

*Zoom, Election Runner
& Google Meet*

TECHNICAL GUIDES

VIRTUAL CHAPTER OFFICER INTERVIEWS

Zoom provides you with the option to use the waiting room feature similar to how you would ask your candidates to wait as each were interviewed. The waiting room zoom features allows the host to control when the candidate joins the meeting. The waiting room feature allows the host to admit candidates to the meeting one by one, or all at once. Further, you can record each candidate's interview or speech, which you can upload to Dropbox, Google Drive, YouTube, or other web-based platforms and social media. You can include your electorate in the process by using Election Runner or other voting routes. Please see the step-by-step processes on how to implement these tools to create a Virtual Chapter Officer Interview and/or Speech.

Enabling Zoom Waiting Room

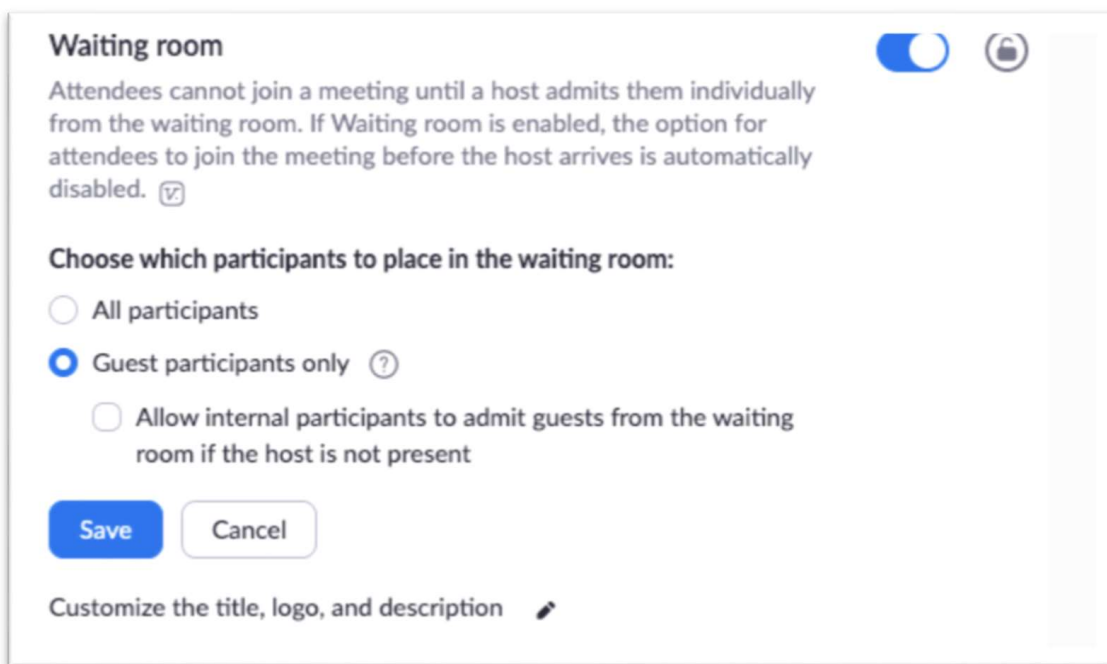
To enable the waiting room for all users, please follow the below instructions:



Step 1: Sign into the Zoom web portal as an administrator with the privilege to edit account settings.

Step 2: In the navigation menu, click **Account Management** then **Account Settings**.

Step 3: Navigate to the **Waiting Room** option on the **Meeting** tab and verify that the setting is enabled.

Please note: If this setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose the **Turn On** option to verify the change.



Waiting room  

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ⓘ


Choose which participants to place in the waiting room:

☐ All participants

☒ Guest participants only ⓘ

☐ Allow internal participants to admit guests from the waiting room if the host is not present

Save **Cancel**

Customize the title, logo, and description 

Step 4: Select “all participants” which will allow all participants joining the interview to be admitted to the waiting room.

Enabling Waiting Room for a Specific Group



To enable Waiting Room for all member of a specific group, please follow the below steps:


Step 1: Sign in to the Zoom web portal as an administrator with the privilege to edit groups.

Step 2: In the navigation, click **User Management** then **Group Management**.

Step 3: Click the **Group Name**, then click the **Settings** tab.


Step 4: On the **Meeting** tab, navigate to the **Waiting Room** option under In-Meeting (Advanced) and verify that the setting is enabled.

Waiting room  

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 


Choose which participants to place in the waiting room:

☐ All participants

☒ Guest participants only 

☐ Allow internal participants to admit guests from the waiting room if the host is not present

Save **Cancel**

Customize the title, logo, and description 

Please note:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
- If the option is grayed out, it has been locked at the Account level, and needs to be changed at that level.

Step 5: Select who you want to admit to the waiting room.

- **All participants**: All participants joining your meeting will be admitted to the waiting room.
- **Guest participants only**: Only participants who are not on your Zoom account or are not logged in will be admitted to the waiting room. If not logged in, they will have an option to log in.

Please note: If **Guest participants only** is enabled, you can also enable the option to allow internal participants (users on the account), to admit guests from the waiting room if the host is not in the meeting.

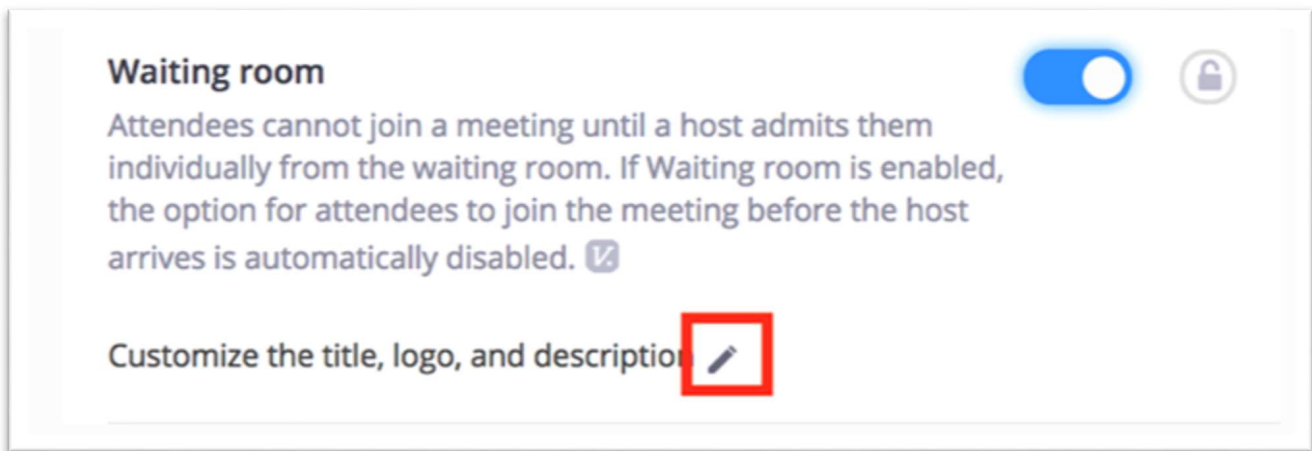
Step 6: If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

Customizing the Waiting Room

After enabling the waiting room setting, you can customize the waiting room title, logo, and description at an account, group, or user level.

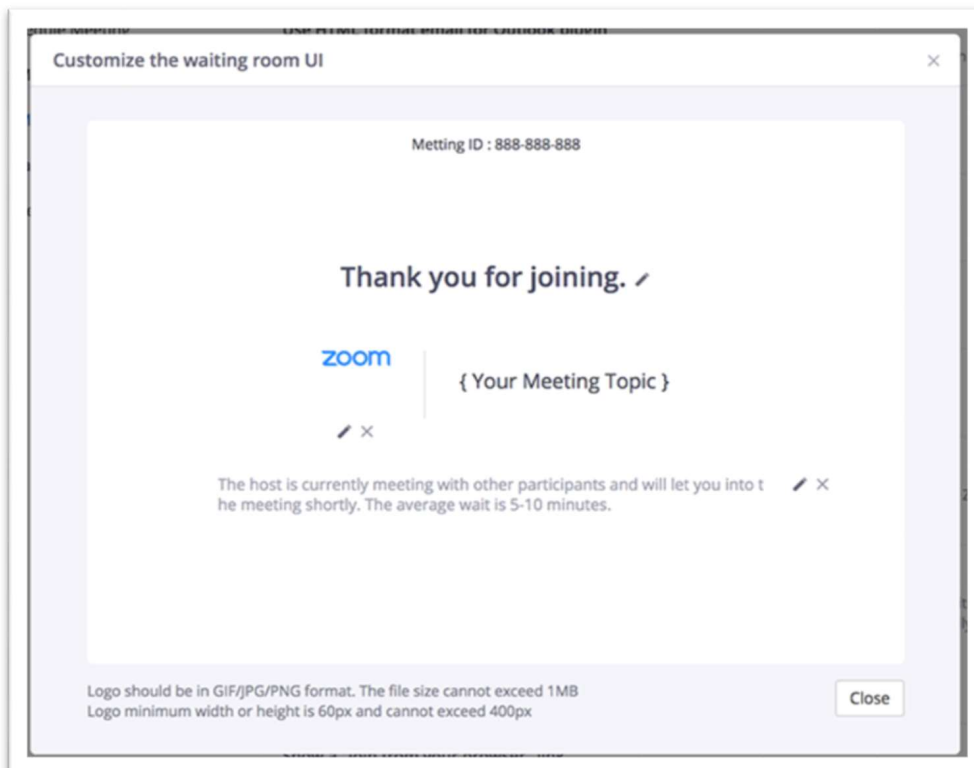
Step 1: After **enabling waiting room**, navigate to the **Waiting Room** option under **In Meeting (Advanced)**.

Step 2: Click the pencil icon below the Waiting Room option.



Completing step 2 will allow access to the waiting room customization options.

- Title: Click the pencil next to “Please wait, the meeting host will let you in soon” to update the meeting title. Click the **check** when you are done.



SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

- Logo: To upload a logo, click the pencil icon.
- Description: Click “[Add waiting room description](#)” to add a description to the waiting room. Click the **check** when you are done.

Step 3: Click “[Close](#)” when you are done.

Step 4: The Chapter Officer Candidates will see your custom waiting room branding when they join the meeting.

Below are step-by-step instructions on how to use the Waiting Room feature on zoom with your Chapter Officer Candidates. First are instruction on how to use this feature on a Mac computer, and second are how to use this feature on a Windows computer.

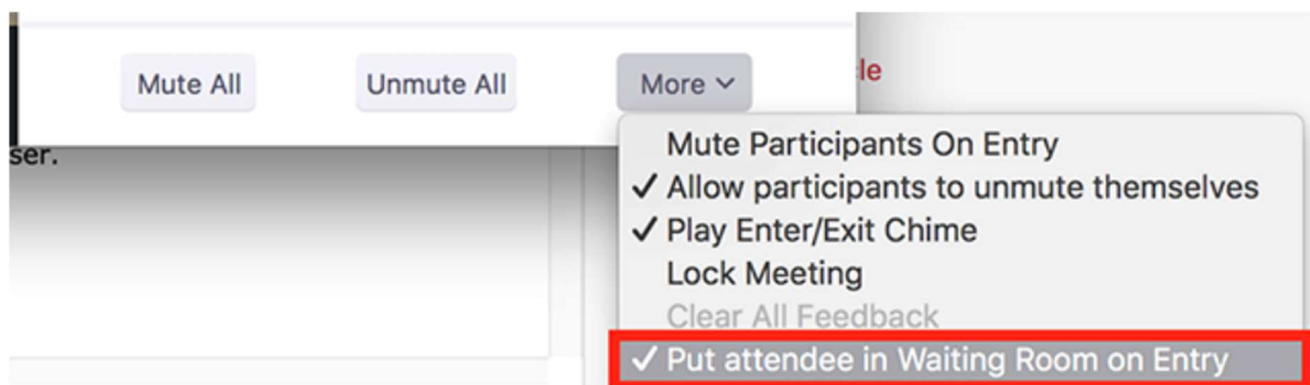
Using Waiting Room on A Mac Computer

Enabling or Disabling Waiting Room During a Meeting

Step 1: As the meeting host, you will need to click **Manage Participants**.

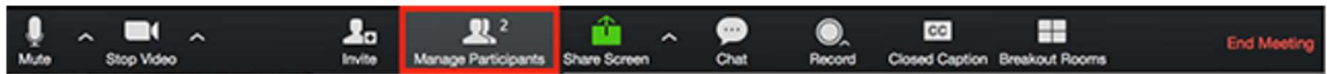


Step 2: Click More and choose Put Attendee in Waiting Room on Entry to enable or disable the feature.

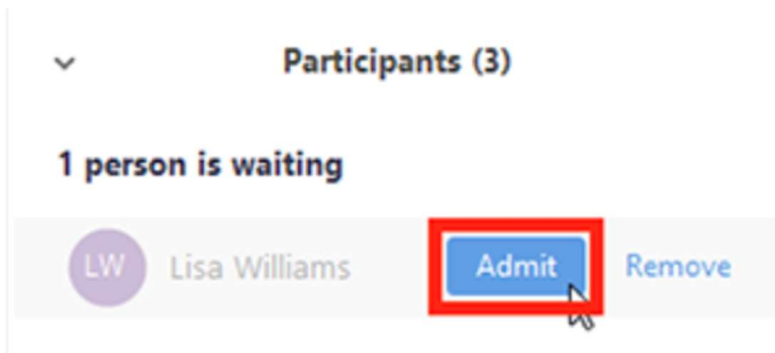


Admitting Participants During a Meeting

Step 1: As the meeting host, click **Manage Participants**.



Step 2: Click **Admit** to have the participant join the meeting.

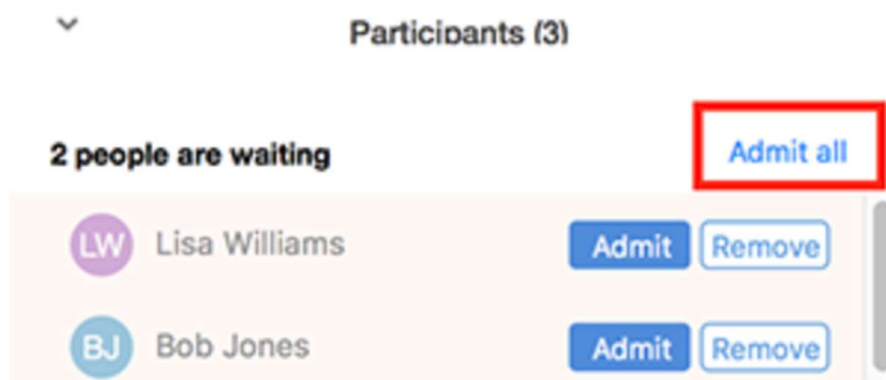


Admit All Participants from the Waiting Room

Step 1: As the meeting host, click **Manage Participants**.

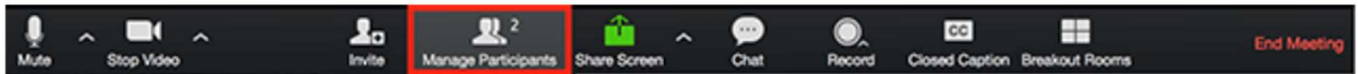


Step 2: Click **Admit all**.

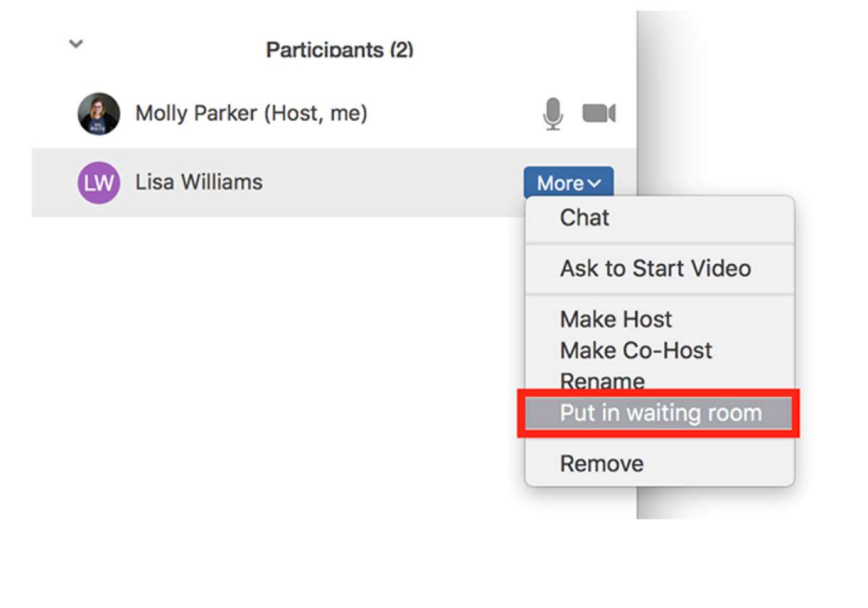


Sending Participants to the Waiting Room During a Meeting

Step 1: As the meeting host, click Manage Participants.



Step 2: Click More next to the participant's name and choose **Put in Waiting Room**.

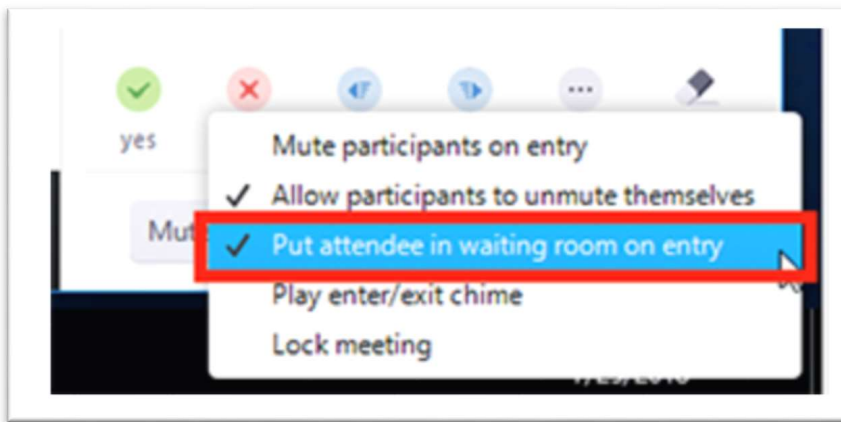


Using Waiting Room on A Windows Computer

Enabling or Disabling Waiting Room During a Meeting

Step 1: As the meeting host, click **Manage Participants**.

Step 2: Click More at the bottom of the participants' window and choose "Put Attendee in Waiting Room on Entry" to enable or disable the feature.

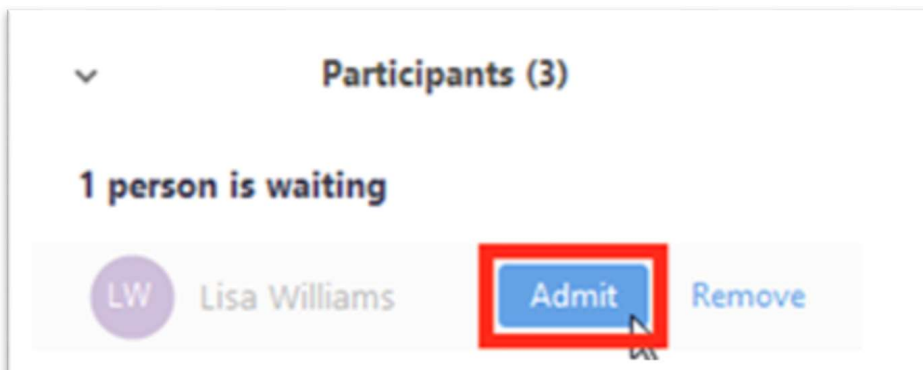


Admitting Participants During A Meeting

Step 1: As the meeting host, click **Manage Participants**.

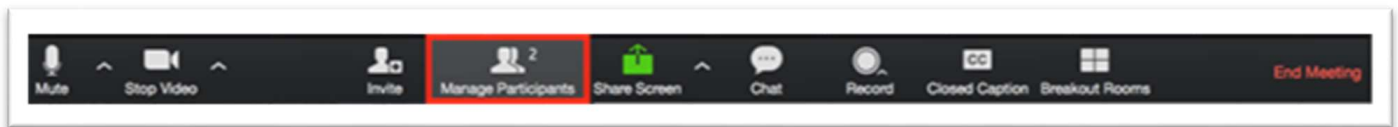


Step 2: Click **Admit** to have the participant join the meeting.

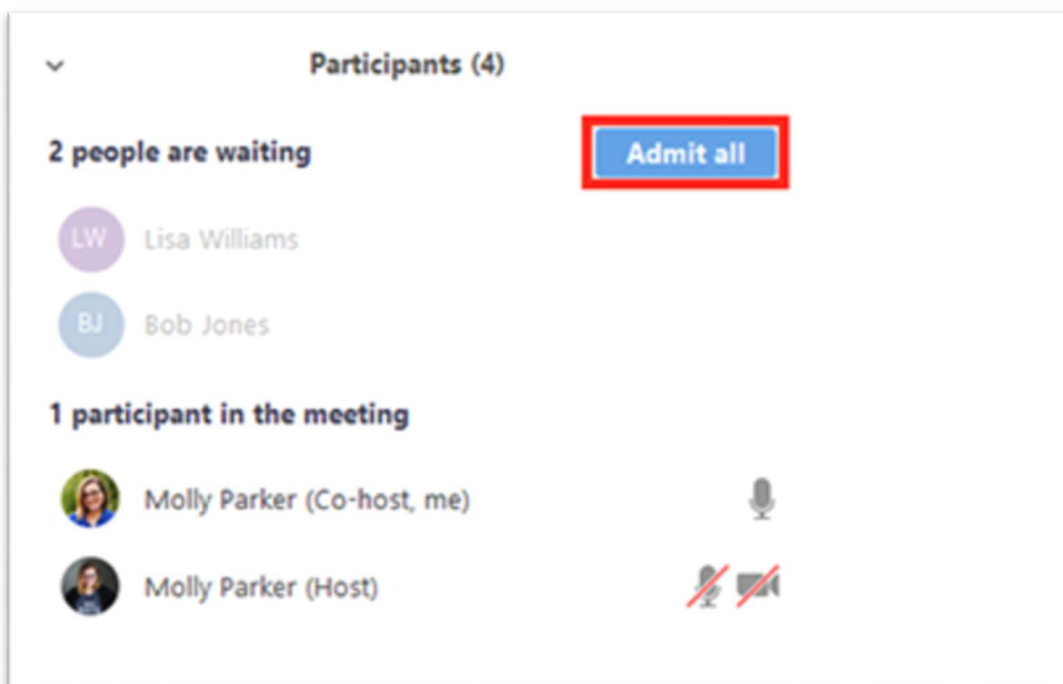


Admit all Participants from the Waiting Room

Step 1: As the meeting host, click **Manage Participants**.

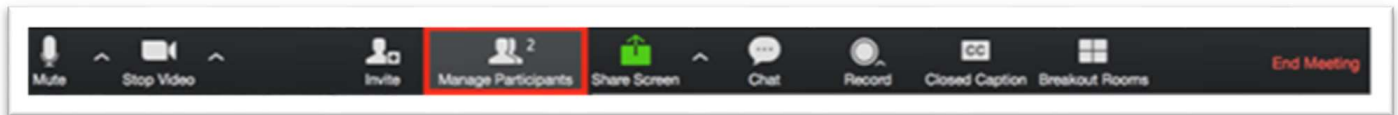


Step 2: Click **Admit all**.

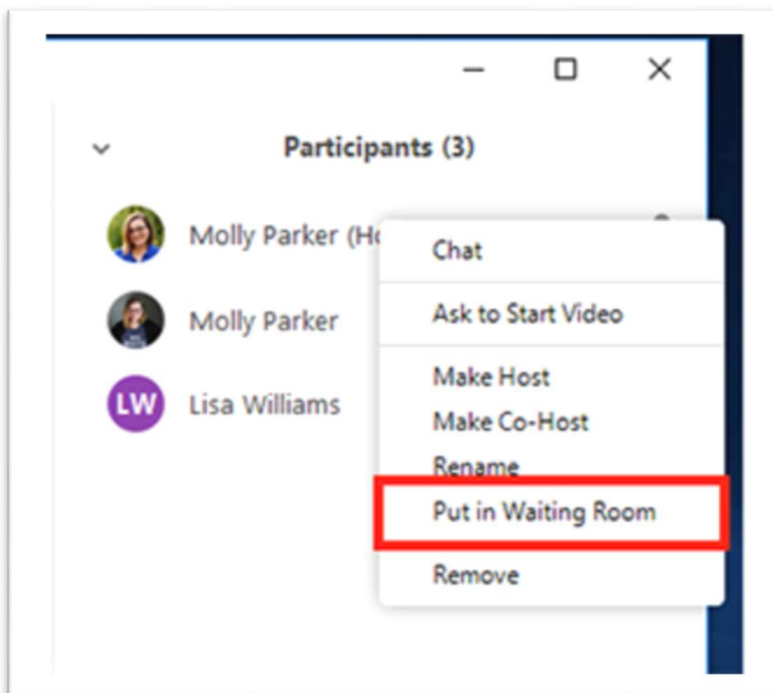


Sending Participants to the Waiting Room During a Meeting

Step 1: As the meeting host, click **Manage Participants**.



Step 2: Click More next to the participant's name and choose **Put in Waiting Room**.



RECORDING STATE OFFICER INTERVIEWS

You can record each Chapter Officer Candidate interviews in the Waiting Room and upload the recordings to Dropbox, Google Drive, YouTube, or other platform.

Enabling Local Recording: For all members of your organization

Step 1: Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.

Step 2: Click [Account Settings](#).

Step 3: In the [Recording](#) tab, navigate to the Local Recording option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Step 4: If you want to make this setting mandatory for all users in your account, click the lock icon, and then click Lock to confirm the setting.

Enable Local Recording: For a group

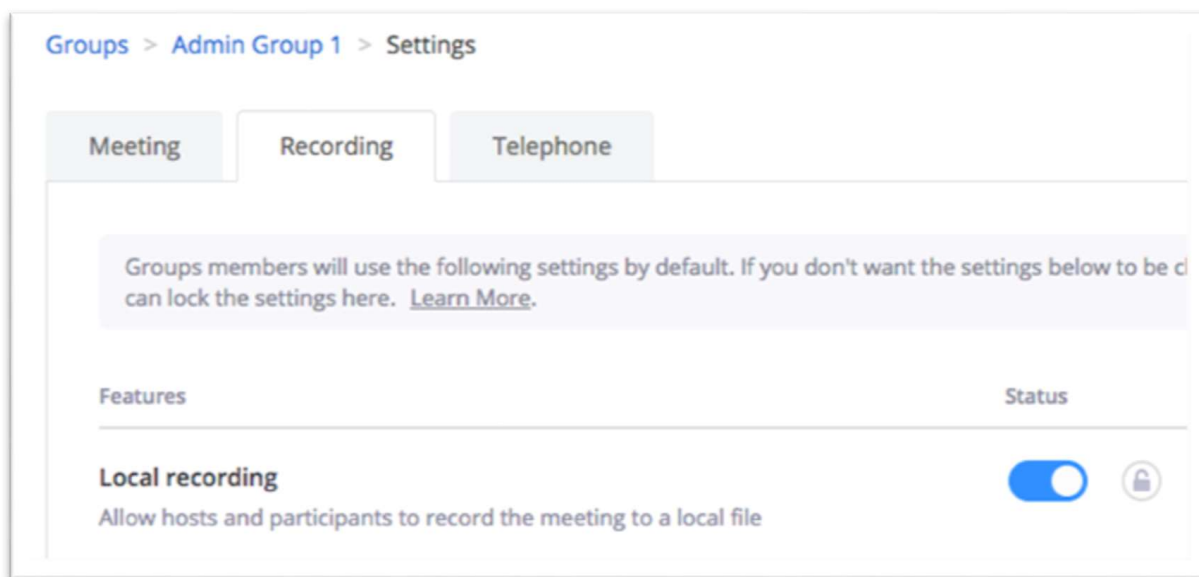
Step 1: Sign in to the Zoom web portal as an administrator with the privilege to edit user groups.

Step 2: Click **Group Management**.

Step 3: Click the name of the group, then click the **Settings** tab.

Step 4: In the **Recording** tab, navigate to the **Local Recording** option on the **Recording** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



Please note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

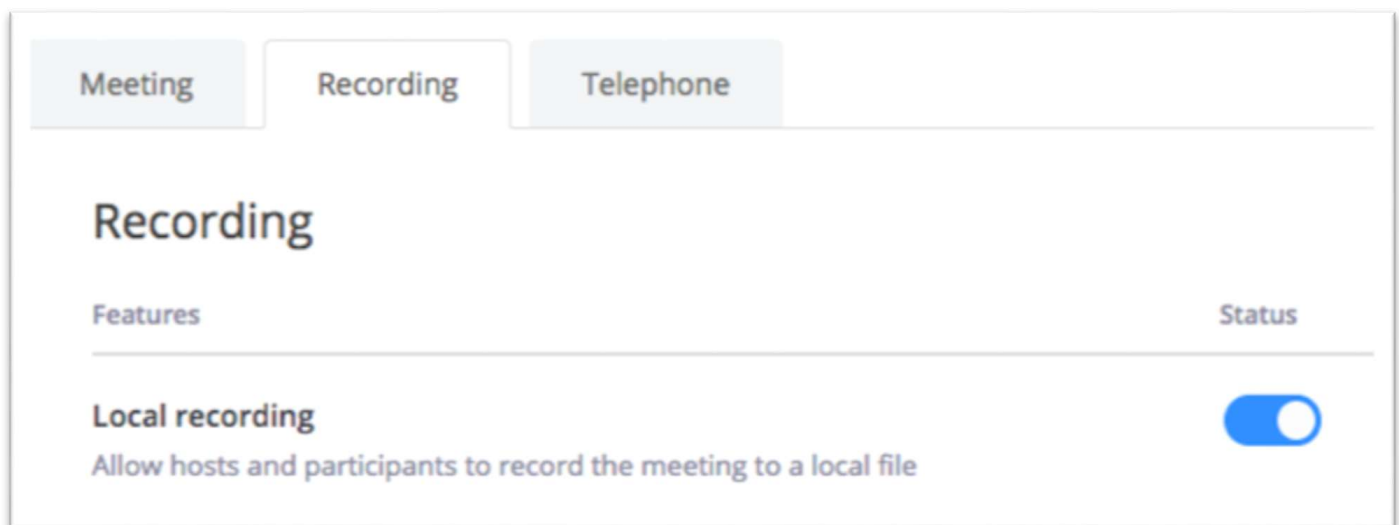
Step 5: If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

Enabling Local Recording: For Your Own Use

Step 1: Sign in to the Zoom web portal and click **My Meeting Settings** (if you are an account administrator) or **Meeting Settings** (if you are an account member).

Step 2: In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enable.

If the setting is disabled, click the toggle to enable it. If a verification dialog display, choose **Turn On** to verify the change.



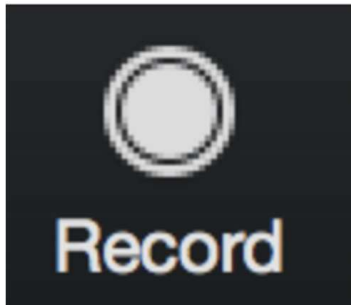
Please note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Starting a Local Recording

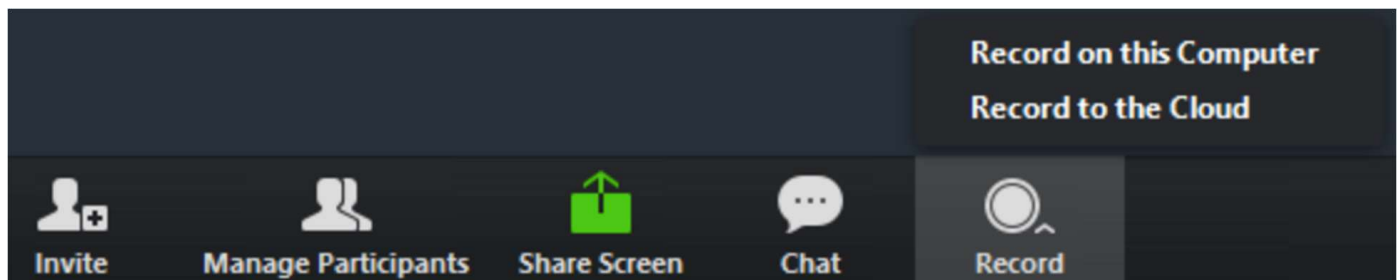
The host must record the meeting or grant the ability to record to a participant.

Step 1: Start a Zoom meeting as the host.

Step 2: Click the option to **Record**.



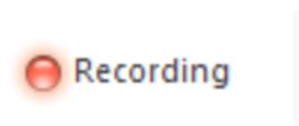
Step 3: If there is a menu, select **Record on this Computer**.



Hosts will see the following recording indicator in the top-left corner while recording is active.

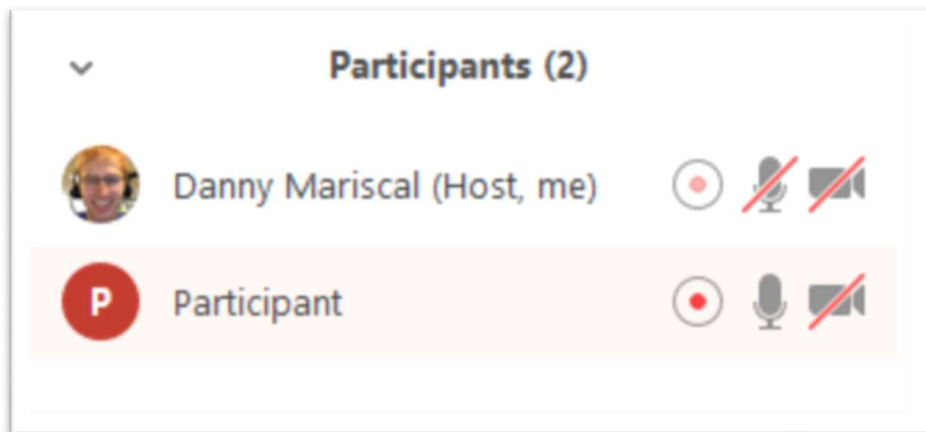


Participants will see the following indicator in the top-left corner while the recording is active.

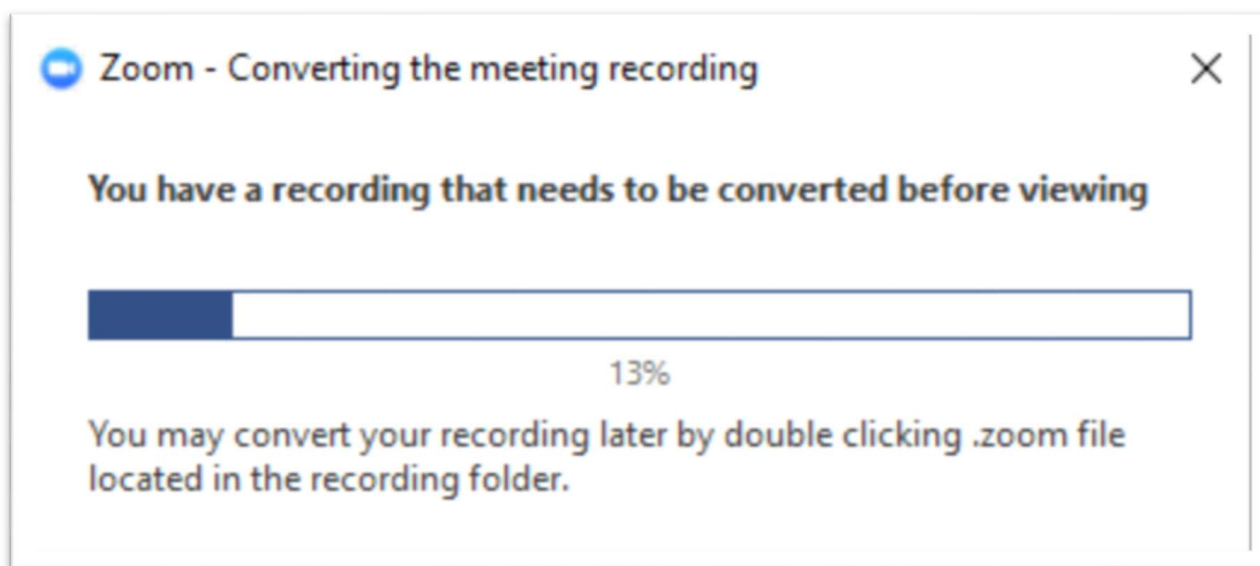


SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

Step 4: Click Participants to see which users are currently recording.



Step 5: After the meeting has ended, Zoom will convert the recording so you can access the files.



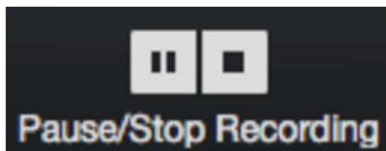
Step 6: Once the conversion process is complete, the folder containing the recording files will open.

Please note: By default, the audio/video file (MP4) will be named Zoom_0.mp4. The audio only file (M4A) is named audio_only.m4a.

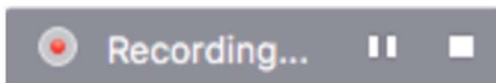
Stopping or Pausing a Local Recording

During a Zoom recording, a user can **Stop** or **Pause** the recording. If a user stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a user pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

Step 1: After a recording has been started, click Pause or Stop Recording at the bottom.



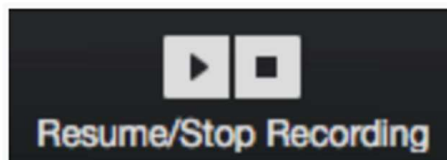
The recording can also be stopped or paused by clicking the indicator in the top left corner.



Step 2: When a recording is paused, the following indicator will be displayed in the meeting.



Step 3: To resume the recording, click **Resume Recording** at the bottom.



The recording can also be resumed by clicking the indicator in the top left corner.

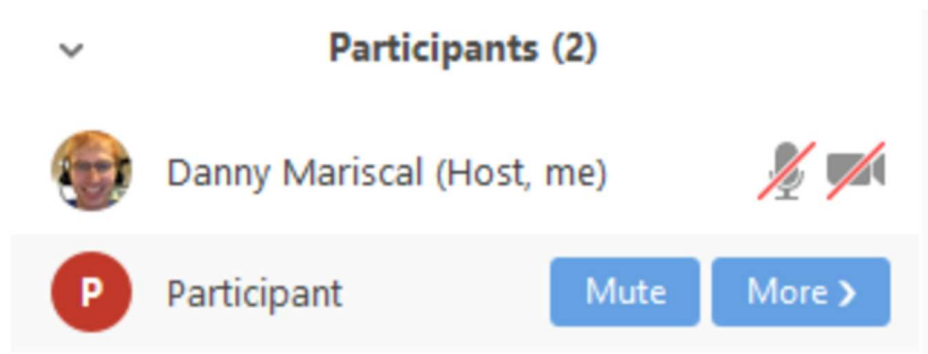


Assigning Record Privileges to a Participant

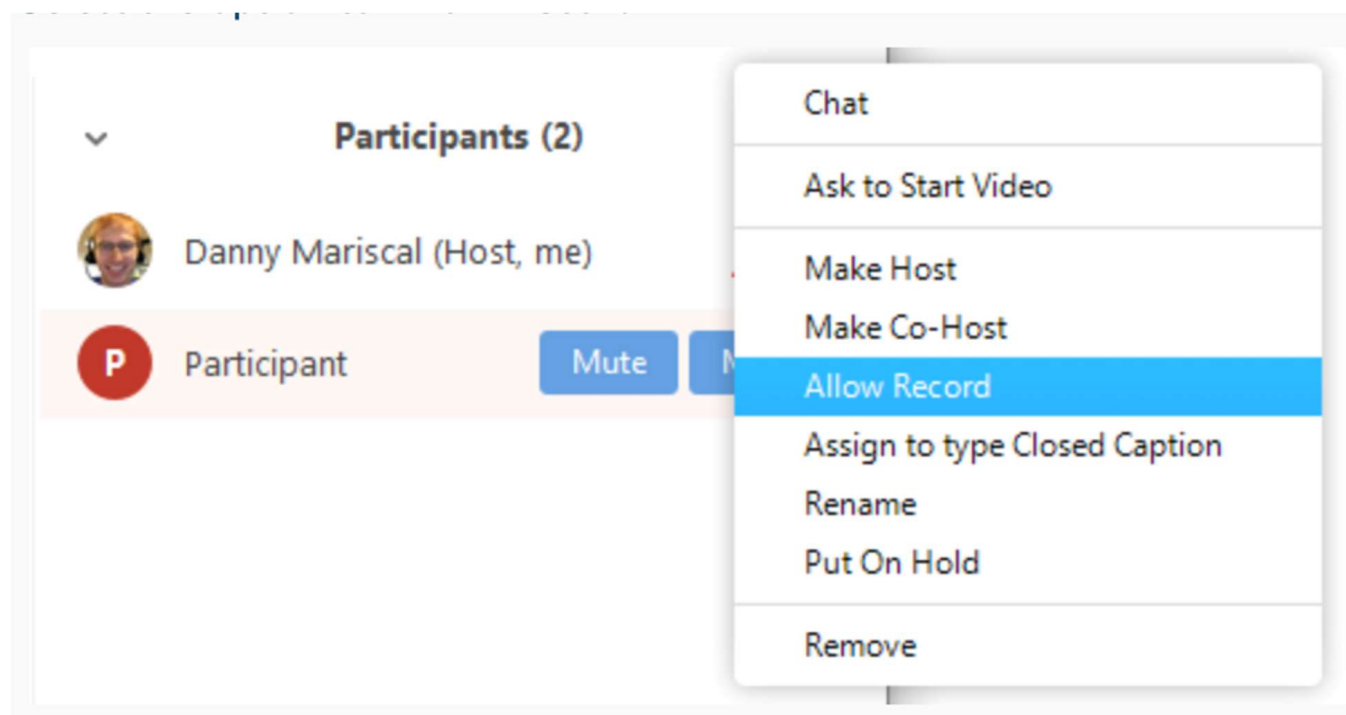
Step 1: In a Zoom Meeting click on **Manage Participants**.

Step 2: In the Participants menu navigate to the user who will be granted recording privileges.

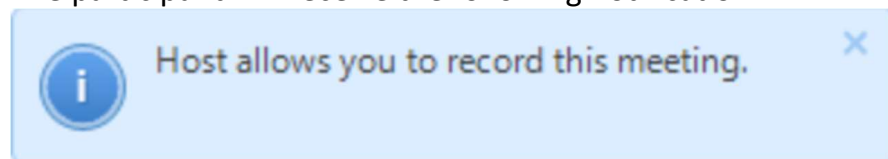
Click **More** next to their name.



Step 3: Select the option to Allow Record.

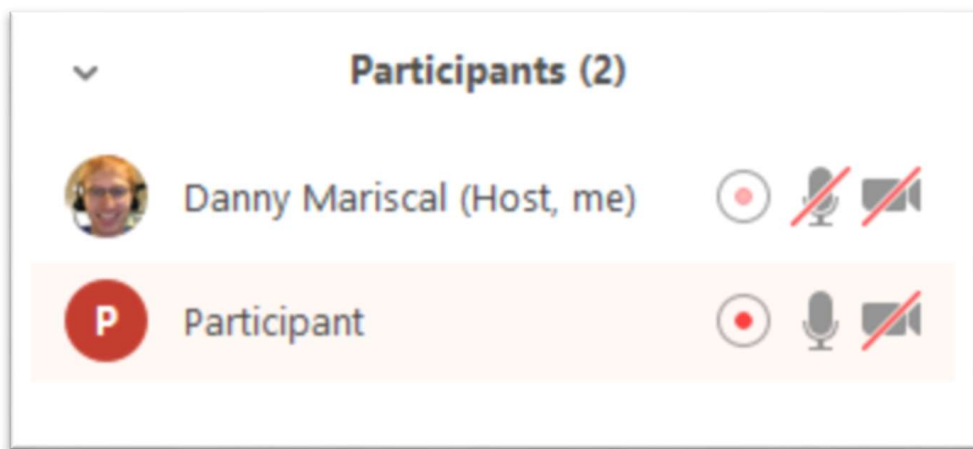


The participant will receive the following notification:

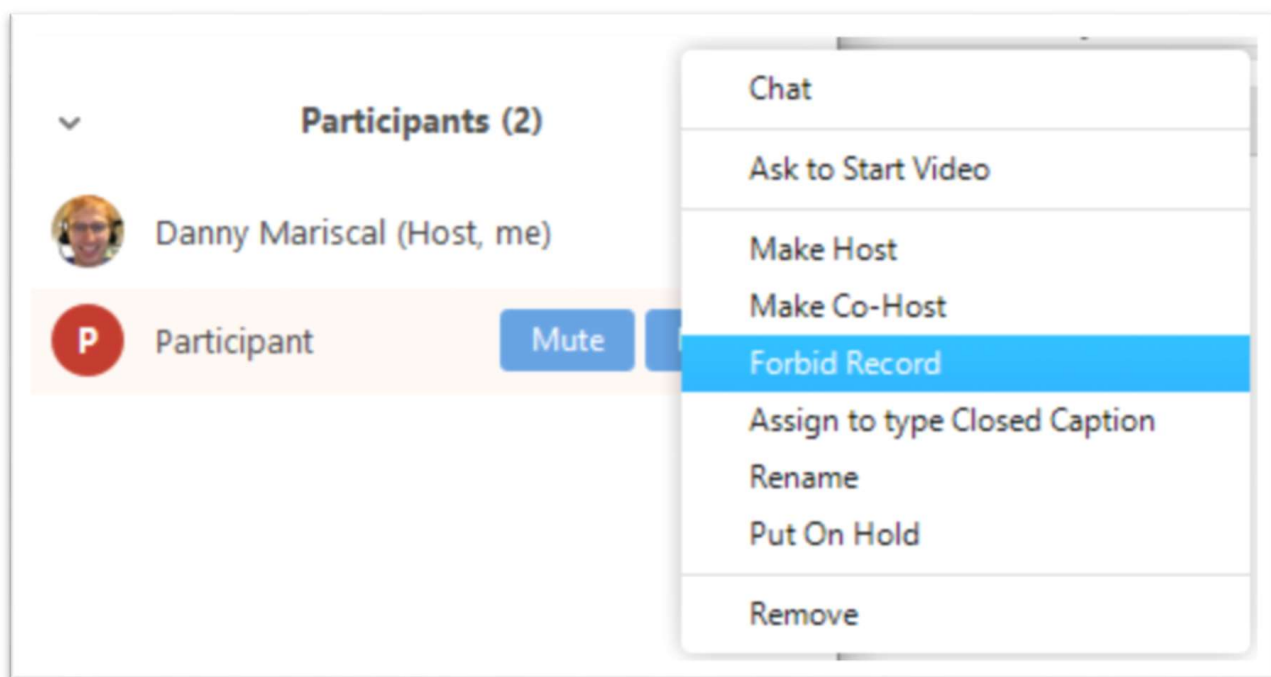


SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

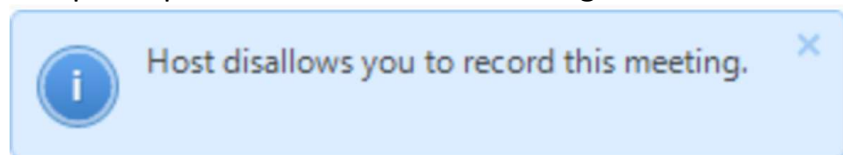
Step 4: When a participant is recording, the participant menu will display a recording icon next to the user's name.



Step 5: To disable the participant's ability to record, click **More** next to the name, then click **Forbid Record**.



The participant will receive the following notification.



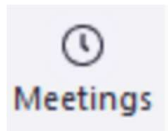
Accessing Local Recording Files

By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

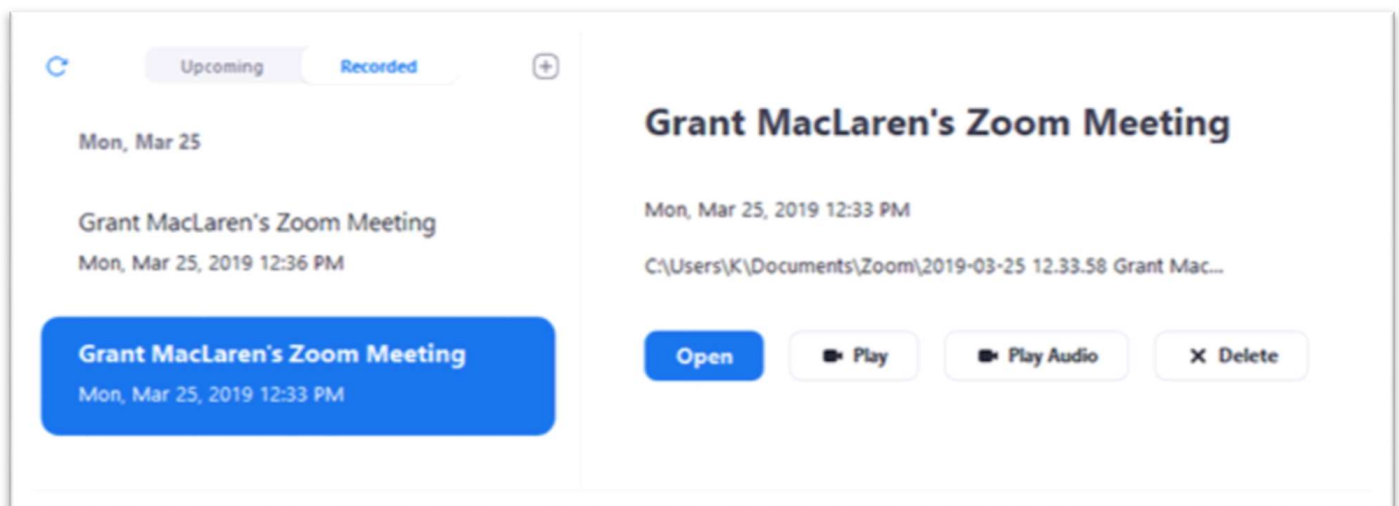
- **PC:** C:\Users\User Name\Documents\Zoom
- **Mac:** /Users/User Name/Documents/Zoom

To access recording files:


Step 1: Open the Zoom desktop client and click **Meetings**.



Step 2: Click the **Recorded** tab and select the meeting with a local recording.



Step 3: You can access these options to manage your local recordings:

- **Open:** Open the folder that contains the recording files.
- **Play Video:** Play the recorded meeting using your computer's default media player.
- **Play Audio:** Play the recorded meeting audio with your computer's default media player.
- **Delete:** Remove the meeting from the recording list on the Zoom client. This does not delete it from the computer.
- **Refresh icon**  : Refresh the recording list if you don't see your recording.

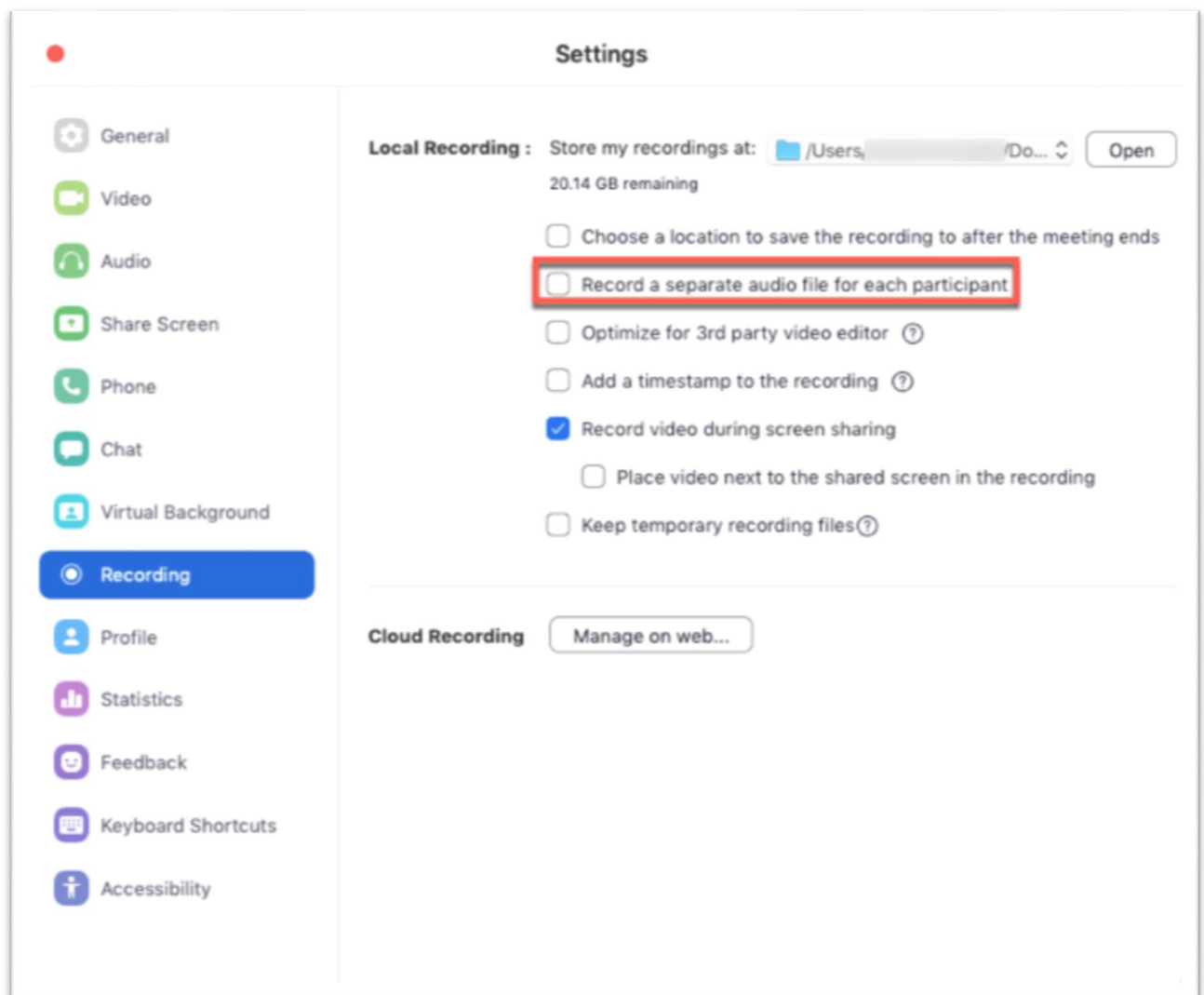
Recording Multiple Audio Files

When recording locally, the host can record all participants' audio streams as separate audio files, one file for each participant. To enable this option:

Step 1: Open the Zoom client and click **Settings**.

Step 2: Click the **Recording** tab.

Step 3: Enable **Record a separate audio file for each participant**.

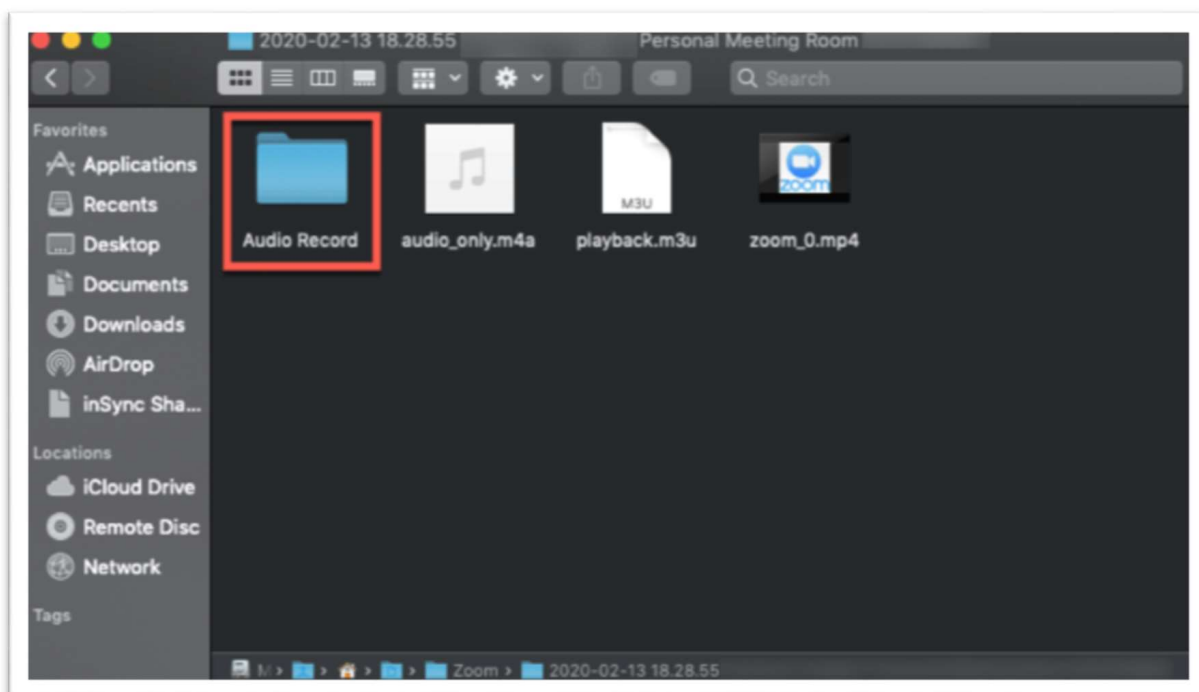


SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

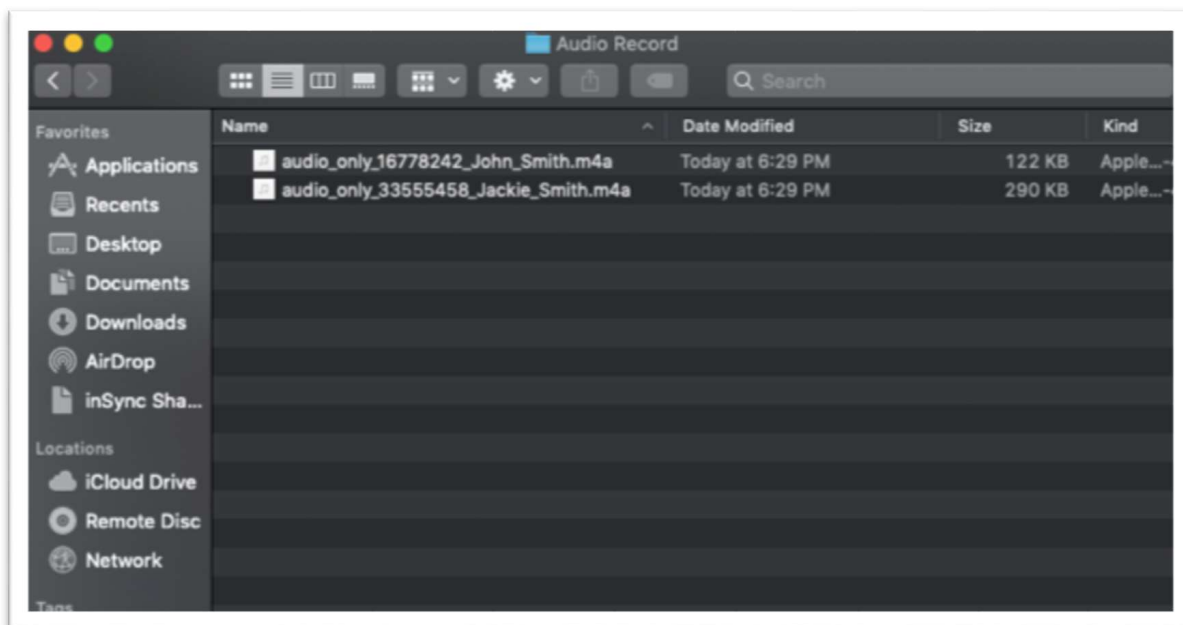
Step 4: Record and save the meeting to your computer.

Step 5: Once the meeting is over and the recording has processed, open the recording folder.

Step 6: Within the folder, open **Audio Record**.



Step 7: Once in the Audio Record folder, each participant's audio track will be listed as its own file in with the file name ending in the participant's name.



UNLISTED YOUTUBE VIDEO

If you would like to share the Chapter Officer Candidate's interview, you can upload the zoom recording as an unlisted YouTube video.

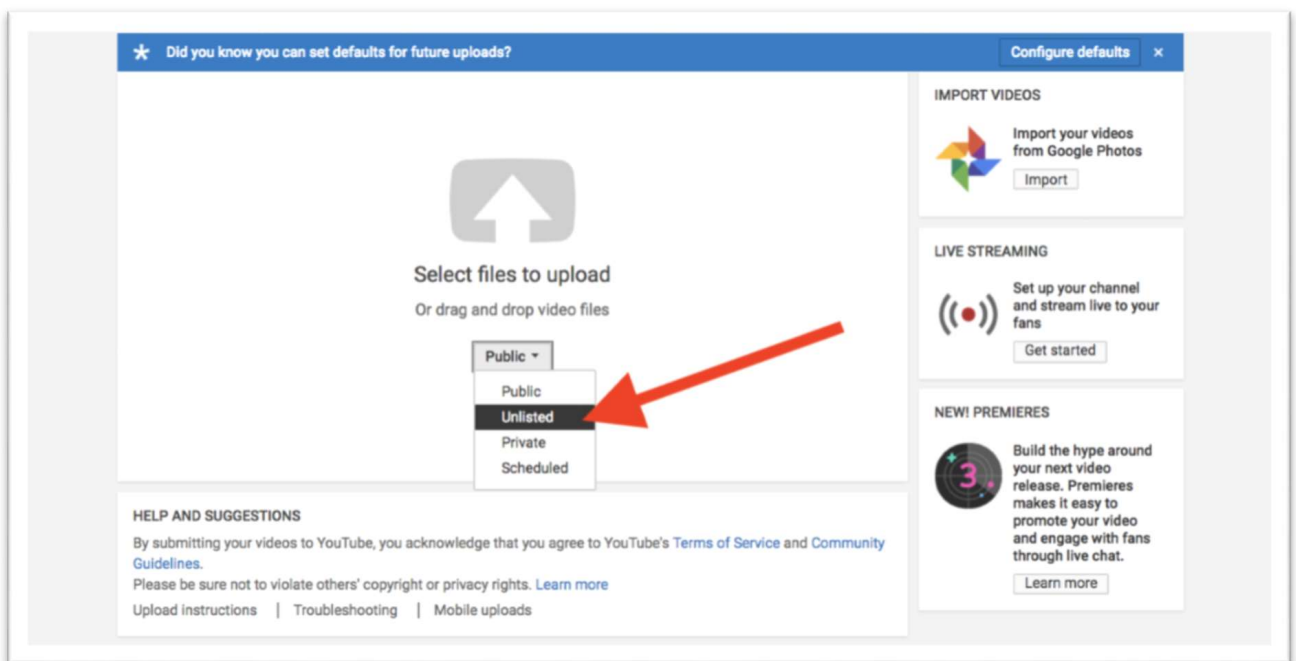
How to Create an Unlisted YouTube Video

Step 1: Go to your YouTube channel and add a video

- Begin by making sure you are logged in to your YouTube channel.
- Once you're on your YouTube homepage, click the add video button in the upper-right corner (It looks like a little video camera.)
- From the drop-down button that appears, choose "Upload video."

Step 2: Choose "unlisted" in your YouTube video setting

- You will need to go to YouTube's privacy settings
- You will need to click on the word "Public," then, **on the drop-down menu that appears, choose the word "Unlisted."**



SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

Step 3: Upload your YouTube video

- Upload your video where the screen says, “Select files to upload.”
- If you missed step two, and uploaded your video first, you can still ensure your video is unlisted before publishing.
- Once you begin uploading your video, you’ll see a screen that looks like the image shown here.
- On the right side, you’ll find a menu that starts with the word “Public.”
-

The screenshot shows the YouTube video upload settings page. At the top, a blue bar says "PROCESSING DONE" and "Publish". Below it, a star icon and text say "Click 'Publish' to make your video live." and "Draft saved." The page has three tabs: "Basic info", "Translations", and "Advanced settings". The "Basic info" tab is active. It contains a title field with "cute black puppy video", a description field, and a tags field with "Tags (e.g., albert einstein, flying pig, mashup)". On the right, there's a "New! Premieres" section with a "Premiere" toggle switch and a dropdown menu set to "Public". A large red arrow points to the "Public" dropdown menu. Below the dropdown is an "Also share on" section with a checkbox and a Twitter icon, and a "Add a message to your video" field.

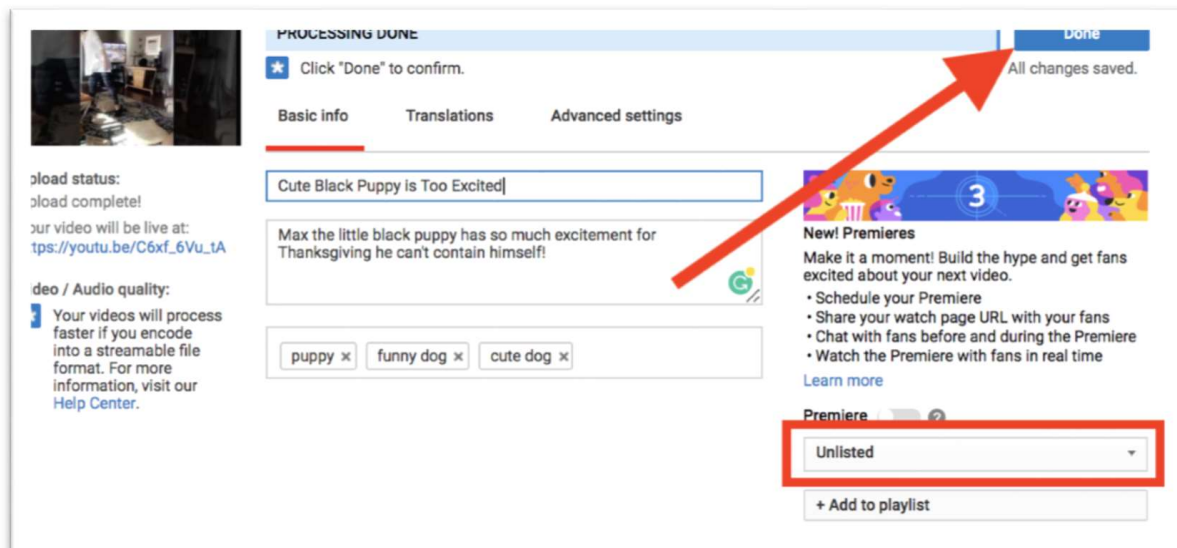
After clicking on the word “Public,” choose “unlisted” in the drop-down menu that appears.

The screenshot shows the same YouTube video upload settings page, but now the dropdown menu is open, showing the options: "Public", "Unlisted", "Private", and "Scheduled". The "Unlisted" option is highlighted with a blue bar. A large red arrow points to the "Unlisted" option. The rest of the page is the same as the previous screenshot.

SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

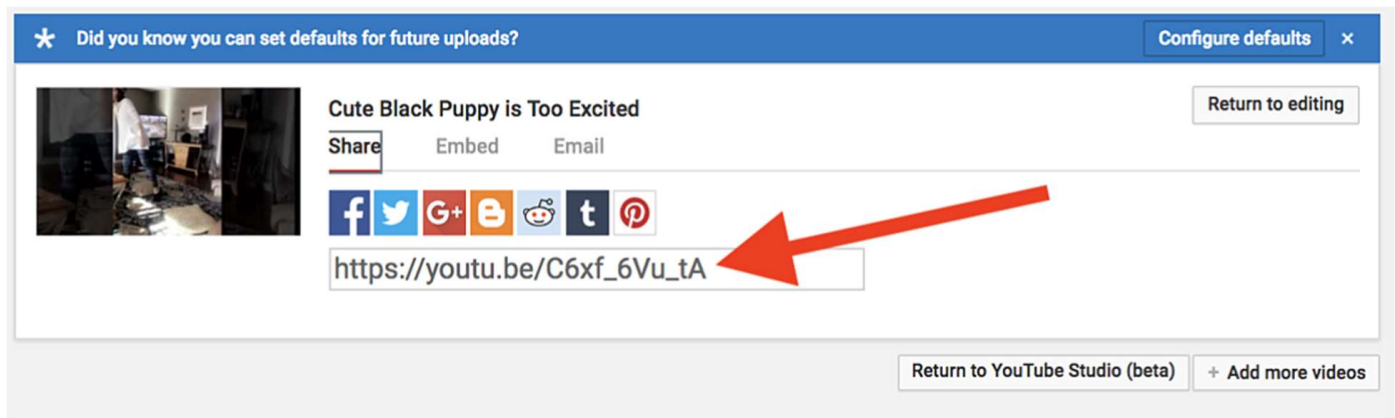
Step 4: Publish your video to YouTube

- Once you ensure that the drop-down menu says “Unlisted,” please click the “Done” button in the upper-right corner of the video.

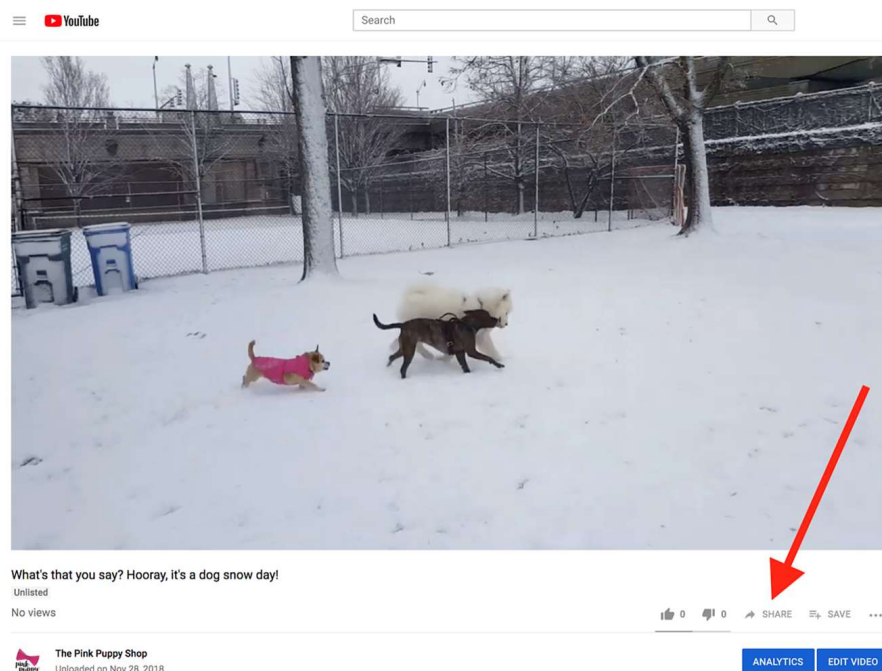


Step 5: Share your video's link

- As soon as you've published your video, a page that looks like this will appear.
- Simply copy the URL provided and share it with anyone you'd like to see your video.

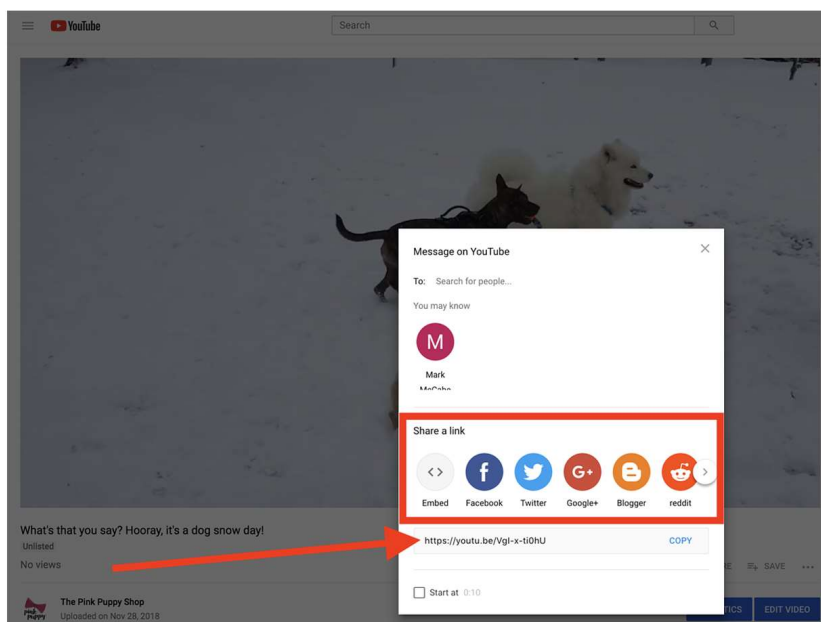


Step 3: Click on the share button



Step 4: Once you click the button, you'll find all the options you need:

- **Link sharing:** To text or email your video, copy the link the arrow is pointing to.
- **Embedding:** To embed your video, click on the first button pictured under "Share a link." There you'll find the video code you need.
- **Social media shares:** Use any of the buttons pictured to share on Facebook, Twitter, or other platforms.

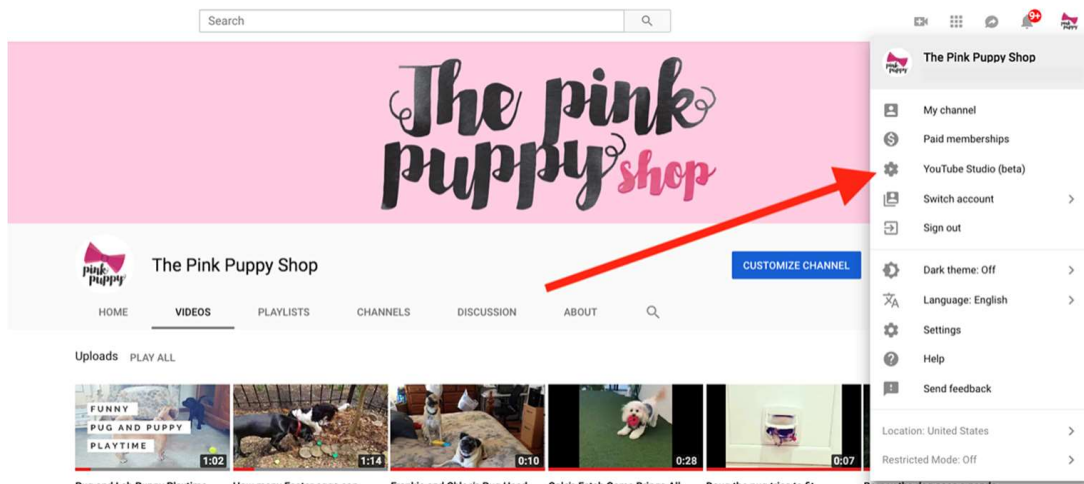


How To See Your Unlisted Videos On YouTube

Unlisted videos don't appear on your YouTube channel, so they can be difficult to find. However, you can see your unlisted videos without committing a lengthy URL to memory.

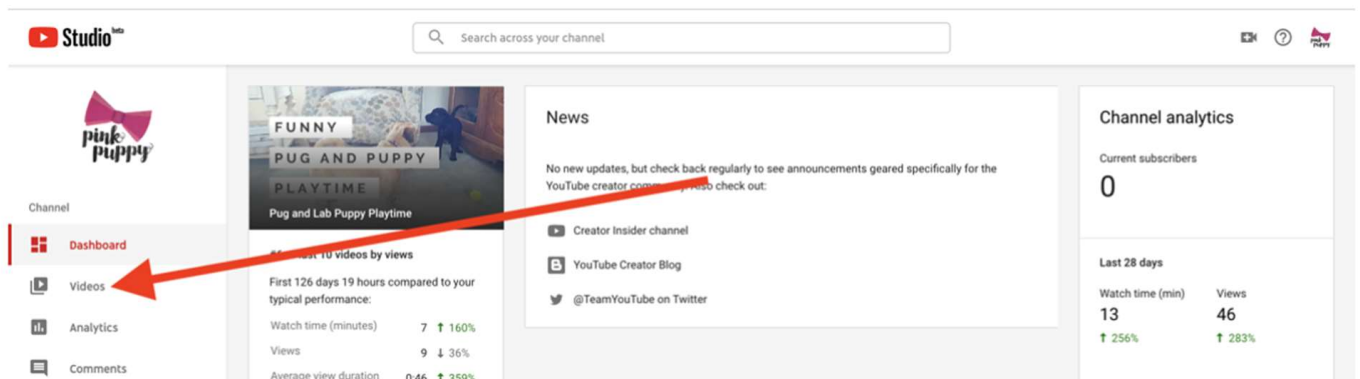
Step 1: Go to your YouTube Studio

- Click on your channel icon in the upper-right corner of your screen.
- On the drop-down menu that appears, choose "YouTube Studio."



Step 2: Select "Videos" on your YouTube dashboard

- Using the menu on the left side of the screen, choose the option that says "Videos."



SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

- The page that appears is your YouTube video manager; here, you can see all videos you have uploaded to YouTube.
- Use the “Visibility” column to see which videos you have set to public, private, or unlisted.

The screenshot shows the YouTube Studio interface for a channel named 'pink puppy'. The 'UPLOADS' tab is selected, displaying a list of videos. A red box highlights the 'Visibility' column header. The videos listed are:

Video	Visibility	Date	Views	Comments	Likes (vs. dislikes)
<input type="checkbox"/> Cute Black Puppy is Too Excited Max the little black puppy has so much excitement for Thanksgiving he can't contain himself!	Unlisted	Nov 28, 2018 Uploaded	0	0	-
<input type="checkbox"/> What's that you say? Hooray, it's a dog snow day! Chicago dogs love to play in the snow! Watch Bella as she tries to keep up with the big dogs having fun in the winter...	Unlisted	Nov 28, 2018 Uploaded	0	0	-
<input type="checkbox"/> Pug and Lab Puppy Playtime Bella the Pug Jack Russell cross teaches Gracie the black lab puppy a thing or two about playtime! There's nothing...	Public	Jul 24, 2018 Published	9	0	-
<input type="checkbox"/> How many Easter eggs can these dogs find? Gracie the Black Lab, Bella the Jug, and Libby the Cavalier enjoy a Sunday afternoon Easter Egg hunt in downtown...	Public	Jul 24, 2018 Published	3	0	-
<input type="checkbox"/> Frankie and Chloe's Pug Head Tilt Pugs Frankie and Chloe give a lesson on head tilting 101 when they hear their Bark Box has arrived! You can see...	Public	Jul 23, 2018 Published	16	0	-

Voting Process Using Election Runner

You can create an online election process for your voting delegates by using Election Runner.

How to Launch an Election

All elections created on Election Runner will start in the “Building” chapter and will not start until the election administrator launches the election by going through the launch process. The launch process consists of 4 steps:

Step 1: Confirm Election Details

Step 2: Check Election Ballot

Step 3: Terms of Service

Step 4: Election Checkout

To start the election launch process, click on “Launch” on the election sidebar. Elections can only be launched if they’re in the “Building” state.

Confirm Election Details

The first step of the launch process is used to verify that the election’s details (title, dates, time zone, settings, etc.) are correct. Reference the permissions matrix to see which settings can be modified once the election can be launched.

The screenshot displays the 'Confirm Election Details' step in the Election Runner interface. The sidebar on the left includes links for Overview, Settings, Ballot, Voters, Preview, and Launch. The main content area features a progress bar with four steps: 1. Confirm Details (active), 2. Check Ballot, 3. Terms, and 4. Checkout. Below the progress bar is a table titled 'Confirm Election Details' with the following information:

✓ Confirm Election Details	
Title	Demo Election
Start Date	Thu., March 8, 2018 6:15 PM ✓
End Date	Sun., April 1, 2018 11:00 AM ✓
Timezone	US/Central ✓
Email Enabled?	Enabled ✓
Weighted Voting Enabled?	Disabled ✓

At the bottom of the table, there is a green 'Continue' button and an orange 'Help' button. The sidebar also displays the election's start and end dates and time zone: START DATE 3/8/18, 6:15 PM; END DATE 4/1/18, 11:00 AM; TIMEZONE US/Central.

Launch Requirements

Elections must meet the following requirements before they can move to step 2 of the launch process.

- The ballot must have at least one question with at least one option.
- The election must have at least 1 voter.
- The election's end date must be in the future.
- An account fewer than 5 free elections in the "Running" chapter

Click "Continue" after verifying the election's details and the launch requirements have been met.

Check Election Ballot

Assuming the launch requirements have been met, the next step is the launch process requires that the election administrator confirms that the ballot is set up correctly. This step is crucial because **the ballot of an election cannot be modified once the election has been launched**. This is to protect the integrity of the election and no exceptions will be made.

After verifying the ballot details, check the "I understand..." checkbox (1) and click "Continue" (2).

The screenshot displays the 'Check Ballot' step in the Election Runner application. The left sidebar shows navigation options: Overview, Settings, Ballot, Voters, Preview, and Launch. The main content area is titled 'Launch Election' and shows a progress bar with four steps: Confirm Details, Check Ballot (current step), Terms, and Checkout. The 'Check Ballot' section includes a warning message: 'You will not be able to change the ballot once the election starts. This is to maintain the integrity of the election for the voters.' Below this, the details for a 'President' question are shown, including a description field, rules for selection, attachments, and a list of options (John Smith, Jane Doe, Write-In). At the bottom, a checkbox labeled 'I understand that I cannot change my ballot after the election starts' is checked and labeled with a red '1'. Below it is a green 'Continue' button labeled with a red '2'. A 'Help' button is in the bottom right corner.

Terms of Service

The third step of the launch process requires that the election administrator agrees to Election Runner's **Terms of Service, Private Policy**, and that it is understood which changes can and cannot be made to a running election.

To continue to the final step of the launch process, check the "I understand..." checkbox (1) and click "Continue" (2).

electionrunner Demo Election Building

Launch Election

Progress: 1 Confirm Details, 2 Check Ballot, 3 Terms, 4 Checkout

✓ Terms

You **will not be allowed** to change following after your election launches:

- Add, Edit, or Delete Questions
- Add, Edit, or Delete Question Options
- Change the election start date

If you wish to make changes to these items, then you will need to cancel the election and recreate it (no refunds given for elections launched with user errors)

You **will be allowed** to change following after your election launches:

- Add, Edit and Delete Voters
- Extend your election end date
- Close the election

☒ I understand and agree to the [privacy policy](#) and [terms of service](#) 1

Continue 2

Terms of Service Privacy Policy Help

Election Checkout

The final step of the launch process is the checkout. This is where the election administrator will provide payment information based on **Election Runner's Pricing**.

Pay-Per-Election Election Checkout

For those subscribed to the pay-per-election plan, the election checkout will display the total price of the election and a “Pay by Credit Card” button. Click this button to open a modal with a secure credit card form.

The screenshot shows the Election Runner interface for a "Demo Election" in the "Building" state. The top right corner displays the price as "\$29.00" and the number of voters as "170 Voters". A left sidebar contains navigation links: Overview, Settings, Ballot, Voters, Preview, and Launch. Below these links, the election details are listed: PRICE (\$29.00 170 Voters), START DATE (3/26/18, 12:00 PM), END DATE (4/5/18, 11:00 AM), and TIMEZONE (US/Central). At the bottom of the sidebar are links for Terms of Service and Privacy Policy. The main content area is titled "Launch Election" and features a progress bar with four steps: Confirm Details, Check Ballot, Terms, and Checkout (the current step). Below the progress bar is a "Secure Checkout" modal. This modal displays a table with one item: "Election with 170 voters" priced at "\$29.00". Below the table, it shows "Total Due: \$29.00" and a link for "Have a coupon code?". A prominent green button labeled "Pay by Credit Card" is highlighted with a red rectangle. Below this button are logos for VISA, MasterCard, American Express, and Discover. An orange "Help" button is located in the bottom right corner of the interface.

electionrunner Demo Election Building \$29.00 170 Voters

Launch Election

✓ Confirm Details ✓ Check Ballot ✓ Terms 4 Checkout

Secure Checkout

Election with 170 voters	\$29.00
--------------------------	---------

Total Due: \$29.00

[Have a coupon code?](#)

Pay by Credit Card

VISA MasterCard AMERICAN EXPRESS DISCOVER

Help

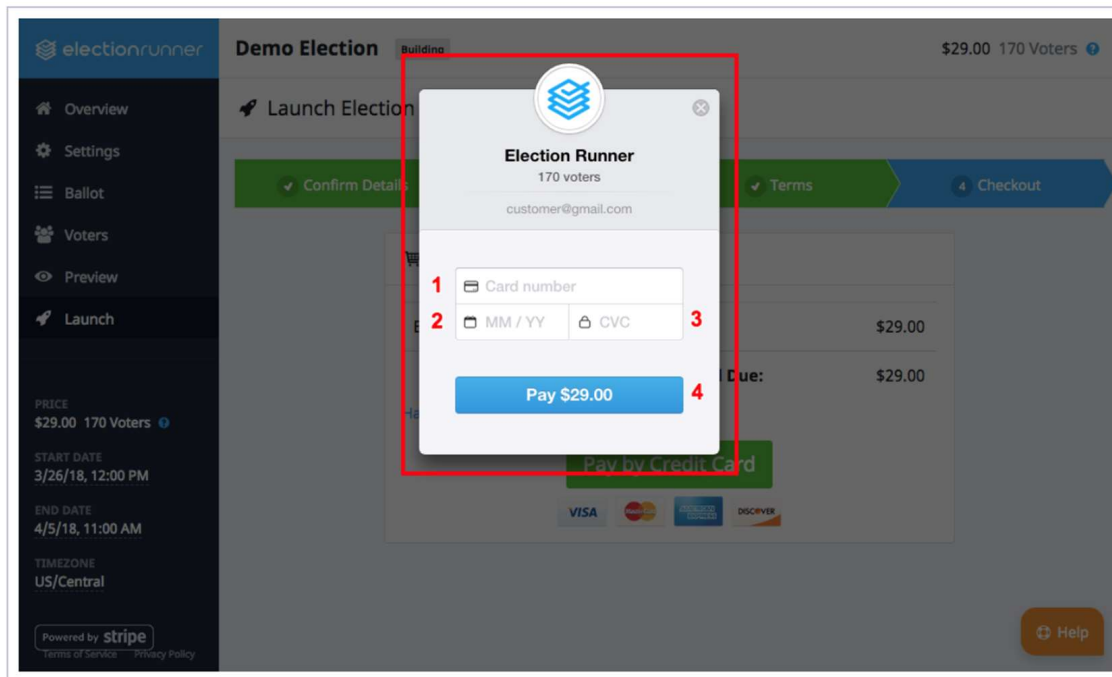
SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

Step 1: When the credit card form appears, enter the credit card number.

Step 2: Enter the card's expiration date.

Step 3: Enter the card's CVC.

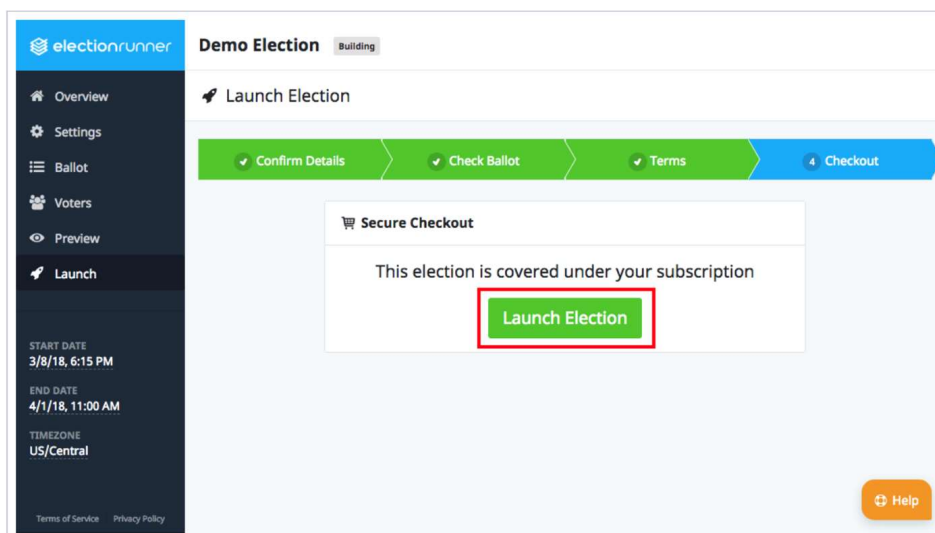
Step 4: Click the “Pay \$XX.XX” button to process the payment.



If the payment succeeds, the election will change from the “Building” state to the “Scheduled” state.

Subscription Election Checkout

For those with a subscription, the election checkout will consist of a “Launch Election” button that when clicked will result in the election changing from the “Building” state to the “Scheduled” state.



Please note:

- Elections that have a start date in the past will start within 2 minutes of completing the launch process.
- Elections will automatically start on the start date/time in the time zone specified in the election settings.
- There are no refunds given for mistakes that require creating a new election.

Adding Voters to Your Election

How Voter IDs/Keys Work

When you add a voter, you have the option of specifying a Voter ID and Voter Key. These two fields can be thought of as a unique username and password that is assigned to each voter to login using this ID/Key before they can see the ballot and submit their vote.

Voter Email Addresses

Adding an email address for a voter provides them with an alternative way of accessing/voting in your election. If you specify an email address for your voters, they will be notified via email when your election starts. The email will provide instructions on how to vote and a direct link to the voting page where they can enter their “Voter Key” and login to vote.

*Note: If your students cannot receive emails from specific sources, consider sending to their personal emails.

Importing Voters

If you have a lot of voters, then you may find it easier to bulk import them into your election.

The quickest and easiest way to get started with the voter import process is to download the voter import template by clicking here:

<https://electionrunner.com/support/kb/voters/how-to-import-your-voters/>

This template file is in the CSV format which can be opened by all popular spreadsheet applications (Excel, Numbers, Google Spreadsheet). Starting from or using the template file is not required, but Election Runner will only accept valid CSV files with the first row containing the following columns:

- Name
- voter_identifier
- voter_key
- email
- vote_weight

SkillsUSA Virtual Chapter Officer Interviews and/or Speeches – Zoom & Election Runner

If the first row does not have the above listed columns in the exact order and spelling, then the import will fail.

Column Info/Fields

Field	Column	Description
Name	name	The name field allows you to associate a name with a Voter Identifier. This is for your records and will only be seen by the voter if you choose to add an email address for the voter. This field is not required.
Voter Identifier	voter_identifier	The Voter Identifier (Voter ID) is what can be considered as the Voter's "username". The voter will use this field when logging in to vote for your election. This field is not required, and if left blank a random value will be generated. A voter's Voter ID must be unique in an election.
Voter Key	voter_key	The Voter Key is what can be considered as the Voter's "password". The voter will use this field when logging in to vote for your election. This field is not required, and if left blank a random value will be generated.
Email	email	The Email field will be used as a way to notify your voter when the election launches. If provided, the voter will receive an email with voting instructions as soon as your election starts. This field is not required and to be used must be enabled in the election's settings. If the import process detects that the import file includes valid email addresses, then the email setting will automatically be enabled in the election's settings (see: Using a Voter's Email Address)
Vote Weight	vote_weight	The Vote Weight field allows you to assign a weight to the voter's ballot. If you do not have weighted voting enabled for your election, you can leave this column empty. By default, each voter's vote weight is 1 (see: Weighted Voting)

How to Import

To import a list of voters on a correctly formatted CSV file to an election, follow the steps below:

Step 1: Click on “Voters” on the election sidebar.

Step 2: Click on the “Import” button

The screenshot shows the Election Runner interface for a 'Demo Election'. The left sidebar contains navigation links: Overview, Settings, Ballot, Voters (highlighted with a red box and a red '1'), Preview, and Launch. Below these links are the election dates: START DATE 3/8/18, 6:15 PM and END DATE 4/1/18, 11:00 AM, along with the TIMEZONE US/Central. The main content area shows 'Voters (20)' with an 'Import' button (highlighted with a red box and a red '2') and an 'Add Voter' button. Below the buttons is a search bar and a table of 10 demo voters.

NAME	VOTER ID	VOTER KEY	VOTE WEIGHT
Demo Voter 1	voter1	voter1	1
Demo Voter 2	voter2	voter2	1
Demo Voter 3	voter3	voter3	1
Demo Voter 4	voter4	voter4	1
Demo Voter 5	voter5	voter5	1
Demo Voter 6	voter6	voter6	1
Demo Voter 7	voter7	voter7	1
Demo Voter 8	voter8	voter8	1
Demo Voter 9	voter9	voter9	1
Demo Voter 10	voter10	voter10	1

Step 3: The “Import Voters” modal will open and provide instructions for importing a spreadsheet.

Step 4: Click “Choose File” and select the import file from the device.

The import process will display any errors with the import file.

Please note:

- Importing a list of voters will append the list to the existing list of voters in the election. For example, importing the same list of voters twice will result in each voter being duplicated.
- The import file must be a valid CSV file.
- The default import limit is 15,000 voters. If your election has more than 15,000 eligible voters, please contact support.
- If the import process detects that the import file includes valid email addresses, then the email setting will automatically be enabled in the election’s setting.

How to Export Voters from an Election

You can easily export a list of your voters as a CSV file that can be opened in Microsoft Excel or Google Spreadsheets. You can export your list of voters at any point before, during or after your election. Here's how you do it:

Step 1: Click on "Voters" on the election sidebar.

Step 2: Click on the "..." button at the top right of the Voters page to open a dropdown menu.

Step 3: Select "Export Voters" from the dropdown menu. A CSV file will be downloaded to your device that can be opened in the Microsoft Excel or Google Spreadsheets.

electionrunner Demo Election Building

Overview
Settings
Ballot
Voters
Preview
Launch

START DATE
3/8/18, 6:15 PM
END DATE
4/1/18, 11:00 AM
TIMEZONE
US/Central

Terms of Service Privacy Policy

Voters (20)

Import + Add Voter ...

Search... Q

Export Voters
Delete All Voters

NAME	VOTER ID	VOTER KEY
Demo Voter 1	voter1	voter1
Demo Voter 2	voter2	voter2
Demo Voter 3	voter3	voter3
Demo Voter 4	voter4	voter4
Demo Voter 5	voter5	voter5
Demo Voter 6	voter6	voter6
Demo Voter 7	voter7	voter7
Demo Voter 8	voter8	voter8
Demo Voter 9	voter9	voter9
Demo Voter 10	voter10	voter10
Demo Voter 11	voter11	voter11
Demo Voter 12	voter12	voter12

Help

Voters Export File Columns

The voters export file will have the following columns:

- Voted?
- Name
- Email Address
- Voter ID
- Voter Key
- Vote Weight
- Voting URL – A unique URL that when visited automatically logs in the voter

Election Results

Election administrators can see results of an election as soon as voters start to vote. Results are available during the election stages: Running, Completed, and Archived.

During the election, results are randomly updated every one to five minutes. This is done to prevent a scenario where the election administrator sees that Voter A has voted and then sees that Candidate C's vote count increased by 1.

At the conclusion of the election, administrators have the option to:

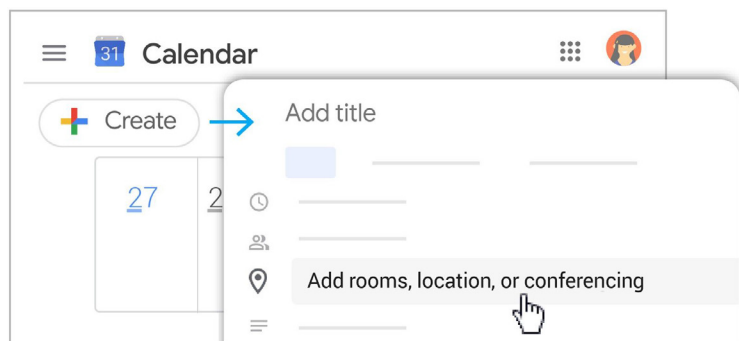
- Download the election's results as a spreadsheet
- Download a voter-audit report
- View the fraud analysis report
- Publish/share the election results.


The results of your election will be available on your Election Runner account until you delete the election.

Google Meet Quick Start

Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

1. Schedule a video meeting from Calendar.

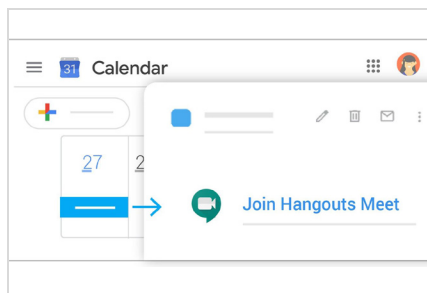


1. In Calendar, click **Create**  Create
2. Add your event details and guests.
3. Click **Add rooms, location, or conferencing**. OR it still say **dd Google Meet video Conferencing**
4. Click **Save**.
5. You will be asked "Would you like to send invitation to Google Calendar guest" If you click **Send** and your candidates are included in this guest list, you will not be able to control their entry.

2. Ask participants to join your video meeting.

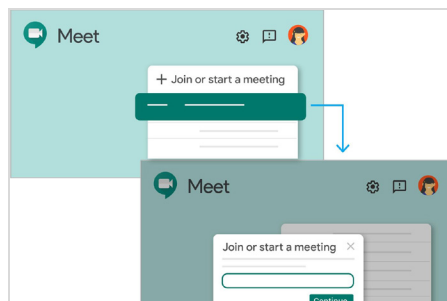
From Calendar:

Click the event, then click **Join Hangouts Meet**.



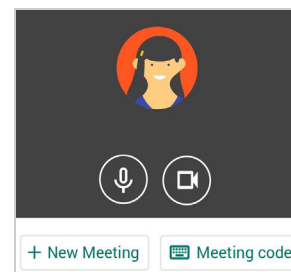
From Meet:

Join a scheduled meeting or use a meeting code.



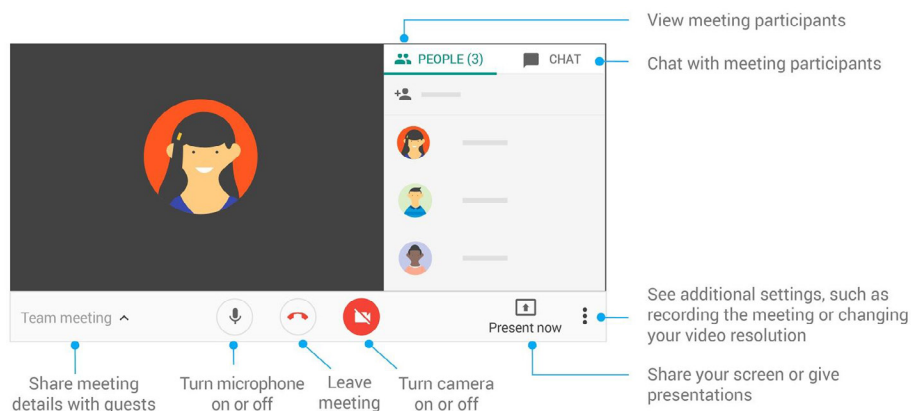
From mobile devices:

Open the Meet app on [Android](#) or [Apple® iOS®](#) devices.



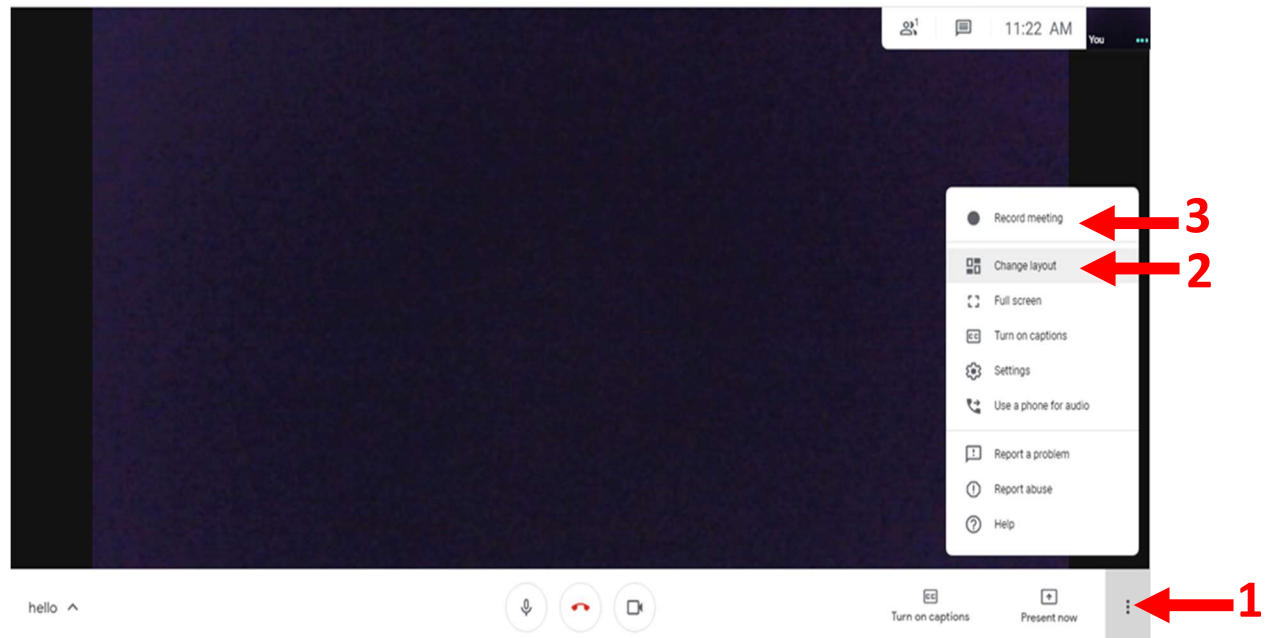
You can provide the link or the Google Meet code / ID / Password to the students by email or message when ready.

3. Customize video settings, interact with participants, or share your screen.



For more Hangouts Meet help and training resources, visit the [G Suite Learning Center](#).

4. Recording



1. Click on the three dots open up the menu above. These may not be in this exact location based on the type of electronic device used.
2. Click on Change layout. You will be prompted to choose a layout. Click spotlight to have the person speaking taking up the entire screen. This is better for recording. You can use this same step to change back to viewing the entire committee in a grid after recording.
3. Click on the three dots again to open the menu. Then click Record. Click Accept on the window that pops up. Repeat to stop recording.
**Recordings will save to your google drive.

5. Sharing

1. Locate the recordings in your Google Drive.
2. Convert recordings to format required to share on the platforms you wish to share them on.
3. Watch all recordings prior to posting in the format desired to check for audio and video issues.
4. Share following the specific steps of the platform you are using.



SkillsUSA
14001 SkillsUSA Way
Leesburg, Virginia 20176