IEEE vTools

Tutorials

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

<table>
<thead>
<tr>
<th>IEEE Member Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Send E-Mail Flag</th>
<th>Send Election E-mail Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345677</td>
<td>John Smith</td>
<td><a href="mailto:john.smith1234@ieee.org">john.smith1234@ieee.org</a></td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>12345678</td>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith2345@ieee.org">jane.smith2345@ieee.org</a></td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Important** - For help getting a voter list, please email [mga_im@ieee.org](mailto:mga_im@ieee.org).
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!