Community-Election.com

## Upload Data Procedures and Specifications

**Summary**  
The upload procedure to import your Owners/Members (herein referred to as Voters) to conduct an election is the simplest today in use for online elections.

Community-Elections.com provides you with an Excel Spreadsheet template which you can use to cut and paste your information from either your Association’s Accounting System or County Appraisal District Data which you may have downloaded to ensure you have the most up to date tools.

**Minimal Data**  
The minimal data required to conduct an election is the Full Name of the Voter and an Address which is Unique for this election. We ask for much more data because we can use this data to ensure the quality of the election results and allow for elections to occur from year to year with minimal changes to the database.

**Expanded Data**When you submit Internal Account IDs, External Account IDs, Owner IDs and Property IDs, it allows us to create a Voter’s Account(s) which may be reviewed by the Voter from year to year. It also allows for Accurate Tracking of a Single Owner which may Own Multiple Properties.

When the Multiple Property Owner creates their account, they will be given an extra tool which the Voter to Cast their Votes at one time or allow for the Assignment of One or More Proxies for each Property or Account which they have in the Database.

Let’s look at the various Scenarios which may occur with Community-Elections.com

**Scenario 1: No Email Address, No Username, No Password**  
When you cannot provide an Email Address or a Username, or Password for use by your Voters, we will generate a Unique Login Name consisting of the Voter’s Street Number, Street Name and two Random Characters to be used as their Username.

We will then generate a password consisting of letters and numbers that are unique to allow for logins for the Voter to sign into Community-Elections.com. Soon, we will also generate 2D Barcodes which can be used to physically mail to the voter allowing the Voter to create a login for that election.

Scenario 2: Some Email Addresses, No