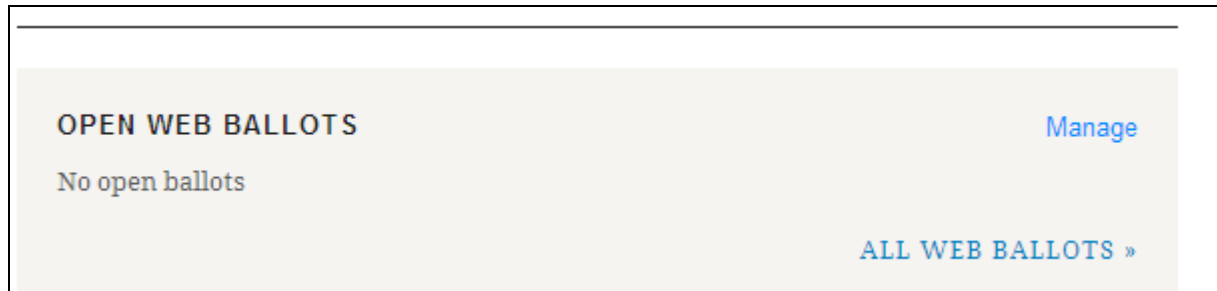
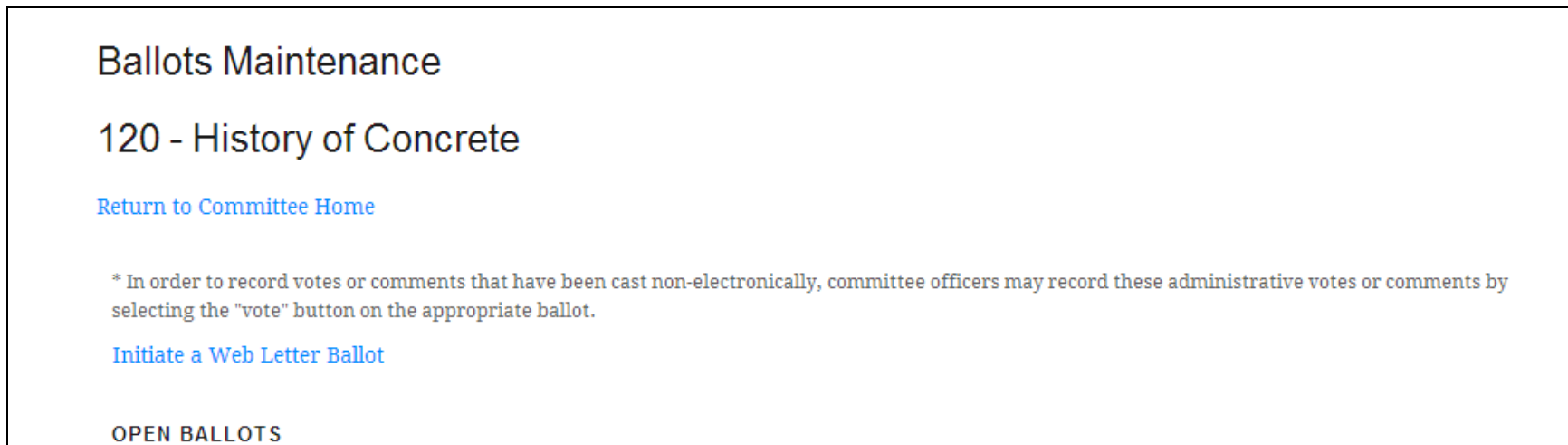


## [Initiating a Web Ballot](#)

- 1) Make sure you are logged onto the ACI website.
- 2) On the committee home page, click on the **Manage** button in the Open Web Ballots box.



- 3) This will lead you to the Ballots Maintenance webpage. Click on **Initiate a Web Letter Ballot**.



- 4) This will lead you to a screen that looks like the one below.
  - a. Enter a Ballot Title, General Description, and any attachments. You can also add one attachment to each ballot item. If you use the project management feature of the website, you can assign the ballot to a project at this point.

*Note:* If you need to upload the same file more than once, you will have to rename it; otherwise, the web ballot won't work.
- 5) Click **Save Ballot** when finished.

## Initiate a Web Letter Ballot

### 120 - History of Concrete

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**BALLOT CREATION STEPS**

---

1) Name and describe the overall ballot

---

2) Add the item(s) to be voted on (Ballot Items)

---

3) Preview Ballot

---

4) Initiate Ballot

Please enter the information below and follow the instructions

**Overall Ballot Title:**

**General Description:**

**Attach File (Optional)**

No file chosen

**Attachment Title**

**Attach File (Optional)**

No file chosen

**Attachment Title**

**Attach File (Optional)**

No file chosen

**Attachment Title**

Note: You can only upload a file once. If you need to upload it more than once you need to re-name it to something different each time. Up to three uploaded files may be attached to the overall ballot.

Project:

Start Date:

End Date:

(Note: TAC Contact Member approval is necessary to obtain a shorter balloting period than 30 days)

**SAVE BALLOT »**

- 6) Once you click **Save Ballot**, you can enter your Ballot Item(s).
- 7) Once you've entered your Ballot Item Description and added an attachment, if necessary, click **Save Ballot Item**.

**Enter Ballot Item**  
Note: A ballot must contain at least one ballot item.  
**Enter Item Description.**

**Ballot Item Description:**

**Attach File (Optional)** **Attachment Title**

No file chosen

Note: You can only upload a file once. If you need to upload it more than once you need to re-name it to something different each time.  
Only one uploaded file may be attached to a ballot item.

**SAVE BALLOT ITEM »**

- 8) Once you've entered at least one Ballot Item, you will see an option to add another Ballot Item or Preview the Ballot, as shown below. If finished, click **Preview Ballot**. If not finished, continue adding ballot items and click **Save Ballot Item** after each time item added.

**Enter Ballot Item**  
Note: A ballot must contain at least one ballot item.

**Ballot Item Description:**

**Attach File (Optional)** **Attachment Title**

No file chosen

Note: You can only upload a file once. If you need to upload it more than once you need to re-name it to something different each time. Only one uploaded file may be attached to a ballot item.

**SAVE BALLOT ITEM »**

**PREVIEW BALLOT »** **CANCEL BALLOT »**

9) If you are satisfied with your ballot, click **Continue**.

## Initiate a Web Letter Ballot

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#### Preview Ballot

**Ballot Title/ID:** test

**Description:** test

**Attached File (Optional):**

**Project:**

**Start Date:** 2/21/2014

**End Date:** 3/21/2014 - Midnight, Eastern Time

**BALLOT PREVIEW - PLEASE REVIEW:** Review the ballot below, if you need to make changes click on the "Edit Ballot" button at the bottom of the page, otherwise click the "Initiate Ballot" button to continue.

Mark affirmative all items, except as marked below

Mark abstain all items, except as marked below

Item #	Item Description	Vote
9829	test	<input type="radio"/> Affirmative <input type="radio"/> Affirmative with Editorial Comment <input type="radio"/> Negative <input type="radio"/> Abstain

CAST VOTE

← EDIT BALLOT

CONTINUE →

- 10) Once you click **Continue**, you will see the following screen. You can check or uncheck the notification boxes, depending on your preference.

## Initiate a Web Letter Ballot

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Check one or more of the notification boxes below and then click on the "Initiate Ballot" button.

**Ballot Title:** test

- Notify Members of this posting
- Send reminder email to non-responsive voting members: (reminders will be sent halfway through the ballot period and the day before the ballot closes)
- Attach a reminder calendar (ical) file to the notification email

**INITIATE BALLOT**

**Congratulations! You have now initiated a web ballot.**