



PRESENTS

IEEE vTools

Tutorials

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

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Sign In

IEEE vTools **VOTING**



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vTools.Voting is part of the vTools project which is developed and made possible by IEEE volunteers. This application was created to assist IEEE organization units in conducting online elections.

Please sign in to continue using the system. If you need help please [click here](#) to view a tutorial.

Note: Please ensure that you use your IEEE member web account to sign in. If you do not recall your web account information, or aren't sure you have one, you may go to: <http://www.ieee.org/web/accounts> to recover your account information.

You must be signed in to access volunteer's **Ballot Dashboard** options.

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version 2.0.0

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Ballot Dashboard

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Click **Ballot Dashboard** to view **Active**, **Saved** and **Past** ballots, create new ballots and **manage** elections.



Voting



Ballot Dashboard



Saved Ballots – Manage / Edit

Saved Ballots

Name	Dates [?]	Organization	Options
Princeton Univ Student Branch Election 2019	26 Jun 2019 12:00 AM - 26 Jun 2019 11:55 PM	Princeton Univ	Preview Print (PDF) Manage

Click **Manage**

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

Ballot Dashboard
Manage
Edit
Delete

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

Voters

Voters currently loaded: **5168**

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

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

Load Voter List

To auto-load a list of voters for [Princeton/Central Jersey Section \(R10329\)](#), please click 'Load'.

Load

OR

To upload a custom list of voters, choose a file to upload. For help getting a voter list, please email mga-im@ieee.org.

Browse... No file selected.

Load

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

Cancel

Save as draft

Save and activate

Click **Browse** to select a voter list to upload to the ballot.
Click **Load** to upload voter list to ballot.

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**.



Thank you!

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End of the tutorial

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!