

# Guidelines for carrying out anonymous TAC elections with the free online voting tool Adoodle.

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- Polls and elections created with Adoodle are anonymous in the sense that neither the participants nor the election chairs (vote/poll creator) can see the choices made by the voters.
- Polls and elections carried out with Adoodle are transparent to all participants in the sense that all participants can see the email addresses of all invited voters and voters can only vote once.
- Adoodle is free of charge
- The tool can also be used for other TAC related polls such as polls for the Best Paper and Awards selection in the TACs.
- For each question (or election) a separate poll needs to be created. A question (or election) can contain multiple choices (or candidates). It is **not** possible to carry out multiple elections in one poll.

## 1. Go to [www.adoodle.org](http://www.adoodle.org)

The screenshot shows the Adoodle website interface. At the top, there is a navigation menu with links for Welcome, Create, Vote, Results, Demo, FAQ, and Help. The main heading is "Create a survey or vote". Below this, there are instructions and a form to create a new survey. The form includes fields for "Title of the vote/survey", "Creator of the vote", and "Question which the choice(s) below must answer". There is also a section for "List of choices" with a table for adding options.

Anonymous Doodle  
free service  
Version 2.9.4

English (UTC+01:00) Paris

Lastest additions:  
- Translation & time zones  
- Re-sending emails  
- Secured connexions  
- Weighted votes

History:  
5 Dec 2021: V 2.9.4  
5 Sep 2011: Version 2  
8 Dec 2010: Version 1  
15 Nov 2010: β test  
30 Oct 2010: α version

Welcome Create Vote Results Demo FAQ Help

### Create a survey or vote

Reset Previsualize

It is a good practice to have a look - first - at the recommendations to vote creators in the Help tab.

Then please choose on the left the [language](#) and [time zone](#) (sorted by continent, then city) of the interface and of the sent emails. The emails always contain an English version.

Please use only the buttons on this web page, not the Back and Forward buttons of your browser, which functions have been altered for security reasons.

#### 1. General information

Title of the vote/survey

This will be the subject of the sent emails. Choose a distinctive title.

Creator of the vote

For the information to the participants.

Question which the choice(s) below must answer

The voters will select an answer corresponding to this question. If you need to display a new line, type <br>.

#### 2. List of choices

Test	Choices	Action
<input type="radio"/>	Yes	Remove
<input type="radio"/>	No	Remove
<input type="radio"/>		Remove
<input type="radio"/>		Remove
<input type="radio"/>		Remove

**Fill in the general information in Section 1:**

- a. Choose language and time zone (**language and time zone**)
- b. Select the title of the vote/survey (**Title of the vote/survey**)
- c. Provide the name(s) of the poll creator(s) (**Creator of the vote**)
- d. Write down instructions for the election (**Question which the choice(s) below must answer**).

WelcomeCreateVoteResultsDemoFAQHelp

Since the start date cannot be before now, the start date has been pushed forward, in ONE minute from now. Vote duration is the same. If it does not suit you, please go back to adjust the start date, by clicking the 'Previous step' button at the bottom of the page.

## Create a survey or vote

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### 1. General information

**Title of the vote/survey**  
  
This will be the subject of the sent emails. Choose a distinctive title.

**Creator of the vote**  
  
For the information to the participants.

**Question which the choice(s) below must answer**

8 candidates have been nominated for the EURASIP TAC xxx. Their names are displayed in alphabetic order below. Please select at most 5 candidates to be elected to the TAC by checking the boxes next to your preferred candidates. The 5 candidates with the largest number of votes will be elected for a 3 years term in the TAC.

The voters will select an answer corresponding to this question. If you need to display a new line, type <br>.

**Section 2: Fill in the names of the candidates nominated for the election in a desired order (e.g., alphabetic):**

- e. Use a separate field/row for each candidate
- f. Specify how many candidates each voter can select (in the example below the voters are requested to select at most 5 candidates)

**2. List of choices**

Test	Choices	Action
<input type="checkbox"/>	Candidate 1 (first term)	Remove
<input type="checkbox"/>	Candidate 2 (first term)	Remove
<input type="checkbox"/>	Candidate 3 (first term)	Remove
<input type="checkbox"/>	Candidate 4 (first term)	Remove
<input type="checkbox"/>	Candidate 5 (first term)	Remove
<input type="checkbox"/>	Candidate 6 (second term)	Remove
<input type="checkbox"/>	Candidate 7 (second term)	Remove
<input type="checkbox"/>	Candidate 8 (first term)	Remove

NB: Minimum and maximum number of checked boxes will be applied at voting time, but is not testable here.

The voter will be required to choose between  to  of the proposed choices

→ If you want a single choice with radio buttons  cliquer:

### Section 3: Fill in the information in the “Participants” section:

#### Subsection 3.1

- Please provide a list of email addresses of the voters that you want to invite, i.e., the email addresses of the TAC members (one for each line or in comma separated form or else).

(In the example below, we have the “example email addresses” of 12 TAC members that will be invited to place their votes).

The voter will receive an email containing a unique personal vote ticket and two links to vote and to display the results of the vote. Naturally a voter can only vote once. All the links with email address are erased from the vote machine memory at first use, hence the anonymity.

- Make sure that you check carefully the emails. All emails must exist and be valid and must not block emails from ADoodle.org. Do not use group email addresses, hence do not use the EURASIP mailing lists!

An excellent practice with this list is for you to send an announcement message to the participants (using your own email account), before creating this vote. It will help you detect defective addresses. Once the vote created, note that the email addresses can no longer be changed.

#### Subsection 3.2

This field is not required – you can leave it blank. If desired, you can also put the email addresses of independent observers that are permitted to see the result but not permitted to participate in the votes.

### 3. Participants

#### 3.1 Voters

Please give a **list of emails** (one for each line or in comma separated form or else).  
The voter will receive an email containing a unique personal vote ticket and two links to vote and to display the results of the vote. Naturally a voter can only vote once. All the links with email address are erased from the vote machine memory at first use, hence the anonymity.

```
tac-member1@ieee.org,  
tac-member2@ieee.org,  
tac-member3@ieee.org,  
tac-member4@ieee.org,  
tac-member5@ieee.org,  
tac-member6@ieee.org,  
tac-member7@ieee.org,  
tac-member8@ieee.org,  
tac-member9@ieee.org,  
tac-member10@ieee.org,  
tac-member11@ieee.org,  
tac-member12@ieee.org
```

NB: **Check carefully the emails**. All emails must exist and be *valid* and must *not block* emails from ADoodle.org. Do not use group email addresses. An excellent practice, with this list, is for you to **send an announcement** message to the participants (using your own email account), before creating this vote. It will help you detect defective addresses. Once the vote created, note that the emails addresses can no longer be changed. See 'Help' tab about vote creators.

Weighted voters - Option (click to open/close)

#### 3.2 Observers

Please give a **list of emails**. The observers will receive an email containing a link to display the results of the survey. An observer does not vote. All the links with email address are erased from the vote machine memory at first use, hence the anonymity. If you create the vote and do not vote, then [put your email here](#) to follow the results.

NB: All emails must exist and be *valid* and must *not block* emails from ADoodle.org. You may use group email addresses. See 'Help' tab about vote creators.

## Section 4: Specify the voting period

- Select the starting and end dates. The starting date should not be more than 2 minutes old as compared to the current time when the poll is created. Otherwise you will be asked to adjust the state time if necessary.

Please note that it is NOT possible to prolong the voting period once the vote is started.

### 4. Dates

[Remove date limits](#)

Voting is only possible after the start date and before the end date. The results are *not* available until the end date. The results will be disclosed only *after* the end date.

Present date and time is **Thursday 24 March 2022 at 18h 13min 58s** i.e. last time this page was loaded. Please note that "time" means (UTC+01:00) Paris time zone accounting for winter/summer time change.

#### Start date

24 / Mar / 2022 18 : 18

The start date will be checked to be no more than 2 minutes old as compared to current time when the vote will be created. No worry, you will be asked to adjust the start time if necessary.

#### End date

25 / Mar / 2022 18 : 28

Please let enough delay for the people to vote, and for the vote emails - sent immediately - to reach the voters. Depending on the participant email servers, it can take from a few seconds up to several tens of minutes, but usually a few minutes (ADoodle.org has no control over this delay).

## Section 5: Select the options

- Check the first box to permit all participants (including the creator) to monitor all participation rates. This is useful to see if additional email reminders are required before the end of the poll.  
Hence, this option is recommended.

Check the second box if you want to display the results as soon as the last TAC member has casted the votes.

### 5. Options

Please review carefully the other parameters of your vote.

A check mark means that the option is active, otherwise the option will not be applied.

<input checked="" type="checkbox"/>	<b>Participation rates</b> available at all times for the people involved in the vote.
<input type="checkbox"/>	<b>Results</b> as soon as <b>all</b> the voters have voted, without waiting for the end date. If you select this option, consider possible indirect influence on other running votes.

Option code (if any) :  If you have got a code from support, please enter it here.

- **Section 6: Preview your data**

Click on the „Previsualization“ button to upload and display your input data to a final check.

## 6. Preview the data

By clicking on the following Previsualize button, the input data will be checked and the vote data will be previsualized.

← Reset    Previsualize →

## Preview page will open

- **Check the nominated candidate information.**

Welcome    **Create**    Vote    Results    Demo    FAQ    Help

Since the start date cannot be before now, the start date has been pushed forward, in ONE minute from now. Vote duration is the same. If it does not suit you, please go back to adjust the start date, by clicking the 'Previous step' button at the bottom of the page.

### Please review the vote data

← Previous step    Cancel

To change the [language](#) or the [time zone](#), use the 2 drop down lists on the left corner of the page. The emails always contain an English version.

**Table of choices** (Click to close/reopen)

The vote question that you have defined is:  
**8 candidates have been nominated for the EURASIP TAC xxx. Their names are displayed in alphabetic order below. Please select at most 5 candidates to be elected to the TAC by checking the boxes next to your preferred candidates. The 5 candidates with the largest number of votes will be elected for a 3 years term in the TAC.**

You have defined a multiple choice vote made of check boxes. The voter will be required to select **from 1 to 5 choices**:

Test	Choice
<input type="checkbox"/>	Candidate 1 (first term)
<input type="checkbox"/>	Candidate 2 (first term)
<input type="checkbox"/>	Candidate 3 (first term)
<input type="checkbox"/>	Candidate 4 (first term)
<input type="checkbox"/>	Candidate 5 (first term)
<input type="checkbox"/>	Candidate 6 (second term)
<input type="checkbox"/>	Candidate 7 (second term)
<input type="checkbox"/>	Candidate 8 (first term)

NB: Please note that the constraint on the minimum and maximum number of checked boxes will be applied to the voters but is not testable here.

In what follows please note that

- the [list of participants](#) is given explicitly in the sent emails, corresponding to the transparency and fairness principles of ADoodle.org
- by principle, [casting a vote](#) is **also anonymous** : no one knows who has cast a vote.
- once the vote is created, all its [parameters](#) are voluntarily kept **fixed** by the vote machine, strictly and simply applying what has been announced formally in the sent email. Therefore the vote will unfold to its natural conclusion, without allowed future modification.

- Check the voter (TAC member) information

Below the survey/vote number and personal vote ticket numbers are dummy numbers given for review purpose only. The working real numbers will be sent to the participants after clicking the "Send emails" button at the bottom.

**Typical email to be sent to the 12 voters** (Click to close/reopen)

From: no\_reply@adoodle.org  
 To: voter\_email  
 Subject: [ADoodle.org] xxx TAC member election 20xx

Unique vote identifier: 65c27d9d33d4d7391092e365f29f510f

Dear voter,

The vote creator **Marius Pesavento** asks you to participate in an anonymous vote which title is:  
**xxx TAC member election 20xx**

To participate and **vote**, **click** on the following link. The vote is anonymous: no one knows who is voting and who is voting what. Note that you will be able to vote only once. This personal and secret link should not be given to a third party unless you want to transfer your unique secret vote ticket to someone else:

<https://www.adoodle.org/index.php?action=vote&survey=65c27d9d33d4d7391092e365f29f510f&ticket=459f08bod90252530f52530819889d23&timezone=Europe/Paris>

To **observe** the results, **click** on the following link. This shared link is distributed to the voters and to the observers to look at the results:

<https://www.adoodle.org/index.php?action=showresults&survey=65c27d9d33d4d7391092e365f29f510f&timezone=Europe/Paris>

In the time zone "(UTC+01:00) Paris" accounting for winter/summer time change:

The vote starts **Thursday 24 March 2022 at 18h 40min 00s**.

The vote ends **Sunday 10 April 2022 at 08h 35min 00s**.

The vote will last 18 days 12 h 55 min

You will be able to see the results *only after* the end of the vote.

The **participation rates** are available at all times (use the observer link).

For information the list of **12 voters** is:

- 1 - tac-member1@ieee.org
- 2 - tac-member2@ieee.org
- 3 - tac-member3@ieee.org
- 4 - tac-member4@ieee.org
- 5 - tac-member5@ieee.org
- 6 - tac-member6@ieee.org
- 7 - tac-member7@ieee.org
- 8 - tac-member8@ieee.org
- 9 - tac-member9@ieee.org
- 10 - tac-member10@ieee.org
- 11 - tac-member11@ieee.org
- 12 - tac-member12@ieee.org

According to ADoodle.org principles, the **voters** have **access to the results**, after the end date if defined.

For information, there is **no observer** (non-voting person) declared to see the results of the vote.

For information, by construction there is **no administrator** who specifically administrates the vote. The vote is managed by the autonomous vote machine. All the participants share the same information. The survey/vote is only accessible to the participants through the links in the sent emails.

Best regards

ADoodle.org vote machine

<https://www.adoodle.org/>

If a link does not work, or if you want maximal security on a shared browser (so that the browser does not store the provided links), please use the following information and copy-paste it into the form fields at the corresponding address:

The (non-personal) vote identifier is:  
 65c27d9d33d4d7391092e365f29f510f

Your personal (confidential) vote ticket is  
 459f08bod90252530f52530819889d23

To vote:  
<https://www.adoodle.org/index.php?action=vote&timezone=Europe/Paris>

To observe the results:  
<https://www.adoodle.org/index.php?action=showresults&timezone=Europe/Paris>

To unsubscribe and never receive email from this service again, or subscribe back, please email the request to the support at [contact@adoodle.org](mailto:contact@adoodle.org) providing the following 64 character long code:

hwgCFH3DeZnPAnZKpMChm9chpDsW7+MfVkfFo0j6LUFe5/vn3d3+jT+uUZ9IEq6

Above you see the email template that will be sent to the participants of the votes.

The email will contain a link (highlighted in yellow) to the poll and a link (highlighted in purple) to the webpage where the percentage of casted votes is displayed and where the results are displayed at the end of the poll.

- Bookmark the link to the poll that you created (highlighted in green below) for simple access to the poll in the future (in case you want to modify it later or in case you want to use the poll as a template for another poll).

If desired, you can send a test email to an address that you specify below for check (not required).

- Press the “Send emails” button to start the poll.

**Email list of 12 voters** (Click to close/reopen)

tac-member1@ieeee.org, tac-member2@ieeee.org, tac-member3@ieeee.org, tac-member4@ieeee.org, tac-member5@ieeee.org, tac-member6@ieeee.org, tac-member7@ieeee.org, tac-member8@ieeee.org, tac-member9@ieeee.org, tac-member10@ieeee.org, tac-member11@ieeee.org, tac-member12@ieeee.org

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The input data are correct: the vote is ready to be created and the emails are ready to be sent to the vote participants.

For future use, you may bookmark and recall your vote creation data by using - - [this link](#) < - - (right-click and select "Bookmark this link" e.g. if you are using Firefox).

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Only if you have not done so already, it would be a good time now to inform the participants of the vote about to be created and of the reasons of its creation (send a message to the list of emails using your own email account). At this occasion please make sure that the participants expect and accept emails from the address [no\\_reply@adoodle.org](mailto:no_reply@adoodle.org).  
Send me a single test email now, to see what it looks like.

Use the email address:

Present time is [Thursday 24 March 2022 at 18h 39min 16s](#)

**YOUR ATTENTION PLEASE** At this point, you are likely going to click on the `Send emails` button below. Once you do this, it is paramount that you do not interrupt this step. Do not close this tab until the countdown finishes and the page loads again. Do not close your browser. Please do not turn off your computer. Do not close your internet connection. Better do nothing special. Please wait for the vote creation report that is going to appear. If this email emission step is interrupted, the vote will remain unaccessible for all the participants. For your information, email emission will take around 1 second per listed address, e.g. less than 2 minutes for 100 emails.

Emails will be sent out.

- Regularly check the status of the vote under the vote status website (link highlighted in purple above for the example we consider). Send email reminders accordingly as there is no way to prolong the voting period once the vote has been started.