



PRESENTS

IEEE vTools

Tutorials

Topic: Voting – Create a New Ballot

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Sign In

IEEE vTools **VOTING**

VTOOLS ▾ ABOUT CONTACT



vTools.Voting is part of the vTools project which is developed and made possible by IEEE volunteers. This application was created by IEEE organizational 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 are not a member, 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.

Ballot Dashboard

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IEEE vTools **VOTING**



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



Ballots



Ballot Dashboard



Ballot Dashboard

IEEE vTools **VOTING**

VTOLS ▾ BALLOTS **BALLOT DASHBOARD**

The **Ballot Dashboard** shows all of the ballots created including: Active, Saved (Drafts), and Past Ballots.

BALLOT DASHBOARD

New Ballot

Select organization  *

Devry University-North Brunswick ▾

If you do not see the organizational unit listed, please contact us at vtools-voting@ieee.org for further assistance. Thank you.

Choose template

Do not use template
Chair | Vice-Chair | Secretary | Treasurer
EXCOM
Chair | Vice-Chair | Secr/Treas

Click **Create** to open a new ballot form

Create


Ballots can be created with or without a template

As the **Election Manager**, you have access to only those ballots you have created.


This is to maintain the integrity of the election process

Ballots

Active Ballots


Name	Dates  ?	Organization	Status	Options
Devry University Election	06 Aug 2019 12:00 AM - 09 Aug 2019 12:00 AM	Devry University-North Brunswick	0% voted	Preview Print (PDF) Manage

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
Region 1 Training Ballot	02 Mar 2019 12:00 AM - 03 Mar 2019 12:00 AM	Princeton/Central Jersey Section	Preview Print (PDF) Manage

Saved (draft) Ballots – Click **Manage** to update a saved ballot, activate election, send emails.

Past Ballots

Name	Dates  ?	Organization	Options
PCJS Officers - November 2017 ballot	21 Nov 2017 12:00 AM - 04 Dec 2017 11:59 PM	Princeton/Central Jersey Section	Preview Print (PDF) Manage
PCJS Officers - November 2017 ballot	21 Nov 2017 12:00 AM - 04 Dec 2017 11:59 PM	Princeton/Central Jersey Section	Preview Print (PDF)

Create New Ballot

BALLOT DASHBOARD

In order to create a ballot, you must select an **organization** that will hold the election.

New Ballot

Select organization

No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34 ▾

If you do not see the organizational unit listed, please contact us at vtools-voting@ieee.org for further assistance. Thank you.

- No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34
- Princeton-Central Jersey Sec Jt Chap,CE08/COM19
- Princeton-Central Jersey Sec Jt Chptr,AP/ED/MTT
- Princeton-Central Jersey Section Chapter,C16
- Princeton-Central Jersey Section Chapter,CAS04
- Princeton-Central Jersey Section Chapter,EMB18
- Princeton-Central Jersey Section Chapter,PE31
- Princeton-Central Jersey Section Chapter,PHO36
- Princeton-Central Jersey Section Chapter,RA24
- Princeton/Central Jersey Affinity Group,CN
- Princeton/Central Jersey Sec Aff Grp,YP
- Princeton/Central Jersey Section**
- Princeton/Central Jersey Section Affinity Grp, WIE
- Princeton/Central Jersey Section Chapter,BT02
- Princeton/Central Jersey Section Chapter,E25
- Princeton/Central Jersey Section Chapter,SP01
- Princeton/Central Jersey Section Chapter,SSC37
- Princeton/Central Jersey Section, LM

Create

Choose template

Do not use template ▾

- Do not use template**
- Chair | Vice-Chair | Secretary | Treasurer
- EXCOM
- Chair | Vice-Chair | Sec/Treas

Click on organization name and **Create**.

You have an option to create a ballot from a **template** that has pre-defined officer positions. Using a template is not required.

Fill out a new ballot

EDIT BALLOT

Organization assigned to new ballot

Unit: Princeton-Central Jersey Section Chapter, PE31 (CH01106)

Please enter ballot name ?

PCJ PE31 Chapter election 2017

Please select time zone

(GMT-05:00) Eastern Time (US & Canada)

Select open and close dates and time zone.

Open ballot for voting

14 May 2017 12:00 AM

Close ballot for voting

03 Jun 2017 11:59 PM

Please enter voter instructions ?

✂ 📄 📌 📎 **B** *I* U 🔄 A **A** Font Family Font Sizes ☰ ☷ *I* ↶ ↷ 🔄 🔗

Welcome to the PCJ PE31 Chapter election 2017 Election! I want to take this opportunity to personally express my sincere appreciation for you being an IEEER. Our duty and responsibility is to ensure that your voting rights are protected and that you are confident that your vote is accurately recorded in the vTools.Voting system for our elections.

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

Please don't hesitate to contact me at pcj@ieee.org if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting - your vote counts!

Voter Instructions - Pre-populated text has been provided and you may edit it, if desired.
NOTE - Copy/Paste from Microsoft Word may unintentionally increase your character count due to hidden tags. There is a 4000 character limit.

Provide a single email address your voters can use to ask questions regarding the election. This email will appear as a link on the voter's Ballot Dashboard under **Contact Election Manager**.

Please enter a contact email in case users have any questions ?

?

Positions and Candidates

Positions and candidates

Please enter positions and candidates ?

Add new position

Click on **Add new position** and enter title of position.
Example "Chair"

Each position and candidate includes options to edit/delete.

Vice Chair

Edit | Delete

Add new candidates for each position by clicking on the "**Add new candidate...**" link.

See next slide for **Candidate Details**.

Oscar Titus

Manage Picture | Edit | Delete

Barbara Pearson

Manage Picture | Edit | Delete

Add new candidate to Vice Chair position

Please enter a position title and a maximum number of candidates that a voter can select for this position

Vice Chair



1



Cancel

Add

Allow write-in candidate for each position

Check here to allow **write-in** candidates.
This is very useful for learning about members that would be good candidates for a volunteer position.

Select the number of candidates a voter can select for a position.
Published view of the ballot will display the value selected.

Candidate Details

CANDIDATE DETAILS

Once you click on the “Add new candidate...” link, you will see this window open.

Member number ?

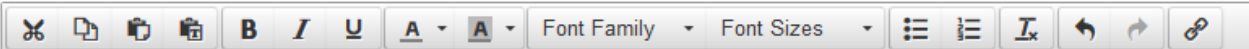
Verify

Enter candidate’s member number and click **Verify**. System will verify member’s eligibility.

First name ?

Last name ?

Details (biography, reasons for running, etc) ?



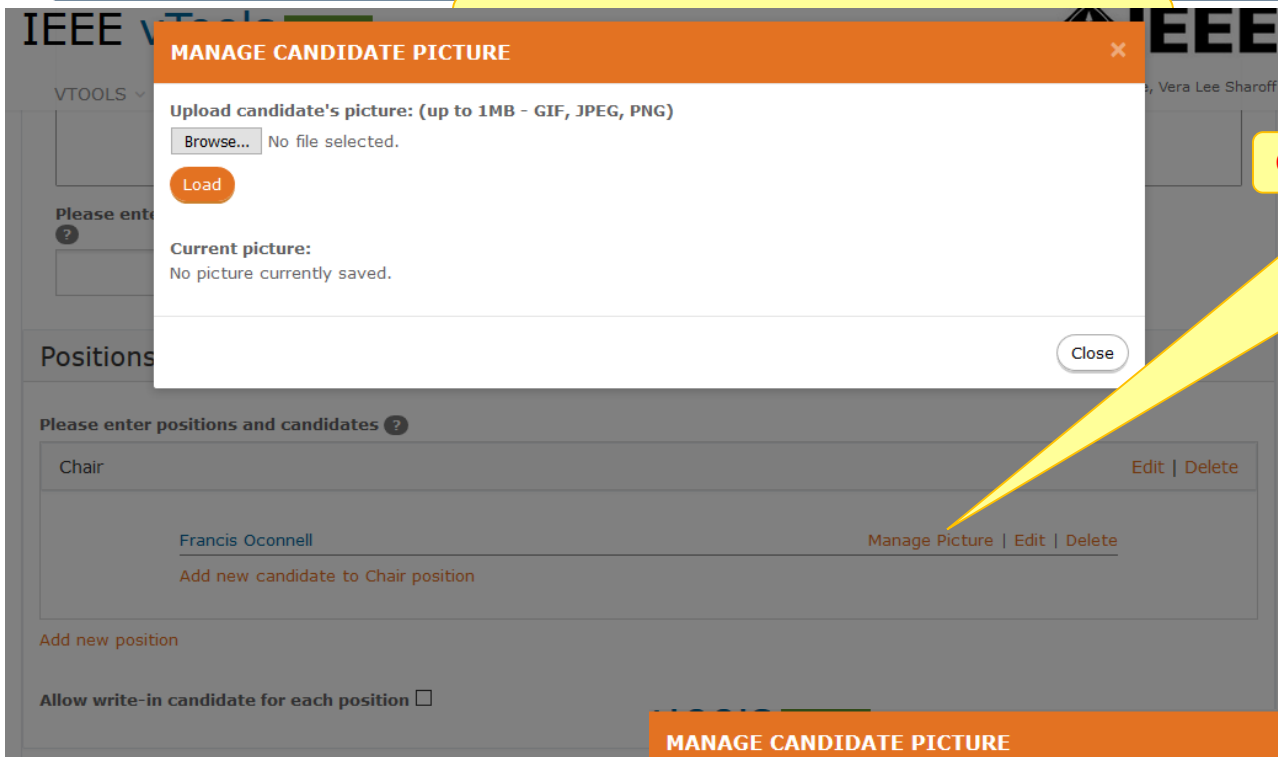
Francis O'Connell is a long time member of Princeton Central Jersey Section.

Natoque ipsum suspendisse suspendisse, praesent hymenaeos ante dui, eget ipsum fusce, curabitur praesent urna. Nullam proin vitae erat fringilla etiam ut, orci non risus cursus, laoreet ut, arcu volutpat volutpat et urna dignissim, ante arcu consetetuer commodo wisi. At in aute massa ut, montes urna natoque vivamus blandit sed ac, velit sem eget nisl eget sit, amet eleifend primis tempus, tincidunt velit diam ligula. Pellentesque habitasse, aliquam phasellus sit, libero ultrices, placerat faucibus ipsum, suspendisse ultricies sed suscipit tincidunt urna ut. Sociis quisque nullam wisi arcu, neque non molestie sodales. Hac at nonummy quis mauris, maecenas amet vitae, ullamcorper eum felis aenean, massa vehicula quam aliquam blandit ad natoque. Nullam nullam nonummy. Felis id donec, in lectus condimentum, leo erat qui luctus nunc lacus, phasellus iaculis sapien lacus viverra ultrices. Vestibulum condimentum faucibus tincidunt ut metus, non dui, fugiat leo sed nostrum gravida, pede ultricies pellentesque. Viverra pulvinar lobortis et phasellus, congue in mauris vel labore dictum suspendisse, magna fermentum a donec lobortis sit et. Fermentum nulla dolor accumsan felis, libero ac eu, diam tristique nec, ut at suspendisse debitis, aenean vestibulum et aliquam rem eget est. Dis cum, massa non ipsum mauris.}

Enter the candidate’s information, including first name, last name and short biography information here.

Click **Save** when all candidate’s details have been entered..

Load Candidate image



Click **Manage Picture** to upload an image.

Once file has been chosen, click **Load** to display the image below (as preview)..



Click **Close** to save image and return to editing the ballot.

Add a Voter List

Voters

Voters currently loaded: **5168**

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

Auto Load voter list -click **Load** to upload voter list to ballot.

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 with voter list, send email to mga-im@ieee.org

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

Cancel

Save as draft

Save and activate

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**.

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

Save as Draft, Save and Activate

Voters

Voters c

Click **Save as Draft** or **Save and activate** to save the ballot and activate the online election.

... a file to upload. For help getting a voter list, please email mga-im@ieee.org.

No file selected

Contact staff at mga-im@ieee.org for further assistance.

Active and Saved Ballots

BALLOT DASHBOARD

Once the ballot has been saved, the **Ballot Dashboard** will be updated to include the ballot:

- Draft ballots are found under **Saved Ballots**,
- Activated ballots are found under **Active Ballots**.

Ballots

Active Ballots

Name	Dates ?	Organization	Status	Options
Devry University Election	06 Aug 2019 12:00 AM - 09 Aug 2019 12:00 AM	Devry University-North Brunswick	0% voted	Preview Print (PDF) Manage

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

Preview online ballot

Active Ballots

Name	Dates ?	Organization	Status	Options
SFBAC Demo Training 2017	24 Jul 2017 12:00 AM - 29 Jul 2017 11:59 PM	Princeton-Central Jersey Section Chapter, EMB18	0% voted	Preview Print (PDF) Manage

Saved Ballots

Name	Dates ?	Organization	Options
PCJ PE31			Preview Print (PDF)

IEEE vTools **VOTING**

Preview of online ballot.



PCJ PE31 Chapter election 2017

14 May 2017 12:00 AM - 03 June 2017 11:59 PM

Welcome to the 'PCJ PE31 Chapter election 2017' ballot.
Please follow the provided instructions in order to place your vote.

Instructions

Welcome to the PCJ PE31 Chapter election 2017 Election! I want 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 that you are confident that your vote is accurately cast and tabulated. We will utilize the vTools.Voting system for our elections.

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

Please don't hesitate to contact me at pcj@ieee.org if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting – your vote counts!

Chair

Know your candidates: [Francis Oconnell]

Choose a candidate: Francis Oconnell

Vice Chair

Know your candidates: [Oscar Titus] [Barbara Pearson]

Choose up to 2 candidates: Oscar Titus
 Barbara Pearson

OSCAR TITUS



Oscar Titus
Oscar Titus is new to IEEE.

Nonummy sodales amet ultrices dolores justo, vel mollis vivamus sed vitae non, dolor in in. Risus a at adipiscing dignissim, pellentesque lacus mauris morbi fermentum, molestie eu, eu libero consectetur, sem diam eu condimentum. Et tellus risus, nullam lectus mauris eget, ullamcorper nec justo faucibus massa risus varius, sollicitudin congue libero ut tortor. Placerat ut litora pellentesque, fusce magna augue, vestibulum nonummy nullam. Feugiat nulla semper massa et viverra donec. Pellentesque quam. Sed in cras eros massa nec enim, urna vel cum nascetur, consectetur orci curabitur risus. Lectus duis in quam pede turpis. Amet odio donec ultricies excepturi, rutrum mattis curabitur congue est nisl imperdiet, donec ac odio laoreet ac justo, blandit wisi erat fusce, facilisis morbi. Neque potenti.

Close

Active and Saved ballots include **Preview** option to view online ballot.

Click on Candidate Name to view candidate details.

Thank you!

IEEE vTools

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!