Contents

Introduction 2
Change Unit Data Menu 4
Change Unit Schedule Info 4
Change Unit Leader Info Menu 7
Reset UE Results 8
Run Reports Menu 9
Units in Chapter 10
Units, Eligibility Entered 11
Units, Eligibility NOT Entered 12
Units with Election Scheduled 12
Units with Election NOT Scheduled 13
Units with Results Entered 14
Units with NO Results Entered 15
Send Emails Menu 15
Enter Election Team Contacts 15
Email Assigned UE Team 17
Email Unit Leader Results 18
See System Information Menu 20
Display Logon Credentials 20

Introduction

This guide is for Unit Election Coordinators for each Chapter or county sub Chapter. For the 2015 UE cycle the following people are serving as Chapter or sub Chapter Coordinators:

Chapter / District	Chapter Unit Election Coordinator Contact Name	Contact email	Contact Phone
Alamance/Alamance District	Ron Carter	telcoguy5@gmail.com	919 332-0383
Dahlonega Tawodi/Guilford District	Jeff Triplett	Triplett@triad.rr.com	336 736-1950
Tutelo/Akela District			
Saura/Cherokee District, Rockingham County & Caswell County	Jim Downs	jdownsr@triad.rr.com	336 432-8944
Saura/Cherokee District, Person County	Sharon Hamlett	hamlett@centurylink.net	336 599-1048
Keyauwee/Uwharrie District, Randolph County	Bobby Mabe	bobby.mabe@rtmc.net	336 879-4612
Keyauwee/Uwharrie District, Davidson County	Chris Wall	wall.chris.a@gmail.com	336 775-9089
Keyauwee/Uwharrie District, Davie County	Craig Hendrix	neetsway@yadtel.net	336 998-9516

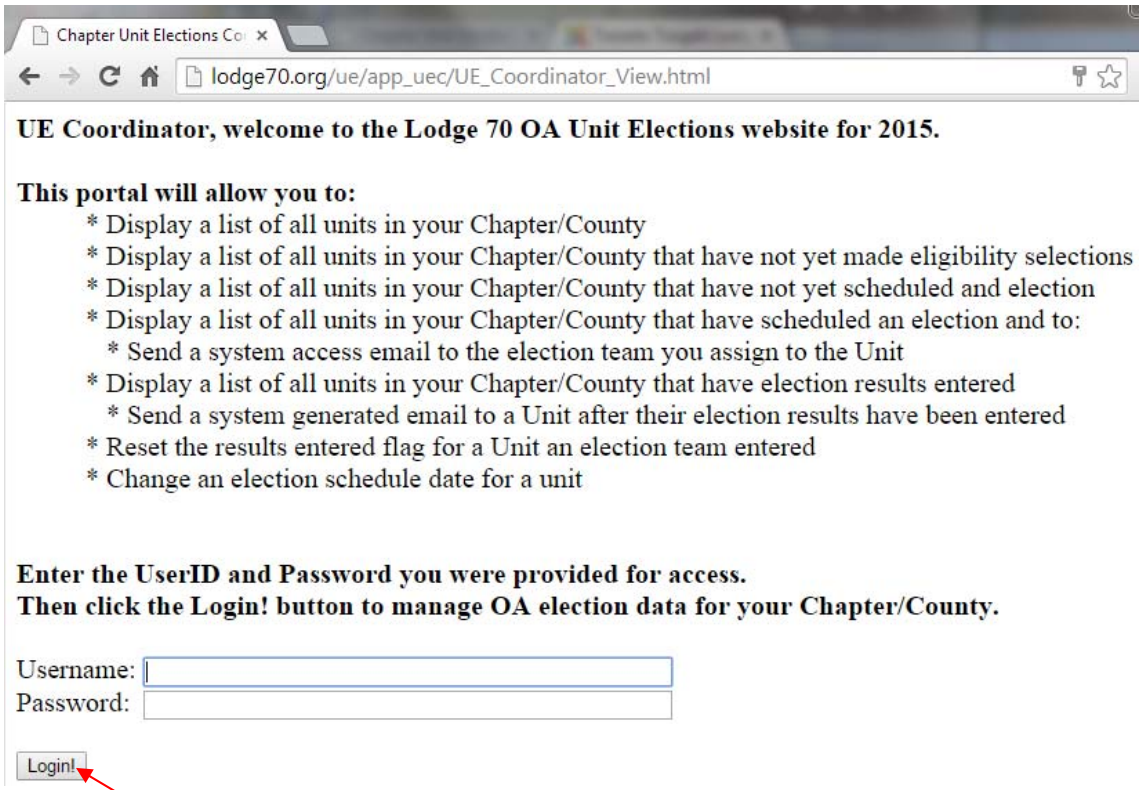
UE Coordinators must use the online UE system to:

- Change the contact information for a Unit
- assign an election team for a Unit's election
- enter contact information for an election team
- email system access credentials to the election team for a Unit
- email the Unit when election results have been entered by a team for the Unit
- change the scheduled election date and time of a unit

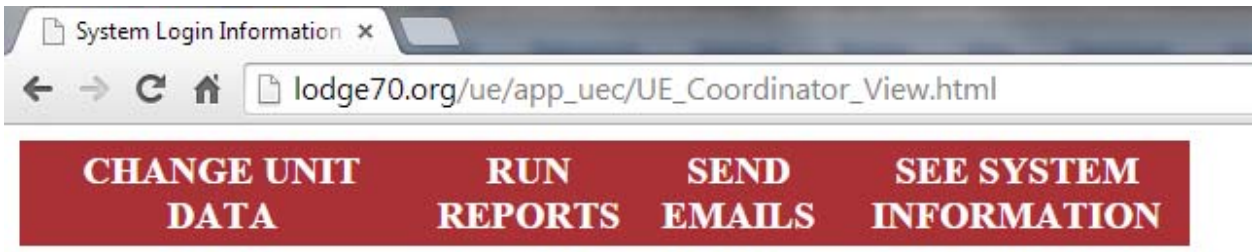
You can access the administrative access portal for the Lodge 70 UE system at the following link:

http://lodge70.org/ue/app_uec/UE_Coordinator_View.html

This is not a public URL and must be entered directly in your browser. The site looks like the graphic:



Once you correctly enter your login credentials you will see the "Home" menu:



Welcome **Ron Carter**, Unit Elections Coordinator for the **Alamance** Chapter.
Select the action you want to perform from the menu above.

Moving your mouse over a menu option title causes it to become highlighted with a black background.

Once a menu item is selected, clicking on it will take you to the submenu of choices. Each submenu has the option for returning to the "Home" menu as the first choice on the submenu.

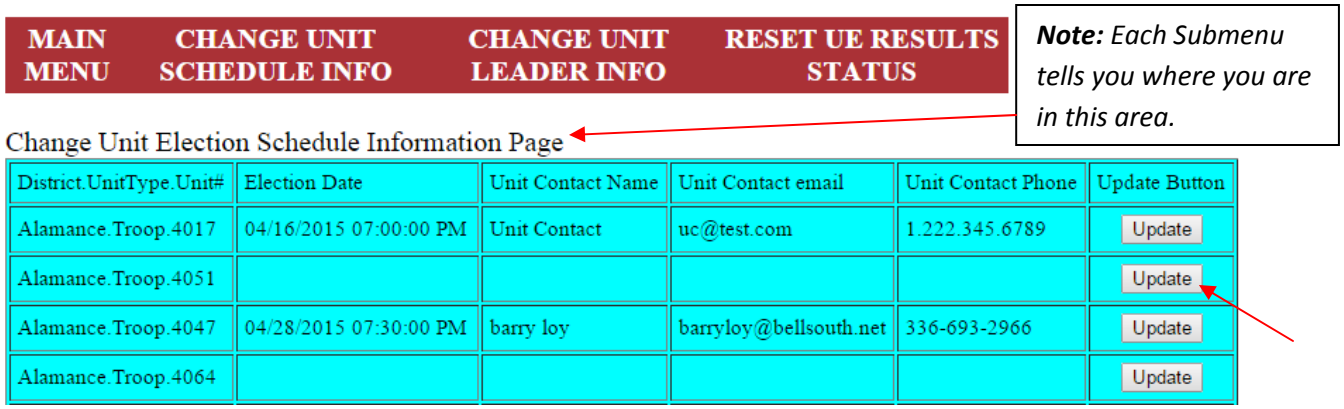
Here is a Menu Map for all submenus:

CHANGE UNIT DATA☞	MAIN MENU	CHANGE UNIT SCHEDULE INFO	CHANGE UNIT LEADER INFO	RESET UE RESULTS STATUS				
RUN REPORTS☞	MAIN MENU	UNITS IN CHAPTER	UNITS, ELIGIBILITY ENTERED	UNITS, ELIGIBILITY NOT ENTERED	UNITS WITH SCHEDULED ELECTION	UNITS WITH ELECTION NOT SCHEDULED	UNITS WITH RESULTS ENTERED	UNITS WITH NO RESULTS ENTERED
SEND EMAILS☞	MAIN MENU	ENTER ELECTION TEAM CONTACTS	EMAIL ASSIGNED UE TEAM	EMAIL UNIT LEADER RESULTS				
SEE SYSTEM INFORMATION☞	MAIN MENU	DISPLAY LOGIN CREDENTIALS						

Change Unit Data Menu

Change Unit Schedule Info

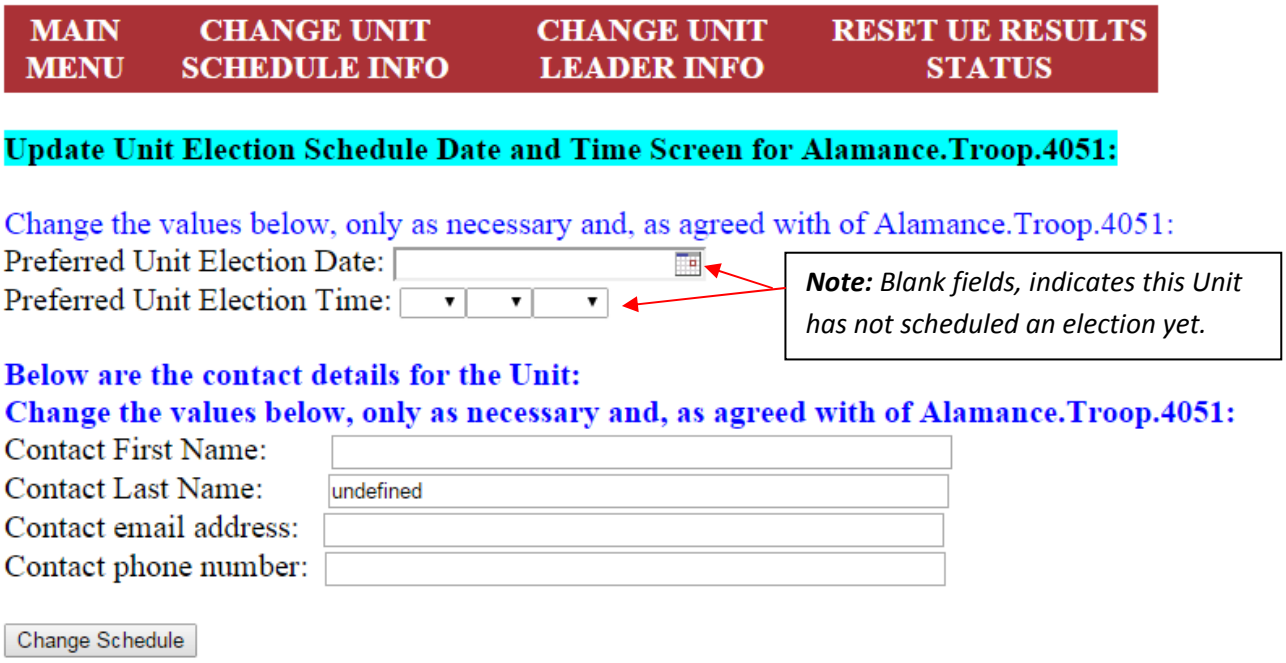
This option allows you to set or change the date and time an election is scheduled for a Unit. <u>This also where you enter alternate contact information for a Unit!</u> When you click this option it will present you with a list of Units in the Chapter with the current election schedule information for each Unit:



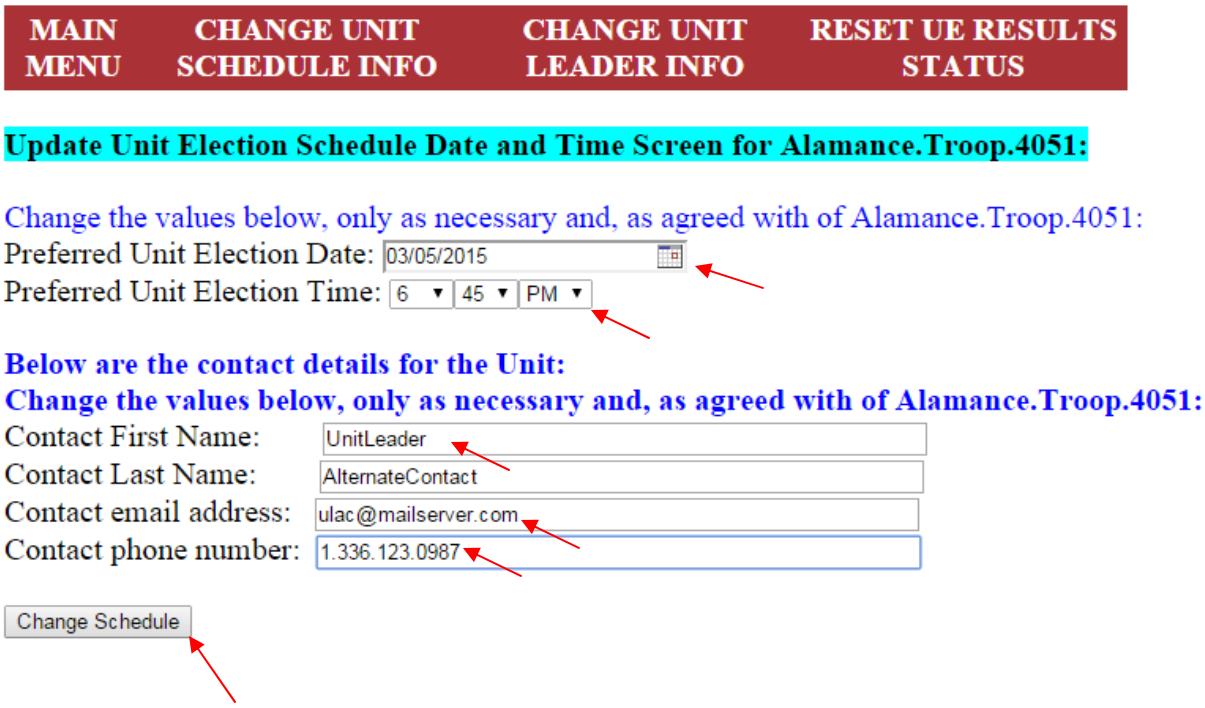
Note: *Each Submenu tells you where you are in this area.*

*Note, **ONLY** change the schedule date and time if you have been in contact with the Unit and they are aware you are changing the date and time because you cannot provide an election team at the date and time they selected or they have asked you to change or set the date for them.*

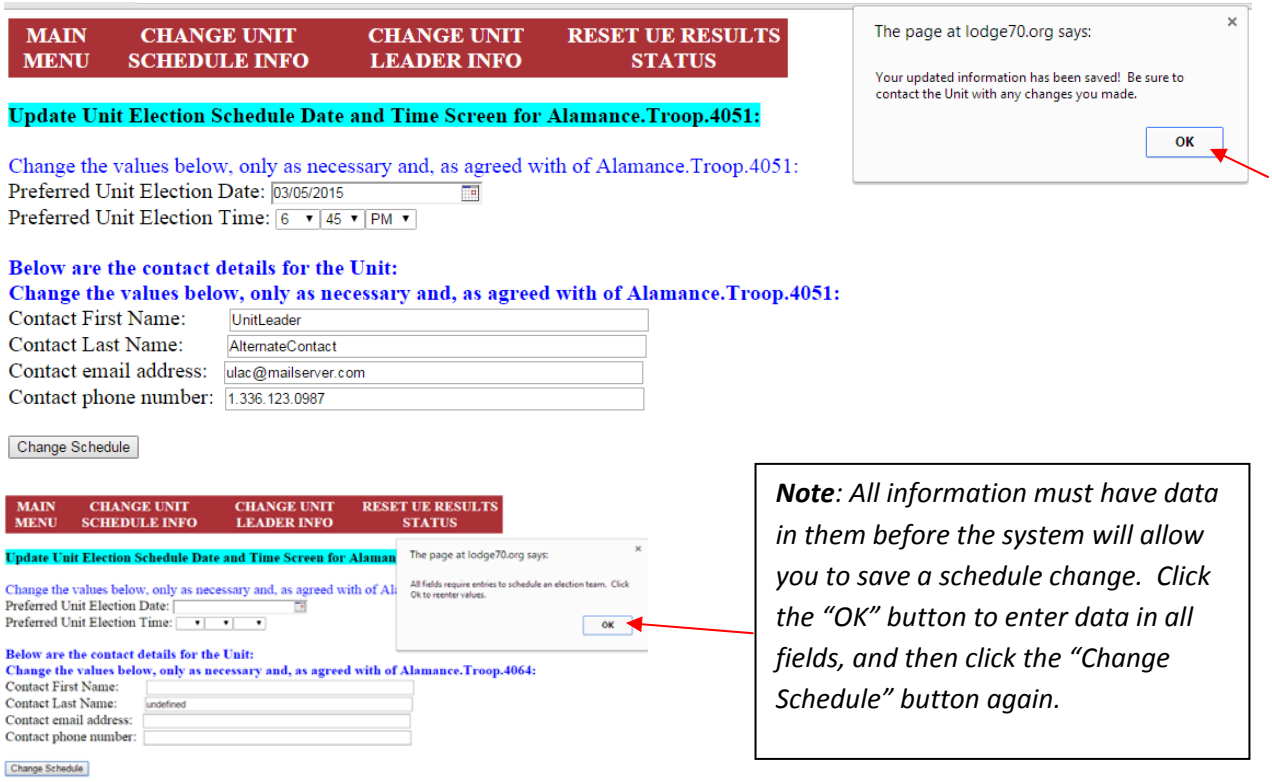
Click on the "Update" button in the row for the Unit whose schedule you need to update and the following screen appears with the data already in the system:



Set or change any of the values as necessary and then click the "Change Schedule" button.



You will receive a confirmation alert message reminding you to contact the Unit with the new details. When they log into the system, they will see the new schedule information.



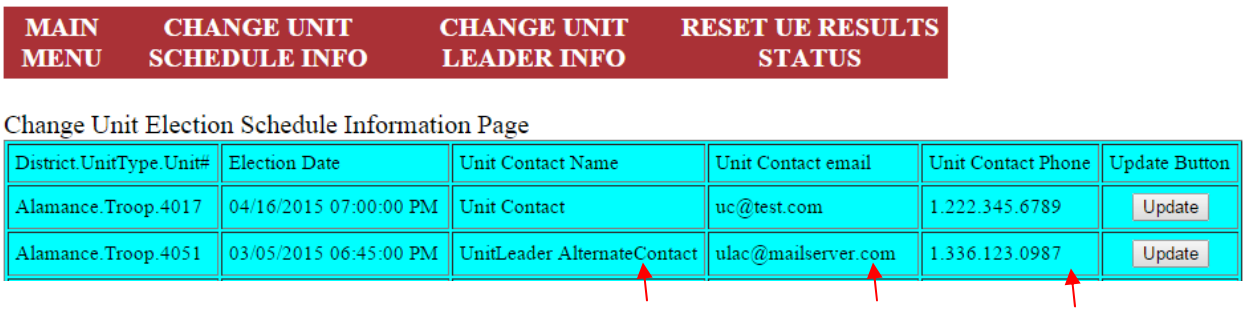
***Note**: All information must have data in them before the system will allow you to save a schedule change. Click the "OK" button to enter data in all fields, and then click the "Change Schedule" button again.*

***Note:** This administrative portal will allow you to schedule an election for a Unit even if they have not yet made eligibility selections. When you contact the Unit, make sure the login to the system to set or update eligibility selections!*

When you click the "OK" button on the alert box, you will be returned to the Change Unit Data Menu.

***Note:** Clicking on Change Unit Schedule Info Menu option again will show the Unit list again this time with the updated information you just entered.*

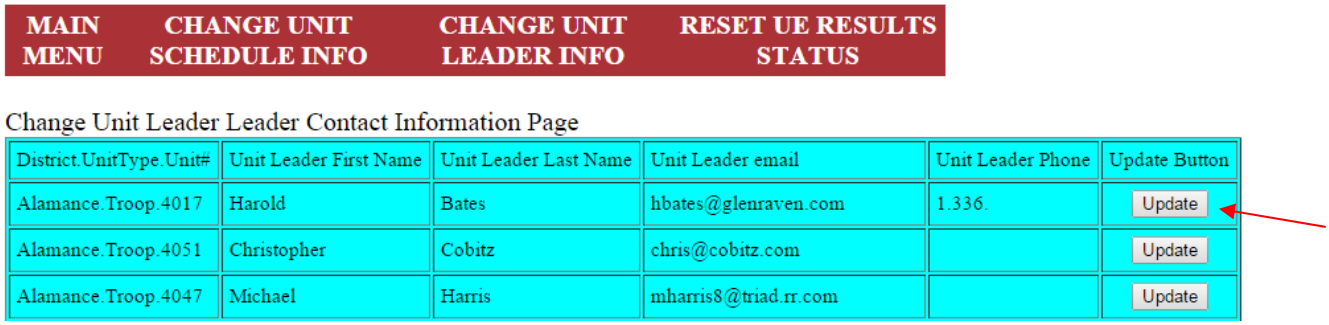
***Note:** On any screen where you do **NOT** want to update anything, simply click on another menu option to leave the page unsaved and go to the new page.*



Change Unit Leader Info Menu

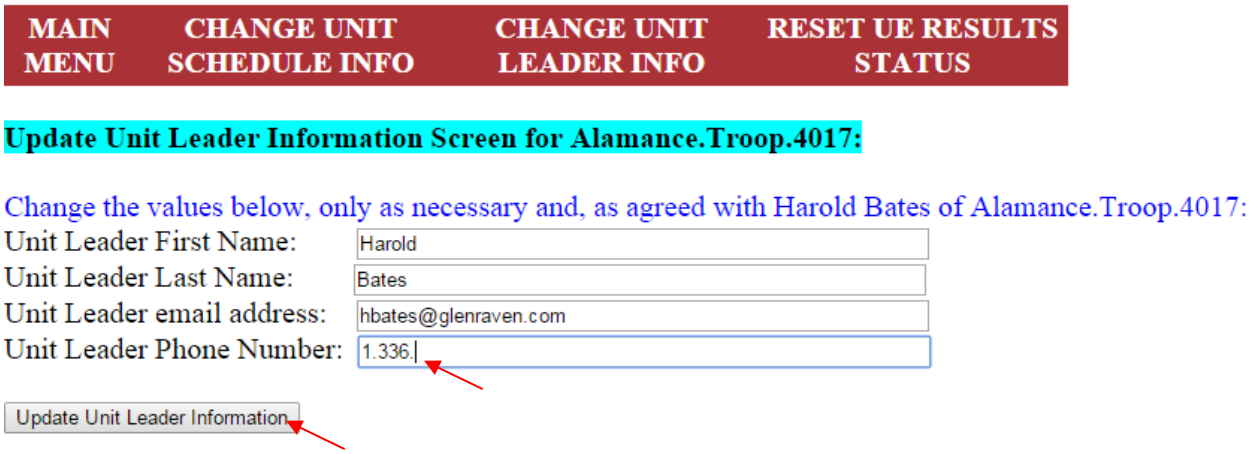
This option allows you to set or change the contact information for a Unit Leader. This is useful when the Unit Leader has changed since the Council Data was updated or the information has errors in it preventing you from contacting them through the system.

When you click this option, it will present you with a list of Units in the Chapter and the Unit Leader contact information for each Unit:



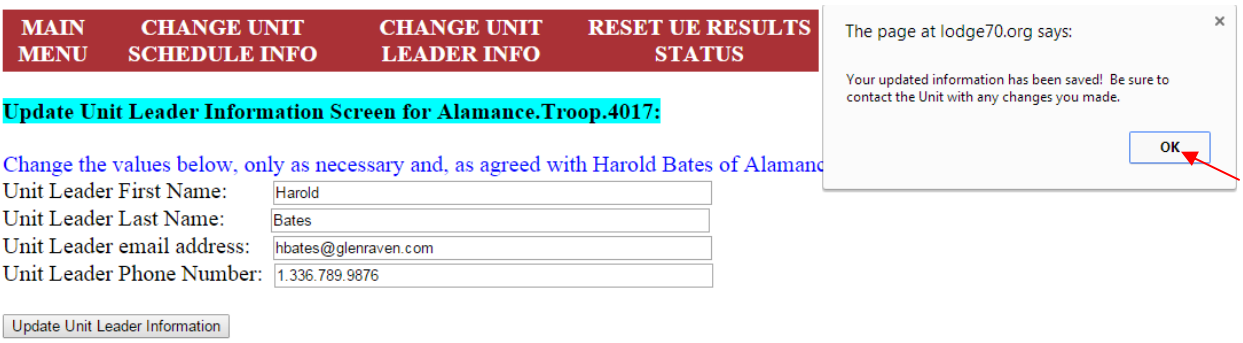
***Note: ONLY** change the Unit Leader information if you have been in contact with the Unit and they are aware you are changing their Unit Leader contact information or they have asked you to change or set the data for them.*

Click on the "Update" button in the row for the Unit whose Unit Leader information you need to update and the following screen appears with the data already in the system:



Set or change any of the values as necessary and then click the "Update Unit Leader Information" button.

You will receive a confirmation alert message reminding you to contact the Unit with the information as you entered it.



When you click the "OK" button on the alert box, you will be returned to the Change Unit Data Menu.

Note: *Clicking on Change Unit Leader Info Menu option again will show the Unit list again, this time with the updated information you just entered.*

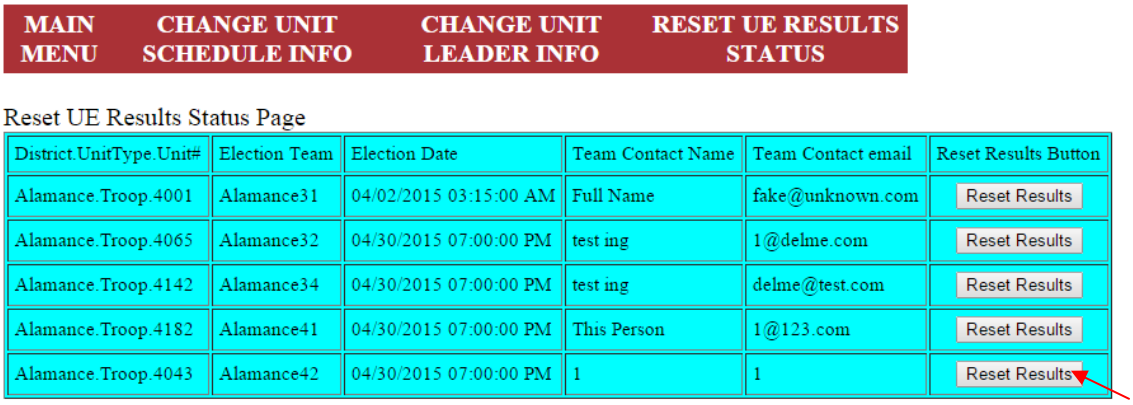
Reset UE Results

This option allows you to reset the status indicator of whether election results have been entered for a Unit or not. This is useful when the Election Team has entered election results for the unit and they recognize they made a mistake or the Unit recognizes the results do not match the printed form they received during the election.

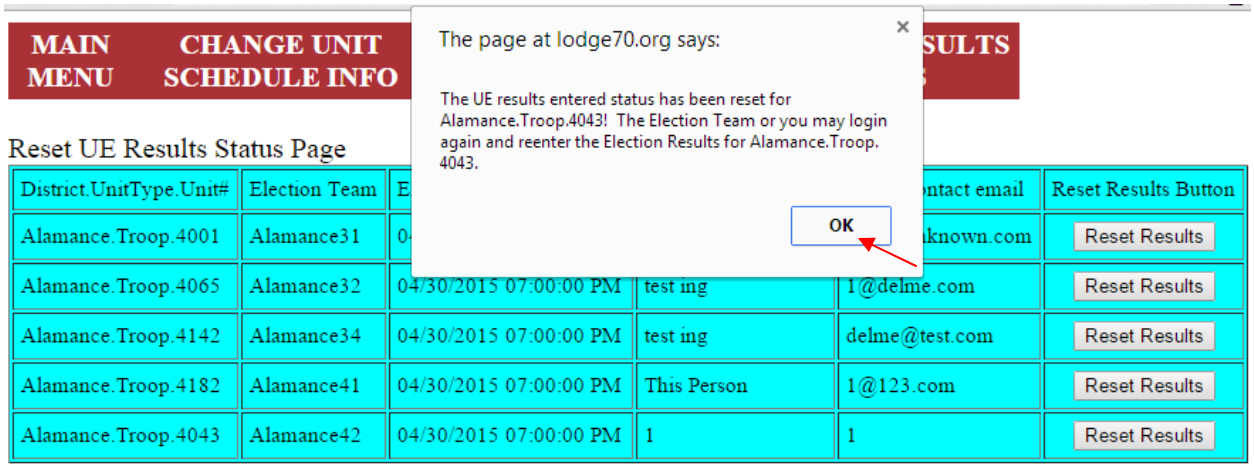
In these situations you can reset the status to so the election team can reenter the results. Alternatively you can login to the UE Team portal and enter the results yourself if you have the ballots and election results form from the Election Team. Do not update results yourself without this documentation. The preferred method for entering results is to have the Election Team do it as long as they still have the ballots and paper results form.

Note: *See the "Display Login Credentials" menu option from the "See System Information" Menu option on the "Main" menu to get the credentials necessary for logging in to the system as a Unit Leader or Election Team.*

When you click this option, it will present you with a list of Units in the Chapter where election results have been entered already along with the Election Team and their Leader contact information for each Unit:



Click on the “Rest Results” button in the row for the Unit whose election results status you need to reset and then a confirmation Dialog appears. It reminds you to contact the Election so they can login to the system and enter election results again.



When you click the “OK” button on the alert box, you will be returned to the Change Unit Data Menu.

To utilize other submenus, simply click the “Home” menu option.

Run Reports Menu

This menu contains report options that will allow you to monitor and manage the election process progression for your chapter.

Each report has a “Print Report” button allowing you to work with the data offline. The reports are preconfigured and dynamic and return results based the current data in the system. These are read only reports and you cannot change any system data from the report screens.

All the reports have the same format as described. The table data for each report is different depending on the report. They all have:

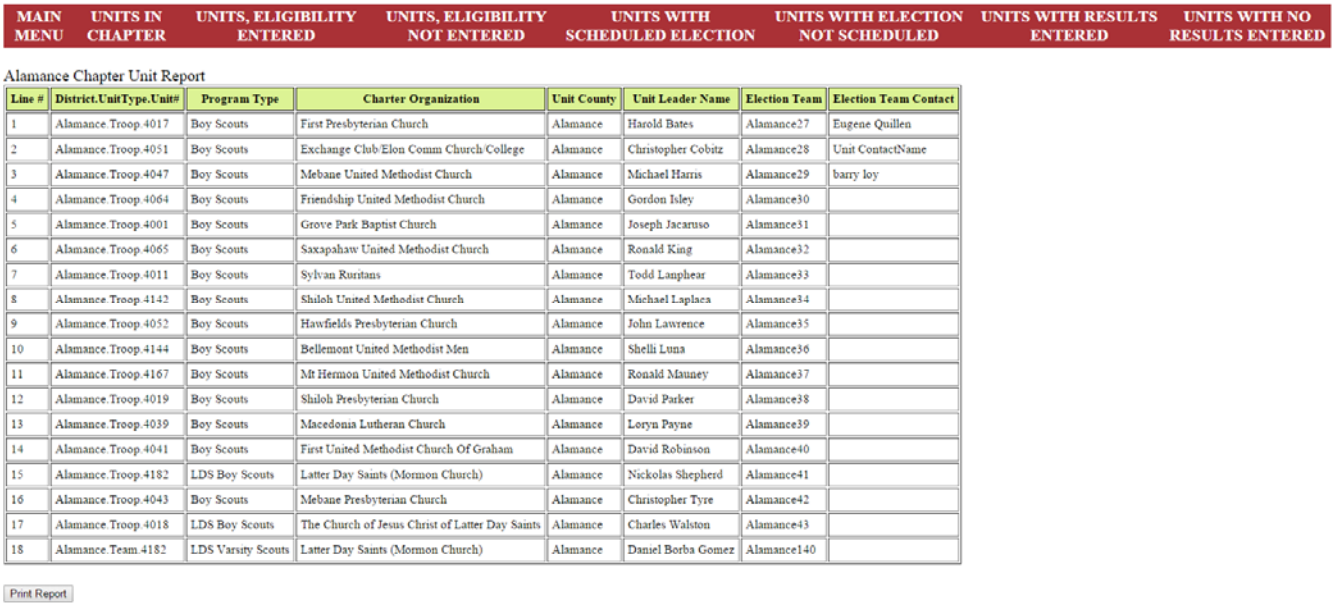
- Report Description above the table
- Column A, as a row counter
- A light green background for the header.
- “Print Report” button below the report

Each “Run Reports” menu is described with the unique data shown on each report.

Units in Chapter

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator). It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit
Election Scheduled For:	The date and time the Unit has asked to have an election conducted



MAIN MENU | UNITS IN CHAPTER | UNITS, ELIGIBILITY ENTERED | UNITS, ELIGIBILITY NOT ENTERED | UNITS WITH SCHEDULED ELECTION | UNITS WITH ELECTION NOT SCHEDULED | UNITS WITH RESULTS ENTERED | UNITS WITH NO RESULTS ENTERED

Alamance Chapter Unit Report

Line #	District.UnitType.Unit#	Program Type	Charter Organization	Unit County	Unit Leader Name	Election Team	Election Team Contact
1	Alamance.Troop.4017	Boy Scouts	First Presbyterian Church	Alamance	Harold Bates	Alamance27	Eugene Quillen
2	Alamance.Troop.4051	Boy Scouts	Exchange Club/Elon Comm Church/College	Alamance	Christopher Cobitz	Alamance28	Unit ContactName
3	Alamance.Troop.4047	Boy Scouts	Mebane United Methodist Church	Alamance	Michael Harris	Alamance29	barry loy
4	Alamance.Troop.4064	Boy Scouts	Friendship United Methodist Church	Alamance	Gordon Isley	Alamance30	
5	Alamance.Troop.4001	Boy Scouts	Grove Park Baptist Church	Alamance	Joseph Jacaruso	Alamance31	
6	Alamance.Troop.4065	Boy Scouts	Saxapahaw United Methodist Church	Alamance	Ronald King	Alamance32	
7	Alamance.Troop.4011	Boy Scouts	Sylvan Puritans	Alamance	Todd Lamphear	Alamance33	
8	Alamance.Troop.4142	Boy Scouts	Shiloh United Methodist Church	Alamance	Michael Laplaca	Alamance34	
9	Alamance.Troop.4052	Boy Scouts	Hawfields Presbyterian Church	Alamance	John Lawrence	Alamance35	
10	Alamance.Troop.4144	Boy Scouts	Bellemont United Methodist Men	Alamance	Shelli Luna	Alamance36	
11	Alamance.Troop.4167	Boy Scouts	Mt Hermon United Methodist Church	Alamance	Ronald Mauney	Alamance37	
12	Alamance.Troop.4019	Boy Scouts	Shiloh Presbyterian Church	Alamance	David Parker	Alamance38	
13	Alamance.Troop.4039	Boy Scouts	Macedonia Lutheran Church	Alamance	Loryn Payne	Alamance39	
14	Alamance.Troop.4041	Boy Scouts	First United Methodist Church Of Graham	Alamance	David Robinson	Alamance40	
15	Alamance.Troop.4182	LDS Boy Scouts	Latter Day Saints (Mormon Church)	Alamance	Nickolas Shepherd	Alamance41	
16	Alamance.Troop.4043	Boy Scouts	Mebane Presbyterian Church	Alamance	Christopher Tyre	Alamance42	
17	Alamance.Troop.4018	LDS Boy Scouts	The Church of Jesus Christ of Latter Day Saints	Alamance	Charles Walston	Alamance43	
18	Alamance.Team.4182	LDS Varsity Scouts	Latter Day Saints (Mormon Church)	Alamance	Daniel Borba Gomez	Alamance140	

Print Report

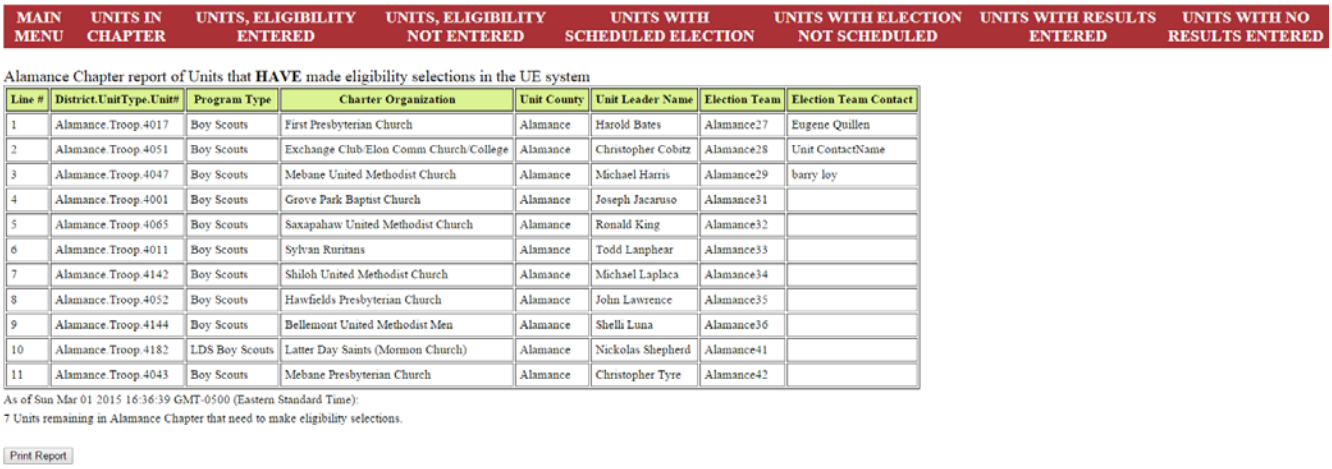
If you know in advance who you want to be the Election Team for a particular Unit, you can use the "Enter Election Team Contacts" submenu option of the "Send Emails" Menu. That process is described below in the "Send Emails" Menu section.

Units, Eligibility Entered

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator) that HAVE made eligibility selections in the UE system. It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit
Election Scheduled For:	The date and time the Unit has asked to have an election conducted

- At the bottom of the report you will see a summary of how many Units in the Chapter/(County subchapter) for which you are the UE Coordinator) that have NOT made eligibility selections in the system.
- These Units should also have scheduled an election now as well. Check the "Units with Scheduled Election" report option to confirm.



MAIN MENU | UNITS IN CHAPTER | UNITS, ELIGIBILITY ENTERED | UNITS, ELIGIBILITY NOT ENTERED | UNITS WITH SCHEDULED ELECTION | UNITS WITH ELECTION NOT SCHEDULED | UNITS WITH RESULTS ENTERED | UNITS WITH NO RESULTS ENTERED

Alamance Chapter report of Units that **HAVE** made eligibility selections in the UE system

Line #	District.UnitType.Unit#	Program Type	Charter Organization	Unit County	Unit Leader Name	Election Team	Election Team Contact
1	Alamance.Troop.4017	Boy Scouts	First Presbyterian Church	Alamance	Harold Bates	Alamance27	Eugene Quillen
2	Alamance.Troop.4051	Boy Scouts	Exchange Club/Elon Comm Church/College	Alamance	Christopher Cobitz	Alamance28	Unit ContactName
3	Alamance.Troop.4047	Boy Scouts	Mebane United Methodist Church	Alamance	Michael Harris	Alamance29	barry loy
4	Alamance.Troop.4001	Boy Scouts	Grove Park Baptist Church	Alamance	Joseph Jacaruso	Alamance31	
5	Alamance.Troop.4065	Boy Scouts	Saxapahaw United Methodist Church	Alamance	Ronald King	Alamance32	
6	Alamance.Troop.4011	Boy Scouts	Sylvan Ruritans	Alamance	Todd Lanphear	Alamance33	
7	Alamance.Troop.4142	Boy Scouts	Shiloh United Methodist Church	Alamance	Michael Laplaca	Alamance34	
8	Alamance.Troop.4052	Boy Scouts	Hawfields Presbyterian Church	Alamance	John Lawrence	Alamance35	
9	Alamance.Troop.4144	Boy Scouts	Bellemont United Methodist Men	Alamance	Shelli Luna	Alamance36	
10	Alamance.Troop.4182	LDS Boy Scouts	Latter Day Saints (Mormon Church)	Alamance	Nickolas Shepherd	Alamance41	
11	Alamance.Troop.4043	Boy Scouts	Mebane Presbyterian Church	Alamance	Christopher Tyre	Alamance42	

As of Sun Mar 01 2015 16:36:39 GMT-0500 (Eastern Standard Time):
7 Units remaining in Alamance Chapter that need to make eligibility selections.

Print Report

Units, Eligibility NOT Entered

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator) that have **NOT** made eligibility selections in the UE system. It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit

- At the bottom of the report you will see a summary of how many Units in the Chapter/(County subchapter) for which you are the UE Coordinator) that have already entered eligibility selections in the system.
- You should monitor this closely and contact any Unit that has not made initial selections prior to April 1, 2015. Units have until April 15, to enter initial eligibility and schedule an election.
- Contacting them early may identify issues they have where you and your election teams may be able to assist.
- You will be better able to meet their election schedule date if you know the date soon enough.
- The system will not allow them to schedule an election until they make an eligibility selection in the system. They can change the eligibility selections as often as they like up until one day before the scheduled election date and time.
- Therefore they should schedule the election as soon as possible.

Units with Election Scheduled

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator) that HAVE scheduled an election in the UE system. It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit
Election Scheduled For:	The date and time the Unit has asked to have an election conducted

- At the bottom of the report you will see a summary of how many Units in the Chapter/(County subchapter) for which you are the UE Coordinator) that still need to schedule an election in the system.
- The system will send you an automated email as soon as a Unit schedules an election.
- You should assign an Election Team Lead as soon as you are notified that a Unit has scheduled an election and send the Election Team Lead an email from the system.
- You can assign an Election Team for a particular Unit by using the "Enter Election Team Contacts" submenu option of the "Send Emails" Menu. That process is described below in the "Send Emails" Menu section.

Units with Election NOT Scheduled

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator) that have NOT scheduled an election in the UE system. It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit

- At the bottom of the report you will see a summary of how many Units in the Chapter/(County subchapter) for which you are the UE Coordinator) that have already scheduled an election in the system.
- You should monitor this closely and contact any Unit that has not scheduled an election prior to April 1, 2015. Units have until April 15, to enter initial eligibility and schedule an election.
- Contacting them early may identify issues they have where you and your election teams may be able to assist.
- You will be better able to meet their election schedule date if you know the date soon enough.
- The system will not allow them to schedule an election until they make an eligibility selection in the system. They can change the eligibility selections as often as they like up until one day before the scheduled election date and time.
- Therefore they should schedule the election as soon as possible.

Units with Results Entered

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator) that HAVE election results recorded in the UE system. It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit
Election Scheduled For:	The date and time the Unit has asked to have an election conducted

- At the bottom of the report you will see a summary of how many Units in the Chapter/(County subchapter) for which you are the UE Coordinator) that still NEED to have election results entered in the system.
- The system will send you an automated email as soon as election results are entered for a Unit.
- You should use the system to send an email to the Unit as soon as you are notified that election results have been entered for a Unit.
- You can send the Unit a notification email by using the “Email Unit Leader Results” submenu option of the “Send Emails” Menu. That process is described below in the “Send Emails” Menu section.
- This allows you an additional contact with the Unit and to have them confirm the recorded results are accurate.
- You also would use this report t confirm you have received all the signed election result forms and ballots.
- If it has been a long time since a team concluded an election for a Unit and you still do not have the paper documents, reach out to them with a reminder to provide them to you.

Units with NO Results Entered

This report is a listing of all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator) that do not currently have election results recorded in the UE system. It contains the following data elements:

District.UnitType.Unit#	The District Name. Type of Unit. Unit Number
Program Type	THE BSA Program Type for the Unit
Charter Organization	The Chartered Organization that supports the Unit. The Unit probably meets at their building
Unit County	The County where the Chartered Organization is located
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit
Election Scheduled For:	The date and time the Unit has asked to have an election conducted

- At the bottom of the report you will see a summary of how many Units in the Chapter/(County subchapter) for which you are the UE Coordinator) that HAVE election results entered in the system.
- You should monitor this closely and contact any Election that has not entered election results within 24 hours of the scheduled election date.
- Contacting them early may identify issues they have with entering the results or just plain forget because the election has been completed.
- Contact them regularly until the results have been entered.
- Remind them to send you the signed results form and ballots after they have entered the results in the system.

Send Emails Menu

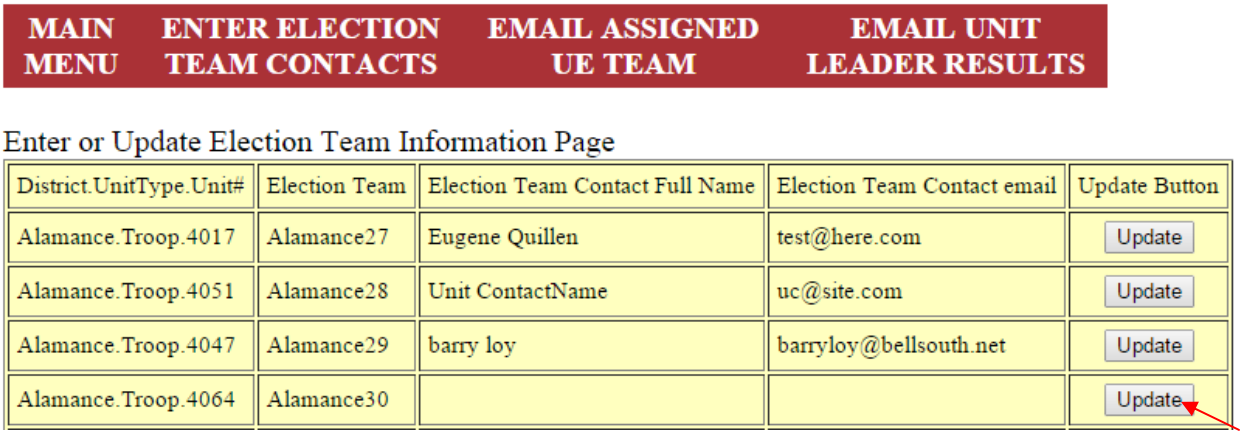
This menu subgroup has options for you to enter and update Election Team contacts. It also has options for you to send a system generated email to the Election Team with their system login credentials for any Unit to which you have assigned them. You can also notify a Unit with an email that election results have been recorded for their Unit.

Remember each Unit has only one Election Team assigned to it in the system.

Note: *the same people can be an Election Team for multiple Units. However for each Unit they will have a different name and system login credentials.*

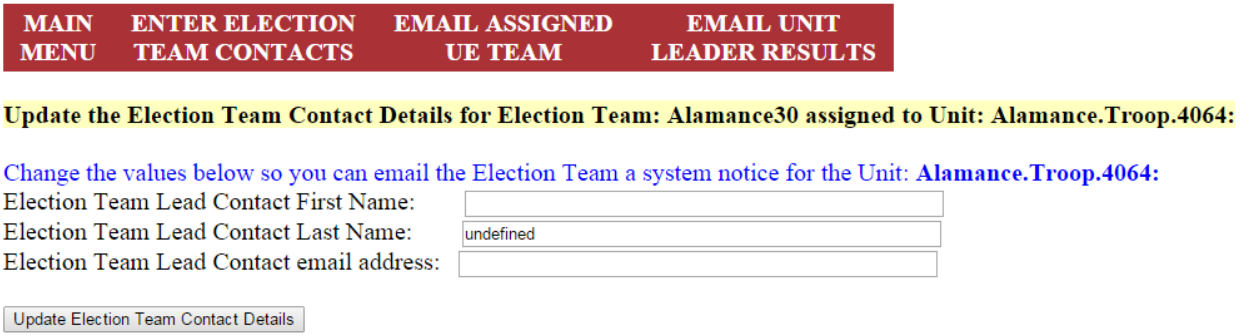
Enter Election Team Contacts

This “Send Emails” menu option allows you to enter and update Election Team contacts for a Unit. When you click this option it will present you with a list of Units in the Chapter with their assigned Election Team and Election Team Contact information for each Unit/Team if it has been entered:



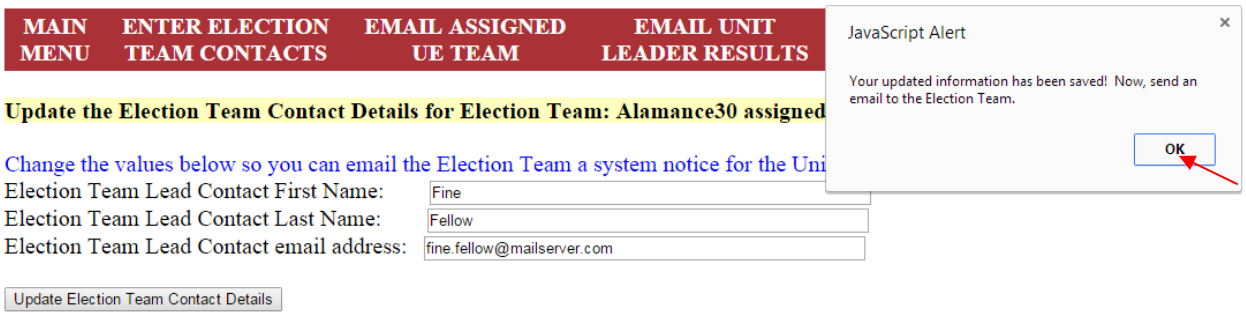
To assign or update the assigned Team Leader information for a Unit/Election Team, click the "Update" button in the row for the Unit/Election Team you need to update.

After you click the "Update" button, the following screen will appear. The input boxes will contain any data already in the system.



Enter data for each field and then click the "Update Election Team Contact Details" button. An alert dialog box will appear confirming the data has been saved and reminding you to send an email to the Election Team so they can begin working with the Unit to confirm:

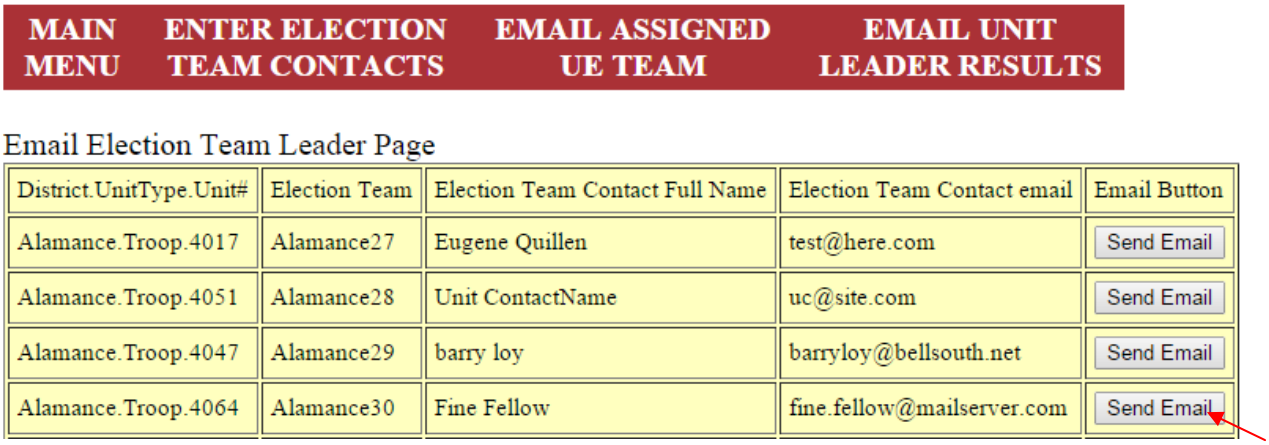
- The Unit information, including:
- Meeting Location
- Election Scheduled Date
- Election Scheduled Time
- The Adult Nomination process for 2015
- They have completed Adult nomination Forms for any Adults to be submitted
- They printed ballots and results forms for the Election



Click the "OK" button on the Dialog window to return to the "Send Emails" menu.

Email Assigned UE Team

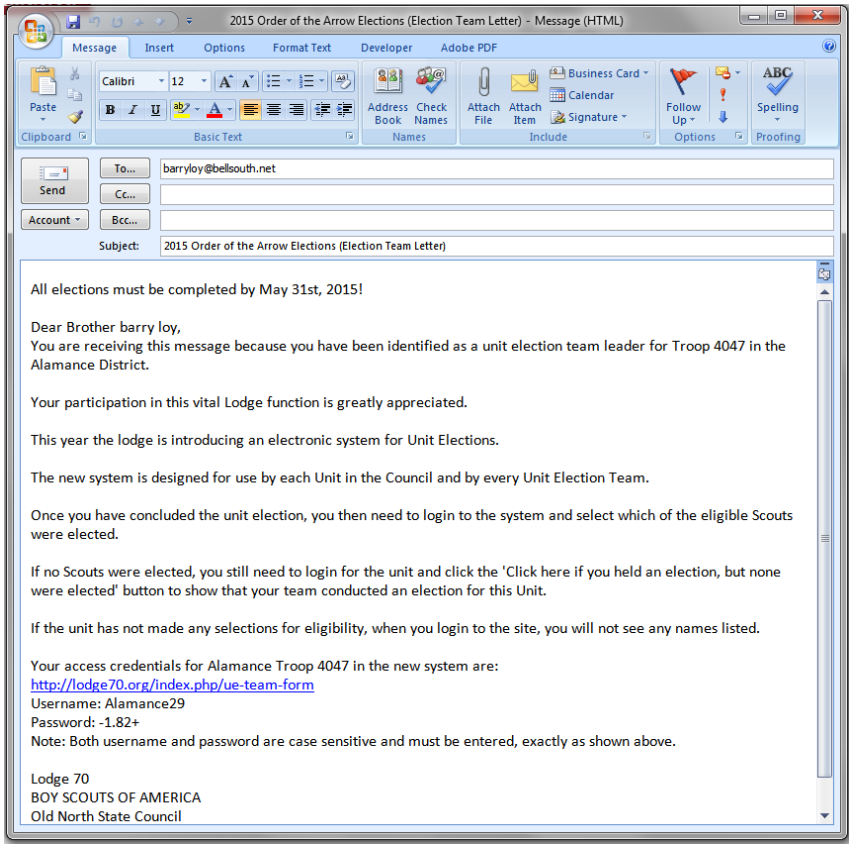
This "Send Emails" menu option allows you to email an Election Team system login information for each Unit/Team it has been assigned to conduct an election:



District.UnitType.Unit#	Election Team	Election Team Contact Full Name	Election Team Contact email	Email Button
Alamance.Troop.4017	Alamance27	Eugene Quillen	test@here.com	Send Email
Alamance.Troop.4051	Alamance28	Unit ContactName	uc@site.com	Send Email
Alamance.Troop.4047	Alamance29	barry loy	barryloy@bellsouth.net	Send Email
Alamance.Troop.4064	Alamance30	Fine Fellow	fine.fellow@mailserver.com	Send Email

To send an Email to assigned Team Leader for a Unit/Election Team, click the "Send Email" button in the row for the Unit/Election Team for which you need to send the Email.

After you click the "Send Email" button, the system will launch the default mail program on your system pre-populated with the details for the email to the Election Team. When the pre-populated message appears, click the "Send" button for your mail program to send the message.



Your screen may look different that the one pictured above depending on your default mail client.

If you try to send an Email to a Leader for a Unit/Election Team that does not have Contact Information entered in the system you will get an alert message telling you to enter contact details for the Team Lead before you can send the Email.

After you send an Email or get the alert message, you will be returned to the “Send Emails” menu.

Email Unit Leader Results

This “Send Emails” menu option allows you to send a notification email to a Unit letting them know that election results have been entered for their Unit:

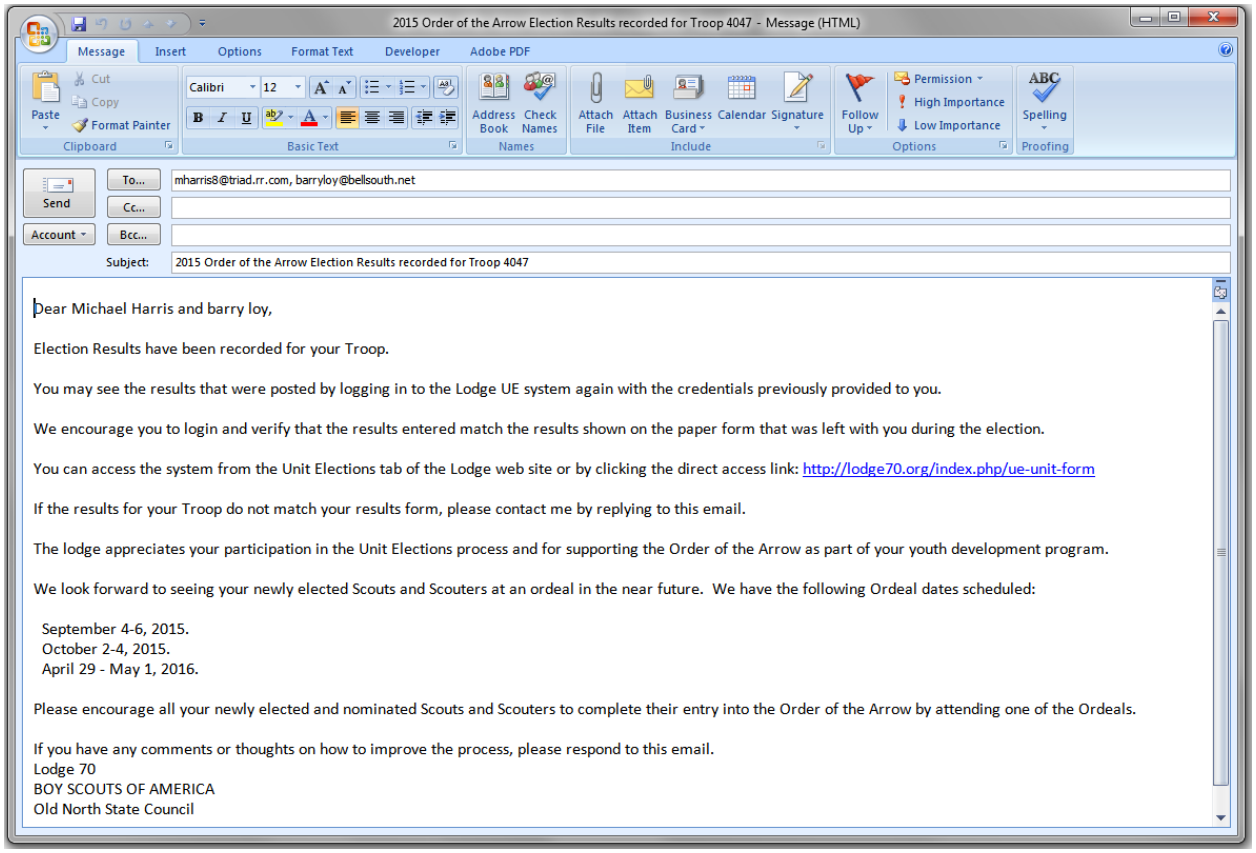
To send an Email to the registered contacts for a Unit, click the "Send Email" button in the row for the Unit/Election Team for which you need to send the Email.

MAIN MENU	ENTER ELECTION TEAM CONTACTS	EMAIL ASSIGNED UE TEAM	EMAIL UNIT LEADER RESULTS

Email Election Results to Unit Leader(s) Page

District.UnitType.Unit#	Unit Leader Full Name	Unit Leader email	Unit Election Contact Full Name	Unit Election Contact email	Email Button
Alamance.Troop.4017	Harold Bates	hbates@glenraven.com	Unit Contact	uc@test.com	Send Email
Alamance.Troop.4051	Christopher Cobitz	chris@cobitz.com	UnitLeader AlternateContact	ulac@mailserver.com	Send Email
Alamance.Troop.4047	Michael Harris	mharris8@triad.rr.com	barry loy	barryloy@bellsouth.net	Send Email
Alamance.Troop.4064	Gordon Isley	wisleyfloors@yahoo.com			Send Email

After you click the "Send Email" button, the system will launch the default mail program on your system pre-populated with the details for the email to the Unit. When the pre-populated message appears, click the "Send" button for your mail program to send the message.



Note: *If you try to send an Email to a Leader for a Unit/Election Team that does not have Contact Information entered in the system you will get an alert message telling you to enter contact details for the Team Lead before you can send the Email.*

After you send an Email or get the alert message, you will be returned to the "Send Emails" menu.

See System Information Menu

Display Logon Credentials

This "See System Information" menu option allows you to display system credential information for the all the Units chartered in the Chapter/(County subchapter) for which you are the UE Coordinator). It contains the following data elements:

Unit Login Username	The District Name.Type of Unit.Unit Number used for Units as the Username
Unit Login PW	The Unit's password to login to the system
Unit Leader Name	The Full First and Last Name of the Unit Leader
Election Team	The unique system generated name and number associated with the Unit
Election Team PW	The Election Team's password to login to the system for the specific Unit
Election Team Contact	The Full First and Last Name of the Election Team Leader assigned to this Unit
Current UE Status for the Unit	The Numerical status code representing where they are in the Election Process 0 = No eligibility selections made, (initial state) 1 = eligibility selections made, but no election scheduled 2 = election scheduled, but no results entered 3 = election results entered, (final state)

MAIN MENU DISPLAY LOGIN CREDENTIALS

Alamance Chapter; System Login Information for all Chapter users of the UE system

Line #	Unit Login Username	Unit Login PW	Unit Leader Name	Election Team Username	Election Team PW	Election Team Contact	Current UE Status for the Unit
1	Alamance.Troop.4017	Bates-13.08	Harold Bates	Alamance27	-14.52+	Eugene Quillen	2
2	Alamance.Troop.4051	Cobitz-16.73	Christopher Cobitz	Alamance28	-0.17+	Unit ContactName	2
3	Alamance.Troop.4047	Harris-28.03	Michael Harris	Alamance29	-1.82+	barry loy	2
4	Alamance.Troop.4064	Isley-11.6	Gordon Isley	Alamance30	-27.81+	Fine Fellow	0
5	Alamance.Troop.4001	Jacaruso-18.33	Joseph Jacaruso	Alamance31	-16.85+		3
6	Alamance.Troop.4065	King-8.33	Ronald King	Alamance32	-14.45+		3
7	Alamance.Troop.4011	Lanphear-2.81	Todd Lanphear	Alamance33	-14.24+		1
8	Alamance.Troop.4142	Laplaca-12.42	Michael Laplaca	Alamance34	-15.48+		3
9	Alamance.Troop.4052	Lawrence-27.84	John Lawrence	Alamance35	-9.92+		2
10	Alamance.Troop.4144	Luna-10.09	Shelli Luna	Alamance36	-31.32+		2
11	Alamance.Troop.4167	Mauney-0.87	Ronald Mauney	Alamance37	-12.12+		0
12	Alamance.Troop.4019	Parker-23.75	David Parker	Alamance38	-27.52+		0
13	Alamance.Troop.4039	Payne-28.87	Loryn Payne	Alamance39	-27.5+		0
14	Alamance.Troop.4041	Robinson-24.15	David Robinson	Alamance40	-30.02+		0
15	Alamance.Troop.4182	Shepherd-6.21	Nickolas Shepherd	Alamance41	-0.84+		3
16	Alamance.Troop.4043	Tyre-5.96	Christopher Tyre	Alamance42	-37.79+		2
17	Alamance.Troop.4018	Walston-40.14	Charles Walston	Alamance43	-3.29+		0
18	Alamance.Team.4182	Borba Gomez-60.7	Daniel Borba Gomez	Alamance140	-45.23+		0

Print Report