Remote Voting System Version 0.9
Users Guide
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The Remote Voting System is a web-based system for allowing electronic participation in simple elections. Each participant must have an account on the system and be considered in good-standing with the organization.

BETA:

This system should be considered Beta in maturity. The system works as designed, but there are still a few presentation issues that need to be worked on.

Usernames and Passwords:

A username and password are the basic requirements for accessing the system. Your username should have been provided to you along with this User Manual. If you can not find your username you can ask the webmaster to provide it. You may also be able to determine your username from these rules:

Generation of Usernames:

- Your username is usually the first letter of your first name, and your whole last name.
- If you have two (or more) first names, then your username will be the first letter of each first name, and the entirety of your last name.
- On occasion, more than one person would have the same username using these rules. In this case, their usernames will be as many letters of the first name as are needed to make a distinct username, and the entirely of the last name.

Examples:

- Robert Smith would have a username of "rsmith"
- John Ronald Reuel Tolkien would have a username of "jrrtolkien"
- William Smith and Wallace Smith, would have usernames of "wismith" and "wasmith" respectively.

The intent is to use the everyday form of the user's first name. If Robert Smith normally goes by Bob, then the username will reflect this by being set to "bsmith".

If you want to have a username that does not fit this pattern, you may request a specific username from the webmaster. The username must consist of letters and digits only. It cannot contain any special characters, nor can it cause confusion with any other user.
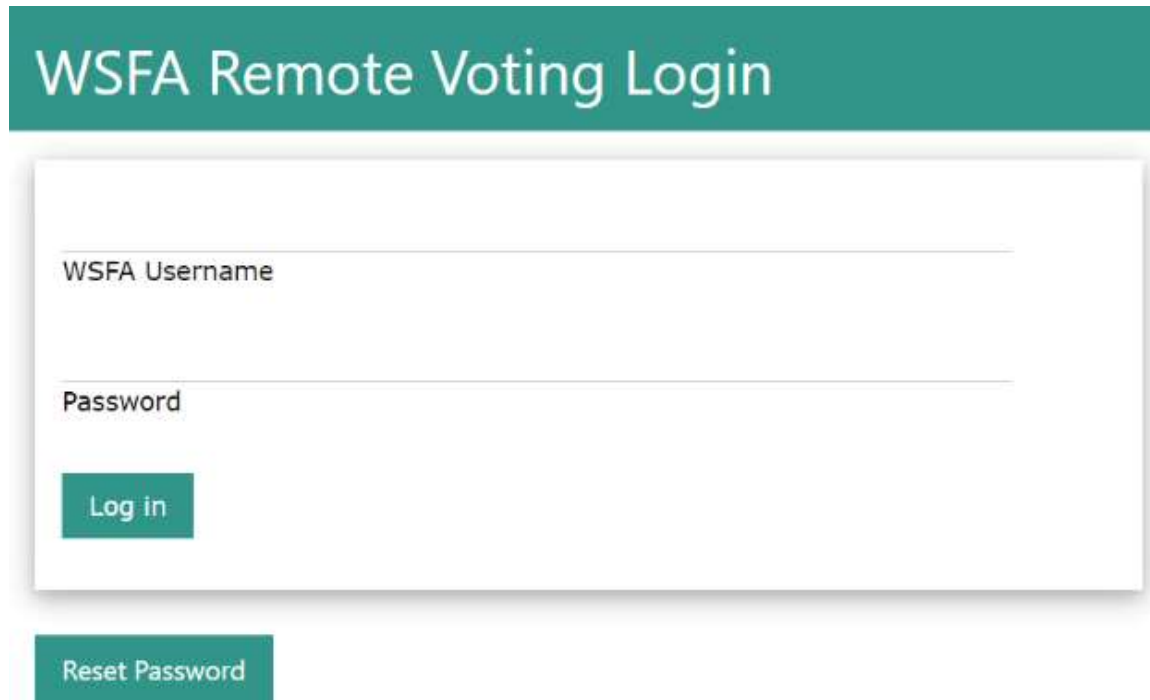
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Accessing the Remote Voting System:

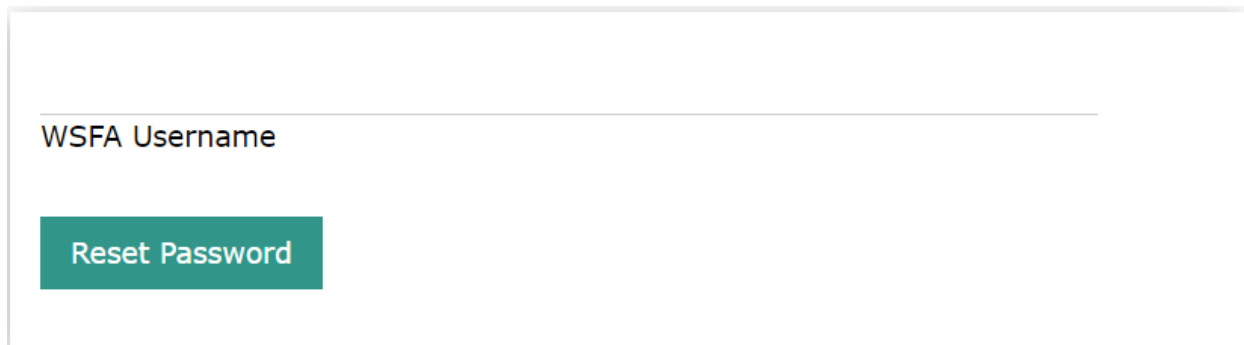Access the system by using your web browser to open the main page at: https://wsfa.org/rv/

The first time using the system you will need to reset the default password. In the future, you can use this feature to reset your password if you forget it. At the bottom of the window, click on the "Reset Password" button. The following screen will appear:

Enter your username and click the "Reset Password" button.

An email will be sent to the address we have on file and the system will return you to the main page of the website. The email will look as follows:
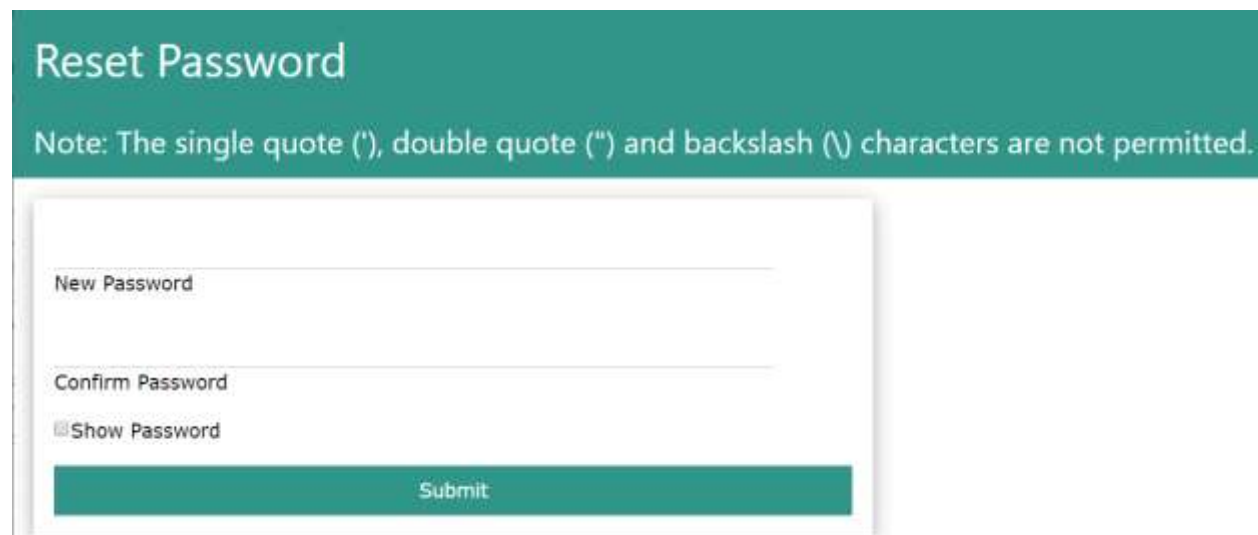
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WSFA Remote Voting System

The WSFA Remote Voting System has received a request to reset the password
associate with your email address.

The following URL will take you to the system where you may change your
password.  The token will expire in one hour.  If you have not changed your
password by that time, you will have to request a new token.

                    <LINK OMITTED>
```

The final line (<LINK OMITTED> in the above example) will be link that will take you back to a screen on the website allowing you to change your password. That page is shown below.

As mentioned on the page, the single quote, double quote, and backslash characters are not permitted.

The "Show Password" checkbox toggles whether the password you type is visible in normal text, or obfuscated (default) as a row of "•" characters.

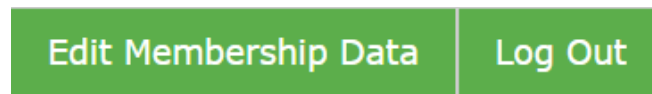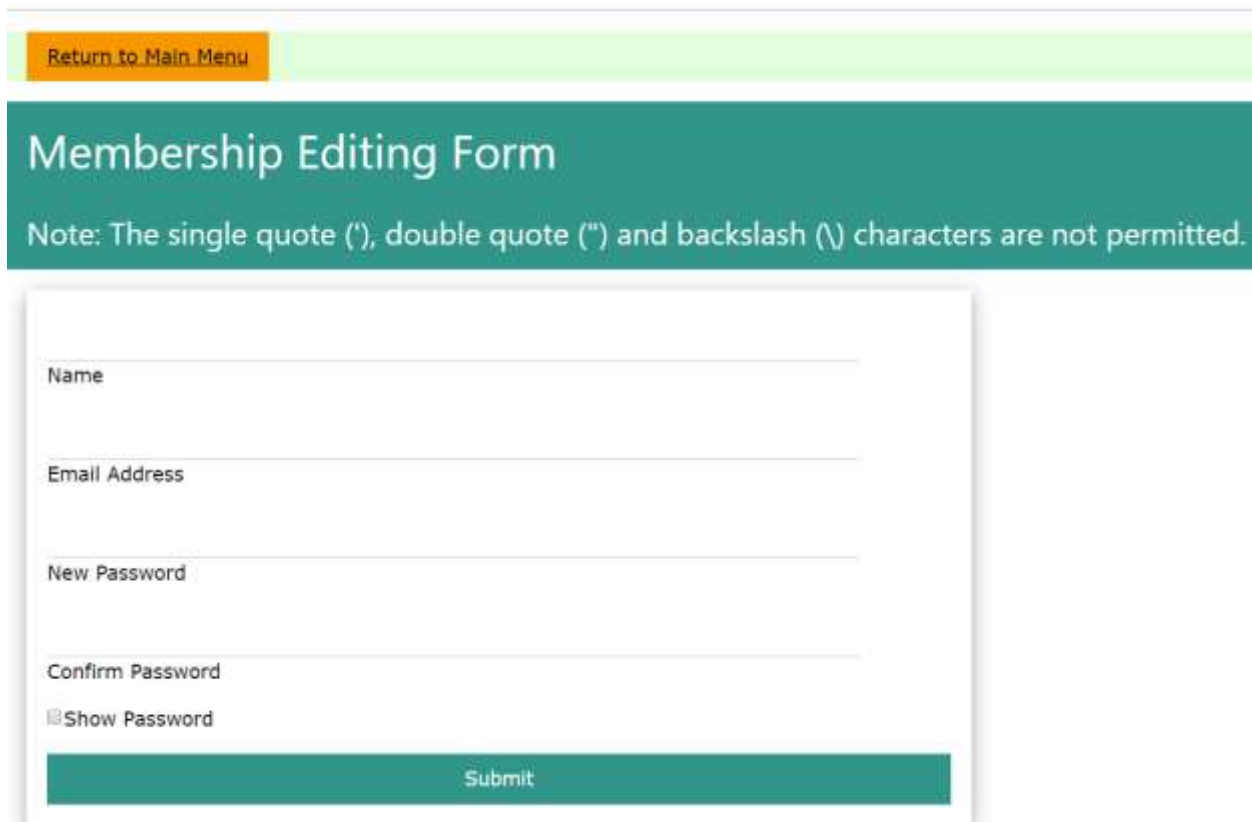If the new password and confirmation match (and don't contain the forbidden characters), your password on the system will be updated, and you'll be returned to the main screen where you can log in normally.

Once you have entered your username and password on the main page, you will be presented with the Remote Voting Functions Page:

Under normal circumstances, meaning that votes are not on-going, the two buttons available allow to log-out, and to access your Membership Data. Clicking "Edit Membership Data" gives you the following screen:

This screen allows you to change your name, your email address, and your password. Your name is not actively used by the system, but it is linked with your username so we know who is whom. Note that

you can not change your username directly. If you wish to have a different username, you must contact the webmaster. You can, however, change your Name, your Email address, and your Password. Changes to your password require that you type the same information on both the primary and confirmation lines. If you leave both lines blank, your password will not be changed at all.

When a vote is on-going, you'll see a third button along the top:

Edit Membership Data	Cast Vote	Log Out

Clicking on "Cast Vote" will take you to the voting screen which contains a list of all the active election items which are currently available and for which you have not already cast a vote.

Return to Main Menu

Vote Table

	Title	Question
VOTE	Presidential Election	The 2020 June Presidential Election for WSFA
VOTE	Trustees Election	2020 Trustees Selection

Click on the "VOTE" button to cast your vote on that ballot.   Once you have submitted your vote, you'll be returned to this screen. Any ballot you have already voted in will no longer be displayed.

Types of Ballots:

This version of the system allows two types of ballots. The Multiple-Choice and the Ranked Choice.

Multiple choice can be configured by the Vote Coordinator to allow for a single winner out of a field, which is the typical ballot for an officer, or for a subset out of the field, an example of which is selecting 3 Trustees out of a slate.

Ranked choice is the same system used for the Hugo and the WSFA Small Press Awards. Rank the given candidates in order of your preference. 1st place is the candidate you want the most, 2nd place is the one

you want if the first is eliminated, etc. You do not need to vote for any more candidates than you wish. If you only want to vote for two of six candidates, you can just leave the remaining boxes blank.

In both types of ballots, "NONE" is always an option. Be careful in your use of NONE as it can result in new elections being required. While it would be unfortunate if no story were to be selected for the WSFA Small Press Award, it would a much more serious matter if no President of WSFA is selected.

In the Multiple-Choice ballot, voting for NONE means you do not want any of the candidates elected. You cannot choose both NONE and a candidate as this would be a logical contradiction. Given that some people may vote NONE, and others might vote for candidates, the use of NONE can lead to a situation where none or just a small subset of the positions are filled.

In a Ranked Choice ballot, the use of NONE is a little more complicated.   NONE is a candidate like all the others, and can be eliminated during tabulation. However, there is a final test performed after all ballots are tabulated to see if NONE scored higher than that particular candidate. It is possible for NONE to be eliminated as a candidate early, yet still eliminate the proposed winner at the end.

Use NONE wisely.

And while you do not have to rank any candidate unless you wish to, ranking candidates that you do not wish to win still gives you some control, even if you rank them after NONE. Not ranking candidates effectively says that you have no preference who wins other that your preferred candidates. Ranking them after NONE says that if you absolutely have to have one of these others, these are the least objectionable.

Multiple Choice Ballot:

The following is an example of a multiple-choice ballot. In this case, there are six candidates and you can select "NONE" or you may choose one, two, or three candidates out of the six.

Preferential Ballot:

The following is an example of a preferential ballot:

There are five candidates (plus NONE) and you may rank them according to your wishes. The system will only allow numerical values to be entered, and you cannot skip numbers or enter duplicates. You can leave any entry blank if you prefer.

Vote Tabulation:

Once voting is completed, the Vote Coordinator will disable voting. Any attempt to submit a vote after this time will be disallowed. The voting totals will then be made available to the Vote Coordinator. A Vote Coordinator User's Guide is available for the individuals chosen by the organization to create that ballots and administer the elections.

Voter Confidentiality:

The Remote Voting System is designed with anonymity at its heart.   The system records the fact that a particular member voted, so as to prevent anyone from voting multiple times, but the actual voting data is not connected to the member in any way.