Topics Covered

• Introduction - Navigating to Districts and Precincts

• Part 1 – Precincts

• Part 2 – Districts

• Part 3 – Splits

• Part 4 – Reports

• Part 5 – Address Library
The home screen of MT Votes will display when you first login.

- The Districts & Precincts module can be accessed under the Elections heading.
- The Address Library Module can be accessed under the Administration heading.
Within Districts & Precincts you can click on the menus at the top to access screens to manipulate Districts/Precincts/Splits and you can click on the corresponding tabs to go to the Search list for Precincts/Districts/Splits
Part 1

PRECINCTS
Clicking on the Precincts tab will allow you to search for precincts within your county.

- Clicking the search with no precinct code or name will list all precincts.
- You can narrow the returned precincts in the list below by inputting a specific precinct name or code.
To view further details of any displayed precinct, click on it so that it is highlighted and then click the Detail button.

- You can also delete any listed precincts by selecting and clicking delete. (No voters can be associated with the precinct in order for you to be able to delete it)
The Precinct Detail screen allows you to choose a polling place and change the precinct name if needed.

Click the each tab showing to see additional information which coincides with the chosen split.
Precincts – Split List

- The split tab will display all splits within the chosen precinct.
- Clicking the plus next to each precinct will expand it to show a list of address ranges within the selected split.
Precinct – District List

The District list will show each District that has been assigned to the precinct splits.

- Districts are assigned through the split level, and cannot be modified through this screen.
Precinct - Committeepersons

The precinct Committeepersons tab allows you to view committee person information, and add or remove them as needed.
Precinct – Adding Committee Person

Clicking new on the previous screen will take you to the appointed screen, within which you can add in a new Committee Person appointee information.
Precinct – Contact List and Adding Contacts

The Contact tab displays contact information for the precinct.
• Clicking detail allows you to add in new contact details.
Creating and Replacing Precincts

Clicking the new button on the precinct tab of Districts & Precincts will display the screen above, within which you can input the name and polling place.

- Tabs below will be blank until new splits are created and assigned to the precinct.

- The replace precinct screen is accessible through the Districts menu at the top of the Districts & Precincts Main screen.
Part 2

DISTRICTS
Within the main Districts & Precincts screen you can click on the District tab to search on available districts.

- As before with the precinct tab, hitting search without entering District Type, Code, Or name will display all districts within your county.
The District Details screen will give you access to input a district code and name. The tabs within this screen will list precinct, split, positions, contact, and sharing data.

- The precinct tab lists all precincts which include the selected district.
District Positions

The position tab will list all positions that are available for the selected district.

- These positions are the ones that can be pulled into an election through the pull contest screen within Election Management.
The District sharing screen is primarily utilized at the state level, and allows multiple counties to have access to a district.

- When a District is shared with a county it will be available in the list of districts that can be assigned to your splits.
Creating a New District

Clicking new on the previous district screen will allow you to create a new district.

- Enter District Type Code and Name.

- Precinct and Split tabs are not modifiable from this screen, and are done at the split level.

- Positions, contact, and sharing can all be added once the district is saved.
Deleting a District

• To delete a district you must select it on the district tab search result list and then click the delete button.
  – You are only able to delete a district if it is no longer assigned to any splits. To do this, you must go into every split the district was assign to and remove the district to be deleted.
District Options

The district menu on the top left of the Districts and Precincts screen allows you to access a number of district specific functions.

- These include adding, replacing, and removing districts.
- As previously mentioned, the Replace precinct option is also available in this menu.
Add District to Precinct

The Add District to Precinct screen allows you to add an existing district to an existing precinct, without having to assign the district at the individual split level.
The Replace district screen allows you to replace an existing district in a group of selected precincts with another existing district in your county.
• This will remove the previously assigned district from the chosen precinct.
• All precincts can be selected, or as few as one.
The remove District from Precinct screen allows you to simply remove the district from a precinct, without having to do it manually in each individual split.

- This option does not add or replace the district being removed.
Part 3

SPLITS
Splits

The split tab allows you to search on individual splits or as with the other tabs you can click search with no criteria entered to bring up a list of all splits.
Split Details and Included Districts

The split detail screen allows you to view or modify the current split code, assigned precinct, and lists all districts that have been assigned to it.

• This screen is where you can add or remove district assignments to the split as needed.
Split Details and Included Districts

When creating a new split you must assign districts from the right tab, by clicking on the desired district and clicking the left pointing arrow button.

- All splits require you to add certain districts, such as House, Senate, etc..
- An exclamation Icon will flash if additional districts are required. Placing your mouse cursor over the icon will bring up a list of required districts.
Address Ranges within Splits

The address library tab allows you to view a list of all address ranges that are assigned to the split you are viewing.
Address range details can be accessed and modified through this split screen by selecting an address range from the list and clicking the address ranges button.
Split Options

The Split menu at the top left of the main Districts and Precinct screen allows you to access functions similar to those in the Districts Menu previously described.
Replace Split

The Replace Split screen allows you to replace a selected split with another split that is currently in your county.

• This will add the split to the precinct of the selected original split.

• You must check the Delete Split After Replace box if you do not want the original split to remain in the affected precinct.
Part 4

DISTRICT AND PRECINCT REPORTS
The Reports menu within the District and Precincts Module allows you to run the following Precinct reports – Precinct Voter Counts & Precinct Listings
District Reports

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Part 5

ADDRESS LIBRARY
Address Library

The address library screen allows you to display a list of address ranges in your county.

- Selecting a specific precinct will only display addresses within the selected area.
- Hitting search without any criteria entered will display all address ranges in your county.
- Select an address range from the displayed list and click Details to update an existing address range.
The Edit Address Library screen allows you to update existing address ranges.

- From this screen you can modify the precinct and split assigned to the address range.
- If you modify the precinct you must select the correct new split the address range will be in.
Within the Edit Address Library screen you can click the split lookup button if you are unsure of which split to assign to the address range.

- The list above can be used to see which splits are currently assigned to specific districts.
Address Range District List

The District list option can also be accessed from the Edit Address Library screen, and will display a list of districts assigned to the currently selected split.
The Address Library Report can be ran from the Address Library screen by clicking the Report button.

- This report will list any addresses that were displayed on the Address Library screen after you ran a search.
As always, feel free to contact the MT Votes Help desk with any Questions:

E-mail: soshelpdesk@mt.gov
Phone: 1-866-541-6767