

Voting Procedure

Voting will take place electronically through a web application available at:

<https://volby.utb.cz>

a) Login

Upon the first access to the website, a list of all institutions from eduID will be displayed. The list can be narrowed down using the search field, e.g., by entering the text "bat", only institutions that contain these characters in their name will remain in the list. Then select Tomas Bata University in Zlín/ Univerzita Tomáše Bati ve Zlíně.

The screenshot shows two side-by-side browser windows. The left window shows a search interface with a search bar and a list of institutions. The right window shows the same search interface with the search bar containing 'bat' and the list of institutions filtered to show only those containing 'bat'. A red arrow points from the search bar in the left window to the search bar in the right window. The right window also shows a red box around the 'Univerzita Tomáše Bati ve Zlíně' entry in the list.

After automatic redirection to the login page (<https://shibboleth.utb.cz/>), you can log in using your UTB network username and password.

The screenshot shows the login page of the Tomas Bata University in Zlín. It features a login form with fields for 'Uživatelské jméno / UTB login:' and 'Heslo:'. There are checkboxes for 'Nepamatovat si přihlášení' and 'Smazat předchozí souhlas k poskytnutí vašich informací k této službě'. A 'PŘIHLÁŠIT SE:' button is at the bottom. To the right, there is a 'LOGIN UTB PORTAL' section with a 'TBU username (login):' field, a 'Password:' field, and checkboxes for 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.' A 'LOG IN' button is at the bottom.

b) Display of Available Voting

After successful login, the home page of the web application is displayed, which contains a list of available elections in which the logged-in user has the right to vote. The date and time of the start and end of voting are also listed. An empty checkbox at the end indicates that the logged-in user has not yet voted in that poll.

Please do not switch the language interface to English on this page, use Czech instead.

The screenshot shows the voting page of the web application. It features a header with the 'utb.cz' logo and a user profile icon. Below the header, there is a navigation bar with 'Volby' and 'Seznam voleb'. A 'Filtr' button is on the left, and a 'Začátek hlasov...' dropdown menu is on the right. The main content area shows a list of elections. The first election is 'Volby do AS UTB - test', with a start time of '6.1.2022 8:00' and an end time of '7.1.2022 12:00'. An empty checkbox is at the end of the row. The text 'Nalezen 1 záznam.' is at the bottom.

c) Voting

If voting is currently in progress, details are displayed after clicking on the selected election, including the option to cast votes. The voting system indicates how many candidates can be voted for.

The "Vote"/"Hlasovat" button will only be activated if the selected number of candidates is within the allowed range.



After clicking the "Vote"/"Hlasovat" button, a prompt to confirm the vote is displayed. Confirmation and submission of the vote is done by the "**Confirm**"/"**Potvrdit**" button. You can return to the candidate selection by clicking the cross in the upper right corner.

Confirmation

Please confirm your choice:

- Drlíková Markéta, Ing., Ph.D.
- Pecka Soběslav, prof. Ing., DrSc.
- Svoboda Luděk, Ing.

Confirm

Potvrzení

Prosím potvrďte svoji volbu:

- Drlíková Markéta, Ing., Ph.D.
- Pecka Soběslav, prof. Ing., DrSc.
- Svoboda Luděk, Ing.

Potvrdit

d) Abstention

Next to the "Vote"/"Hlasovat" button is the "Abstain"/"Zdržím se" button.



ATTENTION! By selecting the "Abstain"/"Zdržím se" option and then the "**Confirm**"/"**Potvrdit**" button, **the voting system counts participation in the elections, but no vote will be added to any of the candidates.**

Confirmation

Please confirm that you really want to abstain.

Confirm

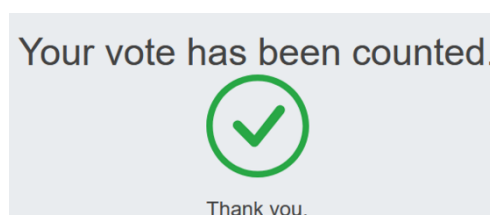
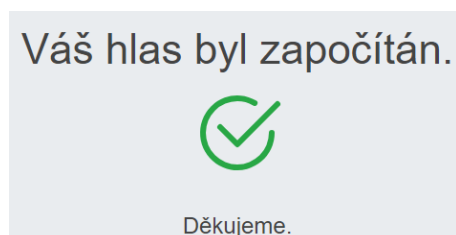
Potvrzení

Prosím potvrďte, že se opravdu chcete zdržet hlasování.

Potvrdit

e) Confirmation of Vote Receipt

After submitting the vote, whether by the "Vote"/"Hlasovat" or "Abstain"/"Zdržím se" button, the receipt of the submission is announced. At the same time, a confirmation will be sent to the email address of the logged-in (voting) user.



[Detailed organizational instructions \(in Czech\)](#)

This is an unofficial translation, provided for convenience. The official version of the document is in Czech language