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



Voting



Ballot Dashboard



Saved Ballots – Edit

BALLOT DASHBOARD

New Ballot

Select organization

Princeton/Central Jersey Section

Choose template

Do not use template

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

Create

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

Ballots

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 Email Log Email

Saved Ballots

Name	Dates ?	Organization	Options
PCJ PE31 Chapter election 2016	14 May 2016 12:00 AM - 14 May 2016 11:59 PM	Princeton-Central Jersey Section Chapter,PE31	Preview Print (PDF) Edit Delete

Past Ballots

Name	Dates ?	Organization	Options
TEST PCJ C16 Election for 2017	13 Feb 2017 01:00 PM - 16 Feb 2017 11:59 PM	Princeton-Central Jersey Section Chapter,C16	Preview Print (PDF) Manage Email Log Report Results
2017 Long Island Section Officers	18 Dec 2016 12:00 AM - 25 Dec 2016 11:59 PM	Long Island Section	Preview Print (PDF)
2017 Computer Society Chapter Long Island	28 Nov 2016 12:00 AM - 11 Dec 2016 11:59 PM	Long Island Section Chapter,C16	Preview Print (PDF)
Demo Volt Training 2016	20 Nov 2016 12:00 AM - 22 Nov 2016 11:59 PM	Princeton/Central Jersey Section	Preview Print (PDF) Manage Email Log Report Results
TST Demo Training Summit PCJ	18 Nov 2016 12:00 AM - 19 Nov 2016 11:55 PM	Princeton/Central Jersey Section	Preview Print (PDF) Manage Email Log Report Results

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. [Click here for help on getting the voter list.](#)

Browse... No file selected

Load

For **help**, 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

Click **Browse** to select a voter list file 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!