

VOTE 411 Spreadsheet Upload

About spreadsheet upload feature:

- If have more than 50 candidates, significantly faster than Race Wizard
- Sample spreadsheet template in member section of LWV site
<http://www.lwv.org/content/vote411-spreadsheet-upload>
- Every category (ex: party, name of race, etc.) in spreadsheet must exactly match the way they are in the system (includes capitalization and spacing)
- Fields must have in spreadsheet: "fullname," "lastname," "race," "party," "occupation," and "contactemail"
- Can use more fields if you like and the info will be interpreted as biographical info (ex: address, campaign phone, website, etc.)

How to use the spreadsheet upload feature:

- Scroll to bottom of your Vote411 homepage
- Click on "Script Library" tab
- Select "Import or update candidates from a spreadsheet"
- Some instructions should appear on the page
- Click on continue
- Copy and paste info from spreadsheet into the "Data(Pasted)" field
- If you want the system to create races from the data, make sure to click the box next to "whether to create races that do not already exists"
- Then just click "Preview Script"
- Finally, click "Execute Script"

Short Webinar available: <http://www.lwv.org/content/vote411-spreadsheet-upload>