Thank you for offering to help with data entry.

The data we are entering is from the 2017 County & Mayoral Election.

Go to the google drive (link will be sent)

Find and open the sheet matching the polling district code at the top of the paper lists in google sheets.

Open the spreadsheet - the names and polling numbers should correspond with the piece of paper you have.

The column labelled 'voted?' is currently blank. You insert in there a code to show who has voted.

The only voters that we need to mark are those who have voted. In most cases these will be shown by a line or mark to the left of the voters name or polling number. If the name is completely crossed through (and usually has an A next to it) this denotes an Absent (i.e. Postal) voter and does not need to be noted on this spreadsheet.

Please use any key stroke you like to mark that the person has voted - I tend to use "p" as the action of typing "p" and "enter" is easy on my keyboard, but anything will do - the crucial thing is that there is some form of mark in column I for those who voted in person on polling day.

Once you have finished, please rename with the polling district code and 'Done' and let us know by emailing info@sclibdems.org.uk

I hope that makes sense - and thanks again for your help. This is so important, as whilst we deliver leaflets to everyone to try to engage them in the political process, with limited resources for knocking on doors being able to identify and de-prioritise the approximately 40% of people who don't ever bother to vote is a huge help.

Any questions please call Mary on 01223 847722