

This document illustrates the Member experience of the Voting Portal.

Prerequisites

The Suzuki Music NSW Voting Platform is embedded in the Member Portal. All financially Active members can access their Member Portal when the Voting Portal is ready.

In order to access the Voting Portal, you should have:

1. An Active Suzuki Music NSW membership
This implies you are a financial member with Suzuki Music NSW (not with your teachers' instrumental / SECE lessons). If you have concerns about your membership status, please sign into the Suzuki Music NSW Member Portal or contact us at reception@suzukimusicnsw.com.au .
2. Login credentials to access the Suzuki Music NSW Member Portal.
The Suzuki Music NSW Member Portal can be accessed from this link.

<https://www.suzukimusicnsw.com.au/parent-portal/>

Please follow the green arrows and enter your email address, then your known password, and click the **Sign In** button.

Should you forgot your password, please follow the red arrow and click the **forgot?** text.

The screenshot displays the Suzuki Music NSW Member Portal login interface. At the top, there is a navigation menu with links for Home, About Us, Programs, Membership, Events, Teachers, Tempo, Video, and Contact. Below the menu, the 'Member Portal' section is visible, including a 'Print' button. The main content area is titled 'Login' and contains the instruction 'Enter your email address and password to login.' There are two input fields: 'Email Address' and 'Password (forgot?)'. A red arrow points to the 'forgot?' text in the password field, and three green arrows point to the 'Email Address' field, the 'Password (forgot?)' field, and the 'Sign In' button respectively. At the bottom of the page, there is a footer with the text 'Connect with our team - Suzuki Music NSW Facebook' and a button to 'View our Facebook Page'. The footer also includes copyright information: '© Suzuki Talent Education Association Australia (NSW) Ltd' and links for 'Privacy Policy / Membership Overview / Find a Teacher / Staff Login'.

Resetting Password

When clicking on the **forgot?** link at the Member Portal Login page, you will find a page to enter your email address. Please enter your known email address, and press **Submit**.

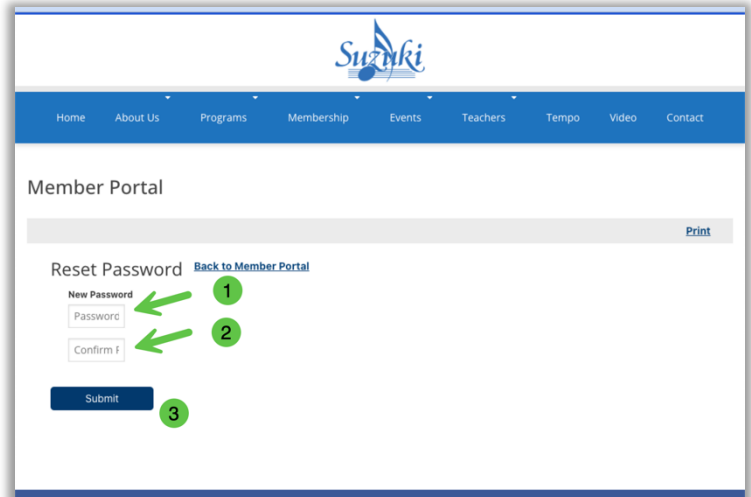
This will send an email to this address if the Portal can find your account. If you do not see any emails, please contact reception@suzukimusicnsw.com.au.

Once you have submitted this form, below confirmation page will be shown.

Please check your inbox (or junkbox) for an email with the Subject line **Suzuki Music NSW Member Portal – Reset Password**.

The email contains a blue link that will take you to the password reset page. Please click this link.

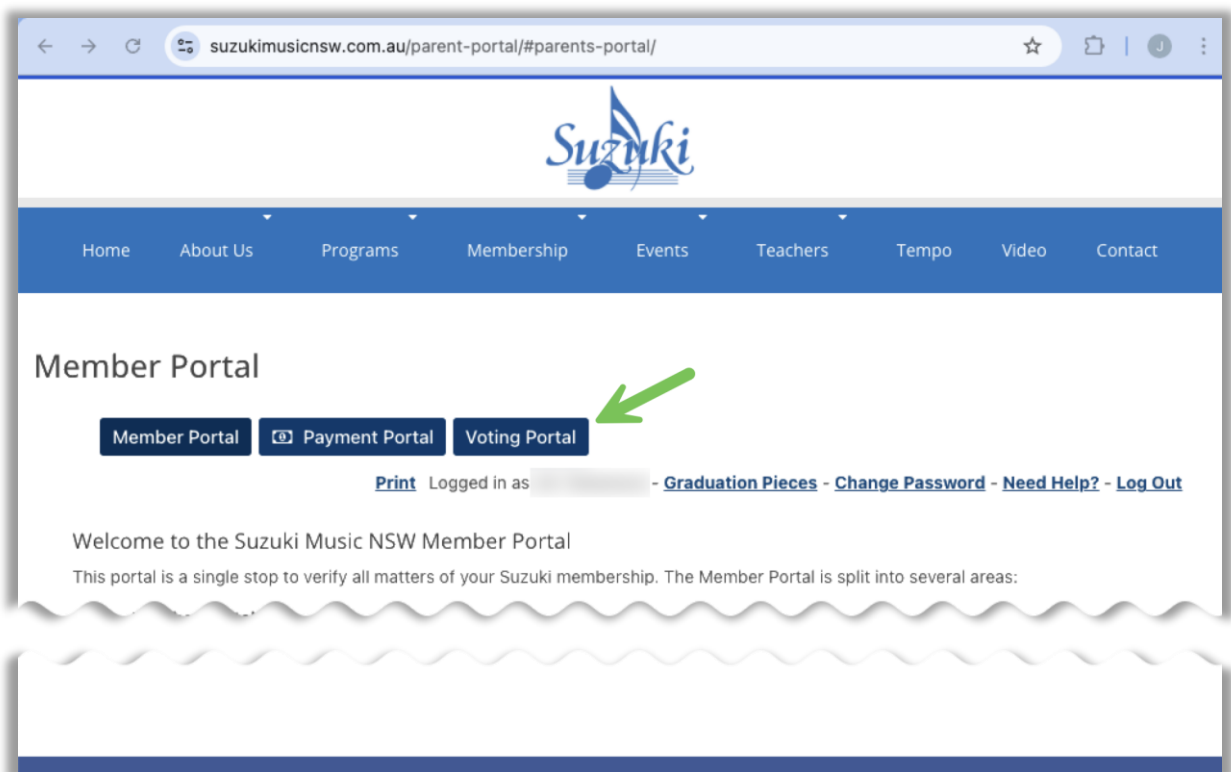
When you click the link, you will be prompted to enter a new password. Please enter them twice and press **Submit**. Your password has now been changed. You can now open the Member Portal link again and try login with your newly set password.



Should you not receive the email, or the link does not work, please contact us at reception@suzukimusicnsw.com.au.

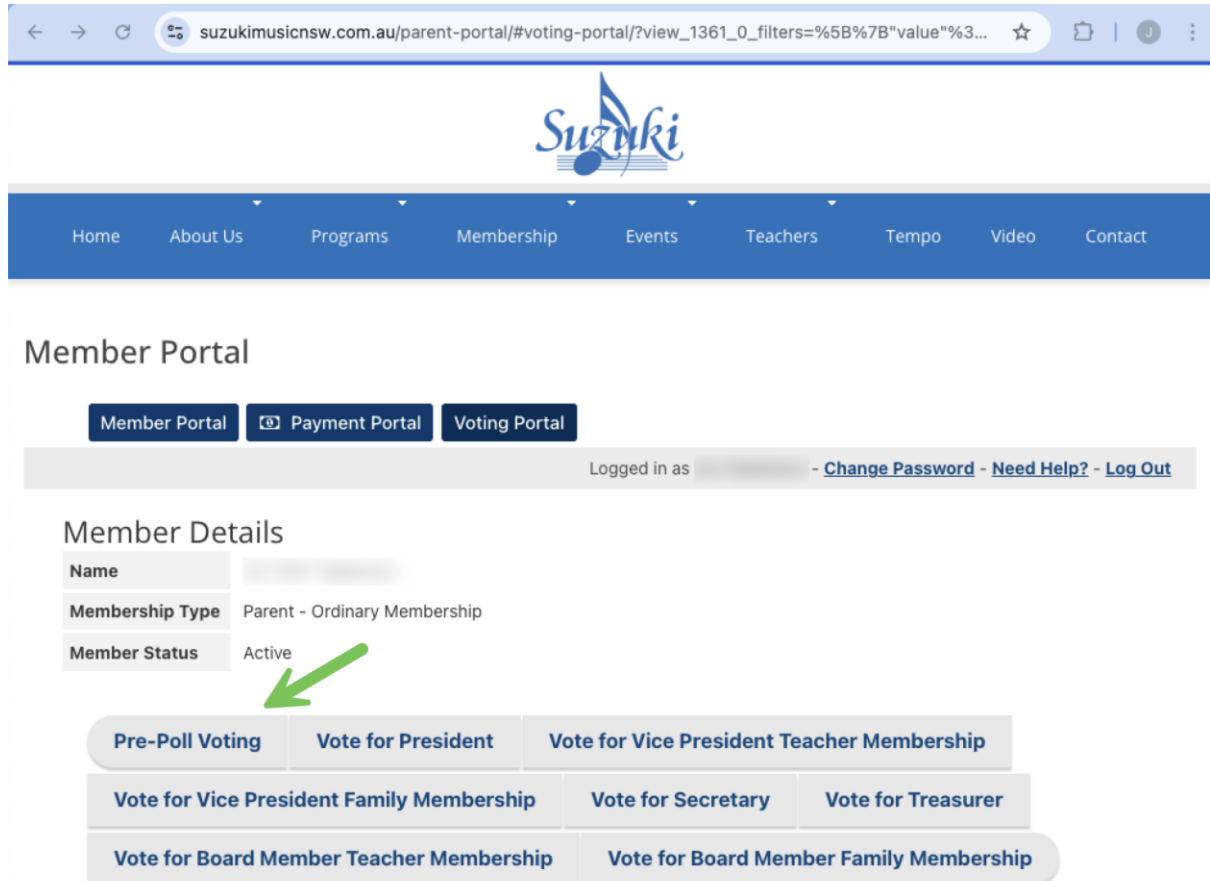
Accessing the Voting Portal

Once you have logged into the Member Portal, you will see a link to the **Voting Portal** at the top. This link is only provided when we are ready for Pre-Poll Voting through the day of the Annual General Meeting.



Pre-Poll Voting

When you access the Voting Portal, you will see your Member Details, followed by a list of buttons. Please click on the Pre-Poll Voting button.



The screenshot shows a web browser window with the URL suzukimusicnsw.com.au/parent-portal/#voting-portal/?view_1361_0_filters=%5B%7B%22value%3.... The page features the Suzuki logo at the top center and a navigation menu with links for Home, About Us, Programs, Membership, Events, Teachers, Tempo, Video, and Contact. Below the navigation menu is the "Member Portal" section, which includes three buttons: "Member Portal", "Payment Portal", and "Voting Portal". A user is logged in, with options to "Change Password", "Need Help?", and "Log Out". The "Member Details" section shows the following information:

Name	[Redacted]
Membership Type	Parent - Ordinary Membership
Member Status	Active

A green arrow points to the "Pre-Poll Voting" button in the voting options grid. The grid contains the following buttons:

- Pre-Poll Voting
- Vote for President
- Vote for Vice President Teacher Membership
- Vote for Vice President Family Membership
- Vote for Secretary
- Vote for Treasurer
- Vote for Board Member Teacher Membership
- Vote for Board Member Family Membership

Once you click the Pre-Poll Voting link, the Pre-Poll Voting Form will appear (please refer to the next page). You will be shown the candidates of the open positions that you are eligible to vote for. Please select which candidate you wish to vote for, and press Submit on each of the position available.

Please note well: Once you have submitted your vote, you will no longer be able to access this page until next voting season.

The same candidates will be available on the day of the Annual General Meeting, so if you cannot make up your mind, you can also lodge your vote during the meeting.



Member Portal

- Member Portal
- Payment Portal
- Board Portal
- Voting Portal

Voting Portal > Pre-Poll Voting Logged in as Jin Takamura - [Change Password](#) - [Need Help?](#) - [Log Out](#)

- Pre-Poll Voting
- Vote for President
- Vote for Vice President Teacher Membership
- Vote for Vice President Family Membership
- Vote for Secretary
- Vote for Treasurer
- Vote for Board Member Teacher Membership
- Vote for Board Member Family Membership

Suzuki Music NSW Board of Directors

Pre-Poll Voting Form

By submitting the below Pre-Poll Voting Form, the listed Suzuki Music NSW financially Active member submits the vote prior to the Suzuki Music AGM.

Please submit only one vote per candidate and submit each form.

Secretary

Please select one of the members by their number

- 1 - Mr A
- 2 - Ms B
- 3 - Mr C

Vote one of the Candidates for Secretary *

Board Member Teacher Membership

Please select one of the members by their number

- 1 - Mr A
- 2 - Ms B
- 3 - Mr C

Vote one of the Candidates for Board Member Teacher Membership *

Board Member Family Membership

Please select one of the members by their number

- 1 - Mr A
- 2 - Ms B
- 3 - Mr C

Vote one of the Candidates for Board Member Family Membership *

[Back to Voting Portal](#)

Voting during the Annual General Meeting

During the Annual General Meeting, the MC will prompt you to click on the respective button in the Voting Portal. Once you click into it, you will see the list of candidates.

Here is an example of a voting page for Secretary. If you don't see the Voting Form, please Refresh your browser.

You are allowed to submit your vote only once. Please select the number of the candidate and press **Submit**.

If you are asked to proceed to another voting, please press another tab according to the instruction and follow the same procedure.

The screenshot shows a web browser window with the URL suzukimusicnsw.com.au/parent-portal/#voting-portal/vote-for-secretary/. The page features the Suzuki logo and a navigation menu with items: Home, About Us, Programs, Membership, Events, Teachers, Tempo, Video, and Contact. Below the menu is the 'Member Portal' section with tabs for Member Portal, Payment Portal, Board Portal, and Voting Portal. The 'Voting Portal' tab is active, showing a breadcrumb trail: Voting Portal > Vote for Secretary. A green arrow labeled '1' points to the browser's refresh button. Below the breadcrumb, there are several voting options: Pre-Poll Voting, Vote for President, Vote for Vice President Teacher Membership, Vote for Vice President Family Membership, Vote for Secretary (highlighted with a green arrow labeled '2'), and Vote for Treasurer. Below these are Vote for Board Member Teacher Membership and Vote for Board Member Family Membership. The main heading is 'Vote for Secretary'. Below this, it says 'Please select one of the members by their number.' followed by a list: 1. Mr A, 2. Ms B, 3. Dr C. A dropdown menu labeled 'Vote one of the Candidates for Secretary *' has 'Select...' in it, with a green arrow labeled '3' pointing to it. Below the dropdown is a blue 'Submit' button with a green arrow labeled '4' pointing to it. At the bottom left, there is a link 'Back to Voting Portal'.

Error messages

There are times you will see error messages when accessing the Voting Portal.

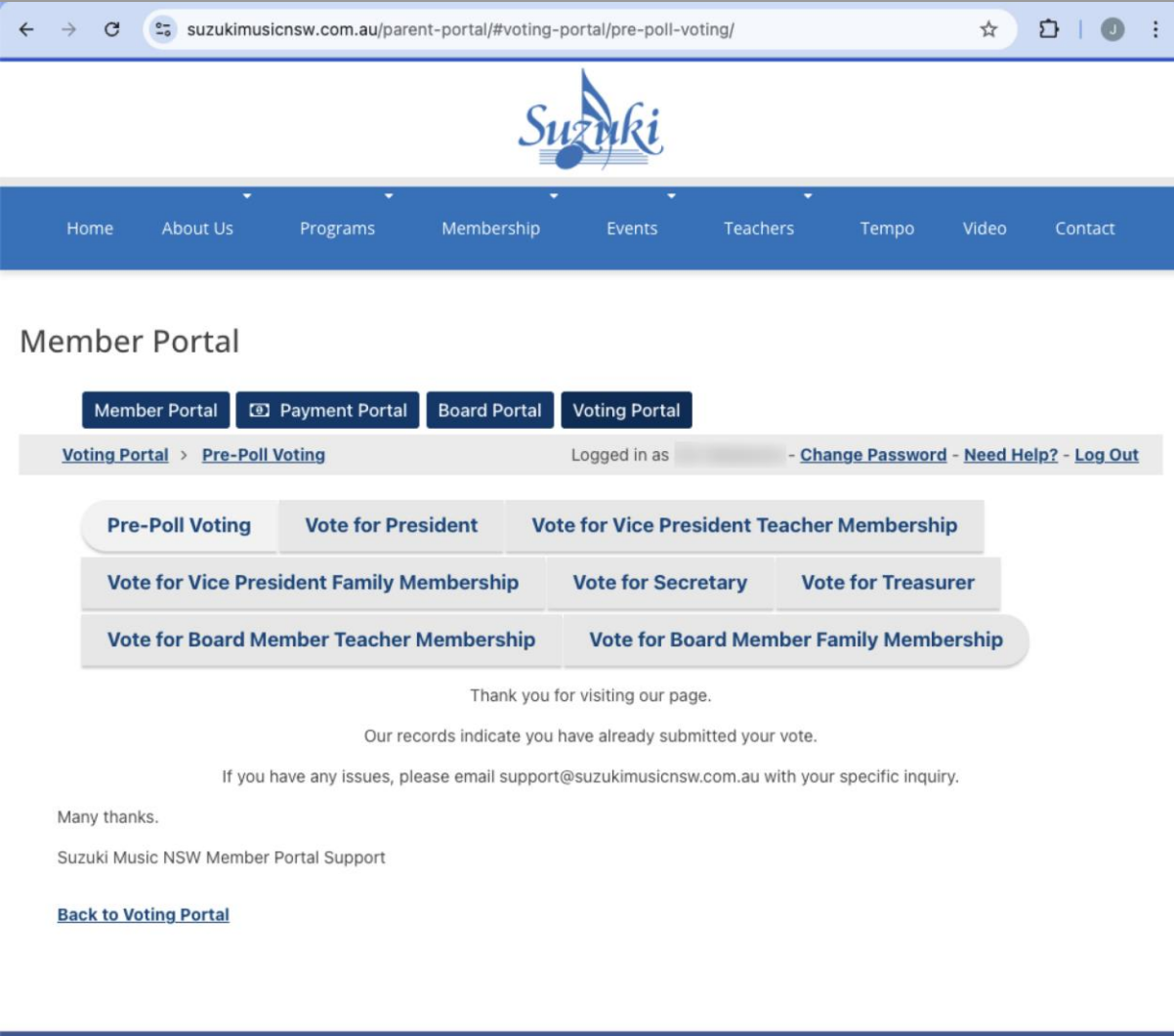
Error Trying to Access Pre-Poll Voting After Submission

If you have already submitted your Pre-Poll Votes and you are trying to access the Voting Portal again, you will see this error message.

The screenshot shows a web browser window with the URL suzukimusicnsw.com.au/parent-portal/#voting-portal/pre-poll-voting/. The page features the Suzuki logo at the top center and a navigation menu with links for Home, About Us, Programs, Membership, Events, Teachers, Tempo, Video, and Contact. Below the menu is the "Member Portal" section, which includes buttons for Member Portal, Payment Portal, Board Portal, and Voting Portal. The current page is "Voting Portal > Pre-Poll Voting", and the user is logged in. A grid of voting options is displayed, including "Pre-Poll Voting", "Vote for President", "Vote for Vice President Teacher Membership", "Vote for Vice President Family Membership", "Vote for Secretary", "Vote for Treasurer", "Vote for Board Member Teacher Membership", and "Vote for Board Member Family Membership". The "Pre-Poll Voting" button is highlighted. Below the grid, a message reads: "Thank you for visiting our page. Our records indicate you have already submitted your vote. If you have any issues, please email support@suzukimusicnsw.com.au with your specific inquiry. Many thanks. Suzuki Music NSW Member Portal Support. [Back to Voting Portal](#)

Error When Trying to Access Voting Portal Too Early

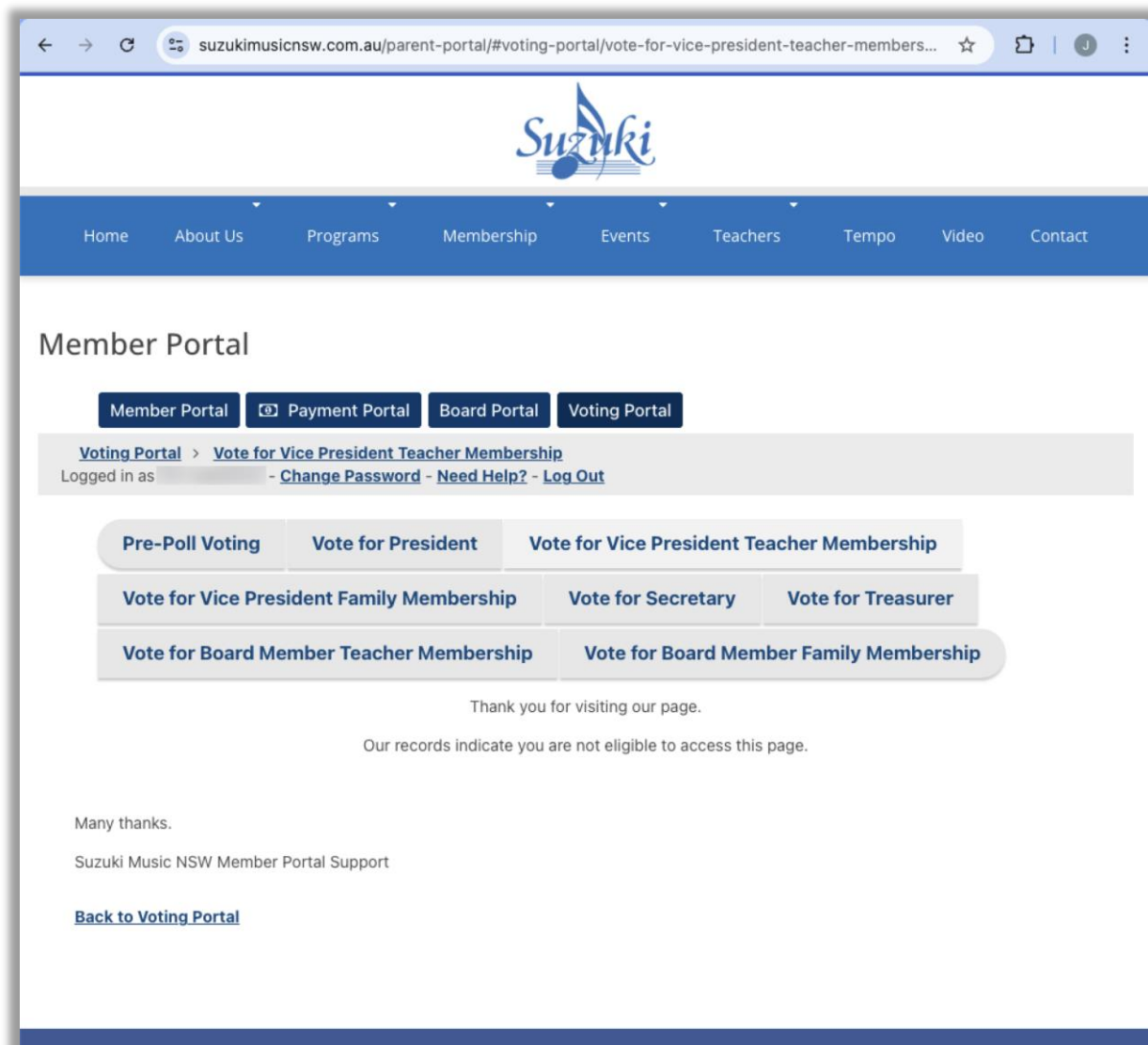
IF you try to access the Voting Portal prior (or after) to the voting time, you will see this error message.



The screenshot shows a web browser window with the URL suzukimusicnsw.com.au/parent-portal/#voting-portal/pre-poll-voting/. The page features the Suzuki logo at the top center and a navigation menu with links for Home, About Us, Programs, Membership, Events, Teachers, Tempo, Video, and Contact. Below the navigation is the "Member Portal" section, which includes buttons for Member Portal, Payment Portal, Board Portal, and Voting Portal. The current page is "Voting Portal > Pre-Poll Voting", and the user is logged in. The main content area displays a grid of voting options: Pre-Poll Voting, Vote for President, Vote for Vice President Teacher Membership, Vote for Vice President Family Membership, Vote for Secretary, Vote for Treasurer, Vote for Board Member Teacher Membership, and Vote for Board Member Family Membership. The "Pre-Poll Voting" button is highlighted. Below the grid, a message states: "Thank you for visiting our page. Our records indicate you have already submitted your vote. If you have any issues, please email support@suzukimusicnsw.com.au with your specific inquiry. Many thanks. Suzuki Music NSW Member Portal Support. [Back to Voting Portal](#)

Error Accessing Voting that are You are Not Eligible of

There are specific positions that are only eligible by a particular set of members. If you tried to open the voting page for the position you are not eligible of, you will see this error message.



Should you have any issues or concerns **prior to the meeting**, please consult reception@suzukimusicnsw.com.au.

Should you have any issues during the meeting, please inform the MC so we can attend to your issue on the spot.

Written on 9 Sep 2024 by Jin Takamura