

**NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES**

## **ONLINE ELECTIONS GUIDE**

### ***Mission Statement***

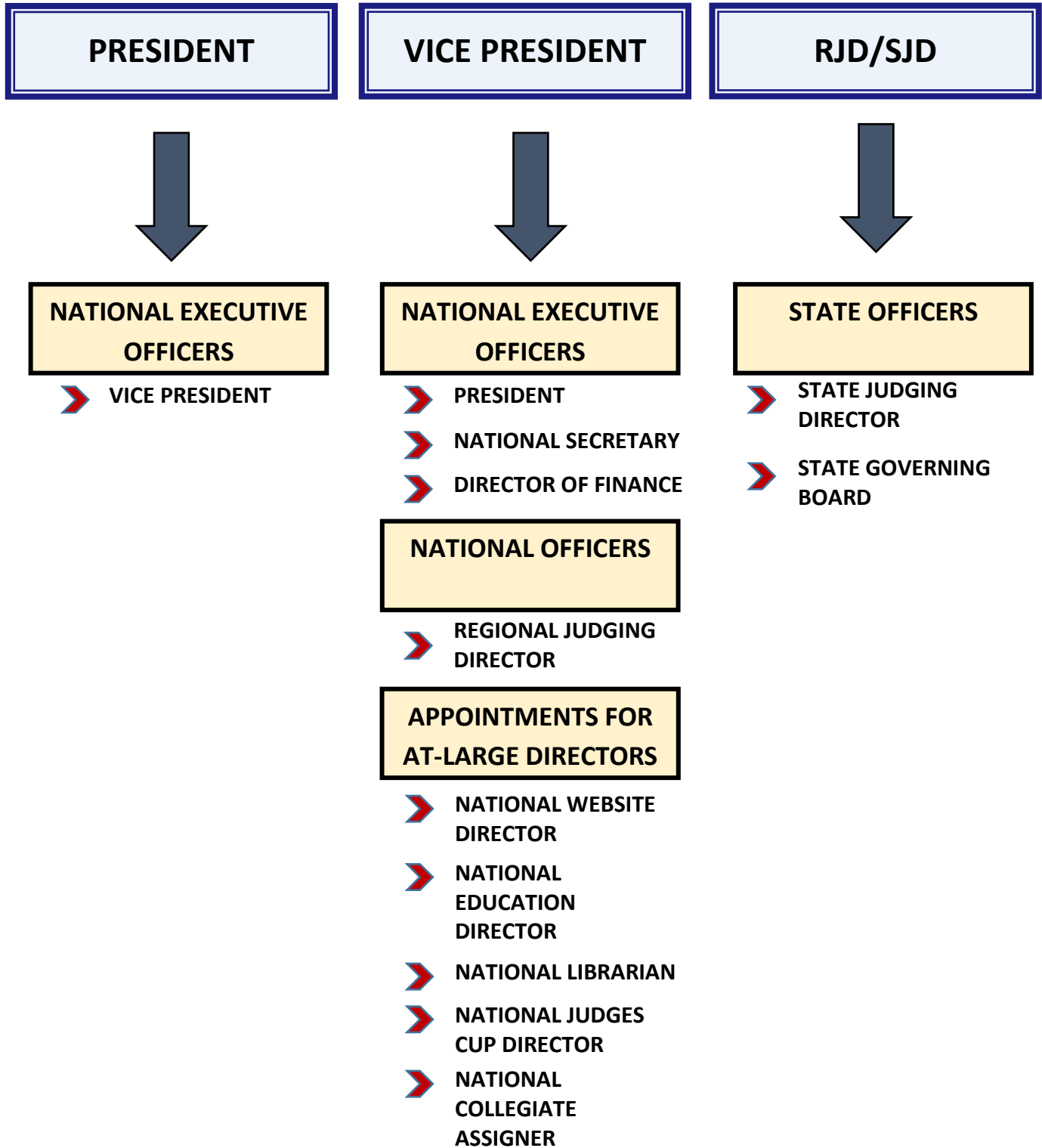
*It is the mission of the National Association of Women's Gymnastics Judges to provide professional development for its members and to support and promote women's gymnastics in the United States.*

# ONLINE ELECTIONS GUIDE

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# ELECTION RESPONSIBILITIES FLOW CHART



## TIMETABLE FOR ONLINE ELECTIONS

### Recommendations:

- Allow 15 days for setting up any election (RJD, SJD, State Governing Board). This would give the RJD time to go through the steps and not be rushed. An experienced person should be able to set up an online election in less than an hour.
- Allow 12-15 days for voting.

	<b><u>EVEN YEARS</u></b> PRESIDENT VICE PRESIDENT	<b><u>ODD YEARS</u></b> NATIONAL SECRETARY DIRECTOR OF FINANCE	<b><u>EVEN/ODD</u></b> RJD	<b><u>EVEN/ODD</u></b> SJD	<b><u>EVEN/ODD</u></b> SGB
Letter of Eligibility *	November 1	November 1	January 1	March 1	June 1
Candidate Application Form	December 1	December 1	February 1	April 1	June 15
Voting Begins	December 15	December 15	February 15	April 15	July 1
Voting Ends	January 20	January 20	February 28	April 30	July 15
Assume Office	April 1	April 1	May 15	May 15	August 1

### \*Notes:

- Even year terms for President and even numbered Regions
- Even year terms for Vice President
- Odd year terms for National Secretary and odd numbered Regions
- Odd year terms for Director of Finance
- Even numbered Regions elect Officers during even numbered years.
- Odd numbered Regions elect Officers during odd numbered years.
- State Governing Board positions are two year terms.

A judge is eligible to run if she/he meets the requirements set for the specified office 90 DAYS PRIOR to the date the letter of eligibility is sent out.

If you have any questions with the Election Procedures, call your Regional Judging Director or the Vice President for clarification.

## TIMETABLES FOR ELECTIONS AND APPOINTMENTS BY YEAR

<b>ELECTIONS BY YEAR</b>		
2015		National Secretary
	Regions 1, 3, 5, 7	Regional Judging Director State Judging Director State Governing Board
2016		President
	Regions 2, 4, 6, 8	Regional Judging Director State Judging Director State Governing Board
2017		Director of Finance
	Regions 1, 3, 5, 7	State Governing Board
2018		Vice President
	Regions 2, 4, 6, 8	State Governing Board
2019		National Secretary
	Regions 1, 3, 5, 7	Regional Judging Director State Judging Director State Governing Board
2020		President
	Regions 2, 4, 6, 8	Regional Judging Director State Judging Director State Governing Board
2021		Director of Finance
	Regions 1, 3, 5, 7	State Governing Board
2022		Vice President
	Regions 2, 4, 6, 8	State Governing Board

# INTRODUCTION TO ONLINE ELECTIONS

NAWGJ encourages its Officers to conduct elections online, using VotingPlace.net. This option will ensure more accuracy and security, while also saving time, work and money. The following tutorial is specific for setting up and running a State Judging Director election. Basic instruction is included, with some additional information for branding the ballot and adding a security password.

## **Tutorial:**

- Section 1: Creating the Voter List
- Section 2: Creating a Vote-Administration Account
- Section 3: Setting up the Election
- Section 4: Adding Election Password
- Section 5: Formatting Candidate Information
- Section 6: Adding Candidate Photo
- Section 7: Post Election Procedures
- Section 8: Conducting State Governing Board Elections
- Section 9: Multi-State Governing Board Elections

## **What You Will Need:**

- Microsoft EXCEL
- Internet
- Debit or Credit card

## **Optional:**

- NAWGJ logo - see Section 3
- Hosted photo of Candidates - see Section 6
- Candidate Application Forms (in the form of a Word document) for cutting/pasting information

## TUTORIAL: SECTION 1 - CREATING THE VOTER LIST

Step 1: Create an accurate voter list to upload into <http://votingplace.net>:

- Log onto the NAWGJ membership portal. Make sure you are in “Admin” view.
- Click the **Contacts** tab at the top.
- Click the **Advanced Search** tab.
- Click the **Add Criteria** tab (green cross).
- Choose **State** from the drop-down menu and click OK at the bottom.
- Click again on the **Add Criteria** cross.
- Scroll down to the **Membership related** area.
- Check **Rating**, **Member Status**, and **Member Since**.
- Click OK at the bottom. This takes you back to the **Advanced Search** page. You should now have four criteria selected: **State**, **Rating**, **Member Status** and **Member Since**.

Step 2: Select your specifics for the criteria:

- **State** - from the drop-down menu select “is,” then type in the State abbreviation (e.g. ID or TX).
- **Rating** - choose “any of selected.” Check every box for SJD election.
- **Member Status** - select “is” from the drop-down menu. Click “Active.”
- **Member Since** - select “on or before” from the drop-down menu. Determine the date: 90 days on or before the date that the Ballot goes out. This site can help you: <http://www.convertunits.com/dates/daysfromdate>. Put -90 in the first box and the date the ballots are sent in the second box. Click **GO**. This will give you the exact date that is 90 days before the ballots are sent.
- Type in the date (dd Month YYYY - for example: 10 January 2015. Note that the date is DAY then MONTH then YEAR). You can also select the date by clicking on the calendar icon and scrolling to the appropriate date. At this point your advanced search page should look something like this:

Export Help Support

[Back](#)

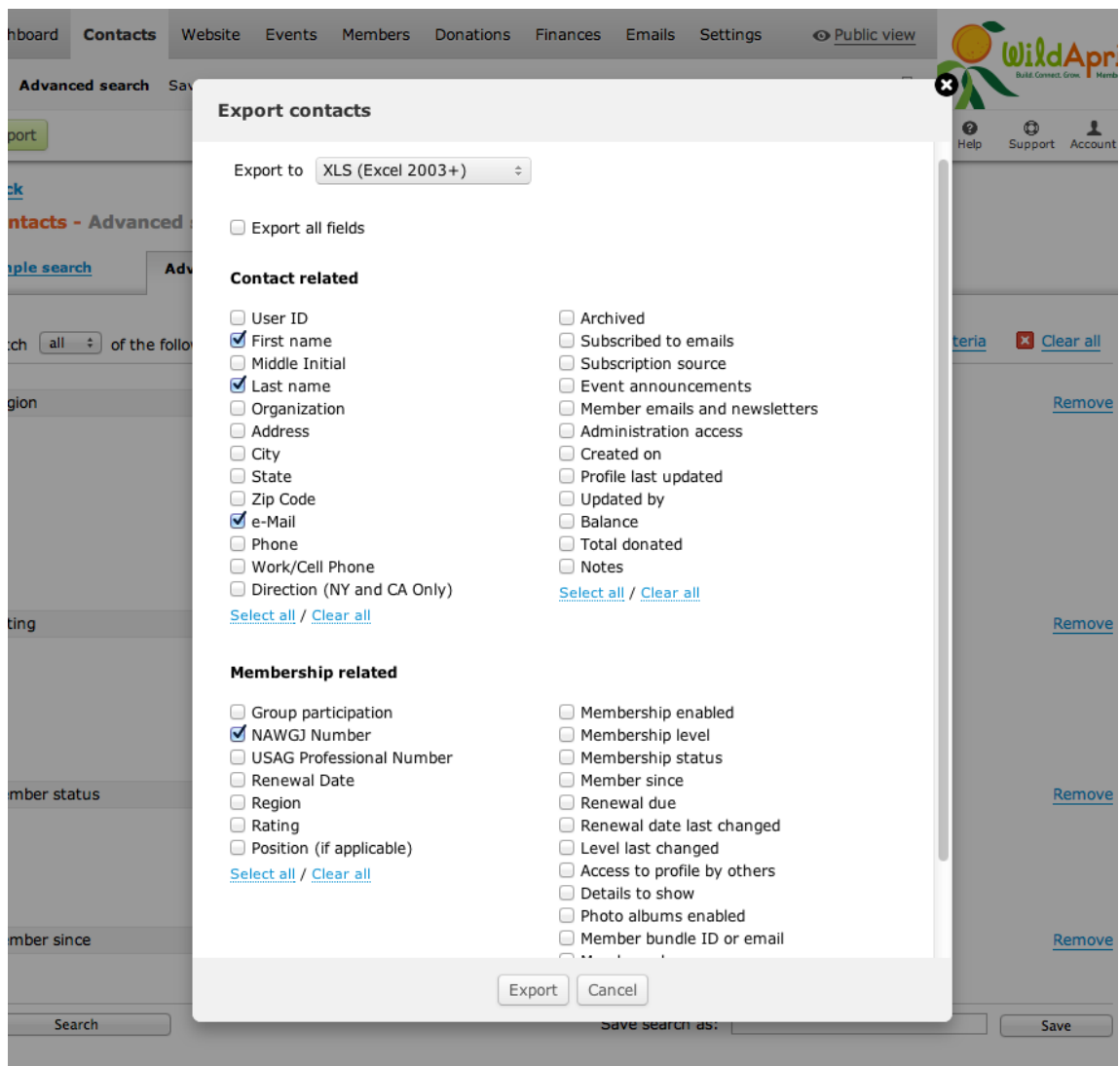
**Contacts - Advanced search**

[Simple search](#) **Advanced search** [Saved searches](#)

Match  of the following criteria  [Add criteria](#) [Clear all](#)

State	is	ok	<a href="#">Remove</a>
Rating	any of selected	<input checked="" type="checkbox"/> 4/5 <input checked="" type="checkbox"/> 6/7/8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> Brevet <input checked="" type="checkbox"/> High School	<a href="#">Remove</a>
Member status	is	<input checked="" type="radio"/> Active <input type="radio"/> Lapsed <input type="radio"/> Pending - Renewal <input type="radio"/> Pending - New <input type="radio"/> Pending - Level change	<a href="#">Remove</a>
Member since	on or before	10 January 2015	<a href="#">Remove</a>

- Click **SEARCH** at the bottom.
- Scroll down and you will see list of all the judges in that State who meet the criteria to receive a ballot for the SJD election.
- Now, go back to the top of the membership page. You will see a green rectangle on the top left that says **EXPORT**. Click this button. A window pops up called **Export Contacts**.
- Under **Export To** select **XLS** from the drop-down.
- Unless you want every detail about every judge on your list, you will have to select specific data that you want to export. The easiest way to do this is find the **Clear All** link below the contact related and membership related areas. Click on **Clear All** for both. Now you can select exactly what you need.
- Under “Contact related” check: **First name, Last name, e-mail.**
- Under “Membership related” check: **NAWGJ number.** These are the identifiers that each voter will need to log on and vote.





- Click **Export** at the bottom of the page. A window will pop up to indicate the export file is ready. Depending on how your computer is set up, navigate to the file (it will have a long name with the date: e.g. 2015-01-13 Contacts NAWGJ.....xls). You have just exported your voter list as an Excel file.
- Now open that Excel file. You should have a list with the first row of **First name, Last name, E-Mail, and NAWGJ number**. If you want to add an extra field for **election password** the directions are under **Section 4- Adding an Election Password**.

	A	B	C	D	E
	First name	Last name	e-Mail	NAWGJ Number	
1	JENNY	AMOS	amos6_@hotmail.com	8610934	
2	MARY	ATKINSON	mary1atkinson@gmail.com	8610942	
3	CHERYL	BAITS	clbait1@msn.com	8610947	
4	Ashly	BAKER	starsgymhouston@aol.com	8610949	
5	LAURIE ANN	BALERUD	labalerud@gmail.com	8610950	
6	SARAH	BERDOZA	sarah.berdoza@gmail.com	8610954	

- Preview judges list. Make sure each member has a valid e-mail address and NAWGJ number listed.
- Now you must **save** this file as a **.csv file**. Go to File>Save as> **Windows comma separated file (.csv)**. Give the file a shorter name if you want (such as *SJD Voter Roster 2015*) and choose where you will save the file, such as a special election folder, on the desktop. Click **save**.
- This file looks just like the Excel file except it says **nameofyourfile.csv** instead of **nameofyourfile.xls**. You now have a voter list that is ready to upload (import) to VotingPlace.net.

## TUTORIAL: SECTION 2 - CREATING A VOTE-ADMINISTRATION ACCOUNT IN VOTINGPLACE.NET

**Step 1:** Go to <http://votingplace.net> and click on **Start Setup Now**.

**Step 2:** Fill in the organization information.

- OrganizationID – Create a simple and recognizable name because it will be part of the URL link to the ballot. Use all lower case letters with no spaces or special characters (e.g.- txnawgj or ohionawgj).

**Step 3:** Fill in the information under **Administrator 1**.

- Keep a record of your **Username** and **Password** as you will need them to log into VotingPlace.net.
- Be sure that all of the **Privileges** are checked under **Administrator 1**.
- You won't need a 2nd or 3rd Administrator right now.

**Step 4:** Click on **Create Organization Account** at the bottom of the page.

You now have a Vote Administration account in VotingPlace.net.

## TUTORIAL: SECTION 3 - SETTING UP THE ELECTION

### Step 1: Enter basic information

- Log into <http://votingplace.net>. You are now on the **Administrate Voting** page.
- Click **edit voter identification** at the top of page (this will be what the voter has to authenticate before being taken to the ballot).
- Check **First Name** and **Last Name**. Uncheck **E-mail** and **Phone number**. Under **custom info field** check the first box and type in **NAWGJ Number** (this is case-sensitive so it has to be exactly the same format as what is on the .csv file).
- If you added the Password option, under second custom field type in **Election Password**.
- Click **Update Voter Info Fields**.
- Click **Create A New Election** at the bottom.
- Read the VotingPlace.net Service Terms of Agreement and click on **I agree**.
- Choose how to create your election - #1 is what you want. Click on **Create Election Interactively**.
- Fill in **Title** of the Election (for example- Missouri State Judging Director Election).
- Type of vote: choose **Election** from the drop-down menu.
- **# of eligible voters** will be 1-200. (If more, click 200-250 and so on.)
- Check **Enable Email Notifications**. (This is IMPORTANT so be sure to check it!)
- Under Electoral Divisions select **SIMPLE**. *If you are running TWO or more SJD elections at the same time, click **MULTI-DISTRICT\***.*
- Click on **Create Vote** at the bottom.

You are now on the **Specify Voting Times** page. It uses a 24 hour format. Fill in the times from the drop-down menu and select your time zone. Example:

Polls open time 2015 April 10 8:00

Polls close time 2015 May 1 20:00

Time zone: US/Central (or whatever time zone you are in)

- Click on **Continue**. It takes you to the Ballot.

*\*If you are running more than ONE election (two or more SJD elections) you are taken to the Electoral Districts page:*

- Click on **Add District**. Give your district a name and identifier (e.g. Texas and TX).
- Click on **Create District**.
- Add the second district by clicking on **Add District**. Create the District name and identifier (e.g. New Mexico, NM).
- Click on **Create District**. When you have created all your Districts (the various States that are having an SJD election) click on **Up to Admin**. You will be taken back to the Administrate voting page. Click on **Edit Ballots** and continue on to step 2 below.

## Step 2: Adding Ballot Questions

Now add your Ballot **Questions for the Vote**

- Under Questions click **add question**. (You don't need to add a Universal question.)

*(If you set up a Multi-District election, there will be a drop-down menu where you can select each District individually. Select the District, then under **Questions for District** click on **Add District Question**.)*

You are now on the page: **Create Ballot Question and Answer Choices**. In the **Label** box type in State Judging Director Election.

- Fill in the Label: **State Judging Director** (e.g. Texas).
- Fill in the Question posed on the ballot: **Please mark your ballot for State Judging Director. You may only select one Candidate. Be sure to read the Candidate information.**
- Add the candidates' names: Add first name, then last name in the first box on the first line. Leave the second box to the right empty. Do the same on the second line with candidate #2, and so on.
- Click on **create question** in the yellow box on the right.
- Click on **preview the ballot** and make sure it is correct. Click cancel. You are back on the **Ballot Question page**. You can make any corrections to your ballot question here.
- *If you have a Multi-District election, then choose your next District from the drop-down menu and create your ballot question as above.*
- Click on **Edit**.
- You are back on the **Edit Ballot Question and Answer Choices** page.

Now you will Provide Background Info from the Candidate Application forms.

- Next to each candidate name you will see a blue bubble with the letter "i" in it. That stands for information. Click on the "i". Copy the info from the Candidate Application form and paste it into the text area of **Provide Background Info** page. You can format the text by adding some simple HTML coding (*See Section 5-Formatting the Candidate Information*). Note: If you do not format the text, it will be difficult to read.

\*\*\*Important: the text that you put in this box cannot contain characters like "&";. You will have to delete any "&"; and replace it with the word "and". If there are any unallowable characters, you will get a warning at the top of the page telling you what you have to replace. Just find that character and replace it.

- Click **update blurb**.
- You are taken back to the **Ballot Question** page. Click on **Edit**.
- Enter the information for candidate #2 in the same manner.
- Be sure to click **update question**.

## Step 3: Counting Ballots

Now you will set up how the votes will be counted. Under the blue **Tally Method** box at the top RIGHT of the Ballot Question page:

- Select **Tally** method: **First Past the Post** (meaning the Candidate with the most votes wins).
  - Minimum # of choices to pick: 0
  - Maximum # of choices to pick: 1
  - # of choices to be elected: 1
- Click **Update Question**.
- *If you are running a multi-district, select the second state from the drop-down and enter the same Tally method.*

This takes you back to the **Ballot Questions for State Judging Director Election** page. Click **preview the ballot**. Check to see if all the information you entered is correct. Cancel out of the ballot preview.

- Click on **Up to Admin** at the top of the page. You are now on the **Administrate Voting** page.

#### Step 4: Properties and Status

- Click on **properties and status**
- Check the box for **Send email notification and reminder to voters automatically**.  
For now, skip **send initial voting notification now**. You will do that later.
- **Under** Make Vote Results Visible To: Check **Voting Administrators**. Do not check **The General Public**.

You still have a few steps to go, however, once your election is all set up, you can send a notification about the election. When you do click this, VotingPlace.net will automatically send a notification three hours before the polls open, but you can send it a few days in advance. You can also go back to this page after the polls are open and send reminders by clicking on **send reminder now**. Anyone who has NOT voted will get an email reminder. You can do this as often as you want. It will only work if you have the voter list uploaded that contains the emails of the voters.

- Click on **Up to Admin** at the top of the **page**.

#### Step 5: Payment

- Click on **view account** at bottom, then **view invoice/pay bill**: It will say **Charge \$40 for no support or \$60 with support**. The default is set to include a charge for support (recommended).  
VotingPlace.net provides 24/7 support for your election if you need it. If you do not need the support just click on **Remove Support**. Pay for your election now or later. You can use a debit or credit card with the PayPal option. You can wait until the last minute to pay, but results of the election will not be released until you settle your account.
- Click on **Up to your Account** at the top, then **Up to Admin**.

#### Step 6: Brand your Ballot with the NAWGJ Logo

On the Administrate Voting page:

- Click on **View Account/Pay** at the bottom of the page.
- Click on **Edit organization info** towards the top. This is where you can upload the NAWGJ logo.
- Click on **Brand your Ballots** and follow the directions to upload the logo. Click **UPDATE**.

#### Step 7: Upload Voter List (.csv file)

The last step to do now is to **upload your voter list**. If you are running more than one SJD election, you will need separate voter lists for each State.

On the Administrate Voting page:

- Click on **upload voters** under the **Pending Elections** box.
- *If you are running a Multi-District election, select the State from the District drop-down menu.*
- Click on the button for **Add voters in my file to online voters list**.
- Under Filename: click on **Choose File** and navigate to the .csv voter list file you created in Section 1. Select your file.
- Click on **Upload** and follow the steps.
- *If you are running multiple SJD elections, do the same thing for the next State. From the **Administrate Voting Page**, select **upload voters**, then from the drop-down menu select the **second State**. Upload that State's voter list, following the same steps as above.*
- You should review the ballot before the election starts. From the Administrate Voting page, Click on **edit ballot**, then **preview the ballot**.

### **Step 8: Announce the Election**

Once all the steps are complete and you are satisfied with the ballot, you can send out an initial announcement.

- From the Administrative Voting page click on **properties and status**. You are now on the Vote/Election Properties page.
- Click on **send initial voting notification now**.

Throughout the voting period you can come back to this page and send reminders to all voters who have not yet voted by clicking **send reminder now**.

At the end of the voting period, log back on to <http://votingplace.net> to view the results.

See **Section 7 – Post Election Steps**.

## TUTORIAL: SECTION 4 - ADDING AN ELECTION PASSWORD

After downloading the Excel file from the membership site you will add one more field called **Election Password**.

Type in **Election Password** into the box after NAWGJ number.

First Name	Last Name	E-Mail	NAWGJ Number	Election Password

- Create a password for each voter, then share the password with the voter.
- Email the password to each voter. Only you and that particular voter will have access to the password. Let the voter know that the password is unique to this election only and cannot be used for anything else (like logging into NAWGJ etc.)

You can make up passwords or use a website to create them, such as:

### Password generator

[www.techzoom.net/tools/passwordgenerator](http://www.techzoom.net/tools/passwordgenerator)

It will create up to 50 passwords at a time. You can copy and paste them in bulk into the spreadsheet. You don't have to do it one at a time. If you have more than 50 voters, just create another set with one less or one more character. There are many combinations you can use to get unique passwords for each voter.

It might take a little time to email the password to each separate voter, but if you are concerned about password security or want an added level of security, it is worth it.

First Name	Last Name	e-Mail	NAWGJ number	Election password
				jRrPD
				F8Jsl
				W+RW2
				jAn0B
				o6ndp
				2nt*O

Once your passwords are formed and put on the Excel spread sheet, you can convert it to a .csv file and upload to VotingPlace.net under voter lists.

## TUTORIAL: SECTION 5 - FORMATTING CANDIDATE INFORMATION

To add candidate information to the ballot in VotingPlace.net, copy and paste from the Candidate Application form (Word document).

- Log in to <http://votingplace.net>.
- Under Pending Elections click on **Edit Ballots**.
- On the Ballot question page, click on **Edit**.
- Click on the **blue “i” circle** to the right of candidate name. You are now on the **Create/Edit Background Info** page.
- Copy the bio info from the Candidate Application form you received from the candidate. Paste the bio information into the text box.
- Click on **update blurb**.
- On the Edit Ballot Question page click on **update question**.
- Click on **preview the ballot**.
- Click on the **info** link next to the candidate’s name.

You will see that the bio info is there, but it is all strung together into a continuous line.

- Close the Ballot window and cancel out of the preview Ballot page.

You are back on the **Ballot Questions page**.

- Click on **Edit** again, then the blue info button next to the candidate’s name.

This is an example of how the candidate info on the ballot will look if you do NOT add some simple html tags:

STATE JUDGING DIRECTOR CANDIDATE APPLICATION FORM Name: Leslie Patterson Address: 401  
Patterson Lane Phone: 830-305-3493 Rating: National NAWGJ Background: 8 years SJD-TX.  
Comments: I would be honored to serve as your SJD for another term.

Notice that the text runs in a long continuous line.

You *want* the info to look like this:

**STATE JUDGING DIRECTOR CANDIDATE APPLICATION FORM**

**Name: Leslie Patterson**

**Address: 401 Patterson Lane**

**Phone: 830-305-3493**

**Rating: National**

**NAWGJ Background: 12 years SJD-TX: 4 years**

**Comments: I would be honored to serve as your SJD for another term.**

You can add some simple html coding to achieve this.

These are the basic tags\* you will need:

<p> Begins a paragraph

</p> Ends a paragraph

(Note: Paragraph tags MUST be used together as a pair: <p> at the beginning of a paragraph and </p> at the end of a paragraph.)

<br/> Puts in a line break; it moves the text following it to the next line.



Here is the bio info with the tags in **bold** so you can see them easily:

**<p> STATE JUDGING DIRECTOR CANDIDATE APPLICATION FORM </p>**

**Name: Leslie Patterson <br/>**

**Address: 401 Patterson Lane <br/>**

**Phone: 830-305-3493 <br/>**

**Rating: National <br/>**

**<p>NAWGJ Background: 8 years SJD-TX.</p>**

**<p>Comments: I would be honored to serve as your SJD for another term. </p>**

With some other simple coding you can make text bold, italic, change font size, etc., but you can have a clear and easily readable bio for voters to read just by using the three tags above.

It is essential that the tags are exact! You **MUST** use the < > brackets, the correct slash position, and always when starting a paragraph with <p> you end the paragraph with </p>.

Remember, line break is <br/>. End paragraph is </p>. (The slash is after the br for break. The slash is before the p for end paragraph). If any of the coding is wrong, you will get an error message saying what the error is.

Once you add these tags to the bio info then:

- Click **update blurb.**
- Click **update question.**
- Click **preview ballot.**
- Click the **info button** next to the candidate's name.

You should see a clear, readable bio. If you need to make corrections, go back to **Edit the Ballot Question** page.

Once you get the formatting the way you want, you can do the same for candidate #2, and so on.

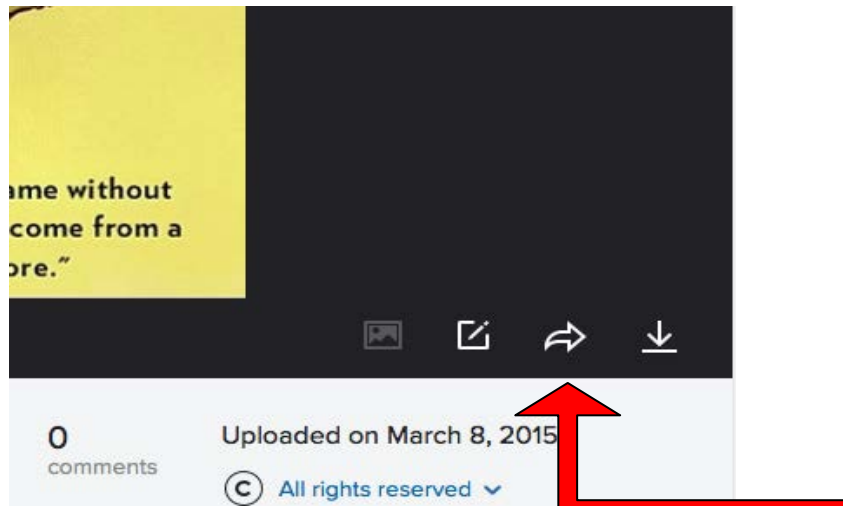
## TUTORIAL: SECTION 6 - ADDING A CANDIDATE PHOTO TO THE BALLOT

A nice feature of VotingPlace.net is that a photo of each candidate can be added to the ballot. It is a little involved, but not difficult to do.

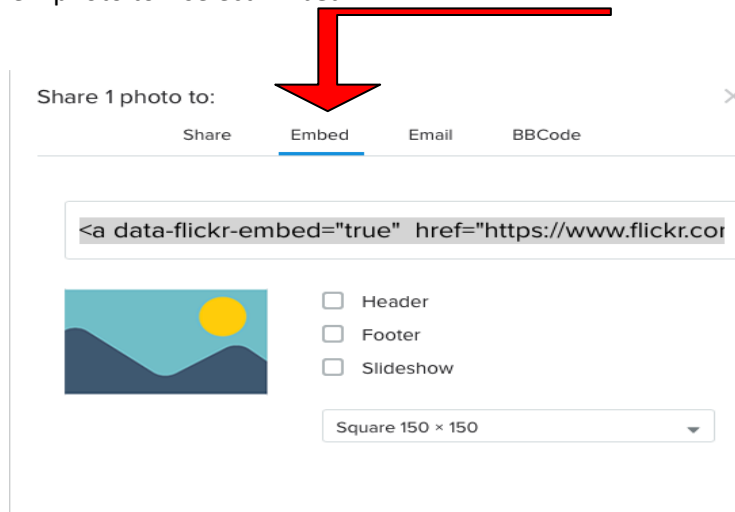
**Step 1:** First you need to get a digital photo of the candidate (head shot in .jpg format).

**Step 2:** Host the photo on a website or picture sharing site. The example used here is **FLICKR**:

- If you do not have a FLICKR account, go to FLICKR.com and set one up. Click on **join now**. If you already have a Yahoo address you can use that; otherwise set one up. (You don't need to use the address for anything else other than accessing FLICKR if you don't want to.)
- If you already have a FLICKR account, just log in.
- On the main page, click on **upload** at the top. Upload your candidate photos.
- Once uploaded, click on **you** and then click on the photo of candidate #1. Now you are on a page with the photo and a black background. At the bottom right there are some symbols. Click on the curved arrow (See image below).



- It brings up a **SHARE** box (See image below).
- Under "Share 1 photo to:" select **Embed**.

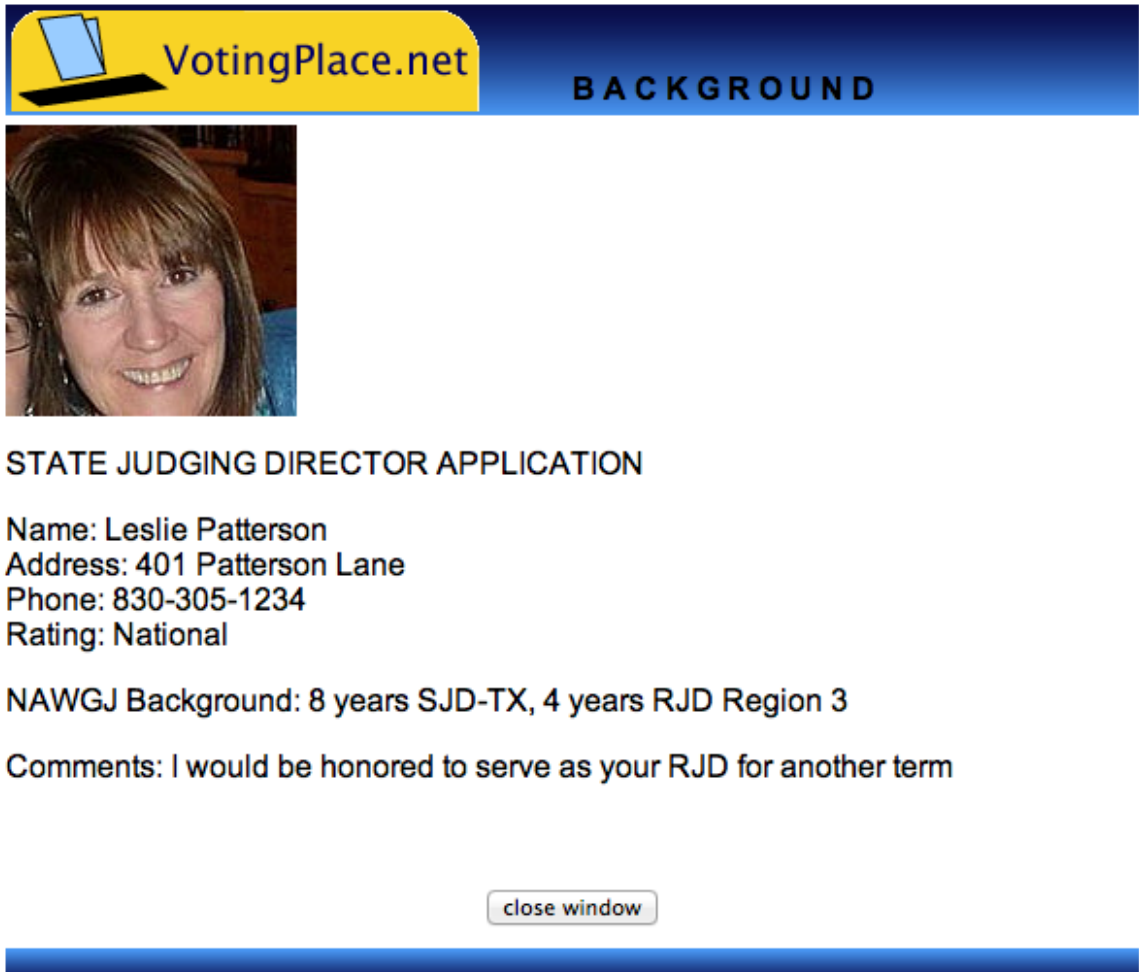


- For size select **square 150 x 150** from the drop-down menu.
- In the text box right above that is the HTML code for the photo. Copy this code. (Triple click in the box to select all the text, then copy. You won't be able to see all the code--it is very long.)
- You can now paste this code into the info box for the candidate.

**Step 3:** Log in to <http://votingplace.net>

- Click on **edit ballot**.
- Follow the instructions for adding candidate information text and photo to VotingPlace.net Background box.

You should see the candidate info along with a photo.



The screenshot shows a web interface for 'VotingPlace.net'. At the top, there is a yellow banner with a laptop icon and the text 'VotingPlace.net', followed by a blue banner with the word 'BACKGROUND' in white capital letters. Below the banners is a square photograph of a woman with brown hair and bangs, smiling. Underneath the photo, the text reads: 'STATE JUDGING DIRECTOR APPLICATION', 'Name: Leslie Patterson', 'Address: 401 Patterson Lane', 'Phone: 830-305-1234', 'Rating: National', 'NAWGJ Background: 8 years SJD-TX, 4 years RJD Region 3', and 'Comments: I would be honored to serve as your RJD for another term'. At the bottom of the content area, there is a button labeled 'close window'.

## TUTORIAL: SECTION 7 - POST ELECTION PROCEDURES

**Fifteen** minutes after the polls close, based on your chosen close time, VotingPlace.net will automatically tally the ballots.

- Log in to <http://votingplace.net>.

You will notice that the election has moved from the **Pending Elections** window to the **Completed Elections** window.

From here you can view the ballots cast, number of voters, the voters list, etc.

The screenshot displays the VotingPlace.net interface. At the top, there is a search bar labeled "edit voter identification" with the instruction "Specify which personal info fields will be used to identify and authenticate your voters." Below this, the interface is split into two main panels: "Pending Elections/Referenda/Surveys" on the left and "Completed Elections/Referenda/Surveys" on the right. The "Pending" panel includes a large empty text box, an "upload voters" button with the instruction "Supply voters lists, modify voters lists.", a "download voters" button with the instruction "Retrieve voters lists (to verify, archive them etc.)", and several smaller buttons: "edit districts", "edit ballots", "change voting time", "X", "dry run", and "properties & status". The "Completed" panel shows a dropdown menu with "Regional Judging Director Election- Region 3" selected, followed by "view results" and "view ballots cast" buttons. Below these are "zipfile of CSV files" and "download results" buttons, and at the bottom, "download voters", "download configuration file", "copy", and "dry run cleanup" buttons. At the very bottom of the interface, there are two buttons: "create a new election/referendum/survey" and "view account / pay bill / subscribe".

- Click on **view results**. Take a screen shot of the page or download the results.
- **Email** the tallied results (vote count) to:
  - For RJD elections: to the candidates, Vice President, and National Secretary.
  - For Board elections: to candidates, SJD and Vice President.

**Note: Your election and election results will remain on VotingPlace.net as long as you have the account or until you delete it.**

## TUTORIAL: SECTION 8 - STATE GOVERNING BOARD ELECTIONS

Setting up State Governing Board elections is also possible using VotingPlace.net.

Depending on the State, the Board may be made up of a minimum or maximum number of individuals (or any number in between); the Board may also have specific positions that are being elected, or the Board may consist of a number of at-large positions.

In all cases, it is just a matter of creating the appropriate ballot questions and adjusting the tally method. You will basically follow the instructions for setting up an SJD election with a few minor changes:

**Step 1: Follow** the **instructions** in Section 1 for creating a voter list.

**Step 2: Follow** the instructions in Section 2 to create the state's Vote-Administration Account. In this case the RJD will be Administrator #1 with all **Privileges** checked. Add the SJD as Administrator #2 by filling in the requested information and giving the SJD a user name and password. Under **Privileges**, check **Preview ballot** and **First view of results** (leave create/edit a vote/election and Upload/Edit voter lists *unchecked*). Be sure to click on **Create Administrator User Account** to confirm the SJD as Administrator #2, but if you choose not to add the SJD as the Administrator #2 in this step, you can add the SJD later:

- **From the Administrate Voting** page click on **view account** at the bottom of the page. You are taken to the **Your Account** page. Click on **edit organization info** and then add your SJD as an administrator by clicking on **add administrator** at the right.

Define another user account to assist in administrating your votes. Note. You are limited to a total of 3 administrator user accounts (3 administrators.)

You can give each administrator user account different access privileges by checking or unchecking the checkboxes below.

### Administrator

Username:	<input type="text"/>
Password:	<input type="password"/>
Re-type Password:	<input type="password"/>
Firstname: <i>(optional)</i>	<input type="text"/>
Lastname: <i>(optional)</i>	<input type="text"/>
Email:	<input type="text"/>
Phonenumber: <i>(optional)</i>	<input type="text"/>
Privileges:	<input type="checkbox"/> Create/Edit a vote/election
	<input type="checkbox"/> Upload/Edit voter lists
	<input checked="" type="checkbox"/> Preview ballot
	<input checked="" type="checkbox"/> First view of results
<input type="button" value="Create Administrator User Account"/>	
<input type="button" value="Cancel"/>	

**Step 3:** Follow the instructions in Section 3 for Setting up the Election. Give your election a title, such as Texas State Governing Board Election.

**Step 4:** Create **your** ballot questions based on how the Board will be set up. Here are three different scenarios:

**SCENARIO 1 - The Board will consist of three at-large positions. The top three vote-getters will be elected to the Board.**

- First, give your question a label (e.g. At-Large Positions). Fill in the question posed on the ballot: ***Please mark your ballot for three candidates for the at-large Board positions. Be sure to read the candidate information.***
- Continue to follow the instructions in Section 3 for adding candidate names, information, and pictures.

**Counting Ballots-** Under the blue **Tally Method** box at the top right of the ballot Questions page:

- Select Tally Method: First past the post  
Minimum # of choices to pick: 0  
Maximum # of choices to pick: 3  
# of choices to be selected: 3

**VotingPlace.net** Create Ballot Question and Answer Choices

Label:  A short descriptive label for the question. Does not appear on ballot. Appears on vote results display.

Tally Method:    
Minimum # of choices to pick:    
Maximum # of choices to pick:    
# of choices to be elected:

Question to be posed on the ballot:

Answer Choices: *(fill in at least 2)*

<input type="text" value="Jane"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Jill"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Jessica"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Mary"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Susie"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Jennifer"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="v"/>

- Click on **create question**. Preview your ballot. It will look something like this:

VotingPlace.net **BALLOT**

**NAWGJ**  
Board elections

Reformat for [LARGE PRINT](#)

Please vote for 3 candidates for the at large board positions.  
 Mark at most 3 choices. To mark a choice, use your pointing device (mouse) to click on and place an X in the box that is on the same row as your choice

<input type="checkbox"/>	Jennifer
<input type="checkbox"/>	Jill
<input type="checkbox"/>	Mary
<input type="checkbox"/>	Susie
<input type="checkbox"/>	Jane
<input type="checkbox"/>	Jessica

Submit Your Vote Cancel

**SCENARIO 2 - The Board consists of several positions. Candidates run for specific positions. The candidate with the most votes for a specific position wins.**

Each position will have its own label, question and tally method.

- Give your question a label (e.g. Secretary). Fill in the question posed on the ballot. (E.g. **Please mark your ballot for Secretary. You may only vote for one candidate. Be sure to read the candidate information.**)
- Continue to follow the instructions in Section 3 for adding candidate names, information, and pictures.

**Counting Ballots-** Under the blue **Tally Method** box at the top right of the ballot Questions page:

- Select Tally Method: **First past the post**

Minimum # of choices to pick: 0

Maximum # of choices to pick: 1

# of choices to be elected: 1

**VotingPlace.net** **Create Ballot Question and Answer Choices**

Label:  A short descriptive label for the question. Does not appear on ballot. Appears on vote results display.

Question to be posed on the ballot:

Tally Method:

Minimum # of choices to pick:

Maximum # of choices to pick:

# of choices to be elected:

Answer Choices: *(fill in at least 2)*

<input type="text" value="Blythe"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Billie"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Bonnie"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text" value="Barbara"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="i"/>	<input type="button" value="X"/>

- Click on **create question**. Preview your ballot. Cancel out of preview. You are back on **Ballot Questions for Board Elections**.
- Continue to add (create) questions for each Board position in the same manner as above by clicking on **add question**.

**SCENARIO 3 - The Board consists of three at-large positions where the top three candidates win, and a Secretary position where the top one candidate wins.**

- Follow the instructions above for each position.
- Create a question, add candidate information and adjust the tally method by choosing the Maximum # of choices to pick and the # of choices to be elected for each question (position). Click on **add question** to continue adding ballot questions.

**VotingPlace.net** **Ballot Questions for Board elections**

Created Question.

[up to admin](#)

**Questions**

**at large** Please vote for 3 candidates for the at large board positions.

**secretary** Please mark you choice for Secretary. You may only vote for one candidate



Once all your questions are formed (meaning all the Board positions are listed to vote on) you can preview the ballot. It should look something like this:

VotingPlace.net

**BALLOT**

**NAWGJ**

**Board elections**

Reformat for [LARGE PRINT](#)

Please vote for 3 candidates for the at large board positions.  
*Mark at most 3 choices. To mark a choice, use your pointing device (mouse) to click on and place an X in the box that is on the same row as your choice*

<input type="checkbox"/>	Mary
<input type="checkbox"/>	Jane
<input type="checkbox"/>	Jill
<input type="checkbox"/>	Jessica
<input type="checkbox"/>	Jennifer
<input type="checkbox"/>	Susie

Please mark your choice for Secretary. You may only vote for one candidate  
*Mark at most 1 choice. To mark a choice, use your pointing device (mouse) to click on and place an X in the box that is on the same row as your choice*

<input type="checkbox"/>	Bonnie
<input type="checkbox"/>	Barbara
<input type="checkbox"/>	Billie
<input type="checkbox"/>	Blythe

Different combinations of Board positions can be added by creating a question for each position and adjusting the tally method.

- Be sure to select **First past the post** and keep minimum # of choices to pick as 0. The maximum # of choices to pick and the # of choices to be elected will vary depending on how the Board is set up.
- Continue to follow the instructions in Section 3 to complete the set-up of your election, then move on to Sections 4, 5, 6, and 7.

## TUTORIAL: SECTION 9 - MULTI-STATE GOVERNING BOARD ELECTIONS

Several State Governing Board elections may be run at the same time under one general election by using the Multi-District option. The Multi-State Governing Board election is a modified SJD election: multiple states, each state with its own set of ballot questions and tally methods.

***The following instructions for Multi-District elections (THINK OF DISTRICTS AS STATES) build on the directions from Sections 1-6 and Section 8. It is important to be familiar with these sections before setting up the Multi-State Governing Board elections.***

- Step 1:** Start by creating your voter lists. You will need one voter list for each state that is having a Board election (Section 1 pgs. 9-11).
- Step 2:** Create your Vote Administration Account in VotingPlace.net if you have not already done so (Section 2 pg. 12).
- Step 3:** Follow the directions for setting up a State Governing Board election in the previous Section 8, referring back to Section 3 (Setting Up the Election) as indicated.
- Step 4:** Follow the directions that are in *italics* for Multi-District elections.
- Step 5:** Substitute the phrase “NAWGJ State Governing Board Election” for “State Judging Director Election”.
- Step 6:** Under Electoral Divisions select **MULTI-DISTRICT** and click on **Create Vote**.

Since you are running more than ONE election (2 or more State Governing Board elections) you are taken to the **Electoral Districts** page. Click on **Add District**. Give the district a name and identifier (e.g. Texas and TX).

- Click on **Create District**.
- Add the second district by clicking on **Add District**. Create the District name and identifier (e.g. New Mexico and NM).
- When you have created all your **Districts** (the various states that are having Board Elections) click on **Up to Admin**. You will be taken back to the Administrative Voting page.
- Click on **Edit Ballots** and continue with steps 2-8, starting on page 14.

### **Adding Ballot Questions**

Since you set up a Multi-District election, there will be a drop-down menu where you can select each District individually.

- Set up each district election (each State Board Election) by clicking on **Select the District** (e.g. Texas) from the drop-down menu, then under **Questions for District** click on **Add District Question**.

You are now on the **Create Ballot Question and Answer Choices** page.

- In the Label box type in **State Governing Board** or **Secretary** or **Assigning official**- whatever the position is that is being voted for.
- Based on how the Board members will be elected (At-Large position or individuals running for specific positions), set up your ballot questions and tally methods based on the 3 different Scenario examples. Follow the directions on pages 25-28 as a guide.
- Be sure to add candidate information by clicking on the blue bubble with the letter “i” on it (follow the directions on pg. 14).
- Be sure to “**update blurb**” and “**update question**” as needed for each candidate.

Repeat this process for each district election (for each State Board Election) by clicking on the drop-down menu and selecting the next district.

It is important to remember that for each district you will need to upload a separate voter roster for that state. Be sure to upload each district voter list to the correct district (refer to Step 7, pg. 15). The pricing for the Multi-District Election will be based on the TOTAL number of voters combined from all the districts (states).

It will be helpful if you plan your election and collect information before creating it in VotingPlace.net:

- Names you will use for each district.
- Type of tally method that will be used based on how candidates will be elected (At-Large, single positions, combination).
- Voter rosters in csv format – a separate roster for each state.
- Candidate bios (have candidates email a copy of the candidate information form).
- Candidate pictures.
- Password lists.
- Total number of voters for payment purposes.

## CANDIDATE IS UNOPPOSED FORM

Dear NAWGJ Member,

Letters indicating the eligibility of judges for the office of \_\_\_\_\_  
were mailed out on \_\_\_\_\_ with a deadline of \_\_\_\_\_  
to the following people:

(LIST ELIGIBLE CANDIDATES)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following candidate responded: \_\_\_\_\_.

Therefore, \_\_\_\_\_ will assume the office of \_\_\_\_\_  
effective \_\_\_\_\_.  
The term of office will end on \_\_\_\_\_.

Submitted by,

\_\_\_\_\_

(VP, RJD or SJD)

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