Signing On and Making New Password

In this example we are going to use Union Grove ISD. On the bottom of the page click on the button that corresponds to your Political Subdivision and drop-down menu to select.

Texas Secretary of State

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Vote Count - Signon

- Pick from list of political subdivisions, provide password, and click Submit. If reporting vote counts for a county, pick one of the options pertinent to counties.

- Entries are listed by city/county/etc name first (ex: RIVERSIDE, CITY OF). You may need to click the button with a beginning letter range that matches your political subdivision for it to appear in the list.

- If you cannot locate your political subdivision, please contact the Secretary of State at 1-800-252-8683.

- Vote Count System Instructions (PDF, 461k)

Political Subdivision: --select from list--
Password:

Submit

[A-C] [D-G] [H-L] [M-P] [Q-T] [U-Z]

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Send comments and questions about the web site to: webmaster@sos.state.tx.us

Type in the password which was provided in a separate memo in the Password field.

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UNION GROVE ISD

Vote Count - Election Setup/Selection

- If your election has been built, select the election you are providing counts for from the drop-down list below

  Elections: --select from list--

- If you are uploading an SOS-approved transmittal file, click Upload [Upload]

- If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	
* Election Date	
* Number of Precincts	
* Total Number of Provisional Ballots	
* Total Number of Provisional Ballots Counted	

* indicates a required entry

- To set up/correct Races, Candidates, and Precincts, or to enter/correct vote counts, click RCP/Counts	[RCP / Counts]
- If an election appears in the drop-down list that is incorrect or is no longer needed, select it and click Edit	[Edit]
- If all vote counts have been entered for this election, click Finalize	[Finalize]
- If this election was cancelled, click Cancelled	[Cancelled]
- For a printable list of all entry done for this election, click List. If you prefer, you can get the list in Microsoft Excel format by clicking Excel	[List] [Excel]

Follow the instructions below for creating a new password.

UNION GROVE ISD

- When accessing the application the first time with a temporary pasword, you must provide a permanent password before proceeding. Please follow the instuctions below...

- Enter your new password in both New Password and Confirm Password, and then click Save

- Passwords are case-sensistive, must be from 8 to 16 characters long, and must include at least one number. The Secretary of State does not retain a retrievable record of passwords. Should you forget the password, contact the Secretary of State at 1-800-252-2216.

New Password [   ]
Confirm Password [   ]
[Save]

Vote Count - Election Setup/Selection

You are now ready to build the election.

UNION GROVE ISD

Vote Count - Election Setup/Selection

- If your election has been built, select the election you are providing counts for from the drop-down list below

Elections: --select from list--

- If you are uploading an SOS-approved transmittal file, click Upload [Upload]
- If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	Trustee Election
* Election Date	May 8, 2010
* Number of Precincts	23
* Total Number of Provisional Ballots	4
* Total Number of Provisional Ballots Counted	3

Fill in all the information and click the Add button.

If you have an Excel spreadsheet with columns formatted in accordance with the layout below or you have a file from your vendor that has been approved by this office, you can use Option 1; if not, use Option 2.

Column	Name
A	political_subdivision
B	election_date
C	election_name
D	total provisional ballots
E	total provisional ballots counted
F	precinct_number
G	reg_voters
H	race_name
I	candidate_name
J	party_code
K	early_votes
L	election_votes

Option 1 – Uploading A File

UNION GROVE ISD

Election was added

Vote Count - Election Setup/Selection

- If your election has been built, select the election you are providing counts for from the drop-down list below

  Elections: Trustee Election 5/8/2010 ▾

- If you are uploading an SOS-approved transmittal file, click Upload [Upload]

- If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	Trustee Election
* Election Date	5/8/2010
* Number of Precincts	23
* Total Number of Provisional Ballots	4
* Total Number of Provisional Ballots Counted	3

* indicates a required entry

Select the election from the Election drop-down.
Click on the Upload button

UNION GROVE ISD - Trustee Election 5/8/2010

- Enter name of file containing counts for this election and click Upload File. Use the Browse button to find files on your computer

  Enter Filename: [_____] [Browse...]

  [Upload File]

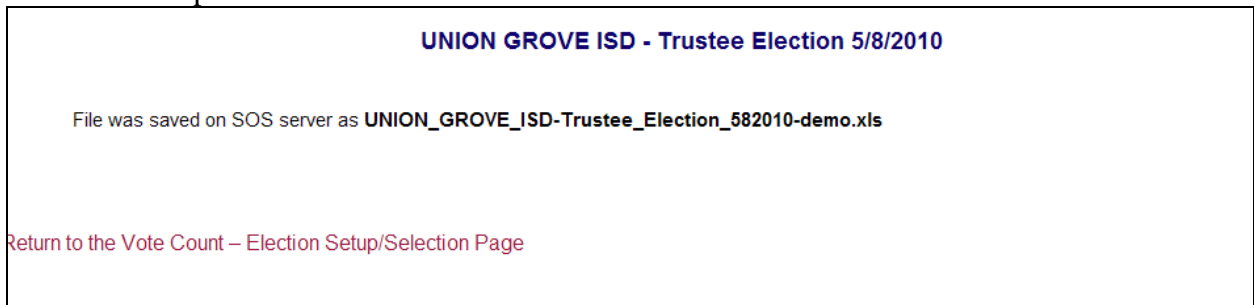Click here to return to previous page or after last upload is complete

Click on the Browse button.
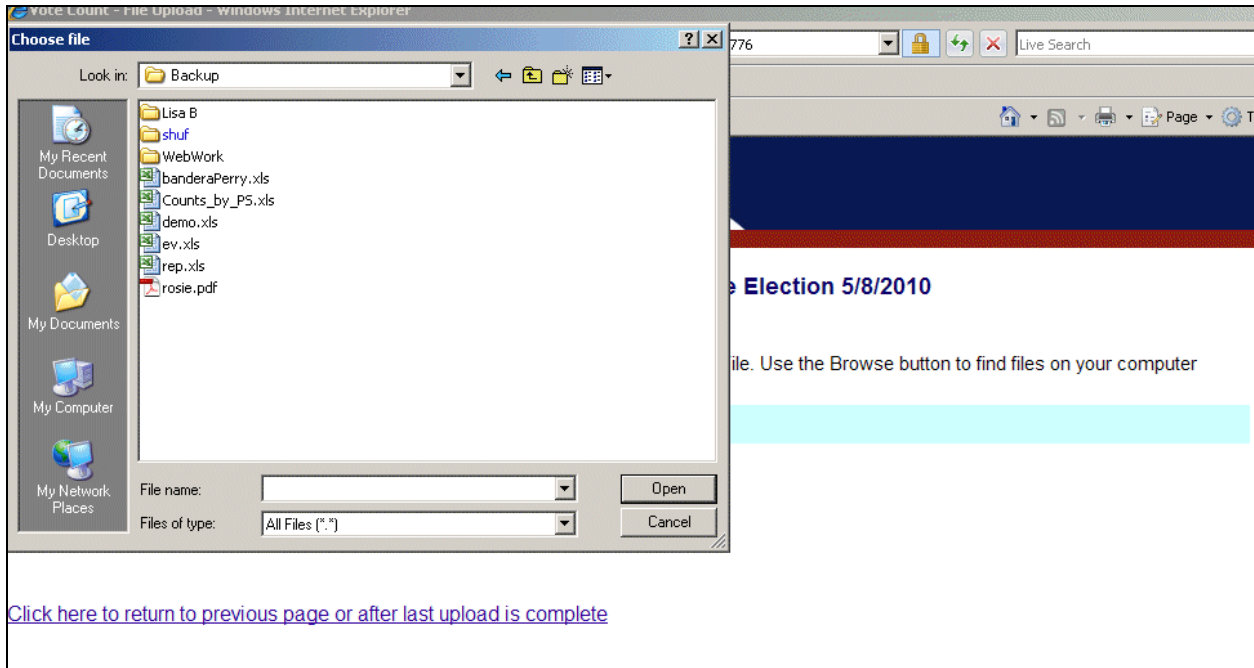
Locate the file on your computer, click on the file name and click the Open button.
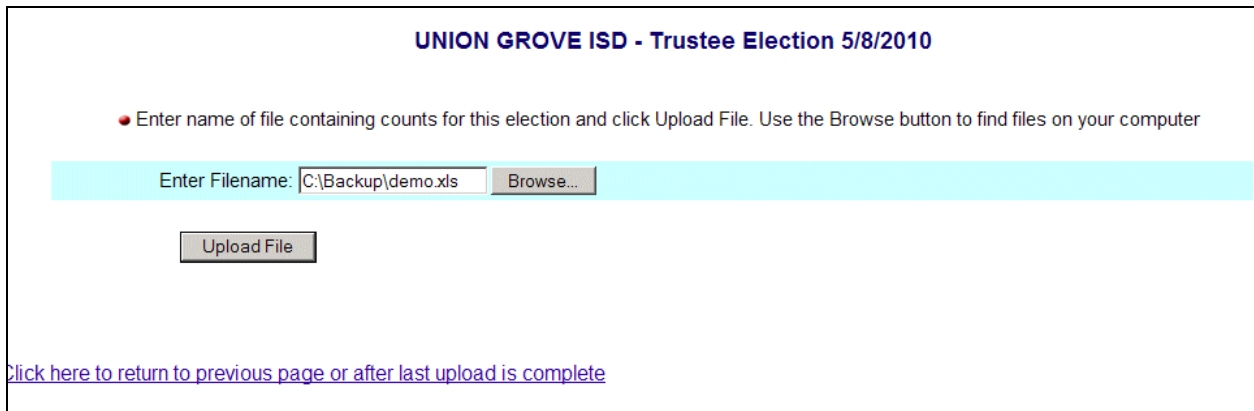
Click on the Upload File button.

This gives you a receipt for the file. Now click on Return to the Vote Count – Election Setup/Selection Page link.

UNION GROVE ISD

Vote Count - Election Setup/Selection

● If your election has been built, select the election you are providing counts for from the drop-down list below

Elections: [--select from list-- ▼]

● If you are uploading an SOS-approved transmittal file, click Upload [Upload]

● If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	[ ]
* Election Date	[ ]
* Number of Precincts	[ ]
* Total Number of Provisional Ballots	[ ]
* Total Number of Provisional Ballots Counted	[ ]

* indicates a required entry

● To set up/correct Races, Candidates, and Precincts, or to enter/correct vote counts, click RCP/Counts	[RCP / Counts]
● If an election appears in the drop-down list that is incorrect or is no longer needed, select it and click Edit	[Edit]
● If all vote counts have been entered for this election, click Finalize	[Finalize]

Select the Election from the Election drop-down and click on the Finalize button.

You are now complete.

Option 2 – Updating On Line

You are ready to build the election.

UNION GROVE ISD

Vote Count - Election Setup/Selection

● If your election has been built, select the election you are providing counts for from the drop-down list below

Elections: [--select from list--▼]

● If you are uploading an SOS-approved transmittal file, click Upload [Upload]

● If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	Trustee Election
* Election Date	May 8, 2010
* Number of Precincts	23
* Total Number of Provisional Ballots	4
* Total Number of Provisional Ballots Counted	3

Fill in all the information and click the Add button.

UNION GROVE ISD

Election was added

Vote Count - Election Setup/Selection

● If your election has been built, select the election you are providing counts for from the drop-down list below

Elections: [Trustee Election 5/8/2010 ▼]

● If you are uploading an SOS-approved transmittal file, click Upload [Upload]

● If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	Trustee Election
* Election Date	5/8/2010
* Number of Precincts	23
* Total Number of Provisional Ballots	4
* Total Number of Provisional Ballots Counted	3

* indicates a required entry

Now select the election you just built and click on the RCP/Counts button.

Vote Count - Race/Candidate/Precinct Setup

● Before counts can be entered, you need to set up races, candidates, and precincts. It is recommended that you do so before entering counts

● If Races, Candidates, and Precincts have already been set up, you can proceed to the Count Entry screen by clicking Counts

Counts

● Use this screen for entry of races, candidates, and precincts. If you need to correct anything that has already been entered, click Correct

Correct

Races

● Races that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a race, provide the Race Name and click Add Race.

Races: --select from list--

Race Name: Trustee Place 1   **Add Race**

Candidates

● Candidates (and the Race and Party they are assigned to) that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a Candidate, select the Race from the drop down list above, provide the information below, and click Add Candidate.

Candidates: --view in list--

Candidate Name: _____

Add Candidate

Party (pick one) ○ DEM ○ REP LIB ○ ID Other or N○ Applicable

Type in the first race name in the Race Name field and click on Add Race.
A notice will come back that the race was added. Continue adding races until all are entered.
Now you will need to add the candidates.

Races

● Races that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a race, provide the Race Name and click Add Race.

Races: Trustee Place 1

Race Name: _____   **Add Race**

Candidates

● Candidates (and the Race and Party they are assigned to) that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a Candidate, select the Race from the drop down list above, provide the information below, and click Add Candidate.

Candidates: --view in list--

Candidate Name: John Stamos   **Add Candidate**

Party (pick one) ○ DEM ○ REP ○ LIB ○ IND ⦿ Other or Not Applicable

Select the Race from the Races drop-down and type the candidates name in the Candidate Name field. Choose "Other or Not Applicable." Click on the Add Candidate button. You will get a notice that the candidate has been added. Continue adding all the candidates for that particular race. When finished with that race pick the next race and add candidates. Continue until you have all races and candidates built. The next item to build are the precincts.

In the Number field of the Precincts section, type the precinct number. In the Name field, type in the Name of the precinct. Not all political subdivisions name their precincts, so if your precincts are not named, leave that field blank. Type in the number of registered voters in that precinct in the Registered Voters field. **The Registered Voters field and the Number field are mandatory. The entry will not be accepted if those two fields are not input.** Now click on the Add Precinct button. You will get a notice that the precinct has been added. Continue until all precincts have been added.

You are now ready to add the number of votes each candidate received in each precinct. Click on the "**Counts**" button.

You will now select a Race, Candidate, Precinct and check the circle for either Early Voting or Election Day. Enter the number of votes received in the Count field and click on the Save button.

UNION GROVE ISD - Trustee Election 5/8/2010

Vote Count - Entry

- Step 1 - Select the Race, Candidate, and Precinct from the drop-down lists
- Step 2 - Select either Early Voting or Election Day
- Step 3 - Enter the vote count and click Save
- Use this screen for entry of counts only. If you need to correct anything that has already been entered, click Correct [Correct]

Race [Trustee Place 1 ▼]   ○ Early Voting   ● Election Day
Candidate [John Stamos (ONA) ▼]   Count [25]   [Save]
Precinct [5 (School Gym)   ▼]

You will get a notice that the count was saved and that entry will show at the bottom of the screen.

UNION GROVE ISD - Trustee Election 5/8/2010

Count saved
Vote Count - Entry

- Step 1 - Select the Race, Candidate, and Precinct from the drop-down lists
- Step 2 - Select either Early Voting or Election Day
- Step 3 - Enter the vote count and click Save
- Use this screen for entry of counts only. If you need to correct anything that has already been entered, click Correct [Correct]

Race [Trustee Place 1 ▼]   ○ Early Voting   ● Election Day
Candidate [John Stamos   ▼]   Count [   ]   [Save]
Precinct [--select from list-- ▼]

● If you need to set up another Race, Candidate, or Precinct, click RCP	[RCP]
● Your ten most recent entries appear in the list below. For a full listing for this election, click List	[List]
● If you see that the one entry just made is incorrect, click Undo to remove it	[Undo]
● If you are finished entering vote counts for an election, follow the instructions for Finalizing on the election setup/selection screen. To return to that screen now, click Elections	[Elections]
● You can stop entering precinct counts at any time and continue later. To stop entering and return to the election setup/selection screen, click Stop For Now	[Stop For Now]

Race	Party	Candidate	Precinct	Type	Count
Trustee Place 1		John Stamos	5	ElecDay	25

Continue until finished. Make sure that you have selected the Race, Candidate, Precinct and either Early Voting or Election Day for each entry.

When completed, click on the "Elections" button which will take you to the **Vote Count - Election Setup/Selection** page.

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Vote Count - Election Setup/Selection

- If your election has been built, select the election you are providing counts for from the drop-down list below

  Elections: --select from list-- ▼

  --select from list--
- If you are u | Trustee Election 5/8/2010 | transmittal file, click Upload Upload
- If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add Add

* Election Name	
* Election Date	
* Number of Precincts	
* Total Number of Provisional Ballots	
* Total Number of Provisional Ballots Counted	

* indicates a required entry

● To set up/correct Races, Candidates, and Precincts, or to enter/correct vote counts, click RCP/Counts	RCP / Counts
● If an election appears in the drop-down list that is incorrect or is no longer needed, select it and click Edit	Edit
● If all vote counts have been entered for this election, click Finalize	Finalize
● If this election was cancelled, click Cancelled	Cancelled
● For a printable list of all entry done for this election, click List. If you prefer, you can get the list in Microsoft Excel format by clicking Excel	List Excel

Select the Election and click the Finalize button. This completes the election.

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If you have Propositions instead of people for candidates

(Using Option 2)

If you have an approved vendor file or have an Excel Spreadsheet, you may use Option 1. See page 8 for instructions.

UNION GROVE ISD

Election was added

Vote Count - Election Setup/Selection

- If your election has been built, select the election you are providing counts for from the drop-down list below

  Elections: [School Bond Election 5/8/2010 ▼]

- If you are uploading an SOS-approved transmittal file, click Upload [Upload]

- If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add [Add]

* Election Name	School Bond Election
* Election Date	5/8/2010
* Number of Precincts	23
* Total Number of Provisional Ballots	4
* Total Number of Provisional Ballots Counted	2

Below is how you may build the propositions which use the race buttons

UNION GROVE ISD - School Bond Election 5/8/2010

Vote Count - Race/Candidate/Precinct Setup

- Before counts can be entered, you need to set up races, candidates, and precincts. It is recommended that you do so before entering counts

- If Races, Candidates, and Precincts have already been set up, you can proceed to the Count Entry screen by clicking Counts [Counts]

- Use this screen for entry of races, candidates, and precincts. If you need to correct anything that has already been entered, click Correct [Correct]

Races

- Races that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a race, provide the Race Name and click Add Race.

  Races: [--select from list-- ▼]

  Race Name [Prop 1] [Add Race]

Continue adding all the propositions under races until you've completed entering all of them.

Below is how you may build the For and Against which use candidate buttons.

Races

🔴 Races that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a race, provide the Race Name and click Add Race.

Races: [Prop 1 ▼]

Race Name [_____]   [Add Race]

Candidates

🔴 Candidates (and the Race and Party they are assigned to) that have been set up (either by you or the SOS) appear in the drop down list below. If you need to add a Candidate, select the Race from the drop down list above, provide the information below, and click Add Candidate.

Candidates: [--view in list-- ▼]

Candidate Name [Against Prop 1_____]   [Add Candidate]

Party (pick one) ○ DEM ○ REP ○ LIB ○ IND ⦿ Other or Not Applicable

Use candidates to show For and Against propositions. Add one candidate For prop 1, add another candidate to show Against prop 1. Continue adding until all propositions For and Against are entered for each proposition. **Remember to select the Party of Other or Not Applicable.**

Now enter your precincts. Follow the rest of the instructions from Option 2 starting on page 10. Make sure you enter early vote totals and election day totals for each proposition, and then Finalize the election.

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What if your election is cancelled?

Follow the instructions thru Vote Count - Election Setup/Selection. You will now have your election built. Now select the election from Elections drop-down.

And click on the Cancelled button.

You will now get the notice – "Election was cancelled. Contact the Secretary of State at 1-800-252-8683 to change this status." Please call only if you cancelled the election by mistake. The Election Name drop-down will have CANCELLED in front of the election.