

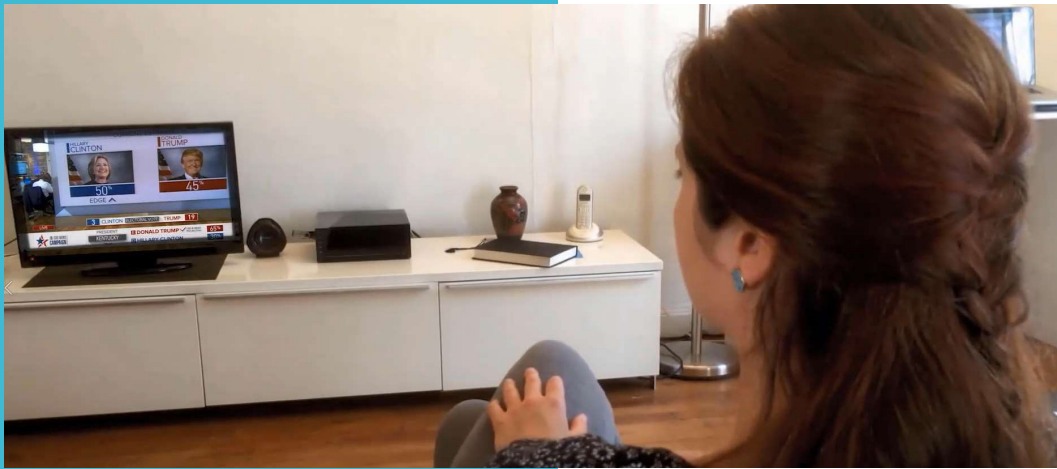
# Welcome to Election Night 2022



- Seekers
- Email/Fax
- Chasers

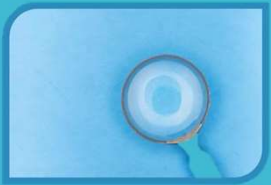
# Introduction

Since 2004, Edison Research has been the sole provider of Election Day data to the National Election Pool, conducting exit polls and collecting precinct vote returns to project and analyze results for every major presidential primary and general election. Starting in 2018, Edison also began collecting and reporting county wide results for ABC News, CBS News, CNN, and NBC News.



Election results reported on the news is data that comes directly from Edison Research. We have reporters in the field and members of our web team collecting and entering data throughout the night. It's because of **your** work that the news networks will be able to accurately report election results on Election Night.

# Web Entry Groups



Seekers



Email/Fax



Chasers

Results come in from a variety of ways on election night:

- Reporters at county election offices who call results into our phone centers.
- Data feeds provided by some states and counties.
- The Web Entry Team (that's you!) to enter results from county officials or that are posted on state and county websites.

The Web Entry Team has sub-groups with specific roles:

- **Seekers** scour state and county websites for results to enter into our system.
- The **Email/Fax Team** enter results sent from counties, cities and towns via email or fax.
- **Chasers** identify when another news source has results we do not have yet. They find those results to get them into our system as quickly as possible.

# Airtable

Each team member has a specific view.

Your view shows your assignments on Election Night.

We use Airtable to organize and keep track of where we can find election results. This is the home base for the web team.

Chasers and Seekers mainly use the Online Results tab.  
The Email/Fax team uses the Email/Fax tab.

Location	Reporter ID	First Expected Results	Key County	No Reporter	Priority	Entering Now	Website	Blind Vote	Last Update	Race Called
FL-Washington	010-00-097	7:00 PM			Low		<a href="https://www.washington.com">https://www.washington.com</a>	1977	10/8/2020 11:08am	
GA-STATEWIDE	-	7:00 PM			Low		<a href="https://results.enr.clustracks.com/GA/10">https://results.enr.clustracks.com/GA/10</a>			
GA-Aspling	011-00-001	7:00 PM		No Reporter	Low			1369	10/8/2020 11:03am	
GA-Atkinson	011-00-002	7:00 PM		No Reporter	Low		<a href="https://www.atkinsoncounty.gov/">https://www.atkinsoncounty.gov/</a>	817	10/8/2020 11:52am	
GA-Bacon	011-00-003	7:00 PM		No Reporter	Low			376	10/8/2020 11:05am	
GA-Baker	011-00-004	7:00 PM		No Reporter	Low			687	10/8/2020 11:03am	
GA-Baldwin	011-00-005	7:00 PM		No Reporter	Low		<a href="https://www.baldwincounty.com/">https://www.baldwincounty.com/</a>	8888	10/8/2020 11:52am	
GA-Banks	011-00-006	7:00 PM		No Reporter	Low		<a href="https://ga.banks.ga.us/">https://ga.banks.ga.us/</a>	731	10/8/2020 11:57am	
GA-Barrow	011-00-007	7:00 PM		No Reporter	Low		<a href="https://www.barrowga.gov/774904002969cc">https://www.barrowga.gov/774904002969cc</a>	7142	10/8/2020 11:56am	
GA-Bartow	011-00-008	7:00 PM		No Reporter	Low		<a href="https://www.bartowga.org/departments/elec">https://www.bartowga.org/departments/elec</a>	8318	10/8/2020 11:52am	
GA-Ben Hill	011-00-009	7:00 PM		No Reporter	Low		<a href="https://www.benhillcounty.com/departments">https://www.benhillcounty.com/departments</a>	2229	10/8/2020 11:05am	
GA-Berrien	011-00-010	7:00 PM		No Reporter	Low		<a href="https://berriencountyga.gov/">https://berriencountyga.gov/</a>	1025	10/8/2020 10:10am	
GA-Bibb	011-00-011	7:00 PM		No Reporter	Low		<a href="https://www.gabibbga.us/index.html">https://www.gabibbga.us/index.html</a>	32876	10/8/2020 11:57am	
GA-Bleckley	011-00-012	7:00 PM		No Reporter	Low		<a href="https://www.bleckleycountyga.gov/">https://www.bleckleycountyga.gov/</a>	1363	10/8/2020 11:52am	
GA-Brentley	011-00-013	7:00 PM		No Reporter	Low		<a href="https://brentleycountyga.com/">https://brentleycountyga.com/</a>	878	10/8/2020 11:52am	
GA-Brooks	011-00-014	7:00 PM		No Reporter	Low		<a href="https://www.brookscountyga.gov/">https://www.brookscountyga.gov/</a>	3047	10/8/2020 11:03am	
GA-Bryan	011-00-015	7:00 PM		No Reporter	Low		<a href="https://www.bryancountyga.gov/">https://www.bryancountyga.gov/</a>	4533	10/8/2020 11:03am	
GA-Bulloch	011-00-016	7:00 PM		No Reporter	Low		<a href="https://bullochcountyga.net/">https://bullochcountyga.net/</a>	11987	10/8/2020 11:56am	
GA-Burke	011-00-017	7:00 PM		No Reporter	Low		<a href="https://www.burkecountyga.gov/">https://www.burkecountyga.gov/</a>	9368	10/8/2020 11:52am	
GA-Butts	011-00-018	7:00 PM		No Reporter	Low		<a href="https://buttscountyga.com/">https://buttscountyga.com/</a>	3087	10/8/2020 10:11am	
GA-Calhoun	011-00-019	7:00 PM		No Reporter	Low		<a href="https://calhouncountyga.com/">https://calhouncountyga.com/</a>	1330	10/8/2020 11:52am	
GA-Camden	011-00-020	7:00 PM		No Reporter	Low		<a href="https://www.camdencountyga.gov/971/Results">https://www.camdencountyga.gov/971/Results</a>	7358	10/8/2020 11:52am	
GA-Candler	011-00-021	7:00 PM		No Reporter	Low			1308	10/8/2020 11:05am	
GA-Carroll	011-00-022	7:00 PM		No Reporter	Low		<a href="https://carrollcountyga.com/131/Elections/">https://carrollcountyga.com/131/Elections/</a>	16397	10/8/2020 11:52am	
GA-Catoosa	011-00-023	7:00 PM		No Reporter	Low		<a href="https://www.catoosa.com/elections">https://www.catoosa.com/elections</a>	4515	10/8/2020 11:52am	

# Airtable

The Airtable contains a lot of information, however you will mainly focus on certain columns.

Columns in the Airtable that will be used most on Election Night:

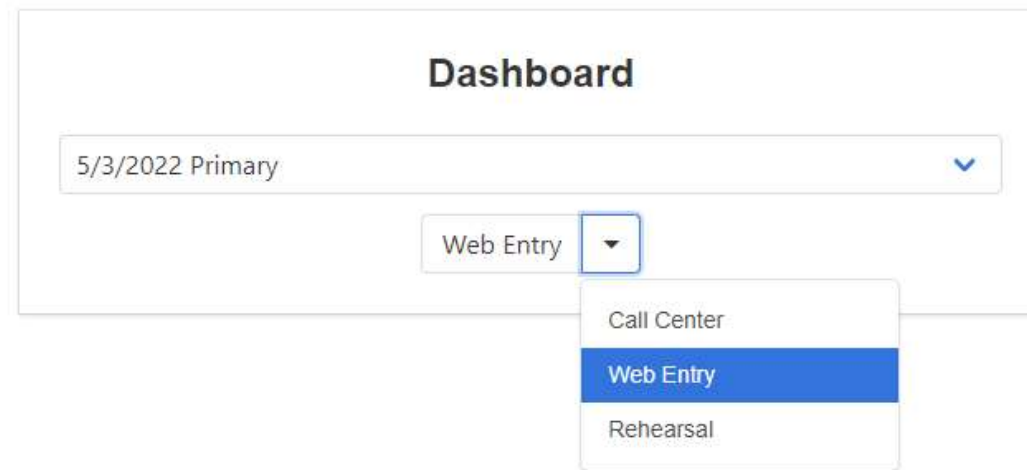
<b>Location</b>	The Location column contains the State and the county, city or town name separated by a hyphen.
<b>Reporter ID</b>	Each locality has its own Reporter ID number in our system. This is the number you will copy and paste into the system before entering results.
<b>Website</b>	Here is the website URL where we are likely to find the vote results. If the link doesn't take you directly to the results page, you may need to navigate a bit through the site to find it. If you need to do that, then copy and paste the correct URL to the Airtable to make the data easier to find for the next team member.
<b>XXXX Vote</b>	Here we see how many votes for a specific candidate are currently in our system. Compare this total to the votes for that candidate on a county website to determine if you have new votes to enter. If the candidate vote here is higher or equal to the vote you see on a state or county website or email or fax, you can skip entering that report and check again later for an update.
<b>Poll Close (EST)</b>	This column indicates when polls close in a state. This will help us know when to start looking for results. Do not look for data until the polls have closed.
<b>Key County</b>	These are the largest and most important places in a state and will generally take priority over others.
<b>Priority</b>	The column indicates how high of a priority a state is at that time. This can change as Election Night progresses. So, it's important to keep an eye on this column. If one of your assigned states or counties switches to High Priority, be prepared to shift your focus.
<b>Entering Now</b>	Now we have the 'Entering now' column. Check this box when you are ready to enter results and uncheck it when you are finished. This makes sure that web team members are not entering data from the same county at the same time.
<b>No Reporter</b>	The no reporter column tells us where we do not have a reporter stationed there. This helps to prioritize your counties, since the only way to get results is to look online or via email or fax.

# The Input System EAS

All results are entered into our election night system.

You will have the link and log in credentials.

1. Make sure you are in 'User Login'
2. Use the login credentials you were given



Select the election event in the dropdown menu and then click 'Web Entry'

# The Input System EAS

- Enter the correct results for a **county**. County and statewide results, can look very similar. Check both the state and county sites in case we have discrepancies, or if votes are showing up in one place and not the other.
- Continuously cycle through websites you are assigned. Each time you go back to an open tab, refresh or reload the page to watch for updates.
- Enter the results for the correct election date. Look for a clear indicator such as a time stamp or label that lets you know it is for the current election and not a previous one.
- When looking up vote results, we want CUMULATIVE votes, which means ALL votes reported including Election Day, absentee, vote-by-mail and/or early votes. A cumulative total might be provided OR you may need to add up results to get this total.

After you are logged in, copy and paste the Reporter ID from the Airtable.

Location	Reporter ID	Time	Reporter	Level
Oh-Rutman	036-00-050	7:30 PM	No Reporter	Low
Oh-Richland	036-00-070	7:30 PM	No Reporter	Low
Oh-Ross	036-00-071	7:30 PM	No Reporter	Low
Oh-Sandusky	036-00-072	7:30 PM	No Reporter	Low
Oh-Scott	036-00-073	7:30 PM	No Reporter	Low
Oh-Seneca	036-00-074	7:30 PM	don't enter	Low
Oh-Shelby	036-00-075	7:30 PM	No Reporter	Low
Oh-Stark	036-00-076	7:30 PM	No Reporter	Low
Oh-Summit	036-00-077	7:30 PM	No Reporter	Low
Oh-Thurston	036-00-078	7:30 PM	No Reporter	Low
Oh-Tuscarawas	036-00-079	7:30 PM	No Reporter	Low
Oh-Urban	036-00-080	7:30 PM	No Reporter	Low
Oh-Van Wert	036-00-081	7:30 PM	No Reporter	Low
Oh-Warren	036-00-082	7:30 PM	No Reporter	Low
Oh-Warren	036-00-083	7:30 PM	No Reporter	Low
Oh-Washington	036-00-084	7:30 PM	No Reporter	Low
Oh-Wayne	036-00-085	7:30 PM	No Reporter	Low
Oh-Williams	036-00-086	7:30 PM	No Reporter	Low
Oh-Wood	036-00-087	7:30 PM	No Reporter	Low
Oh-Wyandot	036-00-088	7:30 PM	No Reporter	Low
Oh-STATEWIDE	037-00-000	8:00 PM	No Reporter	Low
Oh-Asker	037-00-001	8:00 PM	No Reporter	Low
Oh-Atala	037-00-002	8:00 PM	No Reporter	Low

11/3/2020 General

Enter the ID number

037-00-001

The system will confirm the name of the county, city or town back to you.

If the county/town/city name is not correct, confirm that you entered the ID correctly.

- You will see the ID Number in the bottom left hand corner of the screen.

If upon reentering the ID number you still don't match, alert an Edison Supervisor.

# The Input System EAS

Different states use slightly different names for the types of vote, so you may see some variation in our system from state to state.

Only enter results from a government website.

The next screen asks which types of votes are included in the cumulative totals.

What type of votes are included in your **CUMULATIVE** totals...? (READ LIST)

Election Day Votes  Yes  No  Don't Know

Vote by Mail Votes  Yes  No  Don't Know

Early Votes  Yes  No  Don't Know

Next

- Cumulative totals should include **ALL** the votes reported so far. This may include Election Day, vote-by-mail and/or early votes.
- A cumulative total might be provided OR you may need to add up results to get it.
- If not clear what types of votes are included in the cumulative total, select "Don't Know."



# The Input System EAS

To determine, look for a separate column for Absentee and/or Early votes in the vote results.

If Absentee and/or Early Votes are included in the Cumulative Total, the system asks whether there are separate subtotals for the Absentee and/or Early Votes.

The screenshot shows the 'FOR PRESIDENT Democrat' election results page. The table below lists candidates and their vote counts across different categories. A red box highlights the 'Absentee Mail' and 'Early Voting' columns. To the right, a dialog box asks: 'Are there separate subtotals for the following types of votes?' with 'Yes' and 'No' options for both 'Absentee Votes' and 'Early Votes'. A 'Next' button is also visible.

Candidate Choice	Absentee Mail	Early Voting	Election Day	Total Votes	%
DEVAL PATRICK	33	32	615	680	0.22%
MARIANNE WILLIAMSON	63	59	1,036	1,158	0.38%
JOSEPH R. BIDEN	2,485	4,193	110,955	117,633	38.66%
TOM MEYER	163	200	1,643	2,006	0.65%
AMY KLOBUCHAR	676	1,401	4,656	6,733	2.21%
MICHAEL BENNET	64	49	1,160	1,273	0.42%
BERNIE SANDERS	2,137	4,344	70,944	77,425	25.45%
JULIÁN CASTRO	20	26	574	620	0.20%
ANDREW YANG	102	104	1,791	1,997	0.65%
PETE BUTTIGIEG	1,121	1,619	2,375	5,115	1.65%

- Absentee and/or Early Votes might be reported as a combined subtotal. If that is the case, **report them all as Absentee Votes**. Click “Yes” for “Absentee” and “No” for “Early Votes”.
- If it is unclear whether there is a separate breakout of the Absentee and/or Early votes, then you should select “No.”

# The Input System EAS

While some races are more high profile than others, the web entry team needs to look for all the races listed.

The races vary by state and the system will only ask for the races you need to enter.

Select which races you have to report. These include races like Governor, Senate, House and propositions.

Which of the following races are you reporting?

- Proposition
- U.S. Senate
- U.S. House
- All of the Above

Next

# The Input System EAS

When you enter the results for each candidate, do not include any commas, spaces, or decimal points.

Candidate order will vary between the system and the website. Therefore, do not copy and paste.

Now, you are ready to enter the vote results for each race.

## U.S. Senate Republican Primary

Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?

Matt Dolan

Mike Gibbons

Josh Mandel

Neil Patel

Mark Pukita

Jane Timken

JD Vance

- Enter the total number of votes for each candidate
- You will need to enter for all candidates that the system asks for

# The Input System EAS

If you actually do NOT have a separate breakout, just click the purple toggle button to hide the breakout

If Absentee and/or Early Votes are one combined subtotal, use the purple button to toggle the Early Vote section off and then enter the combined subtotal as Absentee.

If you indicate that the website has a separate subtotal for Absentee and/or Early Votes, enter those subtotal(s) after you record the cumulative totals.

The screenshot shows a web form with two sections. The first section is titled "Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?" and contains input fields for candidates: Joe Biden (1500), Donald Trump (1500), Jo Jorgensen (100), Brock Pierce (100), Jade Simmons (100), and Kanye West (10). The second section is titled "Now, let's move on to the Absentee Votes. What is the Absentee Votes-only total for...?" and contains empty input fields for Joe Biden, Donald Trump, Jo Jorgensen, and Brock Pierce. A purple toggle button is visible at the start of the second section, and a red arrow points from the text on the left to this button.

- If your report is **ONLY Absentee and/or Early Votes** (and therefore the same as the cumulative total), click the purple toggle button off for the "cumulative total" and report only the Absentee and/or Early subtotals.
- **NEVER** repeat the same vote results for the Absentee Votes subtotal and/or the Early Votes subtotal.

# Quality Control

If the data fails one of our QC checks, a blue box appears to ask you to double-check the data.

You can refer to your Web Entry reference sheet for specific errors to look for on Election Night.

**Confirm** Review QC

Please confirm all of the data below. If you change any numbers, scroll to the bottom and press **Next**.

If the numbers are confirmed and you do not make any changes, flag a supervisor. If it is taking too long to get a supervisor, click **Review QC**. On the next page, click **Send to Triage**.

- When QC is triggered, review the vote totals. Confirm numbers are entered accurately and match the candidates correctly.
- If you check your numbers and find a typo or error, correct them, then scroll to the bottom of the page and hit **Next**.
- If you check your numbers and you don't have any typos or errors, hit 'Review QC' to see what is triggering the QC error to determine what might be wrong.
- If you review the QC error and you still believe the data is correct, connect with an Edison supervisor to determine the next steps.

# Web Entry Groups

Specific Roles are given to each web team subgroup.

The Web Entry Team has sub-groups with specific roles:

## Seekers

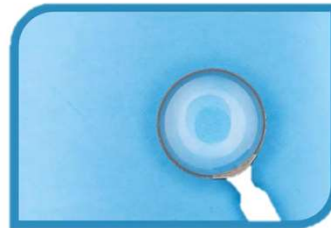
- Scour state and county websites for results to enter into our system.
- If you are on the Seeker Team, you will follow the procedures laid out already in this document.

## Email/Fax Team

- Enter results sent from counties, cities and towns via email or fax.

## Chasers

- Identify when another news source has results we do not have yet. Find those results to get them into our system as quickly as possible.



# Web Entry Groups: Email/Fax Team



Your view in Airtable will show your assignments on Election Night. You will be assigned one of two jobs for the Email/Fax Team.

If you are doing **Email/Fax Coding**:

- Click on the attachment and then identify the county, city or town that reported the results.
- Select that county, city or town from the County column. If the county, city or town is not clearly noted on the attachment, look for it in the 'from' email, the recipient email, or the body of the email.

<b>Attachment Name</b>	The attachment name
<b>From Email</b>	Who sent it. Can sometimes help you determine location.
<b>To Email</b>	This is the email the results were sent to. This can be helpful at figuring out where these results came from. Many emails will have their state name or abbreviation as part of the To Email. For example, <a href="mailto:nh@edisonresearch.com">nh@edisonresearch.com</a> for New Hampshire or <a href="mailto:newyork@edisonresearch.com">newyork@edisonresearch.com</a> for New York.
<b>Attachments</b>	Results are typically included in the attachment.
<b>URL</b>	Here is a link to results
<b>Body</b>	Sometimes results or other important information are included in the body of the email.

If you are doing **Email/Fax Vote Entry**:

- Once an email or fax is coded to a county, it appears in your assignment list.
- Select that attachment and enter the results into the system using the steps we've reviewed.

# Web Entry Groups: Chaser Team

The goal is to get results as quickly as possible.

Once results are found, you will enter them into the system.



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Your view in Airtable will be specific to chasing on Election Night.

You will chase:

- When counties get highlighted red.
- When an Edison supervisor puts in a request.

Chasing involves:

- Finding results online
- Getting results through email/fax
- Calling county officials
  - Find county official contact information in Airtable. If you are able to get vote results from the official, input those results directly into the input system.
  - Introduce yourself when you call. "I'm looking for any available vote results."
  - If no results, find out availability and in what form.
  - Put any relevant notes in the notes column.
  - County officials can fax results to **1-908-458-9098**.
  - County officials can email results to the specific state email address. For example [newyork@edisonresearch.com](mailto:newyork@edisonresearch.com).



# Election Night Tips & Reminders

When setting up your space for Election Night remember to:

- Pick a quiet spot with reliable internet access.
- Have all devices fully charged.
- Have your chargers available to recharge devices.
- Have a pen/pencil and notepad available.
- Have this document accessible; ideally a printout.
- Have the Web Entry Reference sheet for Quality Control errors accessible.
- Using a second monitor or a split screen when looking up data and entering is helpful.

If communication in Microsoft Teams becomes unavailable on Election Night:

- You should continue to look for your county results and check the Chat Tab in Airtable for more information.
- Alternative plans will be posted in the Chat Tab, including a back up conference line number if needed.
- The access and security codes will be sent in the Airtable Chat if the conference line is needed.