How to Fill Out the Election Spreadsheet

All data must be typed into the spreadsheet provided and e-mailed back promptly.
Please do not leave any fields empty. If the field is not applicable please enter N/A.

Line 1-District: Type the *name of your district*. What you enter here is exactly how the district will be displayed on the screen of the DS200 voting machine.
Ex: Massapequa Fire District, Massapequa Water District, Village of Massapequa.
Line1-Election Date: The date your election will be held on.

Column A-Contest Number: Each contest on the ballot must be marked with a unique number. All candidates running in the same contest must have the same number.

Column B-Office Title: Put in the *title of the office* that is being filled. What you enter here is exactly how the office title will appear on your ballots and the DS200 voting machine results printout. The offices must be entered in the order they will appear going across the top (left to right) of your ballot.
Ex: Mayor, Fire Marshall, Trustee.

Column C-Vote for number: This is the *number of candidates* the voter should select for this office.
Ex: (1)

Column D-Vote for Phrase: This is how many candidates the voter should select, as it will appear on the ballot. Ex: Vote for one (1), Vote for two, Vote for any two, vote for no more than two.

Column E-Term Duration: Input the *length of the term* for this office exactly *as it will appear on the ballot*. If you do not want this to appear on the ballot, fill this column with N/A.
Ex: Three year term, term: 3 years, 1 three year term.

Column F-Term in years: Enter the *length of the term as a number.*
Ex: 3, 3, 1

Column G-Additional Text in Heading: Enter any additional information that you would like to appear in the heading for that office.
Ex: Name of the incumbent, Dates of term

Column H-Party Image (Yes/No): If there is a party emblem that should appear on the ballot please enter Yes, if not No. Party images must be saved as a bitmap file and sized 150x150 pixels. They must be attached to the same email as the template.

Column J-Party Name: Enter the *name of the party* for the candidate on this row. What you enter here is exactly how the party name will look on your ballot and on the DS200 voting machine results printout. If your district doesn't have parties, enter N/A or No Party.
Ex: Democrat, Republican, Village First Party, N/A, No Party.

Column K-Candidate First Name: Input the *first name* of the Candidate. What you enter here is how the candidate's first name will appear on the ballot and DS200 voting machine results printout including CAPITALIZATION. If there is one, the middle name or initial goes in this column as well. The names should be listed in the order they should appear across the top of the ballot.

Ex: John, JOHN, John H.

Column L-Candidate last name: Enter the *last name* of the Candidate. What you enter here is how the candidate's last name will appear on the ballot and DS200 voting machine results printout including CAPITALIZATION. If there is one, a suffix goes in this column as well. The names should be listed in the order they should appear across the top of the ballot.
Ex: Doe, DOE, Doe Jr.

Column K-Ballot Position: This refers to the row/column on the ballot the candidate should appear. It should be entered as a single number followed by a single letter. The number is the column and the letter is the row. Ex: 1A (for the first candidate in the first row), 5C (for the fifth candidate in the third row).

Proposals and Budgets : In a separate section of the spread sheet, enter information for this in the following two columns. Enter additional proposals in the same manor going across.

Column - Proposal / Budget Title: Enter the Name of the Item as it will appear on the ballot and on the DS200 Results Tape e.g. Proposition One

Column - Proposal / Budget Text: Enter the complete text for the item in this column exactly as it will appear on the ballot.

Special Instructions: Enter any additional requests here. We will try to honor all requests, if possible. Ex: put the instructions on the back/top/bottom/right or left side of the ballot, make the candidate boxes wider.