

Frequently Asked Candidate Questions 2020



Will I be in VOTE411's Voters' Guide even if I don't answer the questions?

Your name will be listed, followed by the notation: "The candidate has not yet responded."

When do I need to submit my responses?

The League plans to publish the Primary Election Voters' Guide in mid-July, 2020. You may submit responses at any time until then, but submitting your response early helps ensure voters see your response when they first use VOTE411.

How do I submit my responses?

Go to the web-form accessed by clicking the link in your Invitation Email and follow the instructions on that page. (The Subject Line of that email is *Invitation to Participate in LWV Voters Guide*.)

What information will I see when I log in?

1) Name

You cannot edit this field. Notify us by email VoterGuide@lwvsrq.org if it is incorrect.

2) Party

You cannot edit this field. Notify us by email VoterGuide@lwvsrq.org if it is incorrect.

3) Contact's Name

This defaults to your name but can be a campaign manager or other designee. It is for administrative use and will not be published in the Guide.

4) Contact's Email

This defaults to the email submitted to the elections official or found online. It is for administrative use and will not be published in the Guide.

IMPORTANT: Please make sure your Contact's Email is valid and monitored regularly because this is where we send you information requiring your attention.

What information will I be asked to submit?

- 1) A passport sized photo
- 2) Biographical information

Occupation

This field contains your occupation. It will be published

Mailing Address

This field contains the mailing address of your campaign. It will be published.

Campaign Phone Number

This field contains the phone number of your campaign. It will be published.

Campaign Website

This field contains the address of your Campaign Website. This is published as a clickable link to your website .

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Campaign Email

This field contains your Campaign Email Address. This is published as an email hyperlink.

Campaign Facebook Page

This field contains the address of your Campaign Facebook Page. This is published as a clickable link to your Facebook page.

- 3) Responses to the questions listed in your Invitation Email. (The Subject Line of that email is *Invitation to Participate in LWV Voters Guide*.)

All items are optional. However, voters will be comparing your profile to those of other candidates, so a complete submission is to your advantage. Providing a photograph is to your advantage. A photo tends to capture voters' attention making it more likely they will read your profile.

What steps do you suggest I take to submit my information?

- 1) Become familiar with our web-form. The link to this online form is listed in your Invitation Email. (The Subject Line of that email is *Invitation to Participate in LWV Voters Guide*.) This web-form is where you will submit your material.
- 2) Find a passport sized photo in the required format. (*See next FAQ for those requirements.*)
- 3) Write and save your responses in a word processing application such as WORD or PAGES. This will give you a back-up copy in case you encounter "computer gremlins" while in the middle of posting your materials.
- 4) Proofread your answers. We will not edit your response.
- 5) Go back to the web-form to upload your photo, enter your biographical information, and cut-and-paste your responses from your document.
- 6) Use the PREVIEW button to review your submission.
NOTE: Because of computer compatibility issues, sometimes spacing and formatting will change when you paste your response into the web-form.
- 7) Be sure to save your work by using the SUBMIT button. You can still make changes after saving your data, and voters will not see your submission until the Voter Guide is published. If you don't hit SUBMIT, your work will be lost.
- 8) When you are finished, close your browser window.
- 9) You can go back to modify your response at any time.

What are the requirements for my photograph?

- 1) Your picture should be a closely cropped headshot similar to one used in a passport.
- 2) The picture must be in a JPEG, JPG or PNG format.
- 3) The orientation must be portrait (not landscape) and have a width:height ratio of approximately 2:3. A square is also acceptable.
- 4) The file size can be no larger than 2 MB (2,048 KB.)

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How long can my answers be?

A response to a question is limited to 1,000 characters including spaces and punctuation. The web-form will count the characters for you and not allow you to exceed this limit.

NOTE: If you don't want this to come as a surprise when you paste your answers into the web-form, use the tool your word processing application provides for counting characters. If you are unfamiliar with this feature, send us an email at VoterGuide@lwvsrq.org e can help you with WORD and PAGES. Be sure to tell us which of these two word processing applications you are using.

How can I submit answers to Spanish language questions?

Once you have submitted your answers in English, tap the pull-down box and click on "Spanish". The Questions will appear in Spanish. Enter your Spanish responses in the boxes. Please note: the system does not auto-translate, if you do not provide Spanish language answers, the English answers will display in these fields to the voter.

Will you edit my responses?

No. Voters will read exactly what you submit. However, we reserve the right to remove any response that uses profane or abusive language.

How do I access the web-form if I deleted my Invitation Email?

Send us an email at VoterGuide@lwvsrq.org asking us to resend it.

Can I submit my information to you in an email?

No, but we would be happy to talk you through the process, if you need help. Send us an email at VoterGuide@lwvsrq.org with your name, phone number, and the best time to reach you. We will make every attempt to reach you at your convenience, but giving us multiple options would be appreciated.

Where will my information appear?

Your information will be available on www.lwvsrq.org and through other League sanctioned print or online Voters' Guides. For example, it may appear in local Voters' Guides (both in print and/or online) produced by League affiliates across the country. The League's outreach and marketing efforts to the media and the public, through both traditional and social media networks, will be unprecedented in 2020. At this time, we anticipate links to the Voter Guide from the Herald-Tribune and other media groups.

Thank you for participating in the League of Women Voters Education Fund's VOTE411.org.

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in their government. The Voter Guide is part of our efforts to educate citizens. The League does not support or oppose any political party or candidate.