



PRESENTS



Tutorials

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Sign In

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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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Ballot Dashboard

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IEEE vTools **VOTING**



VTOOLS ▾ HOME VOTING **BALLOT DASHBOARD** ABOUT

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



Voting



Ballot Dashboard



Ballot Dashboard

BALLOT DASHBOARD

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

New Ballot

Select organization

Princeton/Central Jersey Section

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

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

Create

Choose template

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

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

Active Ballots

	Name	Dates ?	Organization	Status	Options
Manage	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) 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

Saved (draft) Ballots – Click **Edit** to update a saved ballot, activate election. Preview or print online ballot or delete a ballot.

Past Ballots

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

Create New Ballot

BALLOT DASHBOARD

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,CE08

Create

Choose template

Do not use template ▾

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

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

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)

Select open and close dates and time zone.

Please enter ballot name ?

PCJ PE31 Chapter election 2017

Please select time zone

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

Open ballot for voting

14 May 2017 12:00 AM

Close ballot for voting

03 Jun 2017 11:59 PM

Please enter voter instructions ?

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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 ?

83258133

Verify

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

First name ?

Francis

Last name ?

Oconnell

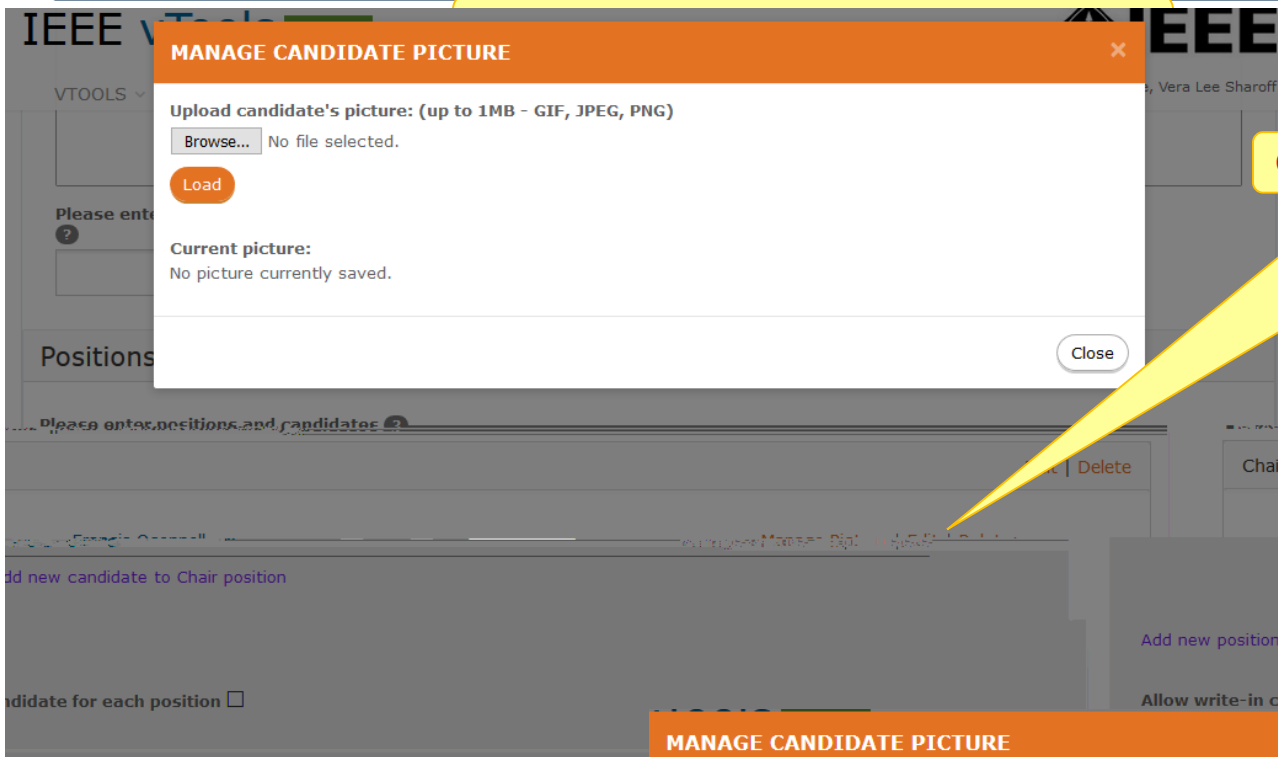
Details (biography, reasons for running, etc) ?

The screenshot shows a web form for entering candidate details. At the top, there is a toolbar for a rich text editor with options for font family, font size, bold, italic, underline, link, unlink, list, and image. Below the toolbar, the form is divided into two columns. The left column contains a text area with placeholder text: "tral Jersey Section." followed by several lines of Lorem Ipsum text. The right column contains a text area with the text: "Francis O'Connell is a long time member of Princeton Cen" followed by more Lorem Ipsum text. At the bottom of the form, there are three buttons: "Cancel", "Reset", and "Save".

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.

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

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

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

Cancel

Save as draft

Save and activate

For **help**, send email to mga-im@ieee.org

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**.

Save as Draft, Save and Activate

Voters

Voters cur

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

a file to upload. [Click here](#)

for help on getting the voter list.

Browse...

No file selected

Load

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

Cancel

Save as draft

Save and activate

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**.

Active Ballots

	Name	Dates ?	Organization	Status	Options
Manage	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) 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

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 Log Email

Saved Ballots

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

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

Preview of online ballot.

IEEE vTools **VOTING**

VTOLS HOME VOTING BALLOT



Welcome, Vera Lee Sharoff

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

Click on Candidate Name to view candidate details.

Thank you!



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!