

# Entering Write-Ins into VOICES

\*\*This process can begin after the initial upload from ERM to VOICES\*\*

\*\*\*The names of write-in candidates for contests in which the candidate must certify their candidacy will already be entered into VOICES. The system will not allow the names of nonqualified candidates to be entered into contests requiring certification \*\*\*

1. Log in to VOICES
2. Click the "Returns" menu at the top
3. Scroll down to "Maintain Returns"
4. Click to open a precinct
5. Find the office for which write-in votes exist (See example below)

Office	County	Qualification	Candidate	Votes
County Commissioner at Large	Bowman	NON	Rick Sefert	4
	Bowman	NON	Lynn Brackel	2
	Bowman	NON	Kenneth Steiner	6
	Bowman	NON	<a href="#">write-in</a>	6
County Auditor	Bowman	NON	Sandra "Sandi" Tivis	6
	Bowman	NON	<a href="#">write-in</a>	4

6. Click the "[write-in](#)" link (See example above)
7. The following page will open:

WRITE-IN - COUNTY COMMISSIONER AT LARGE NON

Add Candidate

Choose Candidate  or Enter Name (First, Middle, Last)    Votes

Scattered (non qualified)

Total Write-in Votes

Candidate	Votes
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8. Check if write-in candidates already exist by clicking on the “Choose Candidate” pulldown menu (See example below)

WRITE-IN - COUNTY COMMISSIONER AT LARGE NON

Add Candidate	Choose Candidate	or Enter Name (First, Middle, Last)			Votes	Add
Scattered (non qualified)	CandidateName					
Total Write-in Votes	Jane Doe					
Candidate	John Doe					

Return Cancel

9. **IF** candidate already exists, click on the candidate name (\*IF candidate is not in pulldown menu, skip to step 10)
  - In the “Votes” box to the far right of the name, enter the number of votes that the candidate received in the precinct for which you are entering data

WRITE-IN - COUNTY COMMISSIONER AT LARGE NON

Add Candidate	Choose Candidate	or Enter Name (First, Middle, Last)			Votes	Add
Scattered (non qualified)	John Doe					
Total Write-in Votes	6					
Candidate	Votes					

Return Cancel

- Click “Add” button at far right (\*Note the Scattered Votes number will decrease by the number entered for candidate\*)

WRITE-IN - COUNTY COMMISSIONER AT LARGE NON

Add Candidate	Choose Candidate	or Enter Name (First, Middle, Last)			Votes	Add
Scattered (non qualified)						
Total Write-in Votes	3					
Candidate	Votes					
John Doe	3					

Return Cancel

10. **IF** candidate has not been previously added, enter the candidate name in the appropriate name fields, and enter the number of votes for the candidate in the “Votes” field for the precinct in which you are entering data

WRITE-IN - COUNTY COMMISSIONER AT LARGE NON

Add Candidate	Choose Candidate	or Enter Name (First, Middle, Last)			Votes
	<input type="text"/>	<input type="text" value="Lee"/>	<input type="text" value="Ann"/>	<input type="text" value="Oliver"/>	<input type="text" value="2"/>

Scattered (non qualified)

Total Write-in Votes

Candidate	Votes
John Doe	3

11. Click “Add” button at far right (\*Note the Scattered Votes number will decrease by the number entered for candidate\*) (See Example Below)

WRITE-IN - COUNTY COMMISSIONER AT LARGE NON

Add Candidate	Choose Candidate	or Enter Name (First, Middle, Last)			Votes
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scattered (non qualified)

Total Write-in Votes

Candidate	Votes
John Doe	3
Lee Ann Oliver	2

12. Repeat steps 7-11 above for all write-in candidates for this contest within this precinct
13. Once all write-in candidates and votes have been entered for this contest within this precinct, click the “Return” button below the list of candidates. (\*This will return you to the list of all contests within the precinct\*)
14. Repeat steps 4-13 for all contests in all precincts. (When you complete all contests within a precinct, you can return to the list of all precincts by clicking the “Return” button at the far bottom of the page.)