

VOTE411 Google Spread Sheet and Naming Your Races

It is very important that all Leagues name their races in a consistent way. As off 2020 this consistency and the use of the spreadsheet became a mandatory request from LWVUS in service to the voter.

So, when naming your race and inserting your races in the Google Spreadsheet that LWVUS will send us each election cycle, please use the instructions below. All the VOTE411 voter guides should use the same format for identifying the races on the VOTE411 voter guide. Please double check that this is so.

Please double check your race names each election to be sure you are following the correct format listed below.

- 1) Your League Name
- 2) The race location (city/statewide/county/etc.)
- 3) The races your covering (as named in your guide)
- 4) The election date for these races
- 5) If you have GIS information for these races (for any races lower than county-wide)

Guidelines to name your races:

It is important to name your races in such a way that voters accessing the information through the race index will easily find the races they're looking for. You want to provide as much information about the race as possible, including the state/city/county and office name when possible. Below you will find suggested race naming guidelines to help you provide this information to the voters.

Federal Races:

For all Federal races, please list the state, office name and district number (if applicable). Note the use of 'House' and 'Senate' as opposed to 'Representative' or 'Senator'

Example:

Indiana US House District 1

Indiana US Senate

Statewide Races:

For all Statewide races, please list the state and office name.

Example:

Indiana Governor

State Legislature:

For state legislative races please list the state, office name and district number.

Example:

Indiana State House District 1

Indiana State Senate District 16

Local Races:

For all local races, please list the state, city/town/county, office name and district number (if applicable).

Example:

Indiana Muncie City Council District 3

Indiana Montgomery County Sheriff