

VOTE411 Online Candidate Information

How-To

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Getting Started

Before you can start creating your voters' guide on VOTE411, you must first contact Megan Brown (mbrown@lww.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 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 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 can 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. It is recommended that you put a publish date in the email so the candidates know exactly when you'll publish their data (and hopefully they'll

respond before this date). We also recommend that you lay out some rules/guidelines on what is acceptable responses (ex: no foul language, no name calling/mentioning candidates by name, etc.). Explain in the email what will happen if any candidate breaks these rules.

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.

Define Email Templates

Account: vote411
Guide: vote411

Create an Email Template:

Name:

Type:

Existing Templates:

Invitation, President - General	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Invitation, President Primary - R	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Reminder, Check responses	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Reminder, President	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Receipt, President	<input type="button" value="Edit"/>	
Publish, Default	<input type="button" value="Edit"/>	
Bulk Email, Default	<input type="button" value="Edit"/>	

Need help? [Read the FAQ](#) or contact us by email at helpdesk@thevoterguide.org
Voter Guide Toolkit v5.3.1

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.

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.

- GIS Districts
- ZIP Code Districts
- Administration
- Appearance
- Label Overrides
- Email Settings
- Languages
- Page Templates
- Data Export
- Script Interface
- Script Library

```
#response_link()
If you do not have Internet access, you can send your answers by fax or mail:
Fax: [FAX NUMBER HERE]
Mail: [MAILING ADDRESS HERE]
We look forward to your participation! If you have any questions, please contact [CONTACT_NAME]
```

You can use the following macros in the body of an email of type Invitation:

- #question_list() Displays the questions for the candidate's race.
- #candidate_name() Displays the candidate's full name.
- #contact_name() Displays the contact name for a candidate.
- #candidate_link() Displays a link to the page displaying the candidate's answers.
- #race_name() Displays the name of the race.
- #race_link() Displays a link to the candidate's race page.
- #response_link() Displays a link to where the candidate can input his/her response.
- #security_code() Displays the candidate's 8-digit password.
- #guide_link() Displays a link to the guide.

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. Be sure to send Megan any new party abbreviations and names before publishing your guide. These new parties will need to be added to the master VOTE411 guide for the races to appear on the site when published. If you have any parties that need to be sent to Megan you will see a red "error" box in the Parties section.

- Account: vote411
Guide: vote4112013
- Home
- Preview
- Switch Guide
- Logout
- Setup
- Bio Fields
- Email Templates
- Parties
- Question Sets
- Race Categories
- Creating Races
- Race Wizard
- Candidates
- Races & Initiatives
- Imported Races
- Communication & Management
- Campaign Tracker
- Email Blast
- Race Publisher

Parties



Create a Party:

Abbreviation:

Name:

Existing Parties:

<input type="text" value="Dem"/>	Democratic	<input type="button" value="Delete"/>
<input type="text" value="Rep"/>	Republican	<input type="button" value="Delete"/>
<input type="text" value="I"/>	Independent	<input type="button" value="Delete"/>
<input type="text" value="Rfm"/>	Reform	<input type="button" value="Delete"/>
<input type="text" value="Grn"/>	Green	<input type="button" value="Delete"/>
<input type="text" value="L"/>	Libertarian	<input type="button" value="Delete"/>
<input type="text" value="O"/>	Other	<input type="button" value="Delete"/>

Need help? [Read the FAQ](#), or contact us by email at helpdesk@thevoterguide.org.

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.

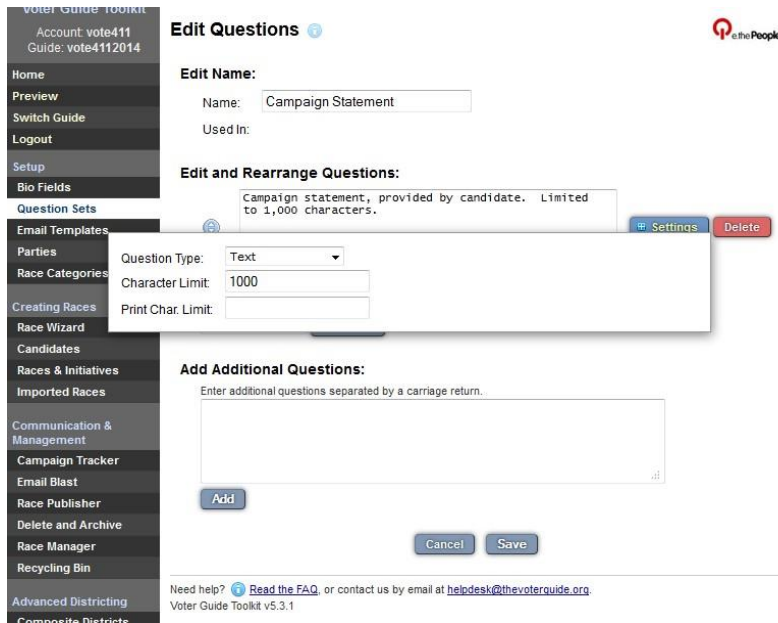
To create the question sets, click on “Question Sets” on the left-hand side of the screen. On the next page, you can choose the character limit (which is different from word limit as a character limit includes spaces and punctuation as well). Leagues tend to have between a 250 and 500-character limit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

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 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.



Unbiased Question:

Are your voters’ guide questions as unbiased as you think? In the fall of 2016, it was brought to our attention that some Leagues’ questions for their voters’ guides were either biased or leading in their wording, potentially undermining our organization’s ability to produce quality voter engagement programs and partnerships. This How-To guide was created to help Leagues develop unbiased questions for their voters’ guides in the future.

When surveyed after the 2016 General Election, most Leagues responded that they did not receive any negative feedback on their voters’ guide questions from either candidates or voters. However, upon closer inspection, LWVEF was able to find many questions that were either biased or leading in many League voters’ guides. It is possible that while candidates may not be complaining to the League about the questions, many are simply choosing not to participate in our voters’ guides because of presumed bias.

Examples: What are biased or leading questions?

Biased and leading questions are those that are written in such a way that one answer appears to be favored over another: These questions often provide extra information that may influence the respondent in one way or another or the reader’s view of the respondent’s answer. It is vitally important that Leagues do not use biased questions in their voters’ guides. These examples are based on actual League voters’ guides:

Biased/Leading Question	Unbiased/Non-Leading Question
What will you do to continue to support our recently thriving U.S. economy?	What will you do to support a vibrant economy across the U.S.?
Many people are streaming into our country illegally, taking jobs from American citizens. Do you support a pathway to citizenship for these individuals?	What, if any, actions will you support to create a pathway to citizenship?

<p>Ever since the Supreme Court’s Citizens United decision, the amount of money invested in American elections has skyrocketed, ultimately reducing the influence of millions of voters across the country. Do you think it is important to reduce the role money plays in American elections?</p>	<p>Please explain why you do or do not think it is important to reduce the role of money in American elections.</p>
<p>In light of the high gun related deaths in our state and the fact that nearly 75% of residents support common sense gun laws, would you support changing the laws to limit the availability of semi-automatic assault weapons and expanding background checks?</p>	<p>Please explain why you do or do not support changing the laws to limit the availability of semi-automatic weapons.</p> <p>OR</p> <p>Please explain why you do or do not support expanding background checks for gun purchases?</p> <p>OR</p> <p>What changes to the gun laws in our state would you support or oppose?</p>
<p>Recent studies of societal cost in dollars of mass incarceration has shown the likelihood of being tangled in the criminal justice system. Non-violent crimes or simply the inability to pay a traffic fine can ultimately end with incarceration and a criminal record, impairing one’s ability to get or keep a job. What are ways that you would propose reforming the criminal justice system in our state? And, do you favor the use of private prisons if it can be seen as a cheaper alternative to state run prisons? Why or why not.</p>	<p>How would you reform the criminal justice system in our state?</p> <p>OR</p> <p>Please explain why you do or do not favor the use of private prisons over state run prisons.</p>
<p>The U.S. Department of Education plays a critical role in providing funding for quality public education and ensuring that children, no matter their socio-economic status or school district receive an equal education. Would you support getting rid of the U.S. Department of Education? Why or why not?</p>	<p>Please explain the role you believe the federal government should play in public education and therefore the policies you would support or oppose.</p>

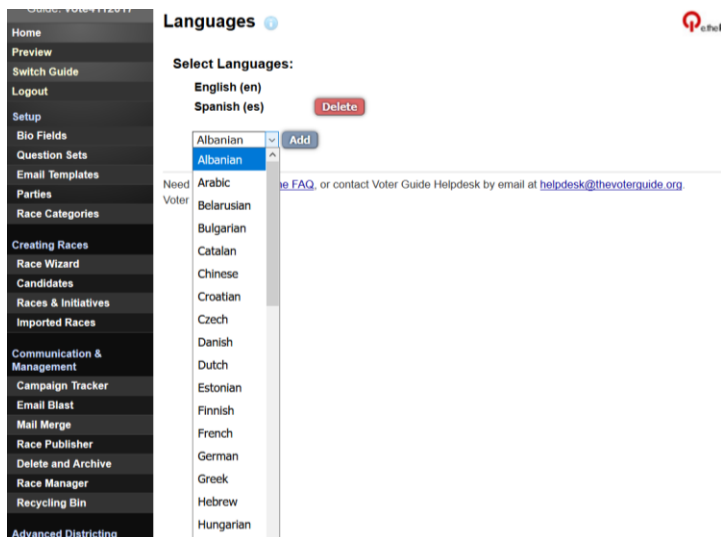
Tips

- Focus on questions that are core to what voters in your area are immediately concerned about in the upcoming election, which may or may not align with League priorities. Providing voters with the information they are looking for to make an informed decision is our #1 priority. Take advantage of LWVEF’s sample voters’ guide questions, which are developed and updated based on the latest public interest polling of top issues in the minds of voters.
- Don’t provide background information or opinions. Ask the question you want to ask without adding any additional information. Let the candidates answer the question as best they can, based off the question you’re asking. The shorter the question the better.

- Be very careful with word choice. Changing one word in a question can make the question drastically different.
- Only ask one question at time. If you need to, ask a follow-up or second question instead of having too much information in one question.
- Even if the League has a position on a specific issue, do not include any of that information in the question to the candidates.

Alternate Languages:

Your voter guide can appear in any language you like (most common language is Spanish)! To set up the guide to allow alternate languages, go to the “Languages” link toward the bottom left hand side of your screen. Choose the languages you want from the drop-down menu and click “add.” You can delete any languages in this same section if you change your mind.



Then, back on the “Question Sets” page you can 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

Question Types:

You have a handful of different question type options to choose from. It’s recommended you have at least two different question types in all your question sets. This breaks up the text on the page for the voter and makes answering questions a little easier (and less time consuming) for the candidates).

Text:

The most common question type is Text. This is the standard question where the candidate types out their response to your questions. There is a character limit (as mentioned above) that you can

set (preferably no more than 1000 characters) and the system will automatically stop the candidates' responses once they reach that limit.

Agree/Disagree:

This question type allows you to send the candidates a statement and have them either agree or disagree with the statement. It's recommended that you ask a follow up Text question to allow the candidates to expand on their agreement/disagreement.

Scale Questions:

These are the newest question types added to the system! There are five different scale questions: 1) Agreement (Strongly Agree/Strongly Disagree), 2) Quality (Excellent/Poor), 3) Relative Quality (Much More/ Much Less), 4) Importance (Critical/Not at All Important), 5) Support (Strongly Support/Strongly Oppose).

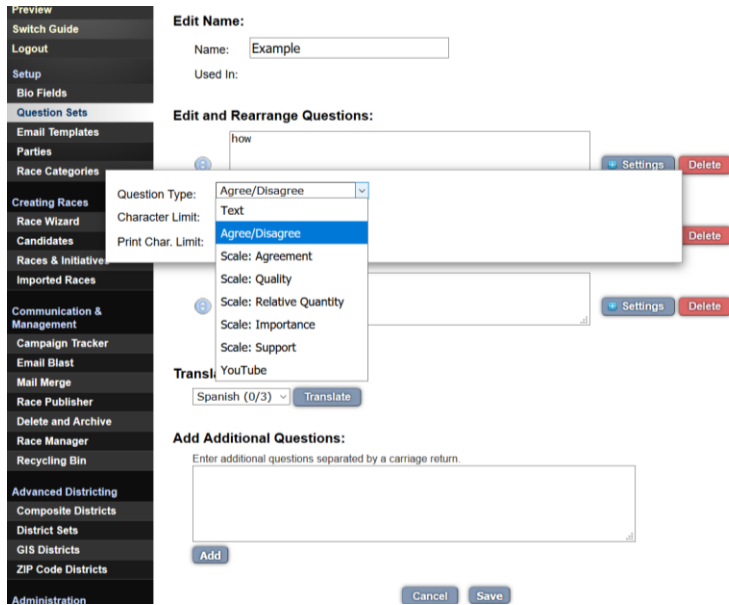
Similar to the Agree/Disagree question types, the scale questions allow you to send the candidates a statement and have them put where they fall on that statement in the guide. For example, a League could send the candidates this statement: "Voters need more sources of nonpartisan candidate information" and have the candidates answer on the scale ranging from Strongly Agree to Strongly Disagree. It's recommended that you then ask a follow up text question (ex: Please explain your answer) to allow the candidates to expand on their answer.

The main difference between scale questions and the agree/disagree questions is that the scale questions allow the candidates to provide a more nuanced answer to your statement.

We strongly recommend that you use at least one Agree/Disagree or Scale Question in your guide. As more voters are viewing this information on mobile devices it's important to provide them with the candidates answers quickly and succinctly. Allowing for one or two sentences to explain their answers will suffice.

YouTube:

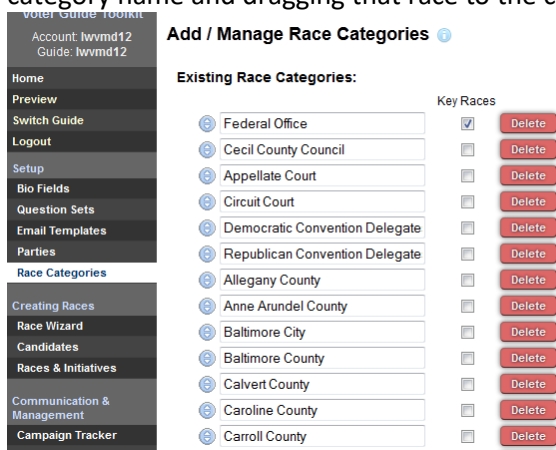
This allows you to ask the candidates a question and have them answer by providing a link to a YouTube video. This option allows the candidates to provide a more personal response to your questions and makes VOTE411 a more dynamic site with more video content.



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. To have the system do this for the voters, you must district each of your races to ensure the race doesn't appear for other areas.

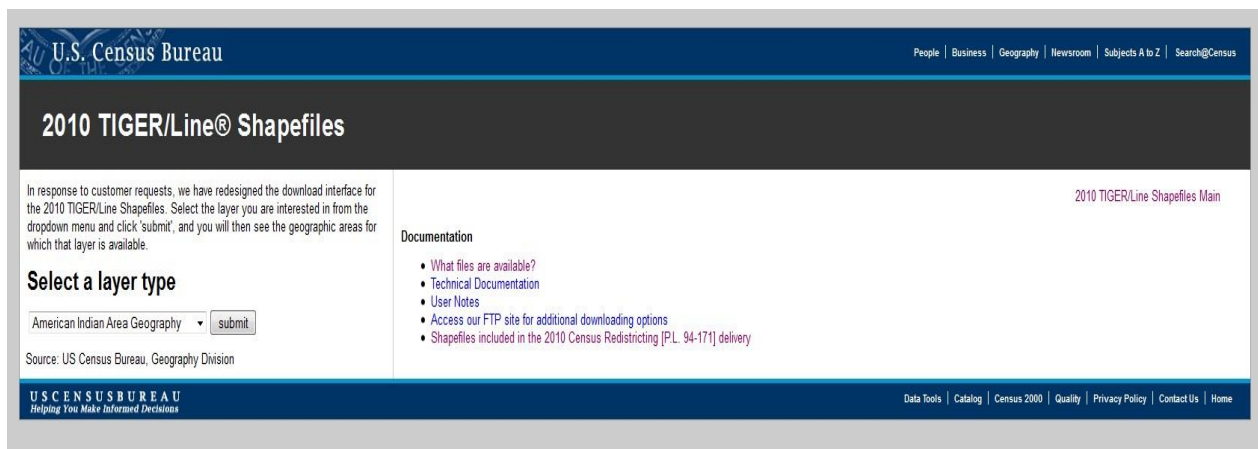
GIS/Shapefiles:

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:

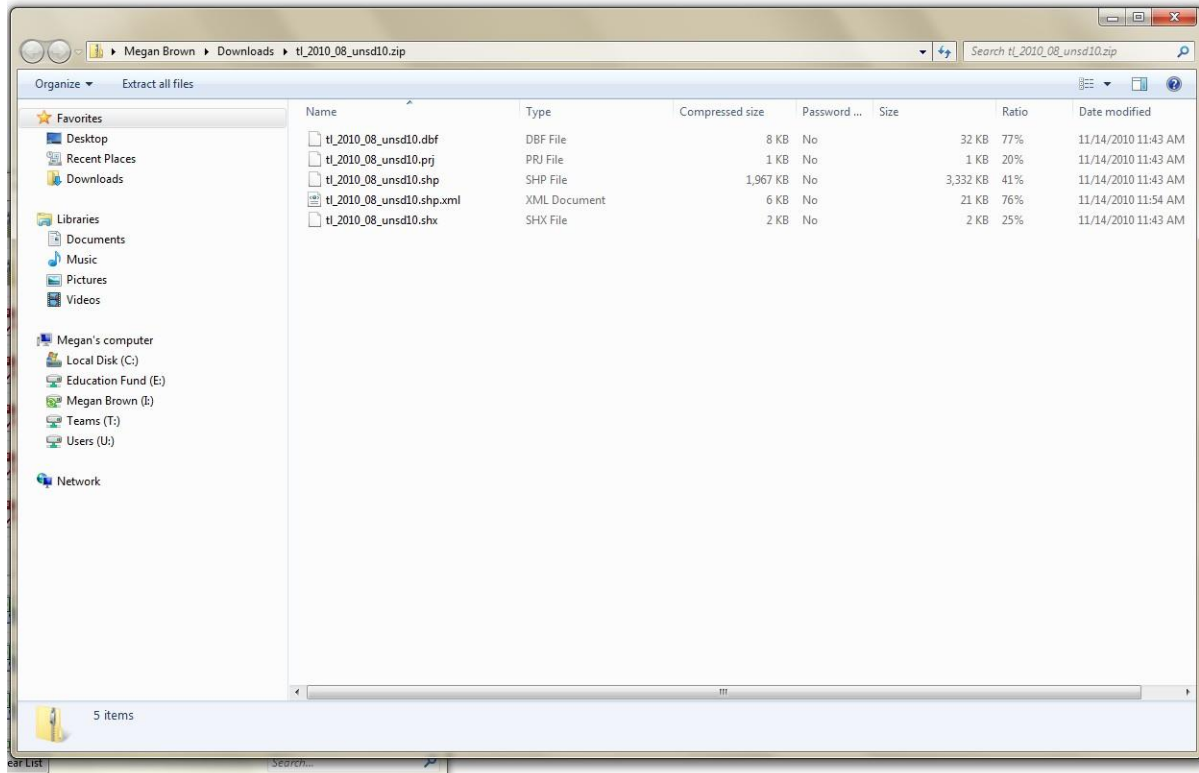
<http://www.census.gov/cgi-bin/geo/shapefiles2010/main>



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.

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 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!

Load GIS District Set

Set Name:

Containing District:

- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire

Map data ©2013 Google - [Terms of Use](#) - [Report a map error](#)

Click on a district in the map to preview the district individually below.

- cnty_code: 007 fipsnum: 2730 label: Alpena ver: 11a type: School fipscode: 02730 sqkm: 1440.208233 dcode: 04010 isd: 04
 layout: landscape name: Alpena Public Schools sqmiles: 556.0649549 acres: 355879.3726 peninsula: lower
- cnty_code: 007 fipsnum: 18360 label: Hillman ver: 11a type: School fipscode: 18360 sqkm: 99.164726 dcode: 60020 isd: 04
 layout: portrait name: Hillman Community Schools sqmiles: 38.287539 acres: 24503.87358 peninsula: lower

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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:

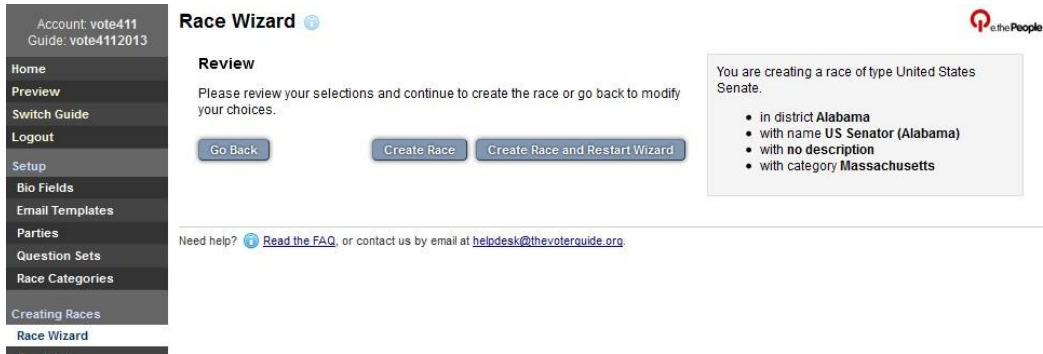
This is a step-by-step guide to creating individual races. If you have less than 50 races you can use this process to set up your candidate information. If you have more than 50 races it's recommended you use the spreadsheet upload process that's outlined later in this guide.

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.
- 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	fullname	lastname	race	party	occupation	contactemail	street1	street2	city	state	zip	Campaign Phone	Web Site
2	Jasper Brown	Brown	President	Dem	Cat	cat@ca.t.com						111-111-1111	jaspercat.com
3	Lola Brown	Brown	Mayor	Rep	Cat	cat2@ca.t.com	123 main street		catville	CO	11111		lolacat.com
4	Oliver Brown	Brown	State Senate	Grn	Toddler	toddler@tod.dler.com							oliver@toddler.com
5	Finnegan Brown	Brown	State Senate	Rep	Baby	baby@littleguy.com							finnegan@baby.com
6													
7													

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."

Account: vote411
Guide: vote4112013

Home
Preview
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Email Blast
Race Publisher
Delete and Archive
Race Manager
Recycling Bin
Advanced Districting
Composite Districts

Script Library

Coalesce parties
Export GIS district sets
Export questions and answers
Export races or candidates in PDF format
Import candidate images from a spreadsheet
Import GIS district sets
Import KnowWho data
Import or update candidates from a spreadsheet
Import or update races from a spreadsheet
Import question and answers from a spreadsheet
Move candidate between races
Set all referendum choice names
Set race/office district based on numerical name

Creates and updates candidates in your guide using data from a spreadsheet. You can either copy and paste the contents of the spreadsheet or export the spreadsheet as TAB-delimited text and upload that file.

The first row of the spreadsheet contains the column names and should include the following in any order: fullname, lastname, race, userdata, party, occupation, imageurl, contactname, contactemail. Any other columns will be interpreted as bio fields. The fullname, lastname and races columns are required; all other columns are optional.

If you include many candidate image URLs, this script may reach its maximum running time of 10 seconds before completing. In this case, remove the imageurl column from your data for this script and later use the "Import candidate images," which has a 60 second timeout, to import the candidate images.

"import-candidates.js"

Cancel Continue

Need help? [Read the FAQ](#), or contact us by email at helpdesk@thevoterguide.org

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."

voter Guide Toolkit

Account: vote411
Guide: vote4112013

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- Delete and Archive
- Race Manager
- Recycling Bin
- Advanced Districting
- Composite Districts
- District Sets
- GIS Districts

Script Library Detail @thePeople

Import or update candidates from a spreadsheet (Version 1.0)

Creates and updates candidates in your guide using data from a spreadsheet. You can either copy and paste the contents of the spreadsheet or export the spreadsheet as TAB-delimited text and upload that file.

The first row of the spreadsheet contains the column names and should include the following in any order: full name, lastname, race, userdata, party, occupation, imageurl, contactname, contactemail. Any other columns will be interpreted as bio fields. The full name, lastname and races columns are required; all other columns are optional.

If you include many candidate image URLs, this script may reach its maximum running time of 10 seconds before completing. In this case, remove the imageurl column from your data for this script and later use the "Import candidate images," which has a 60 second timeout, to import the candidate images.

Data (Pasted):

Copy the contents of the spreadsheet to the clipboard and paste them here.

Data (File):

Or select a TAB-delimited file. Most spreadsheet programs can export TAB-delimited data.

Update: Whether to update an existing candidate with the same full name with the data from the other columns. If unchecked these candidates will be skipped.

Create Races: Whether to create races that do not already exist.

Create Subordinates: Whether to create bio fields and parties that do not already exist.

Need help? [Read the FAQ](#), or contact us by email at helpdesk@thevoterguide.org.

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

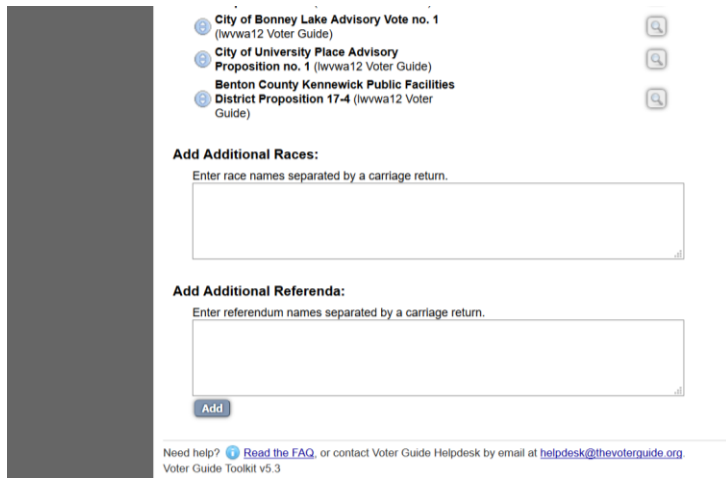
Please feel free to send your spreadsheet to Megan to review before trying to upload.

Ballot Measures/Initiatives:

You can cover any ballot measures on VOTE411 to provide voters with more information about these issues. To create these races click on "Races and Initiatives" in the left-hand side of your screen. Scroll to the very bottom of the page and you'll see an "Add Additional Referenda" box. Enter the name of each ballot issue in the box, separating each issue by hitting the Enter button. Then click "Add."

You'll see your new ballot measures at the bottom of the Races list. If you click "edit" next to the name you can add a description (typically the ballot measure language) to provide the voters with more information about the issue.

Be sure to set up ballot measures in this fashion as this tells the system that there are no candidates in these races. Instead, it automatically adds a "Yes- For the Measure" and "No – Against the Measure" candidate for the voters to select.



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.

- Parties
- Question Sets
- Race Categories
- Creating Races
- Race Wizard
- Candidates
- Races & Initiatives
- Communication & Management
- Campaign Tracker
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- ZIP Code Districts
- Administration
- Appearance
- Email Settings
- Page Templates
- Data Export
- Script Interface
- Script Library

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

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

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.

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Voter Guide Toolkit
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Guide: vote411
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- Email Blast

Campaign Tracker ?

Range: 1-1 of 1

Page Size: [10](#) | [25](#) | [50](#) | [100](#) | [All](#)

Filters:

Search this page:

Edit	Candidate	Pty	Race	Candidate Status		
				Created	Invited	Resp.
<input type="checkbox"/>	Barack Obama	Dem	United States President			<input type="button" value="↔"/>

Select all Bulk Edit:

Need help? [Read the FAQ](#), or contact us by email at helpdesk@thevoterguide.org.

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.

e.thePeople Voter Guide Toolkit
Account: vote411
Guide: vote411

Add / Manage Candidate


Use the following form to edit the candidate.
[See event log for this candidate.](#)

Race: [United States President](#)

Name:

Last Name:

Party:

Picture:  [Remove Picture](#)

Occupation:

Contact's Email: Status: VERIFIED

Contact's Name:

Security Code:

Personal Statement:

Website:

Email:

Campaign Phone:

Address:

Questions:
English

Please identify your top three goals if elected.

As a nation, our challenges can be met by rebuilding the middle class and our economy on a stronger foundation. I have laid out a set of concrete goals on manufacturing, energy, education, national security, and the deficit that will create jobs, expand opportunity, and create an economy build to last.

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.

Candidate/Advocate Notification

Account: vote411
Guide: vote411

Send Invitations

Template: President - General

To: Megan Brown

Subject: Invitation from the League of Women Voter

Sender Name: Elisabeth MacNamara

Reply-To: mbrown@lwv.org

BCC: jsenechal@lwv.org

Body:

Invitation to Participate in LWV 2012 Voters' Guide

Dear #candidate_name(),

The League of Women Voters Education Fund invites you to join us in the important work of educating voters by providing information about your candidacy to the League for distribution in printed and online Voters' Guides throughout the country. The League, the nation's premier nonpartisan national grassroots organization, has an impeccable reputation for presenting thorough and impartial election information. With over 90 years of experience educating voters, millions of voters will turn to the League for fair and accurate information about candidates and their positions.

We ask that you share your views about issues of importance to voters by completing our online questionnaire. Your responses and contact information will be available to voters throughout the world 24/7 through an interactive online Voters' Guide at www.VOTE411.org and may be distributed by Leagues throughout the country in their local Voters' Guides. In Florida alone, the League will distribute over 1 million printed Voters' Guides to help Florida voters prepare for November 6th. In 2008, approximately 20 million voters found the information they needed through VOTE411 and the League plans to continue our outreach and marketing efforts to the media and the public, as well as make use of our social media networks, to reach at least 20 million voters online in 2012 as well. To date, over 2,000 websites are already using

Cancel Preview Send Skip Email

You can use the following macros in the body of an email of type Invitation:

- #question_1st() Displays the questions for the candidate's race.
- #candidate_name() Displays the candidate's full name.
- #contact_name() Displays the contact name for a candidate.

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.

Account: vote411
Guide: vote411

Campaign Tracker

Range: 1-2 of 2 Page Size: [10](#) | [25](#) | [50](#) | [100](#) | [All](#)

Filters:

Search this page:

Candidate	Party	Race	Candidate Status		
			Created	Invited	Resp.
<input type="checkbox"/> Megan Brown		United States President		<input type="button" value="↩"/>	<input type="button" value="↩"/>
<input type="checkbox"/> Barack Obama	Dem	United States President			<input type="button" value="↩"/>
<input type="checkbox"/> Select all			Bulk Edit: <input type="button" value="➡"/> <input type="button" value="↩"/> <input type="button" value="↺"/> <input type="button" value="↻"/>		

Need help? [Read the FAQ](#), or contact us by email at helpdesk@thevoterguide.org.

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 choose 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.



Mail Merge



To: **Ann Brown**

Body:

[YOUR NAME]
[YOUR ADDRESS]
[YOUR PHONE NUMBER]

#today()

#candidate_name()
#mailing_address()

Dear #candidate_name(),

The [NEWSPAPER NAME] would like to invite you to participate in our 2011 election voter guide.

We are publishing a special section prior to the election with information on important races and referendum on the ballot. This year we are also creating an online voter guide where voters can compare your positions with those of your fellow candidates.

We are using a new Web-based system to pose questions to you and other candidates and collect 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 would like your answers to the following questions:

#question_list()

It is easy to participate and to speed the process we ask that you respond via our Web-based form rather than by

You can use the following macros in the body of the mail merge:

- #question_list()
Displays the questions for the candidate's race.
- #mailing_address()
Displays the candidate's mailing address.
- #today()
Displays today's date.
- #candidate_name()
Displays the candidate's full name.
- #contact_name()
Displays the contact name for a candidate.
- #race_name()
Displays the name of the race.
- #race_url()
Displays the URL to the candidate's race page.

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 like 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 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 unpublsh 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.

Archiving Candidates:

After each election, you should archive all losing candidates. This not only makes it clear who won the election, but ensures that the losing candidates will not be published accidently in the future.

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.

The screenshot shows a web application interface for managing candidates. On the left is a vertical navigation menu with options like Home, Preview, Switch Guide, Logout, Setup, Bio Fields, Question Sets, Email Templates, Parties, Race Categories, Creating Races, Race Wizard, Candidates, Races & Initiatives, Communication & Management, Campaign Tracker, Email Blast, Mail Merge, Race Publisher, Delete and Archive, Race Manager, Recycling Bin, Advanced Districting, Composite Districts, District Sets, GIS Districts, ZIP Code Districts, Administration, Appearance, Email Settings, Languages, Page Templates, Data Export, Script Interface, and Script Library. The main content area shows a table of candidates with columns for 'Candidate Status' (Created, Invited, Resp., Archived, Winner) and a 'Set Winner' button. The table lists candidates such as Timothy J. Adams, Kristin B. Aleshire, LaKeecia Allen, Charles Bailey, Pamela Huseft Bailey, Calvin Ball, Duane "Tony" Baymore, Deriece Pate Bennett, Garrett Billmire, Sandra H. Bjork, Raymond Levi Blamson, Omar W. Bouliware, William Breichner, Kisha A. Brown, Martin Brubaker, Margaret Byron, Ismael Vincent Canales, Ben Cardin, David F. Carvey, Mitchell Case, Kameahle Christopher, William H. Cole, Albert B. Coleman, Chuck Cook, and James G. Crouse. A 'Bulk Edit' button with 'Delete' and other options is at the bottom right.

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@lww.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.lww.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.

candidate login affiliate login voter guide toolkit help

e.thePeople

Voter Guide Citizen Guide Testimonials About

Race Manager

Submitted by jesse on Sun, 03/15/2009 - 10:01

Covered in this section:

- [About Race Manager](#)
- [Using Race Filters](#)
- [Race Filter Types Defined](#)
- [Using Bulk Edit](#)
- [Using Bulk Delete](#)

About Race Manager

The Race Manager allows you to bulk edit or delete races and see--at a glance--the status of and data about your races. For example, when your primary election is completed, Race Manager will allow you to reset all the races as General in one operation, or if you wanted to see which races were initiatives rather than contested you could use the filter. The Race Manager provides a columnar summary of the following data: Primary or Open (P/O); number of candidates (#C) number of questions (#Q), the designated district (District) the district type, and the number of selections permitted for the race (#S)

Using Race Filters

Note: Filters are **hidden** until you click the word *Filters* to expand the section. Race filters permit sorting and selection of a specific race or group of races based on a single or multiple criteria. Once you have selected criteria, only races meeting that criteria will be displayed. Should you wish to search by name, i.e., New Jersey Senate, enter the name in the field next to *Search this page*: Once you have selected your filters, or completed the search field, click *Filter* .

Race Filter Types

Description Defined: If **Yes** is selected, races having a description are shown; If **No** is selected, races having a description are shown; If **Off** is selected, races with and without a description are shown.

Candidates Defined: If **Yes** is selected, races having a candidates are shown; If **No** is selected, races having no candidates are shown; If **Off** is selected, races with and without candidates are shown.

Primary?: If **Yes** is selected, races designated as Closed Primary or Open Primary are shown; If **No** is selected, races designated as General Election are shown; If **Off** is selected, races designated as either Closed or Open Primary and General are shown.




Finished Race:

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

State *
 - Select -

 Zip *

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- Voting in Your State
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Upcoming Debates and Forums
 Fort Collins April 2, 2013 Election

NYC Council Special Election - 31st District

Choose two candidates from below to compare.




- 
Marie Adam-Ovide (BS)
 District Manager of Community Board 8, Queens
- 
Selvena N. Brooks (RN)
 Sr. Communications Specialist
- 
Michael Duncan (ON)
 Business Owner
- 
Allan W. Jennings (PR)
- 
Saywalah Kesselly (GC)
 Administrator
- 
Jacques M. Leandre (FD)
 Lawyer
- 
Pesach Osina (CV)

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

State *
 - Select -

 Zip *

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[Candidate Forum](#)

NYC Council Special Election - 31st District


Marie Adam-Ovide (BS)
 District Manager of Community Board 8, Queens


Selvena N. Brooks (RN)
 Sr. Communications Specialist

Biographical Information

<p>Campaign Web Site www.vote4marie.com</p> <p>Campaign Office Address 121-12 234th Street, Laurelton, NY 11422</p> <p>Campaign Email vote4marie@hotmail.com</p> <p>Campaign Telephone Number 718-723-0645</p> <p>City/Town of Residence Laurelton</p> <p>Occupation District Manager of Community Board 8, Queens</p> <p>Current Political Office (if applicable) N/A</p> <p>Education The City College of New York (CUNY), B.A. in Political Science</p> <p>Experience and Qualifications Director of Constituent Services for Former Councilman David Weprin - Chair of Finance Committee, Community Board District Manager - Currently running an office that ensures the delivery of City Services. I do not need on the job training.</p> <p>Community Involvement Former PTA President of Eagle Academy of Southeast Queens, Member of NAACP</p> <p>Party Affiliation Democrat</p>	<p>Campaign Web Site www.brooks2013.com</p> <p>Campaign Office Address 186-15 Merrick Boulevard, Springfield Gardens, NY 11413</p> <p>Campaign Email FriendsOfSelvenaBrooks@gmail.com</p> <p>Campaign Telephone Number 917.952.8920</p> <p>City/Town of Residence Rockaway Beach, Queens, NY</p> <p>Occupation Most recently, Sr. Communications Specialist, SEIU</p> <p>Current Political Office (if applicable) n/a</p> <p>Education BA, Wilberforce University, 2005 MA, NYU, International law/dispute settlement, 2010</p> <p>Experience and Qualifications Extensive experience in government, public service, and the private sector over the past decade, working on a range of issues that matter to the residents or Southeast Queens. Proven ability to get results and move the community forward.</p> <p>Community Involvement Extensive experience working to reduce gun violence, improve</p>
--	--

Propositions and ballot initiatives will look like this:

Street *

City *

State *

- Select -

Zip *

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Upcoming Debates and

VOTE 411 VOTER GUIDE

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 -

Powered by  thePeople



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 can access this information through the “Race Index.”

The screenshot shows the VOTE411 Voter Guide homepage. On the left, there are three sidebar sections: 'Follow Us' with social media icons for Facebook, Twitter, and YouTube; 'Voting Guide Links' with a list of links including 'Your Voting Guide', 'Polling Place Finder', 'Voting in Your State', 'Personalized Ballot', and 'Debates and Forums'; and 'Upcoming Debates and Forums' with a message that there are no upcoming debates and links to 'View Entire Event Calendar' and 'View Event List'. The main content area has a dark blue header with 'VOTE 411 VOTER GUIDE' and a settings icon. Below the header, it says 'Welcome to VOTE411 Voter Guide. Choose one of the following options to continue.' There are two buttons: 'Use My Location' and 'Enter My Address'. A dropdown menu is open, showing options: 'All My Races', 'Race Index' (highlighted), 'Candidate Index', 'Mobile Site', and 'Privacy Policy'. A note at the bottom states: 'Note: Your address is ONLY used to find your races. See our [privacy policy](#).' The footer includes the VOTE411.ORG logo and the text 'ELECTION INFORMATION YOU NEED' and 'Powered by thePeople'.

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

The screenshot shows the VOTE411 Race Index page. The left sidebar is similar to the homepage but includes a new section, 'State Voter Information', which contains the text 'Select a state to view its voting information:' and a dropdown menu labeled 'State'. The main content area has a dark blue header with 'VOTE 411 VOTER GUIDE' and a 'Find Your Races' button. Below the header, it says 'Race Index'. A list of states is displayed in blue text: Colorado, Illinois, Massachusetts, Michigan, Nebraska, New York, Ohio, Oklahoma, Oregon, Texas, Washington, and Washington D.C. The footer includes the text 'Powered by thePeople'.

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