

## Setting Up Races Using Data Sources

You can set up all the election races that will receive results from data sources easily through the Link/Load process once those data sources have begun sending test results. If you've already entered your races, you will still want to use the "link & load" process to connect your races to your data source.

First, go to Setup and click on Data Sources on lower right side of the screen.

**Data Sources for Dec 2015 test election**

**Data Sources**

- AP FTP By Race
- AP FTP Service By County
- AP FTP Top Races
- AP Web Feeds
- Data Entry By County
- Election Bridge
- Excel Data Capture by County
- Excel Data Capture by Race
- Manual Data Entry

New Edit Delete

12 Sources, 9 Enabled Show All

A Data Source provides Race Results based on a Reporting Unit. This may be based on the Race as a whole or by individual County (or Ward or Parish). In order to match the incoming data each Reporting Unit must be identified.

If Results are provided by County, then the highest number of votes for a county from any Source is used to accumulate the Total Votes for the Race. This total is then compared against any Sources that are providing Results at the Race level to determine the latest Vote Totals for the Race.

**AP FTP By Race**

Source Type AP FTP Service (AF)

Description AP FTP By Race

State US United States

Reports By Race

Story Id

Set On-Air Race Winner if Declared by this Source

Notes **Enabled**

**Races**

All 10 Races Active for this Source Edit

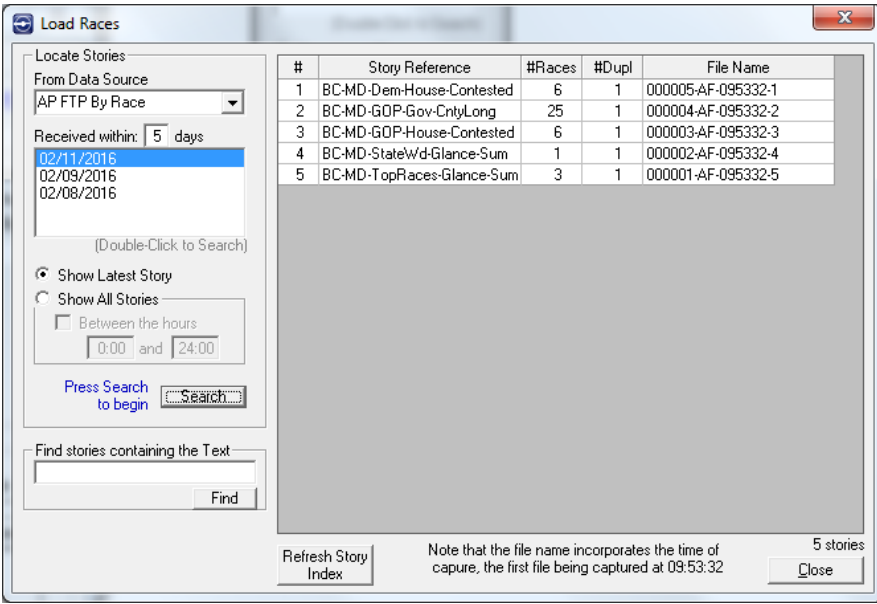
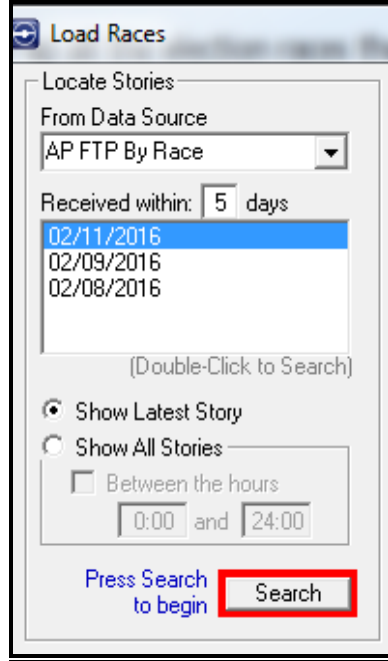
Load Races from **Data** or Spreadsheet

Close

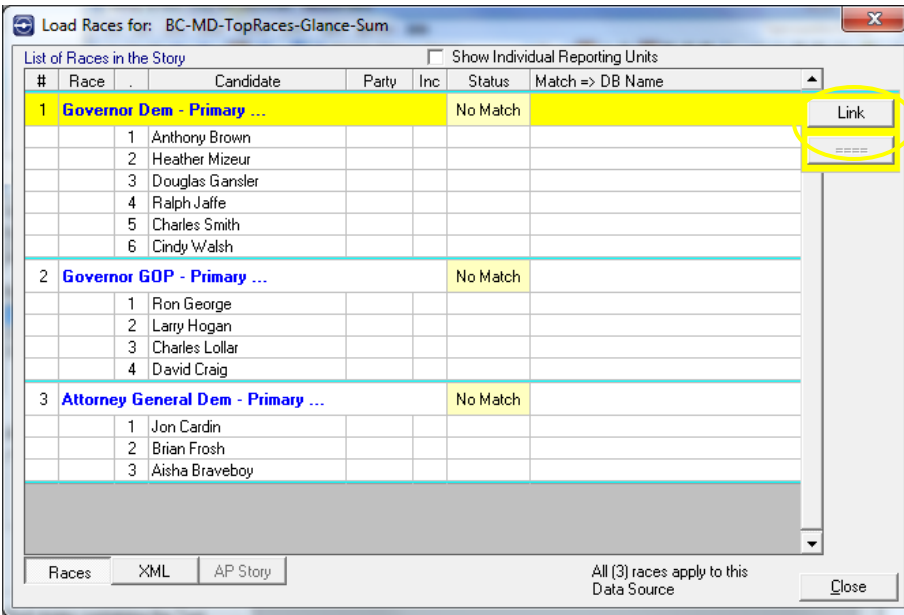
Select the Data Source you will be using first to load races and candidate information.

Click on Data in Load Races from Data or Spreadsheet.

Select a date for the data stories you want to use and press

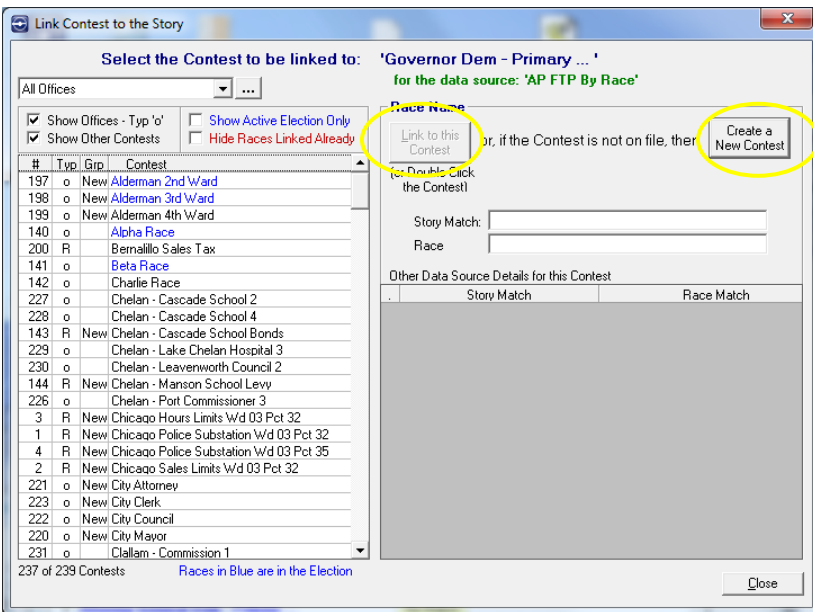


The available data source stories are shown on the right.  
Click on one of the stories to open it.



Now you see the actual Races contained in the story.

Highlight the race you want to add to your election and click on the link button to the right of that Race name.



On the left, all the Contests that have been used in the system in the past or already in the current election are listed. The Contests in blue are in the Active Election. If you only want to see those races in the active election, click that option at the top.

If the Contest being loaded is in the list, highlight that contest and click Link to this Contest. If the Contest is not in the list, click on Create a new Contest.

**Add New Contest**

This allows a Contest to be quickly added to the Election for linking to this Race. The Contest will be assigned a Group code of 'New' so that it can be located easily later and updated with any additional details.

Contest Name  
Governor Dem - Primary

Office  
 Referendum  
 Amendment  
 Proposition  
 Initiative

#Winners: 1  Remember #winners

Save Skip Cancel

When it's necessary to add a New Contest, make sure the Contest Name is an individual one which will be easy to identify in the election.

When you hit Save, this Race with its associated match codes will be loaded into your election. You'll then be taken to the screen where candidates are loaded.

**Load Races for: BC-MD-TopRaces-Glance-Sum**

List of Races in the Story  Show Individual Reporting Units

#	Race	Candidate	Party	Inc	Status	Match => DB Name
1	<b>Governor Dem - Primary ...</b>				Linked to	Governor Dem - Primary
		1 Anthony Brown				
		2 Heather Mizeur				
		3 Douglas Gansler				
		4 Ralph Jaffe				
		5 Charles Smith				
		6 Cindy Walsh				
2	<b>Governor GOP - Primary ...</b>				No Match	
		1 Ron George				
		2 Larry Hogan				
		3 Charles Lollar				
		4 David Craig				
3	<b>Attorney General Dem - Primary ...</b>				No Match	
		1 Jon Cardin				
		2 Brian Frosh				
		3 Aisha Braveboy				

Races XML AP Story

All (3) races apply to this Data Source

UnLink Load

Close

Click Load and the Candidates with their associated match codes will be loaded into your database.

This process will need to be repeated for each Contest in the story that you want in the election. You'll also want to do the same thing to load from other stories in this data source.

Once you've completed the Link/Load process for this data source, you will want to start back at the beginning if you have another data source such as Secretary of State or Web Scrape.

**NOTE:**

You might already have races and candidates set up in the database and be linking and loading match codes to those already existing. If your candidate doesn't exactly match one in the data source, a pink box will appear asking you which existing candidate the matches the one the source has.

Once all Contests for the election have been added, go back into Setup/Contests and add the correct On Air Names to each line for each of the Contests.