VOTE411 Online Candidate Information How-To

Getting Started

Before you can start creating your voters' guide on VOTE411, you must first contact Megan Brown (mbrown@lwv.org) at LWVUS so she can walk you through the process. She will go over the cost-sharing structure, provide helpful tips and answer any questions you might have about the program. Once LWVUS receives your payment, Megan will send you all the information you'll need to create your guide! What about watching the training videos?

Before You Receive Login Information

While you're waiting for the login information from LWVUS you can begin researching the races and candidates you'll be covering for the upcoming elections. You'll want to have the following information before you even begin to create your guide:

1) A list of the races and candidates you will cover. You need this information before contacting Megan Brown at LWVUS because the cost-share depends on the type of races you'll be covering. Also, be sure to coordinate with other Leagues in your area to make sure more than one League does not reach out to the same candidates. For example, more than one League regularly falls within a specific congressional and state senate district.

2) Candidate contact information. You'll need an email or mailing address for all the candidates you will be contacting through VOTE411. Email addresses are easiest to use in the system and should be a priority in your data collection. However, if you're unable to find an email address you will be able to mail letters of invitation to the candidates so having a mailing address is also helpful. If you can, use the spreadsheet template that LWVUS provides to input all this information as that makes it easier to create multiple races at the same time.

3) Determine what biographical information you'll be asking of the candidates. Examples of biographical information are listed below, but you can collect any information you think the voters would like to know.
   a. Campaign address
   b. Campaign phone
   c. Website
   d. Campaign email (an email address the campaign wants the public to see)
   e. Twitter handle
   f. Facebook page
   g. Current job

4) Determine what questions you'll be asking the candidates. You can ask the same questions of each candidate or create different questions depending on the race; it's really up to you. What do you think the voters need to know about the candidates before they go to the polls? You'll need to come up with the questions and a character limit (not word limit) for each response.

5) If you are asking the candidates questions in a language other than English you'll also want to translate your questions to that language before you begin. It is recommended you do not use an online program (like Google Translate) to translate your questions as they are not always the most accurate, so either use a native speaker or get a reputable translator to translate the questions. The candidates will have the opportunity to respond to the questions in English and the other language.
6) Find any Geographic Information System (GIS) data you will need to district your races. See below for more information about GIS.
7) It is recommended that you use Firefox as your primary browser when working with VOTE411. If you don't already have Firefox on your computer, you can download it here for free: http://www.mozilla.org/en-US/firefox/new/

Creating Your Guide:

Once you receive the log in information you're ready to create your voters' guide! It is recommended that you join the VOTE411 Facebook group. This group is made up of other Leagues who are also creating voter guides on VOTE411 and is full of helpful information. Feel free to ask questions, answer questions, search through the documents, etc. as you create your guide.

Here is a recommended order for creating your guide – feel free to play around with the system to see what works best for you and your League. Creating your online guide can require some trial and error so if something does not work for you the first time, don't get discouraged and try again! It's really hard to break the system so don't be afraid to try different things. All of the steps discussed below are links found on the left-hand side of your screen in the black side bar once you log in. Just click on the words in the black side bar to start each step.

Setup:
The first step is to create information that will be used in your races. This includes the biographical information and questions you came up with before receiving your login information.

See screen shots below for more visual details.

Bio Fields:
In this section you'll put all the biographical information you want to ask the candidates. There are a few common bio fields that are automatically in the system, you can either keep or delete these if you like.

To create a new bio field just put the name of the field you'd like to create where it says "Name" at the top of the page and click "Add." You can change the order of the fields by clicking on the blue arrow next to the fields and dragging them to the correct order.

You can also create bio field sets which apply to similar races – e.g. all State House races. You can name the set and then highlight all the fields you'd like to include and click "Add." Once you have created a bio field set it will appear under "Existing Bio Fields Sets" at the bottom of the page.

Once you have created all the bio fields you'll need for your guide, you can edit the fields by clicking on the blue "Edit" button next to each field. On this page you can change the name, the type, add a character limit, and determine if candidates are allowed to edit the information or make the information private so it doesn't appear on the VOTE411 website. To set a field to private click on the "Type" dropdown menu and choose "Private." Examples of fields you'll want to keep private are your contacts direct email address, mailing addresses or phone numbers. When you're done editing the field, just click "Save" and you'll return to the previous screen.

Email Template:
There are several types of emails you can send candidates to either invite candidates to participate in your guide, remind them about the guide or to tell them you received or published their information on VOTE411. These emails are very important as they may be the only contact you have with the candidates, so it's important that they clearly explain what you're asking the candidate to do and present a compelling reason for the candidates to respond.

There are several existing templates in the system. You can create your own template by naming it and choosing the type (invitation, reminder, etc.) at the top of the page. Once you click "Add" the new template will appear under the Existing Template section. To edit a template, click "Edit" next to the name.

In order to save an edited template you must rename the template at the top of the page. Also be sure to list the sender name and the reply email at the top of the page.

<mark>NOTE: Please type any edits directly onto this page, do not cut and paste from a Word document.</mark>

Your email should include a few macros in the body. Macros tell the system to automatically fill data that you have entered into the email so you don't have to personalize each email. For example, there is a macro for the candidate's name, the question sets, race name, etc. A list of macros is at the bottom of the page for your convenience. Once you have completed your template click "Save" and the edited template will appear under Existing Templates.

Parties:
Here you create the party abbreviations that you'll need for your guide. Several of the most common parties are already in your guide and are listed under "Existing Parties." To create a new party make up an abbreviation and then list the party name at the top of the page and click "Add." The new party will then appear under "Existing Parties." Be sure to click "Save" before leaving the page to ensure the new party names are saved in the system.

Question Sets:

Here is where you'll enter the questions you want to ask the candidates. You can create question sets for each race (if the questions are different for each race) or just create one set of questions that you'll ask every candidate in every race.

To create the question sets, click on "Question Sets" on the left hand side of the screen. On the next page you can choose the character limit (which is different from word limit as a character limit includes spaces and punctuation as well). Leagues tend to have between a 250 and 500 character limit but you can set it to whatever you like.

When you name your question set it is recommended you name it something relating to the specific race you will be applying the questions to (example: Washington DC Mayor, Washington DC City Council, etc.). Then click "Add".

The new question set will appear under "Existing Question Sets." Click the blue "edit" button to add the questions. On the next page you can add all the questions you want to ask the candidate.

<mark>**NOTE: Do not cut and paste the questions from a Word document, please type them directly into the box provided.**</mark>

You can add multiple questions at once, you just have to separate the questions using a carriage return (hit the "enter" key on your keyboard).

Once you've entered all of the questions click "save" and you'll see a new page where you can edit and rearrange the questions as you like. If you click on the blue "settings" box next to each question you can set the character limit individually for both the online guide and a print guide if you choose. For example, the online guide character limit could be 1000 characters, where a print limit would be 500 characters to cut down on the length of a printed guide.

On this page you can also enter questions in any language you like. Toward the bottom of the page you'll see the "Translations" section. Choose your language from the drop down menu and then type the questions in the box provided.

NOTE: You need to type the questions in the language you selected from the drop down menu. The system does NOT translate your questions from English so you must type the questions in the alternate language for them to appear. Also, candidates must answer the questions in that alternate language or they will only appear in English

Once you've made all your edits and/or added an alternate language, click "save" and you've just created your question set! To create more question sets go back to the black bar on the left and start the process over again.

Race Categories:

The Race Category section allows you to change the order the races appear in your guide. You can also add new categories so that all the different races will appear in the guide. To create new categories enter the race name in the box toward the bottom of the screen. You can add several categories at the same time by separating the names by a carriage return (hit the "enter" button on your keyboard). Once you have all the categories you want, you can change the order by clicking on the blue circle next to the category name and dragging that race to the correct location.

Districting Races:

One of the best features of a VOTE411 voters' guide is the ability of the system to only display the races a specific voter will see on their own ballot once they give us their address. This way a voter does not need to know what city council district they live in (for example), but rather the voters' guide will only show the candidate information for their specific district. In order to have the system do this for the voters, you have to district each of your races to ensure the race doesn't appear for other areas.

GIS/Shapefiles:
The best way to district races is to collect and upload GIS data (also called shapefiles). Each state, county, city, town, etc. has a different way of distributing this data so it's important for you to do your research to determine how to get the data for your specific races. GIS data is already in your account for all the races down through the State House, so you'll only need to find the data for any local races you might be covering.

There are a few places where you can find the GIS data you'll need for your guide:

US Census Bureau:
http://www.census.gov/cgi-bin/geo/shapefiles2010/main

The US Census Bureau has what's called TIGER/Line Shapefiles and is a great place to start looking for your data! They should have "places" shapefiles for the cities/towns and school district shapefiles (be sure to choose the "unified school district" option to get all school districts for that area), but they might have others for your state.

==NOTE: Be sure you're using the most recent census data that's available. At the time this manual was written the 2013 shapefiles were the most recent available.==

You can go to the above website select the type of file you're looking for (school, town, etc.), choose your state and then save the file when prompted. When you open that file you'll see several files with what appears to be random names.
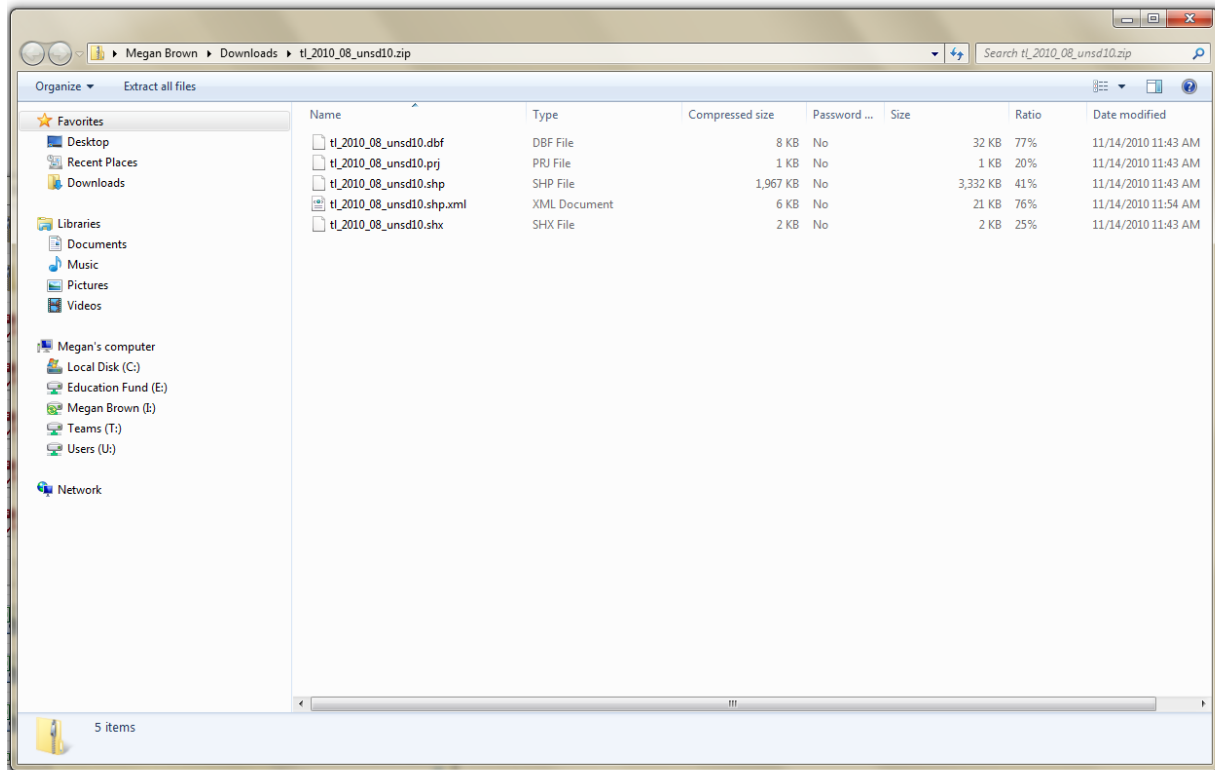
Save these files to a folder in your computer so you know what they are (town X, school district Y, etc.). You'll learn how to upload them into the system down below.

Google:
If you can't find the district shapefiles you need from the TIGER website, you can actually just Google the races you need and see if that helps. For example, if you're looking for the Alpena County Michigan City Council districts, type into Google "Alpena County Michigan City Council Shapefiles" and see what comes up. Depending on your city and the type of race you're looking for you might find the exact information you need right on a website – again, save the files to your computer and upload into the system.

Secretary of States and Board of Elections:
If you can't find the information you need from TIGER or a Google search, try contacting your Secretary of State or local elections officials. Some local elections officials (LEOs) have GIS departments that might be able to help with your request. They might charge for the data, but tell them what you're using the data for, say that you're part of a non-profit organization and answer any questions they might have and they MAY give you the data for free.

Universities and Colleges:
Many colleges and universities have GIS departments that could provide the information you're looking for. If your local college has a GIS department, contact them and see if they can be of assistance.

While GIS data is the best information, if you can't find the GIS data for your specific race, don't worry, you can still district the race in a couple of different ways through VOTE411. This guide will outline those ways a little further down.

Uploading GIS data:
Once you find all your GIS data you can it's time to upload it into the system. On the black bar on the left of the screen, click on "GIS Districts" to get started. On the next page you'll see what file you'll need to upload into the system; Geography (.shp), Attribute (.dbf) and Projection (.prj). All three of these files will be in the shapefiles you saved to your computer – just look for the last three letters of the file name to know which file to place where. Click the "browse" button to open your files and grab the correct file then click continue.

The next page will show a map and labels for the data points on the map. This is your GIS districting map. Be sure to set the name to the race the map represents and then choose your state from the drop down menu before clicking save. You might have to clean up the data points if there are a lot of extra numbers or letters, just be sure that you leave the name intact so you know which data point is which. Click "save" and you've just created a GIS map for a specific race!

Repeat this process until you have uploaded all your GIS shapefiles into the system. All district sets will appear on the main GIS page and you can edit or delete the sets as needed.

District Sets:

If you can't find GIS data for a specific race, there are still ways to ensure the voter only sees the candidates on their ballot. One of these ways is to create "District Sets." The district sets will create one extra step for the voter on the front end of the system, but allows the system to only show the voters specific candidates without GIS data. When accessing VOTE411, the system will ask the voter to choose their specific district from a dropdown menu before accessing their guide.

To start, click on "District Sets" on the left-hand side of the screen, name the district set and click "Add."

That district set will now appear under "Existing District Sets." Click "Edit" to add specifics to the district set. You'll have to define the voters' location that will see this district set using the drop down menu called "Containing District." Choose your state, the existing GIS data in the system and then the specific data point you want to include in the district set. This step will ensure that only voters in this specific area will have to choose their district before accessing their voters' guide on VOTE411.

In the description box you can describe the race and you can put any districting information that might help the voter figure out what district they're voting in. Adding a link to a map of the district, city names, etc. can help the voter choose the correct district.

You can add the district names by entering them in the "Add Additional Members" section. Be sure to separate each district by a carriage return (hit the "enter" key on your keyboard). Once they are all entered, click "Save" and your district set is complete.

The district set will appear under "existing district sets" and you can edit and delete as needed. Continue adding district sets in this way until you have all races covered (if no GIS information is available).

Composite Districts:
Composite Districts are used when you have GIS data for some jurisdiction (counties, for example) but not for a specific race (like appellate court districts which are made up of several different counties). You can combine GIS data points from different maps into one composite district using this tool.

After clicking "Composite District" on the left-hand side of the screen, click "create" to start a new composite district. Name the race the district will cover and then choose the state and existing districts from the drop down menus. A list of all the GIS data points for that state and existing districts will appear in the third box. Choose the data points you need for your composite district and then click "add."

Your selections will appear below. You can change the state or existing district to grab or other data points as necessary. When you have all the data points you need to create your district, click "save" and you're all done!

Creating Races:

Once you've finished all these steps you're now ready to create your races and input the candidates!

Race Wizard:
This is a step-by-step guide to creating individual races. If you have less than 50 races you can use this process to set up your candidate information. If you have more than 50 races it's recommended you use the spreadsheet upload process that's outlined later in this guide.

To create your guide using the Race Wizard all you have to do is follow the system prompts with the information you already collected before you received the username and password to your admin site. You will:

1) Choose the type of office (i.e. US Senate, Statewide Office, Municipal Office, Ballot Initiative, etc.).
2) Choose the state
3) Edit the name of the race if it is different from the type of office. **NOTE: Please see the "Race Naming Guidelines" at the end of this guide for instructions on how to name your races.**
4) Add candidates to the race. Here you will enter the candidate name, email, current occupation and party. You can add more candidates by clicking the "add" button toward the bottom of the page.
5) Next you'll write a description for the race. This tells voters what's at stake for each specific race. You can add the information about the office (term length, salary, qualifications, etc.) and any other information about the race the voters might find important. **NOTE: Do not write an office description in Microsoft Word and then copy and paste into the race wizard box.** Please

type directly into the box, otherwise there will be some script issues that arise when you publish your guide.

6) You can set the type of race on the next page. "General Election" and "Open Primary" will show all races and candidates on VOTE411 for each address. For the "Closed Primary" voters will have to choose their party and then only candidates from that party will appear in their guide. Only use "Closed Primary" if your election is in fact a closed primary.

7) Set the race category. If you've already created the race categories, they will all appear in the drop down menu at the top of the page. Just select the one you want and click "continue." Or, you can create the race category and race order on this page. If you do not want to assign a category you can click "No Category."

8) Assign the biographical questions you want to ask these candidates. Again, if you've already created your bio set for this race, choose that set from the drop down menu at the top. Or you can create a new bio set on this page.

9) Choose the questions you will be asking these candidates. Once again, choose the question set you already created for this race and click "Continue."

10) Review your guide. All your selections will appear in a box on the right-hand side of the screen. If you need to make any edits, you can click the "Go Back" button to get to the page to make the edits. If you're happy with the results, click "Create Race" to go back to the homepage, or click "Create Race and Restart Wizard" to create the race and go back to create a new race.

Spreadsheet Upload:

If you have more than 50 candidates you might consider using the spreadsheet upload option to create your races. You might also receive your candidate information from your Secretary of State or local elections official in a spreadsheet format so it might be easy to make a couple of changes to the spreadsheet to upload all candidates at the same time.

LWVUS has a spreadsheet template all set up and ready for you to use at the bottom of this webpage: http://www.lwv.org/content/vote411-opportunities-2012. All you need to do is fill in the information under the first line with all the candidate information you have.

You must make sure that the data you put into the spreadsheet matches how you have set up that information in your admin account. For example, the party name abbreviation must match in both the admin account and the spreadsheet for it to upload correctly.

For the upload to work you only have to have the following information in the spreadsheet:
1) Candidate's full name
2) Candidate's last name
3) Race Name
4) Party Abbreviation
5) Candidate occupation
6) Contact email (this is the email address for the contact person in the campaign where you will send all emails)

You can add other biographical information to the spreadsheet (like "occupation" or "education") and the data will be assigned as bio fields for each candidate. Again, just be sure that the bio field name matches the names you have in the Bio Set section of the guide before uploading the spreadsheet.

Once you have the spreadsheet filled out you are ready to upload the information into the system. On the black bar on the left-hand side of the page, at the very bottom, click on "Script Library." Then click "Import or update candidates from a spreadsheet" and click "continue."

On the next screen, copy and paste the entire spreadsheet into the "Data (Pasted)" box. Be sure you click the box next to "Create Races" toward the bottom of the page – this tells the system that you want to create races that do not already exist, then click "Preview Script."

On the next page you'll see the races that were created. Click "Execute Script" and you've just created all your races!

Managing Candidates and Race:

Race Manager:
The "Race Manager" is where you bulk edit any of the races you just created. You can set a race description, race type, bio field set, question set, etc. for multiple races together to save time. Simply click on "Race Manager" and then click on the races you want to edit and then edit using the boxes and drop down menus at the bottom of the page and click "Save."

The Race Manager can also be used to district your races once you have the GIS or other districting systems created in your account. Choose the race you want to district from the list at the top of the page, then at the bottom of the Race Manager you'll see a box that says "Set District." Click that box and choose the districting information from the drop down menus and click save. You must set a district. If you do not set a district for a race, it will appear on all guides regardless of the voters' location and your fellow League members working on this across the country will be very upset, which we do not want.

	Edit Race	P/O	#C	#Q	Category	District	Dist. Type	#S
	Saratoga Springs City Charter	O	2	0	Saratoga Springs Ballot Pro...	Saratoga Springs	Saratoga County Cities and Towns	1
	Saratoga Springs Mayor	O	2	3	Saratoga Springs City Council	Saratoga Springs	Saratoga County Cities and Towns	1
	Saratoga Springs Commissioner of Acounts	O	0	2	Saratoga Springs City Council	Saratoga Springs	Saratoga County Cities and Towns	1
	Saratoga Springs Commissioner of Account	O	1	2	Saratoga Springs City Council	Saratoga Springs	Saratoga County Cities and Towns	1
	United States President	O	0	0	President	All States	Composite District	1
	Anytown supervisor	O	2	0				1
	Anytown town clerk	O	1	0				1
	ANytown School Budget	O	2	0				1
	Saratoga Springs Commissioner of Account	O	1	2	Saratoga Springs City Council	Saratoga Springs	Saratoga County Cities and Towns	1
	Saratoga Springs Commissioner	O	1	2	Saratoga Springs City Council	Saratoga Springs	Saratoga County Cities and Towns	1

Select all

Bulk Edit Races:
Select the above races that you want to edit by checking the box in the left-most column. Then select from the following fields to edit and press the "Bulk Edit" button. You may also delete the selected races by pressing the "Bulk Delete" button.

☐ Set Description:

[formatting toolbar]

☐ Set Primary/Open: - Select -

☐ Set Category: - None -

☐ Set Number of Selections: [   ]

☐ Set Bio Field Set: - All Fields -

☐ Set Question Set: - None -

☐ Add Questions:
Enter additional questions separated by a carriage return:
[   ] Text

☐ Set District:
Michigan   State-Wide   [   ]

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Campaign Tracker:

Once you have all your races and candidates in the system, you can use the Campaign Tracker to keep track of all the candidates. All candidates will appear on this page (be sure to click the "all" button in the top right corner of the page to see all candidates on the same screen) showing their name, the party, race and their candidate status. If they have a photo in their account a little picture icon will appear next to their name.

You can click on a candidate's name to see their specific page. This allows you to see if a candidate has responded to any of your questions or you can make any changes to their profile from this page.

If you make any edits to a candidate page be sure to click "Save" at the bottom of the page to save the changes.

On the campaign tracker page, the "Candidate Status" bar helps you track your communications with the candidate. Once you have created the races and candidates in the system, all candidates will have a yellow check under "Created." Once you send the candidate an invitation email (instructions below), they will have a yellow check under the "Invited" column. Finally, once the candidate has submitted their responses to your questions that yellow check will appear in the "Resp." (Responded) column. You can use this status bar to see who has responded to your questions, who needs to be reminded about the voters' guide and who you still need to invite.

Inviting Candidates:
Once you've created your candidates you're ready to invite them to participate in your VOTE411 voters' guide! Be sure that you have your email templates (see above for instructions) ready to go before beginning this step.

Once again in the Campaign Tracker, to send candidates an invitation email click on the "created" arrow next to the candidates' name. Once you click that arrow a new page will appear with the email template. At the top of the page you're able to choose which template you want to send, you can set the subject of the email, the sender name and list the reply-to email as well.

Always read through your email template to make sure everything looks good to go. You can also "Preview" the email, which will send a sample email to any email address you choose. This is always a

good idea since you'll be able to see exactly what the email will look like when the candidates receive it and you'll be able to make any changes if necessary.

Once you've confirmed the invitation email is ready to go, just click "Send" and the email will go out to the candidates!

You can invite several candidates at the same time from the Campaign Tracker. Just click the "edit" box located to the left of the candidate names for each candidate you want to email. If you want to send an invitation to every candidate you can click on "Select all" at the bottom of the page. Then click the blue arrow under the "created" column and you'll go to the email template page as described above.

Once you have invited a candidate the arrow in the "created" column will move over to the "Invited" column. This is how you'll know who you've invited to participate in VOTE411! Once the candidate responds to your questions the arrow will move to the "Responded" column.

You'll notice a square icon next to the arrow in the "Invited" column, this is how you send a reminder email to candidates who have not responded by a certain date. Click on that icon and the email page will appear with your reminder email template. Again, be sure to preview the email before sending to make sure everything looks like it should.

Once you finish these steps you've invited the candidates to participate in VOTE411 and you can wait for their responses!

Mail Merge:
If you do not have a candidate's email address or you want to mail a letter to the candidate instead of email, you can use the Mail Merge function. Mail Merge works just like emailing candidates where you can chose to mail just one candidate or several at a time.

Choose the candidates you would like to create letters for by clicking the "edit" box next to their name and then click "Mail Merge" at the bottom right of the page. On the next screen you'll find a box where you can type in the letter you would like the system to create. This can be the same as your email templates. NOTE: Do not cut and paste the text directly from a Word document, either type directly in

the box or cut and paste from the email template section. You'll also see that the same macros are available in the letters as they were in the email templates.

Once your letter is ready to go, click "Generate Letters" and a PDF of the letter will appear on the screen. Then click "Generate Labels" and address labels for each of the candidates will appear. Print both the letters and the labels out and you're ready to mail!

Publishing Races:

When you're ready to publish your guide on VOTE411 so the public can see the information, click on "Race Publisher" on the left and you'll see a page that looks similar to the Campaign Tracker. You'll see your list of races (be sure to click "All" in the top right corner of the screen to view all races on the same page) and you'll be able to see what races are published.

To publish a race, just click on the arrow that will appear when you move your mouse over the "Published' column.

You can publish many races at the same time by clicking the "edit" boxes to the left of the races you want to publish, or by clicking "Select all" at the bottom of the page and then clicking the check mark next to "Bulk Edit."

To unpublish a race just click again on the yellow arrow and the race will no longer be published.

If you want, you can send an email to the candidates telling them that the races are now published. It does take about 15-20 minutes for the races to appear on VOTE411 so just be aware of this before sending the emails to the candidates.

Your VOTE411 online voter guide is now live and available on VOTE411.org! Voters in your community can find all the candidate information that will be on their ballot thanks to you. Be sure to publicize the site in your local community to spread the word about your guide! Examples of publicity include press releases in your local newspaper, printed business cards/bookmarks/posters put around you community (in libraries, community centers, etc.), radio ads, billboards, bus and other public transportation ads, etc. The VOTE411 Facebook group has a lot of publicity ideas and examples so take a look there for some inspiration!

After the Election:

Once your election date has passed you can log back into your VOTE411 account and unpublish, archive and make winning candidates as "winners" to prepare for the next election in your community.

To unplublish all the races that just ended, go into "Race Publisher" and click the "-" icon next to "Bulk Edit." This will unpublish all the races you selected using the "edit" box next to the candidate name.

Once the races are no longer published you can archive all the losing candidates and mark all the winning candidates as "winners" so you'll be able to tell which candidates won their races in case you need their information for a future election.

Archiving races is done by clicking on "Delete and Archive" on the left hand side of the screen. Here you'll find the list of all the candidates currently in the system. If a candidate is not archived they will appear blue and will have a clickable link. If a candidate is archived they will be gray on the screen and you won't be able to click on their information.

To archive a candidate just click on the yellow arrow that appear under the "Archived" column and the candidate will be archived! If you want to unarchive a candidate just click on that arrow again and the candidate will be live again. You can bulk archive candidates just like you bulk emailed or bulk published races.

To mark the winning candidates just click the yellow check mark under the "winner" column just like when archiving the candidate.

It is always best to archive and not delete candidates since it is much easier to get the candidate information again if you ever need it in the future. Only delete candidates that you know, for sure, will never run in any election in the future since their information will be permanently deleted from the system.

Your guide is now ready for the next election in your community!

Helpful Resources:

If, at any time, you get confused or run into a problem creating your guide there are a few resources you can use to help answer any questions you might have.

1) Contact LWVUS. Megan Brown (mbrown@lwv.org) is happy to help answer any questions you might have about the system and help troubleshoot any issues you have encountered.
2) View the webinars located at the bottom of this webpage http://www.lwv.org/content/vote411-opportunities-2012.
3) Contact the helpdesk (helpdesk@thevoterguide.org) for any technical issues you have.
4) Click the little blue "i" that's located at the bottom of each page in your admin account. Here you'll find descriptions of everything that's on that page and how it works. The image below is what you'll find if clicking and an "i" page.

Finished Race:

Below is an example of what the finished races look like on the VOTE411 website.

If there are more than two candidates you must select the two you would like to view before you get more detailed information.

Propositions and ballot initiatives will look like this:

VOTE 411 VOTER GUIDE   Find Your Races   ⚙ ▾

City of Spokane Proposition No. 1

Amendment to City Charter regarding a police ombudsman and commission.

This proposition will amend the Spokane City Charter by adding two new sections to provide
for the establishment of an Office of Police Ombudsman, a Police Ombudsman Commission
and the independent investigative authority of both entities, as set forth in Ordinance No. C -
34941.

Should this measure be enacted into law?

✔ Yes - For the Measure   ✖ No - Against the Measure

Information   —

Select this Candidate   Select this Candidate

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VOTE411.ORG
ELECTION INFORMATION YOU NEED

Disclaimer:

All statements and videos are posted directly by the candidate, unedited by the League of Women
Voters and do not express the views of the League. The League never supports or opposes
candidates or political parties.

And that's it! You've created your VOTE411 candidate info and you're all set for the next election!

RACE NAMING GUIDELINES:

Some voters do not want to enter their address on VOTE411 but still want to access the candidate and race information. They are able to access this information through the "Race Index."

The Race Index lists all published races from each state so that voters can select the races they are interested in seeing.

Because the Race Index does not use any districting information, it is important to name your races in such a way that voters accessing the information this way can easily find the races they're looking for. You want to provide as much information about the race as possible, including the state/city/county and office name when possible. Below you will find suggested race naming guidelines to help you provide this information to the voters.

Federal Races:
For all Federal races, please list the state, office name and district number (if applicable).

Example:
   Colorado US House District 1
   Michigan US Senate

Statewide Races:
For all Statewide races, please list the state and office name.

Example:
   New York Governor

State Legislature:
For state legislative races please list the state, office name and district number.

Example:
   Ohio State House District 1
   Texas State Senate District 16

Local Races:
For all local races, please list the city/town/county, office name and district number (if applicable).

Example:
   Boulder City Council District 3
   Montgomery County Sheriff