Tutorials
Topic: Voting – Send Email to Voters
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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**.
Active Ballots – click on ‘Manage’ to view election information details and option to email the voters.

While an election is running, click on Manage. Option to email is found on Manage page.

Email is not sent out automatically to your voters.

You would compose and send email to your voters directly from vTools.Voting once the ballot has been activated.

Note: Only the Election Manager will have access to the ‘Manage’ option. This is to maintain the integrity of the election process.
Click 'Email' to compose your voter message to the voters.

**Email status** – shows number of emails sent and when the next email can be sent.
To ensure that IEEE members are not inconvenienced with a large number of emails, we restrict the number and frequency of emails you can send to the voters.

Note: As the creator of the ballot, you will also receive all emails sent to the voters.

Note: A footer will be added to your message as follows:


To unsubscribe from the mailings regarding “Title of Ballot inserted here” please click here. Please note that this will not unsubscribe you from the e-mails regarding future elections.
Pre-populated content has been provided that you will want to update to provide election-specific content.

Replace << >> and text in RED with your election-specific content.

Make sure to provide your contact information so that voters can contact you if they have questions related to the election.

The formatting bar may be used to style your email text. Copy/Pasting from Microsoft Word may unintentionally increase your character count due to hidden tags. Note the 4000 character limit.

Welcome to the <<insert title of election here>> Election! I would like to take this opportunity to personally express my sincere appreciation for you being an IEEE member!

Our duty and responsibility is to ensure that your voting rights are protected and you are confident that your vote is accurately cast and tabulated. We will utilize the vTools.Voting system for our elections. Please sign in to vote in the election.

Voting will start from <<insert date and time here>> and close at <<insert date and time here>>.

Please select one candidate for each position or specify a write-in candidate.

Please don’t hesitate to contact me at <<insert your email address here>> if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting – your vote counts!

<<insert Election Manager name here>>

<<insert Position / Section Name here>>

Click “Send”
# Manage Ballot – Email Log

You can view all of the emails that you have sent to the voters for this ballot by clicking on the "email log" link.

**Email status** – shows number of emails sent and when the next email can be sent.
Note: As the creator of the ballot, you will also receive all emails sent to the voters.

EMAIL LOG
Susquehanna Section 2018 Officers Election Ballot

All emails sent to voters will include the creator of the ballot as one of the recipients.

Please click on e-mail subject to view its contents.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sent on</th>
<th>Sent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susquehanna Section 2018 Officers Election Ballot</td>
<td>09 October 2017 05:15 AM - Eastern Time (US &amp; Canada)</td>
<td>All voters</td>
</tr>
</tbody>
</table>
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!