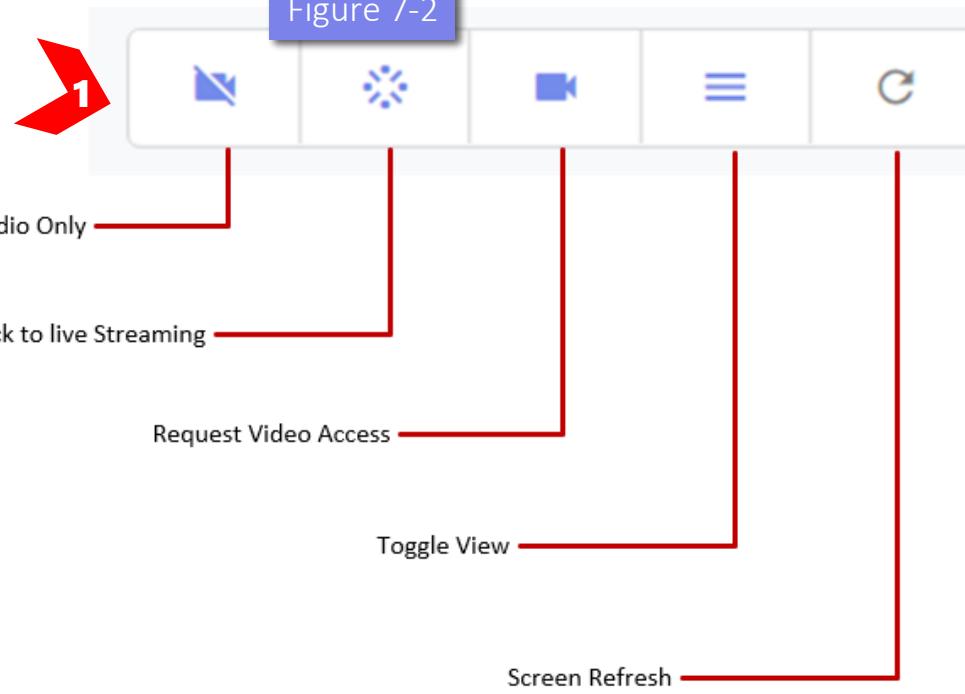


Figure 7-2

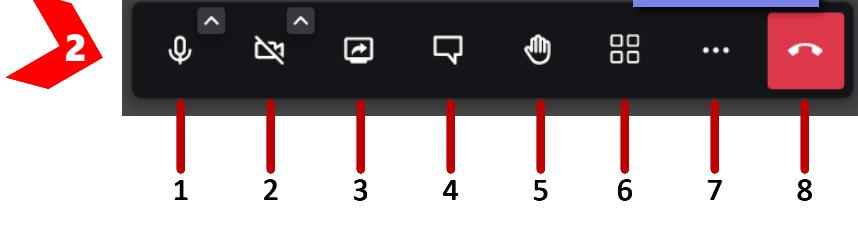


Figure 7-3

1. **Mic On/Off** – To Unmute/Mute yourself, click this or press M on your keyboard.
2. **Video On/Off** – To turn your device's camera on/off, click this or press V on
3. **Share items** – To upload electronic files from your device to share, click this (not available on mobile phone).
4. **Chat** – Type your responses
5. **Hand Raise** – To ask to be unmuted to speak, click this or press R on your keyboard.
6. **Toggle tile view**
7. **Settings**
8. **Leave the meeting** – To disconnect after the meeting has concluded.

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Alternative Ways to Attend:

If you cannot connect to your AGM on the Event Day with an internet-connected device, you may join the meeting via phone. Use the appropriate dial-in number below:

- *Canada-United States: 1-866-725-2751*
- *Ontario: 587- 883-9098*

When connected, enter the Participant Code found in your AGM package information to connect to your meeting.

Please note that when dialing-in you will not be able to use the digital meeting functions available in the Virtualupon AGM application.

Support:

Virtualupon will have technical staff to support you during the meeting.

FAQ:

[Click here to find answers to Frequently Asked Questions \(FAQ\)](#)