USCGAUX ONLINE ELECTION ADMINISTRATOR'S GUIDE

To access your unit's voting site, point your browser to http://voting.cgaux.org/####/vote_admin.cgi where "####" is your 3, 5, or 7 digit unit number (no hyphens). For example, if your user name is aux0130102, #### above would be 0130102. You will see the following:

ePoll Admin Area

Username:	
Password:	
Login	

Log in using username and password you were provided. That takes you to the summary page:

Summary	Create New	Public List	Users Guide	Settings	Log out

Name - Get Code	Votes	Age in days	History	Web	Edit	Reset	Delete	Results
[Your unit #] Election for (position)	1	7	History	Web	Edit	Reset	Delete	Results

In the long menu bar at the top, "Summary" (top left) always returns you to this administrative page. "Logout" (top right) logs you out. Ignore the other choices in that menu for the moment.

Below the shorter, orange menu bar, you will find a sample ballot for an election. There are nine columns in the menu:

Name – Get Code   Click on an election to see the URLs for your voters to access the election. Note the two ways that voters can access your elections. The first option will take them to a list of all of your elections (this is usually the best option). The second option will take them only to this election. Click on "Summary" to return to the administrative webpage.

Votes: The number of votes cast on this ballot.

Age in Days: The number of days the election has been open.

History: Click to see a list of the date/time each vote was cast. Click on "Summary" to return to the administrative webpage.

Del	Date	Vote
☐	Mar 05, 2014 - 03:28 PM	Abstain
Check All		

Delete selected

Web: Click to see the voting page as it appears to voters:

Please vote for one of the following:
○ Candidate A
○ Candidate B
○ Candidate C
○ Abstain
Vote

It's a good idea to use "Web" just before each ballot to ensure that it looks the way you intended it to look. If you are eligible to vote in the election, this is where you can do that as well. Close that browser tab to return to the summary page.

Edit: Click on this to change the information that appears on the ballot:

Poll Configuration

Reference Name	[Your unit #] Election for (position)
Poll Question	Please vote for one of the following for (position):
	☑ Unique Votes
	☑ Show Vote Numbers

Votes and Answers

0 (0%)	Candidate A
0 (0%)	Candidate B
0 (0%)	Candidate C
1 (100%)	Abstain
Total Number of votes : 1	

Poll Table

Table width	500	
Table Color	Light gray	
Table Header	Orange	
Font Size	13	
Font Face	Arial	
Font Color	Black	

Results Table

| Graph table width	500	
Graph Table color	Light gray	#EEEEEE
Graph Table Header color	Orange	#FFa000
Bar colors	red, blue, green, orange, #eeaac	

Save Settings

Enter your unit number (including hyphens) and change the first and second lines to indicate the position that is up for election. Leave the two boxes "Unique Votes" and "Show Vote Numbers" checked. Enter the candidate names ("Abstain" should always be the last choice on a ballot). Here is where you can also add candidates as a result of nominations from the floor. Nothing else needs to be changed. Click "Save Settings" at the bottom of the screen.

Reset: Click on this to remove all votes on the ballot. The candidates remain unchanged; just the votes are erased. This is useful if you need to re-run an election, conduct a runoff election, or if you want to edit a prior ballot for use in a new election (see below).

Delete: Click on this to delete the entire election.

Results: Click to see the votes for each candidate and, at lower left, the total votes cast.
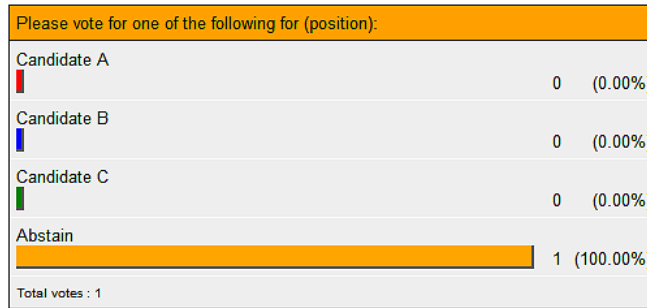
On the summary page, there are four other choices in the main menu that you are less likely to use:

Create New: As the name suggests, clicking here allows you to create new ballots. The screen should look familiar:

Insert the information in the top two sections and then click on "Create Poll" at the bottom. You'll see the following success screen:

Your Voting Form

Your Voting Form can be accessed using either of the following methods.

1. Point your Visitors to http://voting.cgaux.org/sample/vote.cgi?list where all of your Polls are listed

2. Point your Visitors to http://voting.cgaux.org/sample/vote.cgi?web=1394734064 which is a direct link to this Poll

As before, write down the two URLs that can be used by voters and then click on "Summary" in the main menu to go to the administrative page. Click on "Web" to the right of the election to confirm that the ballot looks the way it should. Close that tab in your browser and you will be back in the summary page ready to conduct your election. If this is just a trial run, you can use "Delete" to remove the election when you're done with it.

Public List: This choice on the main menu takes you to a list of all your elections. As noted above, this is usually the best place to point voters for your elections.

Users Guide: This takes you to this user guide.

Settings: Some advanced settings you will probably never need.

FAQs

What do I do if I've forgotten the administrative password.
Contact the Help Desk. If the original password assigned has not been changed, a copy can be e-mailed to you. If the original password has been changed, a new site can be created (same user name, original password); you will receive the original password.

Can we permit more than one vote per IP address?
Your unit voting administrator can do that by removing the checkmark in the box "Uniqur Votes." But understand that you run the risk of ballot box stuffing (more than one vote from a person).

What if I've completely messed up a ballot?
"Delete" the messed up ballot, click on "Create new" on the summary page, and create a new ballot.

Is it better to re-use a ballot for subsequent elections or to create a separate ballot in advance for each position?
It's your choice, but in general it is better to create in advance separate ballots for each position that will be up for election. That way you can proceed smoothly from one election to the next. If you click on any election in the column "Name - Get Code " the first option is the URL to the list of all your elections. Refer voters to that page to see all the elections that will be conducted.

CONDUCTING AN ELECTION

Notify eligible voters in advance of the URL to access the election(s) as described above. Also in advance of the election, you should give the administrative user name, password and administrative URL (http://voting.cgaux.org/####/vote_admin.cgi) to any official observers who will be overseeing the election. Be sure everyone understands in advance how to access the electronic meeting (e.g., WebEx, conference call).

When the voters are assembled, conduct the election as described in the standing rules. If there is a nomination from the floor, from the administrative page simply click on "Edit" to the right of that election, replace "Abstain" with the name of the new candidate, and type in Abstain on the empty line below. Repeat as necessary for more floor nominations. "Abstain" should always be the last choice on the ballot. When all nominees are on the ballot, click on "Save Settings" and then at top left click on "Summary" to return to the administration page and refresh your browser.

From the summary page click "Reset" to erase all previous votes (once the election is underway, don't refresh the summary page again – it will reset the election again). When everything is correct, notify the voters that voting is open and will close in X minutes. Remind them of the time limit as it approaches. You can monitor the progress of the election in the "Results" window (refresh that window to watch the results change).

When voting on each ballot is complete and BEFORE RESETTING THE ELECTION, from the "Results" page:
- If the total number of votes exceeds the number of eligible voters, notify the voters that there is evidence of ballot box stuffing and inform them that the ballot will be repeated. "Reset" the election, instruct the voters to refresh their browser screen to see the fresh ballot, and re-open voting on that ballot. Repeat as necessary until the number of votes cast does not exceed the number of authorized voters.
- If the total number of votes does not exceed the number of authorized voters, take a screen shot of the "Results" screen, paste the resulting graphic into a word processing document, and announce the results. Go to http://www.take-a-screenshot.org/ for instructions if you are not familiar with screen shots.
- If you and the official observers agree that a **runoff election** is required, click on "Edit" and delete the candidate who received the fewest votes. Click on "Save Settings" and from the summary page click on "Reset" to clear the votes from the previous ballot. Return to the "Summary" page, refresh your browser, and instruct the voters to refresh their browser screens to see the runoff ballot.
- If there is a **tie** between the two remaining candidates for a position, simply "Reset" the election as above. Then instruct the voters to refresh their browser screens to vote again (and again and again……) Repeat as often as necessary until the tie is broken.

The word processing document provides an audit trail for each ballot (the equivalent of saving paper ballots in case of an appeal). When all elections are complete, save the document and forward it to the person who is responsible for handling appeals.