

# **Vote 411 Advanced User Guide**

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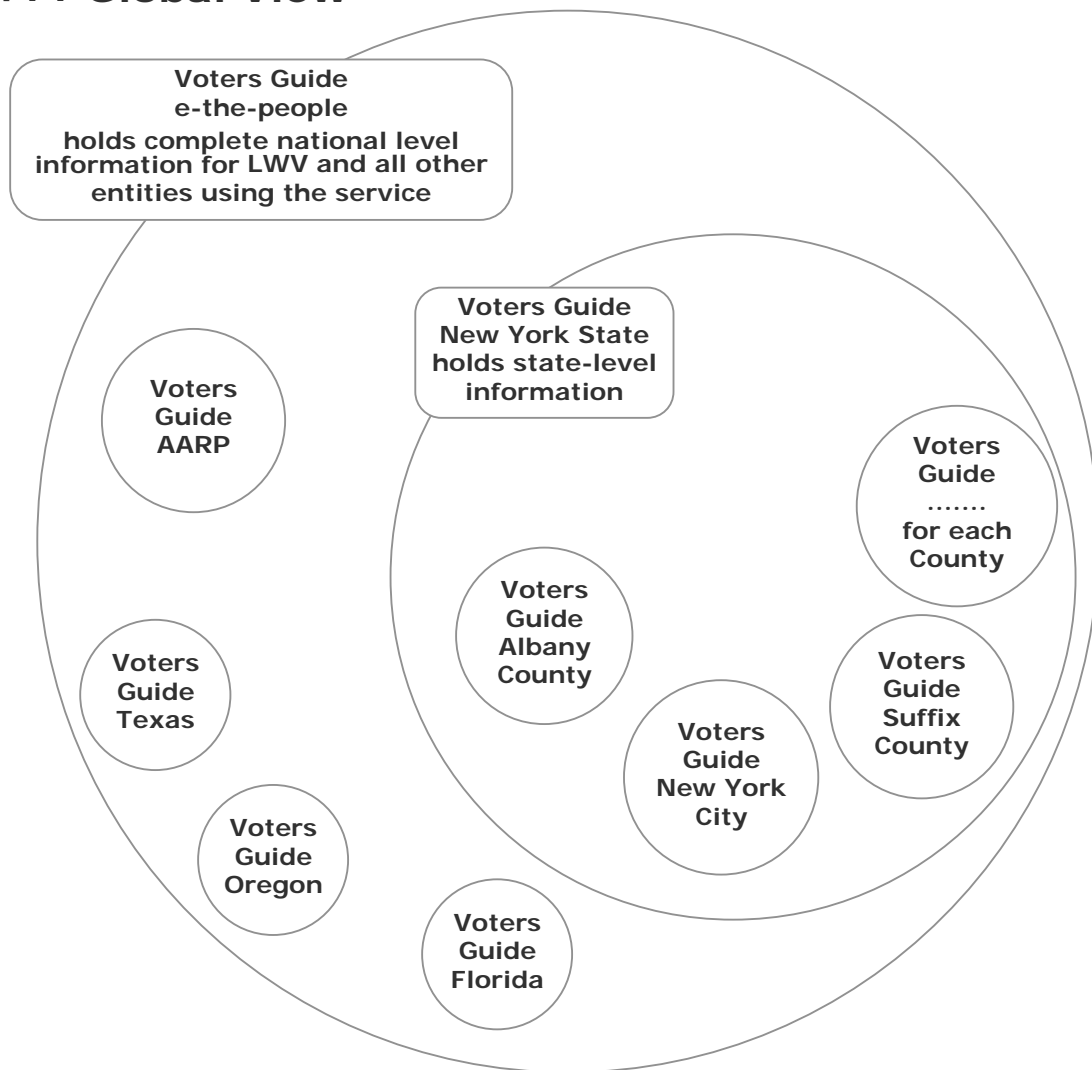
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# Vote 411 Advanced User Guide

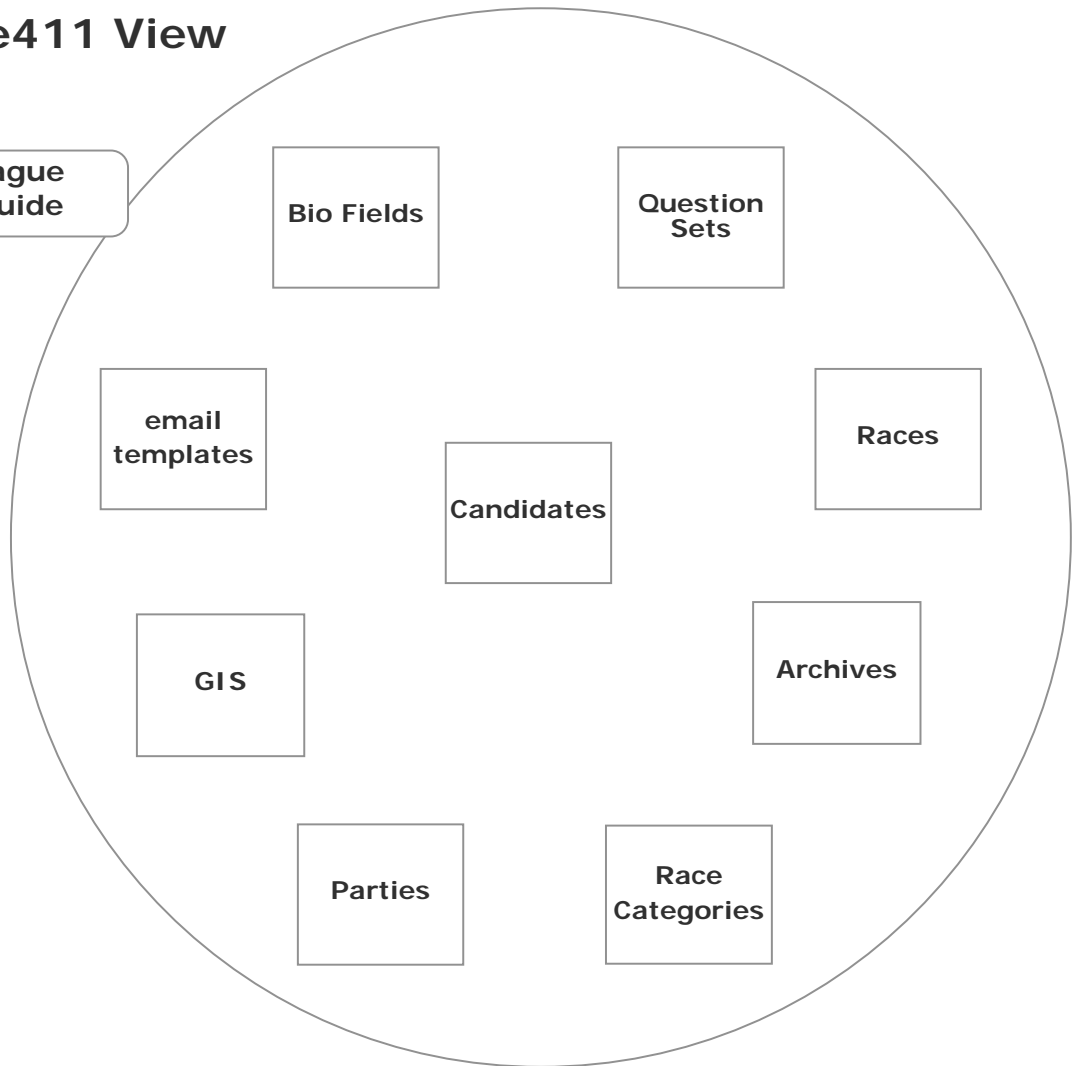
The e.thePeople Voter Guide system contains the structure and programming to support all Vote411 users, which includes private companies, not-for-profit groups and public advocacy groups like the LWV. Each user's information (races, GIS, email templates, etc.) is stored in a separate Voter Guide. However, Voter Guides may exist in a top-down (hierarchical) relationship. For example, information from a State League is available to all local league Voter Guides for that state, but information specific to a local league Voter Guide is not made available outside of that local leagues jurisdiction.

## Vote411 Global View



## Your Vote411 View

Local League  
Voters Guide



## Time Table and Tasks

		<b>Vote411 &amp; General Procedures</b>	<b>Printed VG Procedures</b>
1	Jan-May	<p>Vote411 Administrator:</p> <ul style="list-style-type: none"> <li>• Sets up Vote411 complete infrastructure, including races, race categories, race descriptions, email templates, GIS information, etc.</li> </ul>	
2	Late-May	<p>VS Chair:</p> <ul style="list-style-type: none"> <li>• Obtains BOE “List of Offices to be Elected”</li> <li>• Assigns League Volunteers to races</li> </ul>	
3	<p>July</p> <p>*If covering primaries, start late May/June with candidates who have declared</p>	<p>VS Chair:</p> <ul style="list-style-type: none"> <li>• Obtains BOE list of candidates (start inviting candidates prior to official list, but after obtain list adjust as necessary)</li> <li>• Provides list to League Volunteers (List contains candidate name, political party(s), and postal address.)</li> </ul>	
4	<p>July</p> <p>*If covering primaries, start late May/June</p>	<p>League volunteers:</p> <ul style="list-style-type: none"> <li>• Prepare &amp; mail invitation letters to candidates. (The letters request that candidates provide their email address in a return-envelope going to the League Volunteer. See Attachment A) (Email address could also be obtained by telephone.)</li> </ul>	
5	<p>July-September</p> <p>*If covering primaries, June/July</p>	<p>League Volunteers: (Upon receipt of candidate’s email address)</p> <ul style="list-style-type: none"> <li>• Enter the following information for each candidate into Vote411: candidate name; party(s); street address; email address.</li> <li>• Using Vote411, send email to candidates, providing the candidate’s Identification Number and instructions on how to enter their own data into</li> </ul>	

		Vote411. (See Attachment B)	
6	July-September  *If covering primaries, July/August	League Volunteer: (for candidates who have not provided their email address) <ul style="list-style-type: none"> <li>• Mail a reminder letter requesting the candidates email address. (or make a follow-up telephone call)</li> </ul>	
7	July-September	League Volunteer: <ul style="list-style-type: none"> <li>• Monitor primaries for their assigned candidates</li> <li>• Provide results to Voter411 Administrator who deletes the losers and/or adjusts all party designations.</li> </ul>	
8	July-November	Vote411 Administrator: <ul style="list-style-type: none"> <li>• Publish race information in Vote411, thus making it available to the public</li> </ul>	
9	July-October	Vote411 Administrator: <ul style="list-style-type: none"> <li>• Requests that the Web Master add a Vote411 link on their LWV website.</li> </ul>	
10	Continuous until Election Day	League Volunteers provide to the Voter Service Chair the following: <ul style="list-style-type: none"> <li>• Candidate Meeting/Debate/Forum information</li> <li>• Referenda information</li> <li>• Office Term &amp; Salary information for offices</li> </ul>	
11	3 <sup>rd</sup> week of September		Vote411 Administrator extracts information from Vote411. League volunteer prepares draft of printed VG in MS Word.
12	3 <sup>rd</sup> week of September		VG Editor proof reads and corrects draft of printed VG.
13	3 <sup>rd</sup> week of September		VS Chair sends printed VG approved draft to the Publisher.

14	4 <sup>th</sup> week of September		Publisher sends approved camera-ready copy of the printed VG to Printer.
15	3 <sup>rd</sup> week of October		League Volunteers deliver/mail printed VG's.

## Race Naming Convention

Vote411 provides a Race Index for public use, in which all races within a state appear in sorted order. In order to make the list user-friendly, it helps to precede each race name by your county name. (NOTE: A request has been submitted to LWVUS requesting a better way to make the indexed list of races useful to the public.)

1. Albany County
2. Allegany County
3. Bronx County
4. Broome County
5. Cattaraugus County
6. Cayuga County
7. Chautauqua County
8. Chemung County
9. Chenango County
10. Clinton County
11. Columbia County
12. Cortland County
13. Delaware County
14. Dutchess County
15. Erie County
16. Essex County
17. Franklin County
18. Fulton County
19. Genesee County
20. Greene County
21. Hamilton County
22. Herkimer County
23. Jefferson County
24. Kings County (Brooklyn)
25. Lewis County
26. Livingston County
27. Madison County
28. Monroe County
29. Montgomery County
30. Nassau County
31. New York County (Manhattan)
32. Niagara County
33. Oneida County
34. Onondaga County
35. Ontario County
36. Orange County
37. Orleans County
38. Oswego County
39. Otsego County
40. Putnam County
41. Queens County
42. Rensselaer County
43. Richmond County (Staten Island)
44. Rockland County
45. Saint Lawrence County
46. Saratoga County
47. Schenectady County
48. Schoharie County
49. Schuyler County
50. Seneca County
51. Steuben County
52. Suffolk County
53. Sullivan County
54. Tioga County
55. Tompkins County
56. Ulster County
57. Warren County
58. Washington County
59. Wayne County
60. Westchester County
61. Wyoming County
62. Yates County

## Race Categories and Race Names


Build and save a complete race category/race name infrastructure in your voters guide, regardless of the year-to-year election cycle of races. During a given election year, only the races for “Offices to be Elected” that year will receive candidates and be published. Each new election year, LWVNY will request that information in the previous year’s local league Voter Guide be rolled into the next year’s Voter Guide. You can also use the “Switch Guide” feature on the leftside control panel on the homepage to view (and copy and paste from) your 2012 and 2013 guides.

Race Categories provide groupings for races and make it easier to manage all races.








Race Categories are as follows:

National Candidates (maintained by LWVUS only)  
State Candidates **County Candidates**  
**County Legislature**  
City Candidates  
Town Candidates  
Village Candidates  
Propositions & Referenda  
Library Board Candidates  
School Board Candidates

### **COUNTY CANDIDATES**

 <a href="#">COUNTY EXECUTIVE</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">COUNTY DISTRICT ATTORNEY</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">COUNTY CLERK</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">COUNTY COURT JUSTICE</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">SURROGATE'S COURT JUSTICE</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">FAMILY COURT JUSTICE</a>	<a href="#">Edit</a> <a href="#">Delete</a>

### **COUNTY LEGISLATOR CANDIDATES**

 <a href="#">DISTRICT 1 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DISTRICT 2 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DISTRICT 3 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DISTRICT 4 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DISTRICT 5 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DISTRICT 6 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DISTRICT 7 LEGISLATOR</a>	<a href="#">Edit</a> <a href="#">Delete</a>



## **Parties**

All leagues in the state must use the same abbreviations and full names for political parties.

**D – Democratic**

**R – Republican**

**C- Conservative**

**WF-Working Family**

**I-Independence**

**GRE-Green**

**NON-No Political Party**

**Ind-Independent**

**N/A-Not Applicable**

## **GIS**

This information allows Vote411 to associate an address with the correct ballot information.

### **National-level Races** – GIS information is provided by LWVUS for:

President

US Senate

US House of Representatives

### **State-level Races** – GIS information is provided by LWVNY for:

Governor/Lt. Governor

Comptroller

Attorney General

NYS Senator

NYS Assembly

Supreme Court Justice

### **County & Local Races\***- Each league provides GIS information for:

County Executive

District Attorney

County Clerk

County Court Judge

Family Court Judge

County Legislative Districts

Town Races

Village Races

City Races

### **To load GIS information into your Voter Guide, you must:**

- Obtain the GIS files from a source, such as your county GIS office.
- The source will provide you with a set of three specific files:
  - Geography (or Shape) File – the suffix is .shp
  - Attribute (or Database) File – the suffix is .dbf
  - Projection File – the suffix is .prj
- Name the destination file in your Voter Guide that will contain the information from these three files.
- Load the set of three files to your Voter Guide
- Associate a race to your appropriate GIS file.
- Once this is done, any address supplied by the public to obtain their ballot will be recognized by the GIS data and any races associated to that GIS data will be provided on the ballot.

Here is an example of a Voter Guide with GIS files loaded:

## GIS District Sets



Create a GIS District Set:

Geography File: *FileName.shp*

Attribute File: *FileName.dbf*

Projection File: *FileName.prj*

Existing GIS District Sets:

New Rochelle City Council District [Edit](#) [Delete](#)

West. City Municipal Districts [Edit](#) [Delete](#)

Westchester County [Edit](#) [Delete](#)

Westchester County Legislative boundaries [Edit](#) [Delete](#)

Westchester County School District [Edit](#) [Delete](#)

Yonkers City Council District [Edit](#)

## Add / Manage Race



Edit This Race/Referendum:

Name:

Description:

**District 1 contains Cortlandt, part of Peekskill, part of Yorktown.**

**Term:** 2 years; **Salary:** \$49,200 Base

**Duties:** Among the duties of each County Legislator is to enact laws dealing with the County and its residents; to adopt an annual budget and to levy taxes; to determine the structure of County Government and the number of County employees and their salaries; and to initiate new projects and programs as the need arises. There are 17 County Districts.

District:

New York

Westchester County Legislative boundaries

-Single Choice-

Number of Selections:

Race State:

Open/general election

Race Category:

County Legislative Candidate

## Email Templates

You may prepare multiple email templates and select the appropriate template when needed. The types of templates include:

- Invitation Email
- Reminder Email
- Published Email

### Example of a Reminder Email Template:

#### Reminder to Participate in LWV Voters Guide

Dear #candidate\_name(),

We have not received your answers to our online VOTE411 Voters Guide questionnaire. The League of Women Voters of Westchester County hopes that you will participate in this process and use this opportunity to reach out to voters in our area.

As in the past, our printed Voters Guide will be mailed to registered voters and made available at public locations throughout the county. In addition, our Web-based system, [www.VOTE411.org](http://www.VOTE411.org), will be advertised throughout the county.

You can post your replies yourself, in your own words so that voters can gain a clearer impression of who you are and of the platform on which you stand. You can add your picture and a link to your website, as well. As you enter your response, please click on 'Save' after each answer.

1. Enter [www.thevoterguide.org](http://www.thevoterguide.org) in your internet browser.
2. Click 'candidate login'.
3. Click the League of Women Voters link.
4. Enter your personal security code to log into the site: #security\_code()

**Deadline** for inclusion in the **printed** Voters Guide is **September 10th**. You may make changes to your online Vote411 response up to election day. If you have any questions, please contact Marianna Stout at [marianna.stout@att.net](mailto:marianna.stout@att.net) or 914-739-1088.

Warm regards,

Marianna Stout  
Voter Service Chair  
League of Women Voters of Westchester County

## Filters

Filters may be used in Campaign Tracker, Race Publisher, Archive and Delete, Race Manager, Data Export. Filters reduce the amount of information displayed based on specific criteria. For example, use filters to reduce the number of candidates shown in the list to include only candidates meeting specific criteria.

# Campaign Tracker



### Range:

Page Size: [All](#) | [25](#) | [50](#) | [100](#) | [250](#)

1-10 of 10

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### Filters:

- Has Photo [ [Yes](#) / [No](#) / [Off](#) ]
  - Status [ [Created](#) / [Invited](#) / [Responded](#) / [Off](#) ]
  - Email Status [ [UNVERIFIED](#) / [VERIFIED](#) / [BOUNCING](#) / [INVALID](#) / [Off](#) ]
  
  - Published [ [Yes](#) / [No](#) / [Off](#) ]
  - All Candidates Approved [ [Yes](#) / [No](#) / [Off](#) ]
  - Contested [ [Yes](#) / [No](#) / [Off](#) ]
  - Primary? [ [Primary](#) / [Open](#) / [Off](#) ]
  - Ballot Item Type [ [Race](#) / [Referendum](#) / [Off](#) ]
-

## Testing Methods

Before you announce the publication of your Voters Guide to the public, perform testing to ensure that everything appears as it should. Do that by acting like the public and requesting ballots for addresses from around your area. Check to make sure that each ballot contains the correct races for the area, the correct candidates for those races, and that the information looks good in general.

Here is an example of a ‘test plan’ created to ensure that the GIS files resulted in the correct County Legislative District races appearing on the ballot for the appropriate addresses.

You must remember to clear cache in your browser after testing each address. Otherwise the information that appears on a ballot will be cumulative and misleading. After clearing your browser’s cache, you must exit the browser and then open it again. (For instructions on how to clear your cache, visit <http://www.wikihow.com/Clear-Your-Browser's-Cache>)

<b>Locality</b>	<b>Address Input</b>	<b>League Expected Output</b>	<b>Current Vote411 Output</b>	<b>Result</b>
<b>Bedford</b>	<b>50 Brook Farm Road, Bedford 10506</b>	<b>CLD 2</b>		
<b>Bedford</b>	<b>53 Edgewood Road, Katonah 10536</b>			
<b>Cortlandt Manor</b>	<b>24 Cortlandt Ave., Cortlandt manor 10567</b>			
<b>Harrison</b>	<b>61 Crawford Road, Harrison 10528</b>	<b>CLD 5,6,7</b>		
<b>Larchmont</b>	<b>9 Kilmer Road, Larchmont 10538</b>	<b>CLD 7</b>		
<b>Mamaroneck</b>	<b>1616 No. Jones, Mamaroneck 10543</b>	<b>CLD 7</b>		
<b>New Castle</b>	<b>2 Hilltop Drive, Chappaqua 10514</b>	<b>CLD 4</b>		
<b>New Rochelle</b>	<b>373 Stratton Road, New Rochelle</b>	<b>CLD 7,10,11</b>		

	<b>10804</b>			
<b>Rivertowns</b>	<b>189 Broadway, Dobbs Ferry 10522</b>	<b>CLD &amp; Dobbs Ferry</b>		
<b>Rivertowns</b>	<b>7 Dove Court, Croton-on-Hudson 10520</b>	<b>CLD &amp; Croton-on- Hudson</b>		
<b>Rivertowns</b>	<b>292 So. Buckhout St., Irvington 10533</b>			
<b>Rivertowns</b>	<b>16 Angela Drive, Crugers 10521</b>	<b>CLD</b>		
<b>Rivertowns</b>	<b>49 Roma Orchard Road, Peekskill 10566</b>			
<b>Rye</b>	<b>6 Fieldstone Road, Rye 10580</b>	<b>CLD 5,6,7 &amp;</b>		
<b>Scarsdale</b>	<b>25 mamaroneck Road, Scardale 10583</b>	<b>CLD 5 &amp;</b>		
<b>Somers</b>	<b>554A Heritage Hills, Somers 10589</b>	<b>CLD 2, 4 &amp; Somers</b>		
<b>So. West. MAL</b>	<b>600 Locust Street, Mt. Vernon 10552</b>	<b>CLD</b>		
<b>So. West. MAL</b>	<b>299 Marbledale Road, Tuchae 10707</b>	<b>CLD</b>		
<b>So. West. MAL</b>	<b>130 Wrexham Road, Bronxville 10804</b>			
<b>White Plains</b>	<b>17 Dupont Ave, White Plains 10605</b>	<b>CLD</b>		
<b>White Plains</b>	<b>53 Winding Ridge Road, White Plains 10603</b>			

<b>White Plains</b>	<b>177 Soundview Ave, White Plain 10606</b>	<b>CLD</b>		
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## Reviewing Candidate Event Log

You will see a full list of Date/Timestamped events for the candidate , for example :

- You added the candidate to Vote411
- Invitation Email was sent to candidate
- Candidate opened the Invitation Email
- Candidate entered a response
- Candidate notified that response was entered
- Candidate edited the response
- You modified candidate information
- Candidate information published

## Add / Manage Candidate

**See event log for this candidate.**

**Race:** NY Assembly District 92

**Name:** Abinanti, Thomas J.

**Last Name:** Abinanti

**Party:** Democratic

**Picture:**

## Event Audit



Most recent events for [ABINANTI, THOMAS J](#)

Date	Event
Tuesday 2:20 PM	Un-Archived

Need help? [Read the FAQ](#), or contact us by email at [helpdesk@thevoterguide.org](mailto:helpdesk@thevoterguide.org).  
Voter Guide Toolkit v5.3.0



## Methods of Public Access

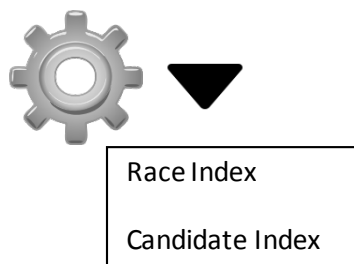
### To Get Your Ballot:

Instructions to sign in as a voter to Vote411, the online League of Women Voters - Voter Guider:

1. Enter the following in your browser: [www.vote411.org](http://www.vote411.org) (You may want to “bookmark” the website, so you can view the LWV Voter Guide again.)
2. Enter your address, and then click on the green box, “ENTER”.
3. Click on the green box, “Get personalized information on candidates and issues”.
4. Click on the blue box, “Find My Information”.
5. Click on “Next Race” and continue clicking on the “Next Race” or “Previous Race” to see all the information on your ballot.
6. To get a written copy of your ballot, click on the white box, “All My Races”, then click on “Finish”.
7. Enter your phone number or email address, then press “SEND”.

## To Get Race Index:

If you don't choose to enter your address but hit that gear instead, you may choose the race index option. The Race Index provides a list of all races in the state in sorted order. This is a good way to view races that are of interest, but not on your ballot.



## VOTE 411 VOTER GUIDE

### Race Index

[Back to category list](#)

#### 1. New York

1. [US Congress District 5](#)
2. [US Congress District 6](#)
3. [US Congress District 7](#)
4. [US Congress District 8](#)

## Attachment A – Letter Requesting Candidate’s Email Address

[Your address]

Dear Candidate,

The League of Women Voters of [your league name] invites you to participate in our 2014 Voters Guide. We produce both an on-line and a printed Voters Guide for the General Election.

To provide your information, we ask that you use our web-based system, [www.Vote411.org](http://www.Vote411.org). To do so, we need your e-mail address, one that you routinely check and that does not become inaccessible because it is filled up. Once we have this address, we will email you a password and instructions that will enable you to access questions and submit your responses.

You can post your replies yourself, in your own words, so that voters can gain a clearer impression of who you are and of the platform on which you stand. We will not edit your responses, but there will be a character limit for each question. You may provide your picture and a link to your campaign website. We reserve the right to return anything we receive that contains personal attacks or offensive language. Candidate information will be published in Vote411 for public access starting on [your chosen date].

In addition to the electronic Voters Guide, we will mail and distribute a printed Voters Guide throughout Westchester County. The information you provide to our on-line Voters Guide will appear in full in our printed Voters Guide, but space limitations may preclude, in certain instances, the publication of all information in the printed Voters Guide. Though you may provide or change information in our on-line Voters Guide right up to Election Day, the deadline for your response to appear in our printed Voters Guide is [your chosen date]. If you do not provide us with information, the Voters Guide will list your name and the office you are running for with the notation “Response not received by press-date.”

Please let us know your email address by calling [League Volunteer name] at [League Volunteer phone number] or e-mailing us at [League Volunteer email address] within the next week. We will then send you the login information and password which you may use to post your answers in our guide.

Sincerely,

[League Volunteer name]

League of Women Voters of [your league’s name]  
Voter Service Committee

## The League of Women Voters of Westchester

Please use stamped, addressed envelope and return to:

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Candidate Name: \_\_\_\_\_

Candidate Email Address: \_\_\_\_\_

## Attachment B –

### Vote411 email providing candidate's Identification Number and instructions on how to provide candidate information using Vote411.

Dear #candidate\_name(),

The League of Women Voters of Westchester County would like to invite you to participate in our online Voters Guide, [www.Vote411.org](http://www.Vote411.org), and our *printed* Voters Guide. You need to provide your information only one time, via our online system, to have it appear in both Voters Guides.

As in the past, our printed Voters Guide will be mailed to registered voters and made available at public locations throughout the county. In addition, our Web-based system, [www.Vote411.org](http://www.Vote411.org), will be advertised throughout the county.

You can post your replies yourself, in your own words so that voters can gain a clearer impression of who you are and of the platform on which you stand. You can add your picture and a link to your website, as well. As you enter your response, please click on 'Save' after each answer. You may continue to add to or revise your response up until Election Day. Simply return to the login page and enter your security code.

1. Enter [www.thevoterguide.org](http://www.thevoterguide.org) in your internet browser.
2. Click 'candidate login'.
3. Click the League of Women Voters link.
4. Enter your personal security code to log into the site: #security\_code()

The **deadline** for inclusion in our **printed** Voters Guide is **September 10th**. You may revise your online Vote411 response up to Election Day. If you have any questions, please contact Marianna Stout at [marianna.stout@att.net](mailto:marianna.stout@att.net) or 914-739-1088.

Warm regards,