

Creating Ballots

Creating ballots begins with selecting the correct election in which the ballots will be created for. If you have not created the election yet, please refer to the **Adding Candidates** manual to do so. If the election has been created, please select that election. If you do not know how to select an election, again please refer to the **Adding Candidates** manual to do so. Once you have the correct election selected, please choose **Races** from the **Elections** drop-down menu. On the **Races** screen, click on the **Ballots** tab (red box).

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11,042 Active Voters
General Election - 12/3/2013

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State County Ballot Questions **Ballots**

Set Candidate Order

+ Add New Race Refresh

| Ballot Title | Vote For | Term | District Type | District | Is Primary Partisan | Is Primary NonPartisan | Is General | Is Secondary | Is Special | In Election | | |
|------------------|----------|------|---------------|----------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------|------|
| > County Auditor | 1 | 4 | CTY | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |

On the Ballots tab, click on the **Create Ballot Styles** button (green box).

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State County Ballot Questions Ballots

Create Ballot Styles UOCAVA Ballots

Refresh

| Ballot Name | Ballot # | Party | Created |
|------------------------|----------|-------|---------|
| No records to display. | | | |

After you have clicked on the button, your ballots will be created. As you or the Secretary of State's office adds more and more candidates or ballot questions to TotalVote your ballot will change. You may click on the **Create Ballot Styles** button as much as you would like. Each time you click on that button, TotalVote will check your County and Ballot Questions tabs and determine your ballots based off of what information is in those tabs. For example, you may create your ballots one day when you only have one candidate entered into TotalVote and one ballot will be created and the next time you create your ballots, you may have more than one ballot because you

added more candidates or the Secretary of State's office added a legislative candidate or a statewide ballot question. For this manual, I have entered one candidate into TotalVote and created one ballot questions. I click on the **Create Ballot Styles** button and one ballot was created (screen shot below).

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State County Ballot Questions **Ballots**

Create Ballot Styles UOCAVA Ballots

| Ballot Name | Ballot # | Party | Created |
|-------------|----------|-----------------------------|------------------------|
| > | 360001 | View Ballot | 10/28/2013 11:10:52 AM |

[Edit](#)

You can see when the ballot was created, the ballot number, the Party of the ballot for a Primary Election. After you have created the ballot, you may name the ballot. To do so, click on Edit (blue box).

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State County Ballot Questions **Ballots**

Create Ballot Styles UOCAVA Ballots

| Ballot Name | Ballot # | Party | Created |
|------------------------|----------|-----------------------------|------------------------|
| > <input type="text"/> | 360001 | View Ballot | 10/28/2013 11:10:52 AM |

[Update](#) [Cancel](#)

The **Ballot Name** field will be selected and you may name your ballot. You may name your ballot whatever you would like. Once you have named your ballot, click on **Update**. After you have named your ballot, the name that is tied to that ballot number will not change. The name of the ballot will appear on the upper right hand corner of the sample ballot. For this manual, I named the ballot "General". To view the ballot, click on **View Ballot**.

The screen shot below is the ballot that was created for the General Election on December 3, 2013 after I have added one candidate and one ballot question and named it "General".

SAMPLE GENERAL ELECTION BALLOT

| A December 3, 2013 | B Hughes County | C SOUTH DAKOTA |
|---|--------------------|---|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Instructions to the Voter: To vote for a person FILL IN the oval next to the name. To vote on a ballot question FILL IN the oval next to "yes" or "no". Use only a pencil or pen. If you make a mistake, give the ballot back and get a new one. DO NOT cast more votes than are allowed in each race.</p> </div> <hr/> <p style="text-align: center;">For County Auditor you may vote for one or leave it blank</p> <hr/> <p><input type="radio"/> L. "Jedi" Skywalker Republican Party</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p>Referendum 1</p> <p>An Act to refer a law.</p> </div> <p>States Attorney Explanation: This law was referred by the voters of this county.</p> <p><input type="radio"/> Yes Would approve this law</p> <p><input type="radio"/> No Would not approve this law</p> | | <p style="font-weight: bold; font-size: 1.2em;">General</p> |

You may view which splits and how many voters are tied to each ballot by click on the arrow (green circle) next to the ballot name.



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Last Name First Name Bar Code/Voter ID

State County **Ballot Questions** Ballots

UOCAVA Ballots

| Ballot Name | Ballot # | Party | Created | |
|--|----------|-------|------------------------|--|
| General | 360001 | | 10/28/2013 11:10:52 AM | View Ballot Edit |
| Precinct Split | | | | # Voters |
| Pre-05 M-100 Sen-24 H-24 Sch-583 | | | | 1 Edit |
| Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-6 | | | | 12 Edit |
| Pre-05 M-161 Sen-24 H-24 Sch-583 SBR-7 | | | | 27 Edit |
| Pre-05 M-636 Sen-24 H-24 Sch-583 SBR-6 | | | | 9 Edit |
| Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-7 | | | | 32 Edit |
| Pre-05 M-161 Sen-24 H-24 Sch-583 | | | | 1 Edit |

For this manual, after I created my one ballot, I added an Alderman race and created ballots for a second time. The screen shot below shows the candidate that I added.

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State County **Ballot Questions** Ballots

[Set Candidate Order](#)

+ Add New Race [Refresh](#)

| | Ballot Title | Vote For | Term | District Type | District | Is Primary Partisan | Is Primary NonPartisan | Is General | Is Secondary | Is Special | In Election | | |
|---|----------------|----------|------|---------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|------------------------|----------------------|
| > | County Auditor | 1 | 4 | CTY | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |
| > | Alderman | 1 | 4 | WAR | Blunt Ward-2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |

The screen shot below is the Ballots tab after I created my ballots again. I now have two ballots created and named my second ballot "Blunt/Ward 2" which signifies that the ballot has an Alderman race for Blunt on it. After clicking on the arrow next to the Ballot Name, the Splits that are tied to that ballot are displayed showing I have a total of 65 voters eligible for that ballot.

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State County **Ballot Questions** Ballots

[Create Ballot Styles](#) UOCAVA Ballots

| | Ballot Name | Ballot # | | Party | Created | |
|---|--------------|----------|-----------------------------|-------|------------------------|----------------------|
| > | General | 360001 | View Ballot | | 10/28/2013 11:49:22 AM | Edit |
| ▼ | Blunt/Ward 2 | 360011 | View Ballot | | 10/28/2013 11:49:22 AM | Edit |
| Precinct Split | | | | | | # Voters |
| Pre-05 W-2 M-02 Sen-24 H-24 Sch-583 SBR-7 | | | | | | 12 |
| Pre-05 W-2 M-02 Sen-24 H-24 Sch-583 SBR-6 | | | | | | 53 |
| | | | | | | Sum : 65 |

The screen shot below is the Blunt/Ward 2 ballot. You will see the name in the upper right hand corner of the ballot (blue box) and the Alderman race for Blunt Ward-2 (green box).

SAMPLE GENERAL ELECTION BALLOT

| A | B | C |
|---|---------------|--------------|
| December 3, 2013 | Hughes County | SOUTH DAKOTA |
| | | Blunt/Ward 2 |
| <p>Instructions to the Voter: To vote for a person FILL IN the oval next to the name. To vote on a ballot question FILL IN the oval next to "yes" or "no". Use only a pencil or pen. If you make a mistake, give the ballot back and get a new one. DO NOT cast more votes than are allowed in each race.</p> | | |
| <p>For County Auditor you may vote for <u>one</u> or leave it blank</p> | | |
| <p><input type="radio"/> L. "Jedi" Skywalker Republican Party</p> | | |
| <p>For Alderman Blunt Ward-2 you may vote for <u>one</u> or leave it blank</p> <p><input type="radio"/> Rob W Case</p> | | |
| <p>Referendum 1</p> | | |
| <p>An Act to refer a law.</p> | | |
| <p>States Attorney Explanation: This law was referred by the voters of this county.</p> | | |
| <p><input type="radio"/> Yes Would approve this law</p> | | |
| <p><input type="radio"/> No Would not approve this law</p> | | |

After the candidate withdrawal deadline has passed, the next step in creating ballots is to determine Candidate Order on the ballot. Click on the **Set Candidate Order** (red box) button on the **County** tab on the **Races** screen.

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State County Ballot Questions Ballots

Set Candidate Order

+ Add New Race Refresh

| Ballot Title | Vote For | Term | District Type | District | Is Primary Partisan | Is Primary NonPartisan | Is General | Is Secondary | Is Special | In Election | | |
|------------------|----------|------|---------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------|------|
| > County Auditor | 1 | 4 | CTY | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |
| > Alderman | 1 | 4 | WAR | Blunt Ward-2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |

Below is a screen shot of what the Candidate Order screen should look like.

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General Election - 12/3/2013

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State County Ballot Questions Ballots

Set Candidate Order Save Candidate Order

+ Add New Race Refresh

| Ballot Title | Vote For | Term | District Type | District | Is Primary Partisan | Is Primary NonPartisan | Is General | Is Secondary | Is Special | In Election | | |
|------------------|----------|--------|---------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------|
| ▼ County Auditor | 1 | 4 | CTY | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |
| Refresh | | | | | | | | | | | | |
| Title | First | Middle | Last | Suffix | Incumbent | Filing Date | Party | FIS | FIS Updated | Ballot Order | Winner | |
| | L. | "Jedi" | Skywalker | | <input type="checkbox"/> | 10/25/2013 | REP | | | [] | <input type="checkbox"/> | Delete Edit |
| | Name | | Testing | | <input type="checkbox"/> | 10/28/2013 | AME | | | [] | <input type="checkbox"/> | Delete Edit |
| ▼ Alderman | 1 | 4 | WAR | Blunt Ward-2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |
| Refresh | | | | | | | | | | | | |
| Title | First | Middle | Last | Suffix | Incumbent | Filing Date | Party | FIS | FIS Updated | Ballot Order | Winner | |
| | Rob | W | Case | | <input type="checkbox"/> | 10/28/2013 | NPA | | | [] | <input type="checkbox"/> | Delete Edit |
| | Harris | J | Finley | | <input type="checkbox"/> | 10/28/2013 | NPA | | | [] | <input type="checkbox"/> | Delete Edit |

To set the candidate order, simply enter in the order that candidates were drawn by lot. After you entered in the order, click on the **Save Candidate Order** button (red box).

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Last Name First Name Bar Code/Voter ID

State County Ballot Questions Ballots

Set Candidate Order **Save Candidate Order**

+ Add New Race Refresh

| Ballot Title | Vote For | Term | District Type | District | Is Primary Partisan | Is Primary NonPartisan | Is General | Is Secondary | Is Special | In Election | | |
|----------------|----------|--------|---------------|--------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------|
| County Auditor | 1 | 4 | CTY | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |
| Refresh | | | | | | | | | | | | |
| Title | First | Middle | Last | Suffix | Incumbent | Filing Date | Party | FIS | FIS Updated | Ballot Order | Winner | |
| L. | "Jedi" | | Skywalker | | <input type="checkbox"/> | 10/25/2013 | REP | | | 2 | <input type="checkbox"/> | Delete Edit |
| Name | | | Testing | | <input type="checkbox"/> | 10/28/2013 | AME | | | 1 | <input type="checkbox"/> | Delete Edit |
| Alderman | 1 | 4 | WAR | Blunt Ward-2 | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete Edit |
| Refresh | | | | | | | | | | | | |
| Title | First | Middle | Last | Suffix | Incumbent | Filing Date | Party | FIS | FIS Updated | Ballot Order | Winner | |
| Rob | W | | Case | | <input type="checkbox"/> | 10/28/2013 | NPA | | | 1 | <input type="checkbox"/> | Delete Edit |
| Harris | J | | Finley | | <input type="checkbox"/> | 10/28/2013 | NPA | | | 2 | <input type="checkbox"/> | Delete Edit |

After you have saved the candidate order, you should see a screen shot similar to the one below. You will notice the message in green that states the ballot order has been set.

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Last Name First Name Bar Code/Voter ID

State County Ballot Questions Ballots

Set Candidate Order

Ballot order set for all candidates. Thank you!

+ Add New Race Refresh

| Ballot Title | Vote For | Term | District Type | District | Is Primary Partisan | Is Primary NonPartisan | Is General | Is Secondary | Is Special | In Election | | |
|----------------|----------|--------|---------------|--------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------|
| County Auditor | 1 | 4 | CTY | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete | Edit |
| Refresh | | | | | | | | | | | | |
| Title | First | Middle | Last | Suffix | Incumbent | Filing Date | Party | FIS | FIS Updated | Ballot Order | Winner | |
| L. | "Jedi" | | Skywalker | | <input type="checkbox"/> | 10/25/2013 | REP | | | 2 | <input type="checkbox"/> | Delete Edit |
| Name | | | Testing | | <input type="checkbox"/> | 10/28/2013 | AME | | | 1 | <input type="checkbox"/> | Delete Edit |
| Alderman | 1 | 4 | WAR | Blunt Ward-2 | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete Edit |
| Refresh | | | | | | | | | | | | |
| Title | First | Middle | Last | Suffix | Incumbent | Filing Date | Party | FIS | FIS Updated | Ballot Order | Winner | |
| Rob | W | | Case | | <input type="checkbox"/> | 10/28/2013 | NPA | | | 1 | <input type="checkbox"/> | Delete Edit |
| Harris | J | | Finley | | <input type="checkbox"/> | 10/28/2013 | NPA | | | 2 | <input type="checkbox"/> | Delete Edit |

After you have set the candidate order, you will need to create your ballots again so that the ballot can be set in candidate order. After you have created all the ballots necessary for that election, click on the checkbox next to **UOCAVA Ballots** and click on the **Create Ballot Styles** button one last time. TotalVote is now creating all of the necessary ballots that will be delivered to a UOCAVA voter if they have chosen to receive their ballot electronically.