

Course/Workshop Name

Level

Presentation Style

COURSE OUTLINE

SynergySoft Electoral Roll

Essential

Hands on training

Who should Attend

Council staff who are responsible for preparing for council elections

Prerequisites

Attendees will need to have:

- Basic understanding of the SynergySoft Rates & Property module
- Fundamental knowledge of computers
- Fundamental knowledge of MS word

Course Content

WAEC Requirements for Postal Voting

Adding Electoral Registrations

Wards Cross Reference

Electoral Processing

- Owner/Occupier Roll
- Consolidated Roll

Electoral Roll Maintenance

Print Electoral Roll

Produce File for WAEC

Street Types

Address Dissect