



PRESENTS

IEEE vTools

Tutorials

Topic: Voting – Upload a Manual Voter List to a ballot

Template for voter list

Use this template **only** if you need to create your voter list manually.

Please note that the fields are “tab” separated.

All of the fields are **required**.

Note – IEEE Member Number identifies the election(s) the member can vote in.

Fields must be “tab” separated.

IEEE Member Number	First Name	Last Name	Email Address	Send E-Mail Flag	Send Election E-mail Flag
01234567	John	Smith	john.smith1234@ieee.org	Y	Y
12345678	Jane	Smith	jane.smith2345@ieee.org	Y	N

Important - For help getting a voter list, please email mga_im@ieee.org.

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!