How to set up a Helios election
(CISE Steering Committee)

TO SET UP THE ELECTION

1. Go to vote.heliosvoting.org. Log in with your gmail account.
2. Click “create election”
   - On the Create a New Election page, fill in the blanks.
   - Make sure to click private.
   - Voters do not see the description, so don’t worry about it
3. Go to Add a Question page and add each question on the ballot.
   - The default settings are OK.
   - When done, click back to election.
4. Go to Ballots and Voters
   - click bulk upload voters.
   - You need to upload a csv file in the indicated format (do not use any white spaces, only “,” as separator).
   - It takes a few minute to process the list, but eventually, you should see the list of eligible voters.
5. Ignore the trustees tab.
6. Click on “freeze ballot and open election”. After this, the ballot can no longer be changed. You can add additional voters during the election.
7. Go back to the voters and ballot page and click email voters.
   - Choose the Time to Vote template.
   - Add your Subject in the Subject box and message in the Body block

MONITOR ELECTION AND SEND REMINDERS, FURTHER INFO, etc.

8. At any point, you can go to vote.heliosvoting.org and see your elections.
9. On the voters and ballot page, you can see who has voted and send reminder emails.

CLOSE AN ELECTION

10. Click on the compute tally, (a couple of times.) Some of the steps take a minute or so.
    Eventually you will see the results, which are visible only to you.

RELEASE RESULTS TO VOTERS

11. click “release results”.
12. You still need to send an email containing the url of the results page to the voters.
   - Go back to the voters and ballots page, select email voters,
   - choose the results template, etc.