IEEE vTools

Tutorials

Topic: Voting – Add a Voter List to a ballot.
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Ballot Dashboard

- Edit saved ballot
- Upload voter list to saved ballot
You must be signed in to access volunteer's Ballot Dashboard options.
Click Ballot Dashboard to view Active, Saved and Past ballots, create new ballots and manage elections.
### Saved Ballots

<table>
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<tr>
<th>Name</th>
<th>Dates</th>
<th>Organization</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Princeton Univ Student Branch Election 2019</td>
<td>26 Jun 2019 12:00 AM - 26 Jun 2019 11:55 PM</td>
<td>Princeton Univ</td>
<td>Preview Print (PDF) Manage</td>
</tr>
</tbody>
</table>

**Click Manage**

**Click Edit** to open saved ballot and to access load voter list option.

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**Princeton Univ Student Branch Election 2019**

**Draft**

- **Organization**: Princeton Univ (STB01551)
- **Start/End dates**: 26 June 2019 12:00 AM - 26 June 2019 11:55 PM
- **Timezone**: Eastern Time (US & Canada)
- **Eligible voters**: There are 50 registered voters
- **Online voter turnout**: 0.0%
- **# of emails sent**: 1 (out of 3 max)
- **Last email sent on**: June 25, 2019 16:02
- **Next email can be sent on**: You can send an email when this ballot is activated.
Add a Voter List

Important - When the voter list is loaded to the ballot, the system will also create a voter email list.

The Email option is available on Ballot Dashboard – Active Ballots.

See Email Voters tutorial for more details on communicating with the voters using vTools.Voting.

Auto Load Voter List - click Load to upload voter list to ballot.

Number of eligible voters loaded to the ballot will be displayed.

You may save the ballot as Draft or Save and activate.

For help, send email to mga-im@ieee.org.

Click Browse to select a voter list to upload to the ballot. Click Load to upload voter list to ballot.
Thank you for viewing the tutorial. Please remember to visit vTools’ site (http://vtools.ieee.org) to learn more about our projects. If you have any questions regarding vTools.Voting, please email us at: vtools@ieee.org.

Thank you!