

Online Voting for Board

Instructions for OpaVote



OpaVote Election Creation

- www.opavote.com
- Account is set up for secretary@makersmiths.org
- Create a new election (test ones are free, at our membership level cost is approx. \$30)

Election Management – EDITING

Election Title
Provide information about the election below. Use the buttons below to save and start voting or to save and stay in this stage. Once you go to the next stage, you can no longer edit any information on this page so double check before proceeding. **Price:** \$0
We'll transfer this amount from your account balance or charge your credit card when you start voting.

Actions: [Save Information](#) [Start Voting](#)

Election Info Voters Preview Voting Page Preview Voter Email

Title: (4-100 characters.)

Description: (This is used for the voting page and the voter email. Enable expert mode to further customize the voter email.)

Language: (Language for the voting page and voting email.)

Expert mode: (Expert mode enables many more options for power users. You can switch back if you don't need the additional options.) Enable expert mode

Candidate names: (One per line and up to 50 characters per name.)

Check box or ranked voting: (Check box voting allows voters to select one or more candidates and ranked voting allows voters to rank all candidates. Ranked votes are counted with instant runoff voting or the single transferable vote. Enable expert mode for more options.)
 Check box voting Ranked voting

Number of winners: (Must be a number.)

[Save Information](#) [Add Another Contest](#)

2024 Makersmiths Board of Directors

Enter the description info

Enable Expert Mode

Election Creation – Expert Mode Screen

Language: English

Show results during voting: no

Important! Make sure you understand this.

Voting start date (optional):

Your time zone is set to US/Eastern. You can change this on your account page.

Voting stop date (optional):

Automatic reminders: no

Anonymous voting: yes

Expert mode: Disable expert mode

Candidate names: Candidate 1, Candidate 2, Candidate 3

Method: Instant Runoff Voting

Ballot type: ranked enhanced

Require full vote: no

Number of winners: 1

Shuffle candidate order: yes

Save Information Add Another Contest

NO

Recommend it be 3 week prior to the Annual Meeting of the Membership

Set this to be midnight of the date of the Annual Meeting of the Membership but you will manually stop it at the beginning of the meeting if quorum has been met by then

YES

YES

Enter the candidate names whose nomination forms were submitted prior to the deadline (Due 15 days prior to Regular Mtg that is prior to Annual Mtg)

MULTIPLE WINNER (presuming more than one seat is up for election)

YES

2 (if two seats open)

YES (candidates will appear in random order on each ballot)

Adding Voters

- Voters are exported from Wild Apricot
- Create a spreadsheet with only the email addresses from the Wild Apricot export.
- Save it as a plain text file
- Click “Upload File” and select the plain text file
- Create ~10 code voters to use for those that run into problems or need assistance voting.
- If someone receives a code, be sure to disable their email in OpaVote (this can be done while the vote is in progress)

OpaVote

- Items
- Payments
- Account
- Help
- Logout

Election Management – EDITING

You must have at least one voter.

ELECTION SET UP EXAMPLE

Provide information about the election below. Use the buttons below to save and start voting or to save and stay in this stage. Once you go to the next stage, you can no longer edit any information on this page so double check before proceeding.

Price: \$0
We'll transfer this amount from your account balance or charge your credit card when you start voting.

Actions: [Save Information](#) [Start Voting](#)

Election Info | **Voters** | [Preview Voting Page](#) | [Preview Voter Email](#)

Email Voters

Provide email addresses for the voters using one of the two methods below. The first method is to upload a plain text file that has one email address per line. The second method is to type or paste the email addresses into a text box with one email address per line. After providing the email addresses, you can view them to find errors or confirm that they are correct.

You must use best efforts to ensure that voter lists have non-bouncing email addresses and are limited to people who are genuinely interested in the election. Elections with too many bouncing email addresses or voter complaints may be terminated. See our [Terms](#) for more details.

Valid emails: 0
Invalid emails: 0
Duplicate emails: 0
Email weights: 0

(1) Upload emails
(The file must be plain text (ASCII). If you are using a program like Microsoft Word or Excel, use the "Save as" option to save as plain text. Any existing emails will be discarded.) [Upload File](#)

(2) Enter emails
(Type or paste from another source. Any existing emails will be discarded.) [Enter Emails](#)

View emails:
(Invalid or duplicate emails will have a prefix of "INVALID:" or "DUPLICATE:", respectively. You can automatically remove invalid and duplicate emails with the Clean Emails button.) [Download Emails](#) [View Emails](#) [Clean Emails](#)

Code Voters

In addition to having OpaVote send secret voting codes to voters via email, you can also create a list of secret voting codes that you provide to voters in other ways. For example, you can distribute them at a meeting to vote on a computer used as a voting kiosk, send them via paper mail, or send your own emails.

You can download the codes prior to starting voting in case you need time to process them before voting starts. After the election starts, provide this link to code voters to allow them to vote:
<https://www.opavote.com/en/code/4987617752907776>

Change or view code voters:
(Contact us if you need more than 50,000 codes.) [Change Number of Codes](#) [Upload Weights](#) [Download Codes](#) [View Codes](#)

Code voters: 0
Code weights: 0

Monitoring the Election

- The election is not official until a quorum has been reached (1/3 of eligible voters)
- During the election, statistics are available through the management

Items (Elections, Polls, and Counts)

Use the buttons below to continue management of your items.

Type	Status	\$	Title	Creation Date	Exp. Date*	Actions
Election	EDITING	\$0	ELECTION SET UP EXAMPLE	7 Jun 2023 at 18:34 EDT	16 Aug 2023 at 18:34 EDT	Manage Delete Copy
Election	VOTING	\$30	2023 Makersmiths Board of Directors	6 May 2023 at 09:22 EDT	26 Jul 2023 at 16:23 EDT	Manage Delete Copy

*After the expiration date, you cannot access any information (including results) and voters cannot vote. You need to stop voting before the expiration date to see results!

[Create Election](#)

An election has a fixed voter list, and only those voters can vote.

[Create Poll](#)

A poll allows anyone to vote. Simpler and good for casual voting.

[Create Count](#)

A count lets you tally ranked ballots that you've already collected.

- If need be, you can click on the “email voters”, find a particular email, and then disable it (such as when you provide them with a code vote or if their membership is terminated during the voting process)

Election Management – VOTING

2023 Makersmiths Board of Directors

Voters are now allowed to cast votes using the link in the email sent to them (for an election) or using the link that you publicize (for a poll). Click the Stop Voting button to end voting and see the results. Price: \$30

Actions:

[Stop Voting](#)

Voting:

Status:

Voting is open. 116 votes received. Voting will close after June 07, 2023. Provide this [link](#) to code voters to allow them to vote. Or use this [link](#) to enable kiosk mode for an onsite election with code voters.

Voters:

[251 email voters](#) and [10 code voters](#)

Email Delivery:

[0 pending](#), [0 in transit](#), [4 rejected](#) (2 bounce, 0 spam, and 2 opt out), and 247 delivered

Voter Activity:

1072 email opens, [190 unique email opens](#), 145 visits, [128 unique visits](#), [116 voted](#), [145 not voted](#), and [1 disabled](#)

[Refresh Stats](#)

Use the links above to see information about a specific voter. You can also send reminders to individual voters and disable voters.



Concluding the Election

- At the start of the Annual Meeting of the Membership, provided Quorum has been met, select **STOP VOTING**
- Results will then be available
- The winners can be announced (details are not necessary to share but are available)
- Upon conclusion, OPAVOTE automatically emails ballots to the Secretary should any audits be required.

2023 Makersmiths Board of Directors Results

This page shows final results for this election. You can also recount the ballots for free using all of the counting methods supported by OpaVote or download the ballots to recount them on your own.

These results will be available until 26 Jul 2023 at 16:23 EDT.

Summary

Of the 261 voters in this election, 117 cast ballots. **XXX** and **XX** are the winners after counting the ballots using Plurality at Large/Block Voting/MNTV.

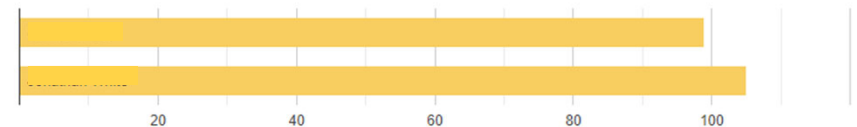
Ballots: [Recount Ballots](#) [View Ballots](#) [Download Ballots](#)

Other Report Formats: [Text Report](#) [CSV Report](#) [JSON Report](#)

Detailed Results

Counting ballots using Plurality at Large/Block Voting/MNTV. There are 2 candidates competing for 2 seats. The number of ballots is 117 and there were 115 valid ballots and 2 empty ballots.

The bar charts below show the vote counts for each candidate. Place the mouse over a bar to see the number of votes.



Winners

Winners are **XXX** and **XX**.

