

Guide to Electronic Voting

Election Runner

At the conclusion of “Meet the Candidates” during HOD #3, all voters will receive an email on behalf of the USMS Elections Committee, letting them know the election is now LIVE and will contain a unique link to their ballot. This link is specific to each delegate and is required in order to cast a vote.

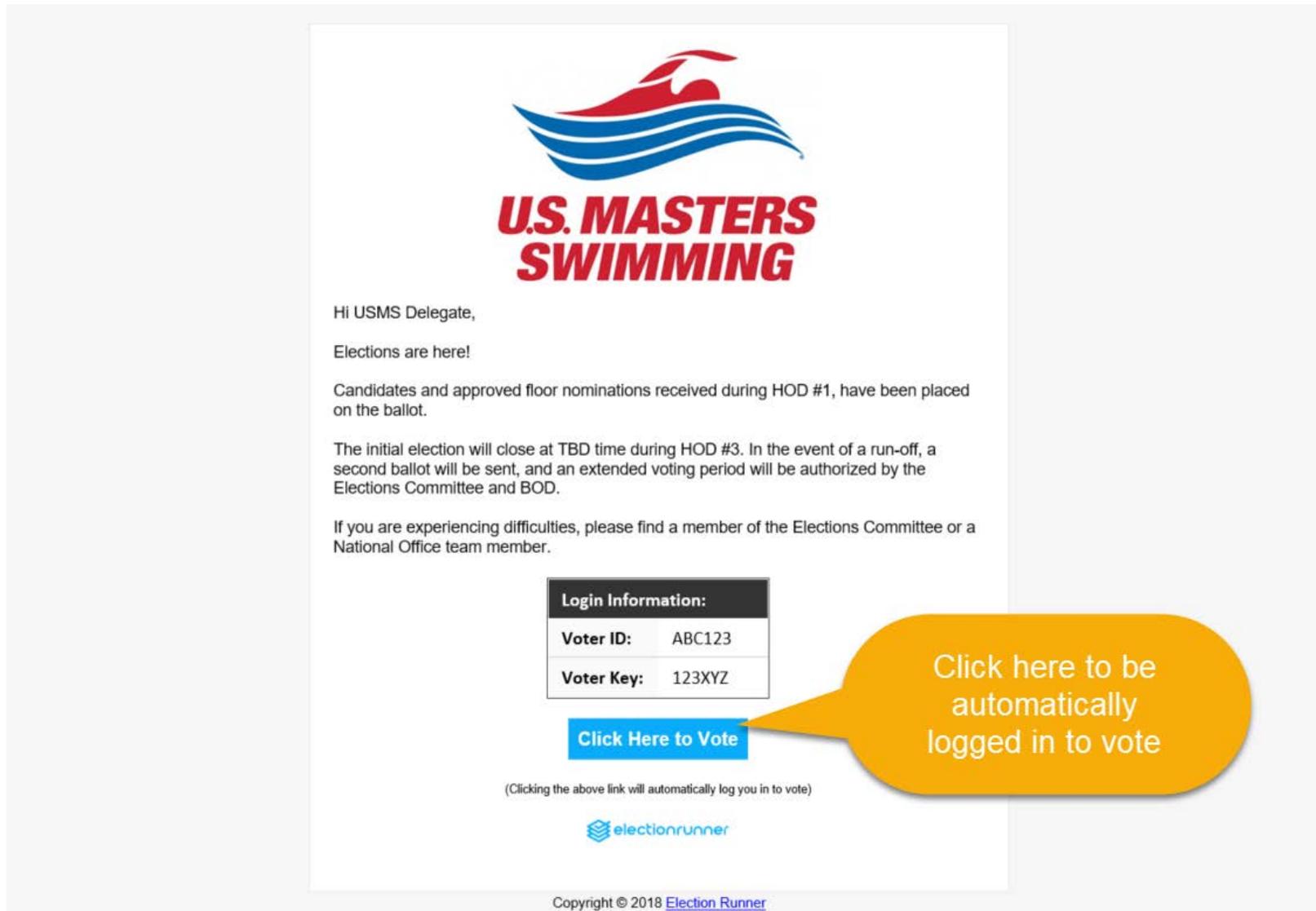
The email will also contain a unique Voter ID and Key. *This information will only be needed in the event a delegate is unable to access the “Click Here to Vote” button, which an Elections Committee or National Office member can assist with.*

Continue to the following pages for...

- Pages 2-10 – Electronic voting tutorial
- Pages 11-13 – Frequently Asked Questions (FAQs) on electronic voting

Electronic Voting Tutorial

Election email you will receive:



The image shows a screenshot of an email from U.S. Masters Swimming. At the top is the logo, which features a stylized swimmer in red and blue waves above the text "U.S. MASTERS SWIMMING" in red. Below the logo, the text reads: "Hi USMS Delegate, Elections are here! Candidates and approved floor nominations received during HOD #1, have been placed on the ballot. The initial election will close at TBD time during HOD #3. In the event of a run-off, a second ballot will be sent, and an extended voting period will be authorized by the Elections Committee and BOD. If you are experiencing difficulties, please find a member of the Elections Committee or a National Office team member." Below this text is a "Login Information" box containing a table with "Voter ID: ABC123" and "Voter Key: 123XYZ". Underneath the table is a blue button that says "Click Here to Vote". A yellow callout bubble with a pointer to the button contains the text "Click here to be automatically logged in to vote". Below the button, it says "(Clicking the above link will automatically log you in to vote)". At the bottom of the email content is the "electionrunner" logo. The footer of the email says "Copyright © 2018 Election Runner".

U.S. MASTERS SWIMMING

Hi USMS Delegate,

Elections are here!

Candidates and approved floor nominations received during HOD #1, have been placed on the ballot.

The initial election will close at TBD time during HOD #3. In the event of a run-off, a second ballot will be sent, and an extended voting period will be authorized by the Elections Committee and BOD.

If you are experiencing difficulties, please find a member of the Elections Committee or a National Office team member.

Login Information:	
Voter ID:	ABC123
Voter Key:	123XYZ

[Click Here to Vote](#)

(Clicking the above link will automatically log you in to vote)



Copyright © 2018 [Election Runner](#)

Click here to be automatically logged in to vote

Once you have successfully logged in to the election, the ballot will appear:

You will only be able to vote for 1 candidate per zone. If you do not wish to vote for a candidate in a zone, please select “No response”.



USMS Mock Election

This election cycle, we will elect At-Large Directors (Breadbasket Zone, Colonies Zone, Dixie Zone, Great Lakes Zone, Northwest Zone, Oceana Zone, South Central Zone, and Southwest Zone). Descriptions and duties of the officers are contained in [ARTICLE 506](#) of the Code of Regulations. Processes for the election are governed by the current [Election Operating Guidelines](#).

Please read through the candidates and place your vote. Only vote for 1 candidate per zone. If you do not wish to vote for any candidates in a zone, please select "No response".

Each zone will have their candidates listed

Breadbasket Zone	
<input type="radio"/>	 Missy Franklin Breadbasket Zone Candidate for the At-Large Director 
<input type="radio"/>	 Josh Prenot Breadbasket Zone Candidate for the At-Large Director 
<input type="radio"/>	Floor Nomination - Breadbasket Zone Candidate for the At-Large Director
<input type="radio"/>	No response

Dixie Zone

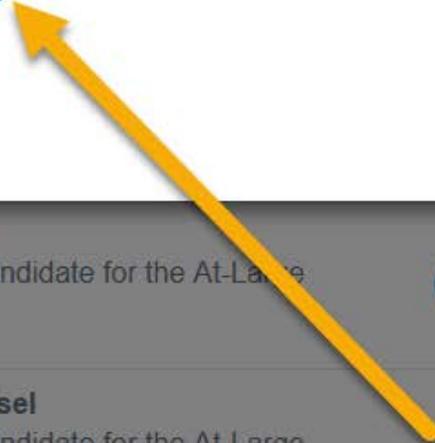
-  **Ryan Lochte**
Dixie Zone Candidate for the At-Large Director [i](#)
-  **Elizabeth Beisel**
Dixie Zone Candidate for the At-Large Director [i](#)
-  **Connor Dwyer**
Dixie Zone Candidate for the At-Large Director [i](#)
-  **Caeleb Dressel**
Dixie Zone Candidate for the At-Large Director [i](#)
- Floor Nomination - Dixie Zone Candidate for the At-Large Director**
- No response**

Click here to see the link to a candidate's nomination packet

Elizabeth Beisel



[Nomination Packet](#)



Ryan Lochte

Dixie Zone Candidate for the At-Large Director



Elizabeth Beisel

Dixie Zone Candidate for the At-Large Director



Connor Dwyer

Dixie Zone Candidate for the At-Large Director



Caeleb Dressel

Dixie Zone Candidate for the At-Large Director



Floor Nomination - Dixie Zone Candidate for the At-Large Director



No response

Click anywhere outside the description box to return to the ballot

Breadbasket Zone



Missy Franklin

Breadbasket Zone Candidate for the At-Large Director



Josh Prenot

Breadbasket Zone Candidate for the At-Large Director



Floor Nomination - Breadbasket Zone Candidate for the At-Large Director



No response

To select another candidate, you must first deselect an already selected candidate

Southwest Zone



Michael Phelps

Southwest Zone Candidate for the At-Large Director



Anthony Ervin

Southwest Zone Candidate for the At-Large Director



Floor Nomination – Southwest Zone Candidate for the At-Large Director

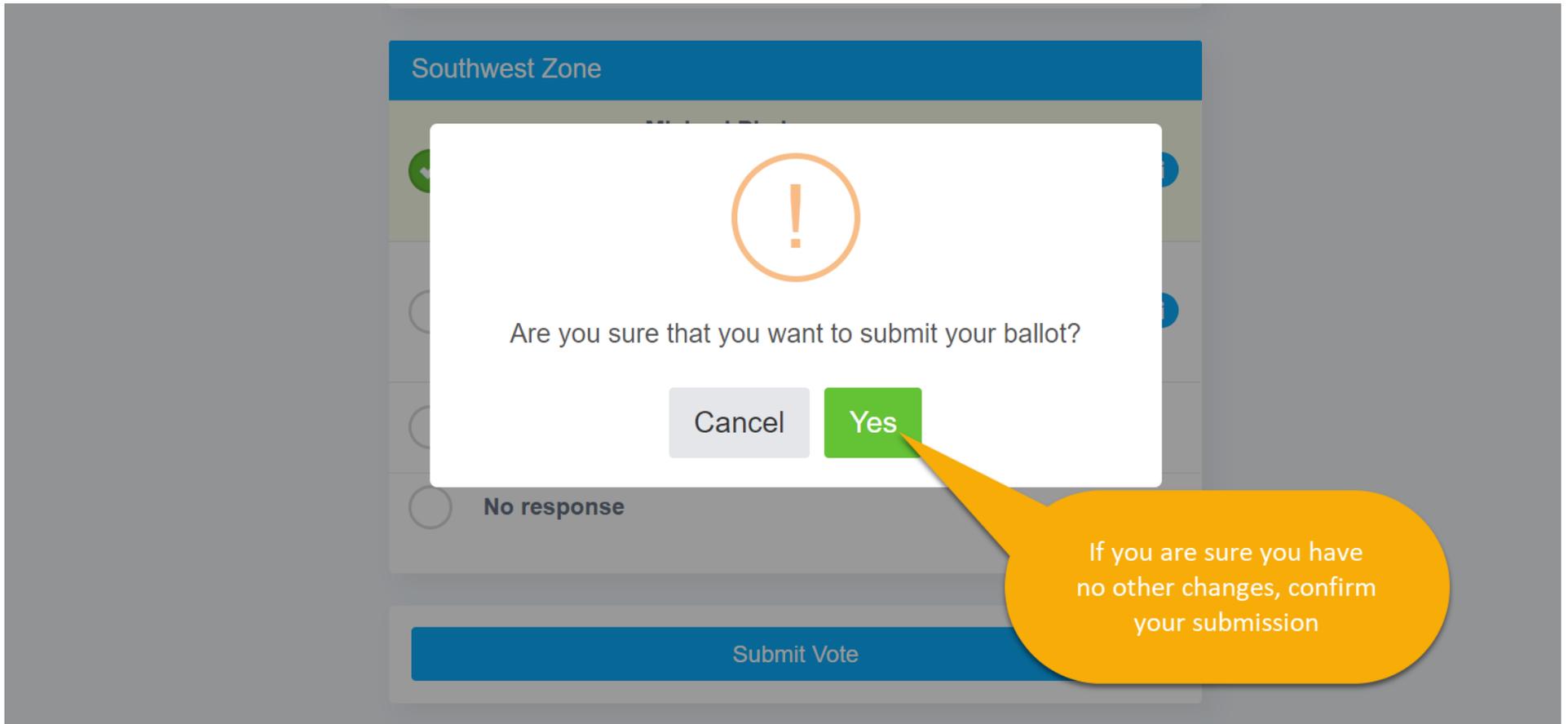


No response

Submit Vote

Make sure all zones have a check mark next to your selection

Once you have completed your ballot, click "Submit Vote"



Confirmation that your vote has been successfully submitted:



USMS Mock Election 2018

Success! Thank you for voting in this election!

[Download Receipt](#)

If you would like, you may download the receipt to your vote.



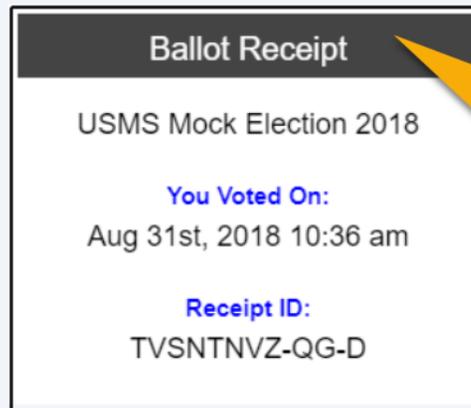
USMS Mock Election 2018

This election cycle, we will elect At-Large Directors (Breadbasket Zone, Colonies Zone, Dixie Zone, Great Lakes Zone, Northwest Zone, Oceana Zone, South Central Zone, and Southwest Zone). Descriptions and duties of the officers are contained in [ARTICLE 506](#) of the Code of Regulations. Processes for the election are governed by the current [Election Operating Guidelines](#).

Please read through the candidates and place your vote. Only vote for 1 candidate per zone. If you do not wish to vote for any candidates in a zone, please select "No response".

Download your ballot receipt:

(Right-click and select Save Image As)



Right click your receipt
to save it as an image
for your records

Frequently Asked Questions (FAQs)

Q: Why are we transitioning from paper ballots to electronic voting?

- A. The Elections Committee received feedback requesting this change over the last several years. Much time is spent between successive roll calls, distributing ballots, counting and run-off voting. Reasons for not implementing it have largely been addressed. The Elections Committee has explored the possibilities and tested the software program. It is time to modernize our voting system.

Q. How did we choose our vendor, Election Runner?

- A. In 2017, prior to convention, Susan Ehringer, from the Elections Committee, sampled vendors such as Opa, Election Buddy, Election Runner and Survey Monkey. The Elections Committee preferred either Election Buddy or Election Runner but decided to choose the same vendor used in the election of the College Club Swimming Advisory Board this year due to the familiarity to the National Office team, who would be assisting us in importing voters, educating delegates, etc.

Q. I get a lot of spam so what will this invitation look like?

- A. The invitation will read, “USMS Elections Committee” has invited you to vote in the election of, “insert the name of the election.” For example, if the election is set to open at 3:45 EDT, then an email will be received by each invited guest at that time that will include the invitation link, voting timeline, and your login credentials.

Q. Can I use an app?

- A. Yes, the downloadable app, Election Runner, is available for Android and iOS devices. You will be prompted to search for your organization name, USMS Elections Committee, to locate the election.

Q: How do we know that people aren't voting twice?

A. Each delegate is provided with a unique link, specific to them based on their email address, that is required in order to cast a vote. If you attempt to vote again using another device, you will receive a message that you have already voted.

Q. What if I don't have a device?

A. The Election Committee will provide additional computers inside the HOD room, that will allow a delegate to login to their email to view the ballot.

Q. What if I can't use my email other than on a work computer?

A. We will be using the email address in your USMS member record. If you need to update your email address this will need to be done in advance of the Annual Meeting. Please [contact USMS Volunteer services](#) to update your email address as soon as possible. It is very important that you be able to access the provided email while at convention.

Q: Why did we decide to go from not publishing results to publishing results?

A. The electronic vendors unanimously promoted publishing all results in order to have transparency. The results will be displayed in percentages and tallies. The vendors which specifically offer electronic voting for non-profit associations such as the chosen vendor, have designed modules that not only publish results, but also offer other tools such as fraud analysis which tally how many votes are used on one computer.

Q: What if there is an internet connectivity problem?

A. The Elections Committee doesn't anticipate this being a problem; however, printed ballots will be brought to the election. The printed ballots will be used by all or none because of the issue of privacy.

Q: How long will the vote be open?

A. There will be a designated open and close time communicated to the HOD, which will be established by the Elections Committee and Board of Directors. Reminder emails will be sent to those who have not completed their ballot, nearing the closing of the election. The Elections Committee will be assisting anyone experiencing difficulties completing their ballot. In the event of a runoff, we will again follow the same procedure.

Q: I don't want anyone to know how I voted, so will they?

A. The Elections Committee will know if you voted but not HOW you voted. In addition, the ballot will allow for you to not vote for a particular office by selecting, "No response." That enables the system to know that you completed your ballot.

Q: What happens in the event of a runoff?

A. A runoff will be handled in the same manner as the first ballot.

Still have questions? Contact [Elections Committee Chair, Erin Sullivan](#), or [USMS Volunteer Services](#) prior to the Annual Meeting.