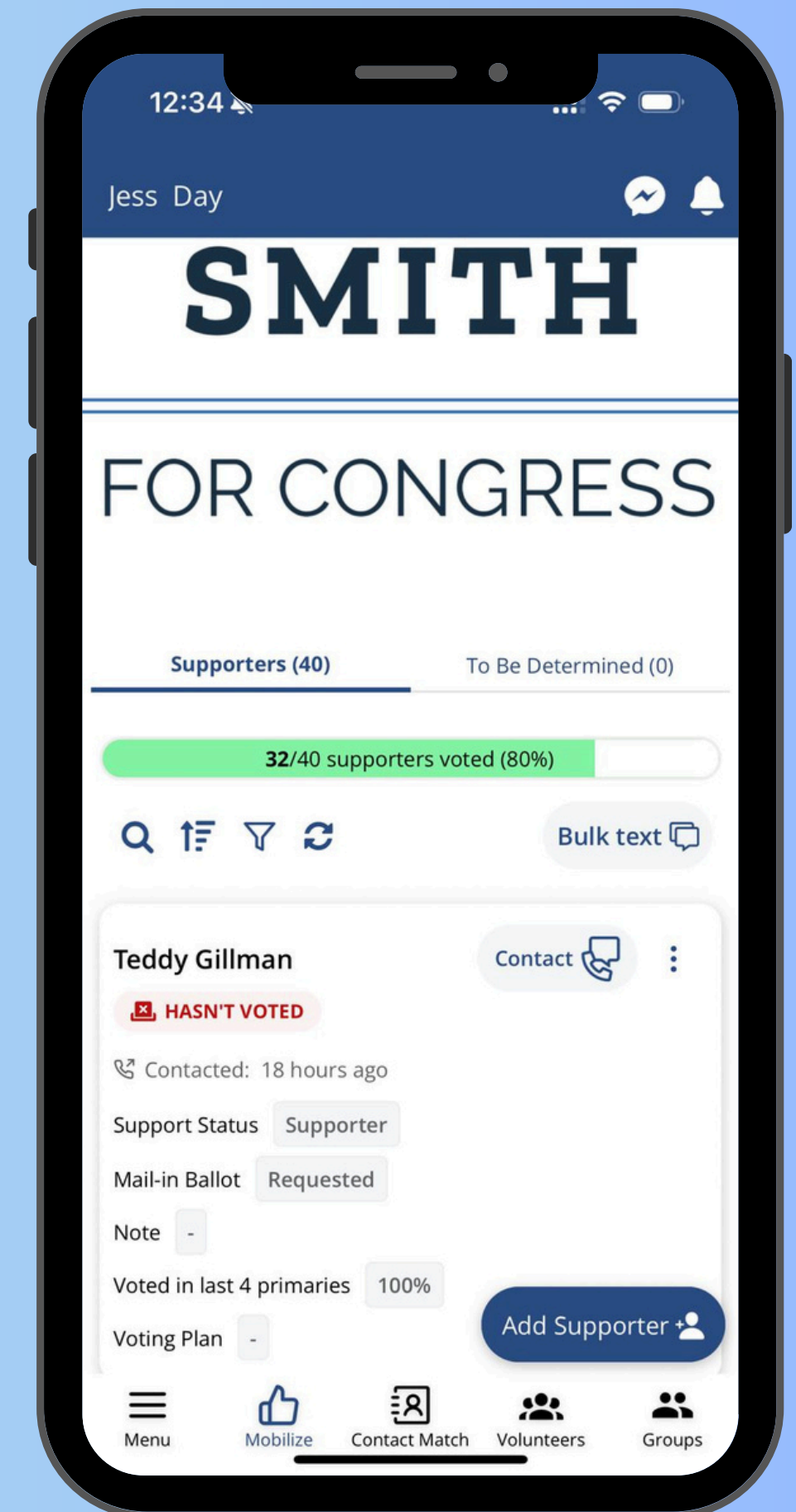


How to update vote status in UpVote

When you receive official updated data from the state or your data provider showing who has voted early or by absentee ballot, update those records in your UpVote campaign through the admin portal.

Follow these steps to upload the updated voting data correctly.



STEP 1.

UpVote

Expand All

Search Menu Items

★ My favorites

Dashboard

Advanced Search

Volunteers

Custom Fields

Groups

Tags

SMS Messages

Events

Upload Center

Notifications

Callers

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Settings

Voters Management

Management

Search voters, users or menus

Smith Campaign Demo

Tutorial

Add Voter

Hierarchy Graph

Create\Manage Custom Graph

Customize Dashboard

Explore All Features

Overall Voting Percentage

Filter By GroupAll Voters in Database

Last Updated: Jul 28, 2026 07:59 AM

Likely Supporter Voting Percentage

78.95%

Undecided Voters Percentage

53.98%

Unknown Support Status Voting Percentage

25.00%

Voting Percentage of Opponents

0%

Voters Distribution

Filter By GroupAll Voters in Database

Last Updated: Jul 28, 2026 07:46 AM

All Voters

Total: 25,802

Voted: 19,368

Contacts

Total: 24,066

Voted: 18,420

Likely Supporting

Total: 57

Voted: 45

Undecided Voters

Total: 1,669

Voted: 901

Unknown

Total: 8

Voted: 2

Opposed

Total: 2

Voted: 0

Volunteers Activity by Date

Enter the UpVote admin portal and navigate to the upload center

STEP 2.

UpVote

Expand All

Search Menu Items

★ My favorites

Dashboard★

Advanced Search★

Volunteers★

Custom Fields★

Groups★

Tags★

SMS Messages★

Events★

Upload Center★

Notifications★

Callers★

Phone Campaign★

Upload Center

Upload Excel/CSV File

Search...

Filters

Columns

Date

Condition

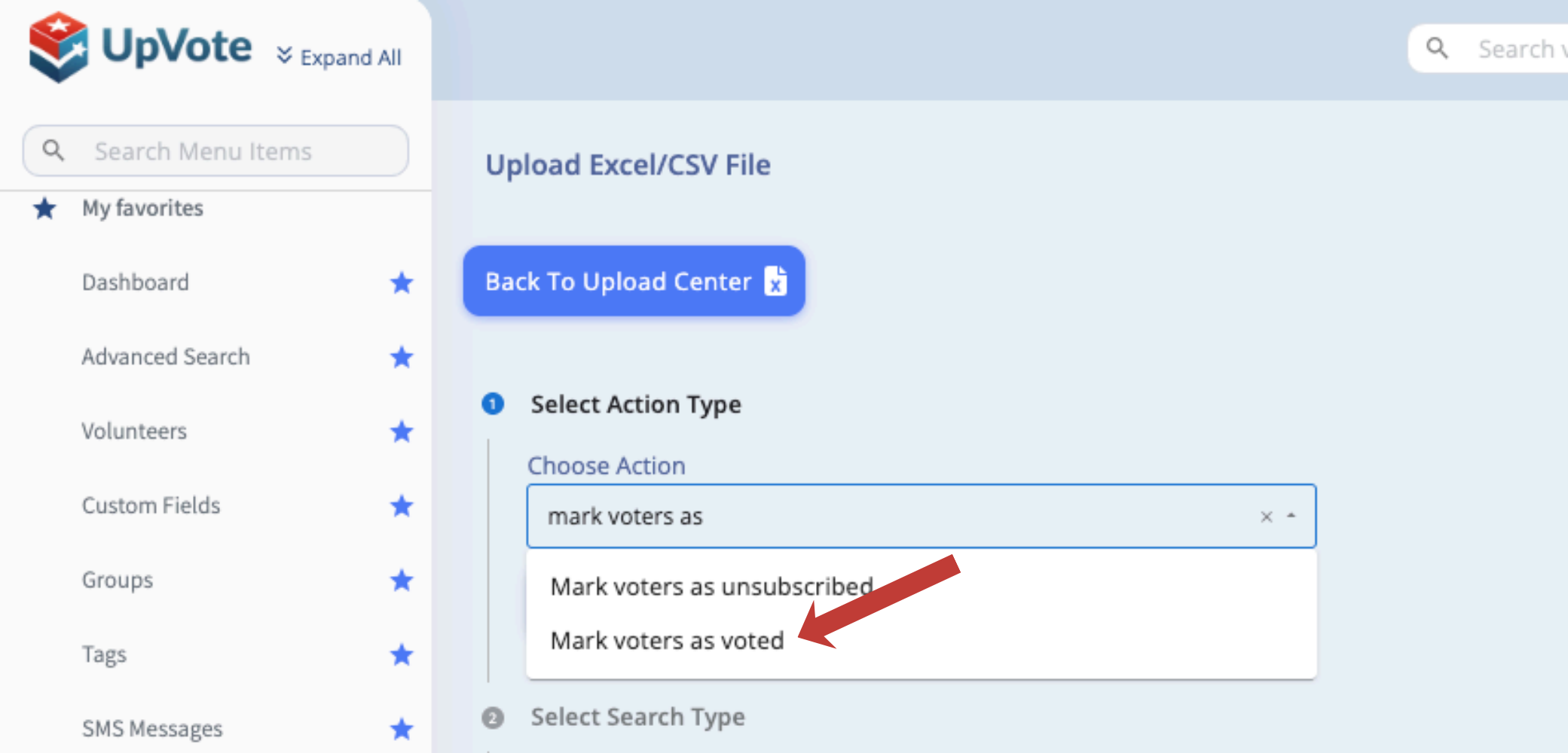
contains

Value

Filter value

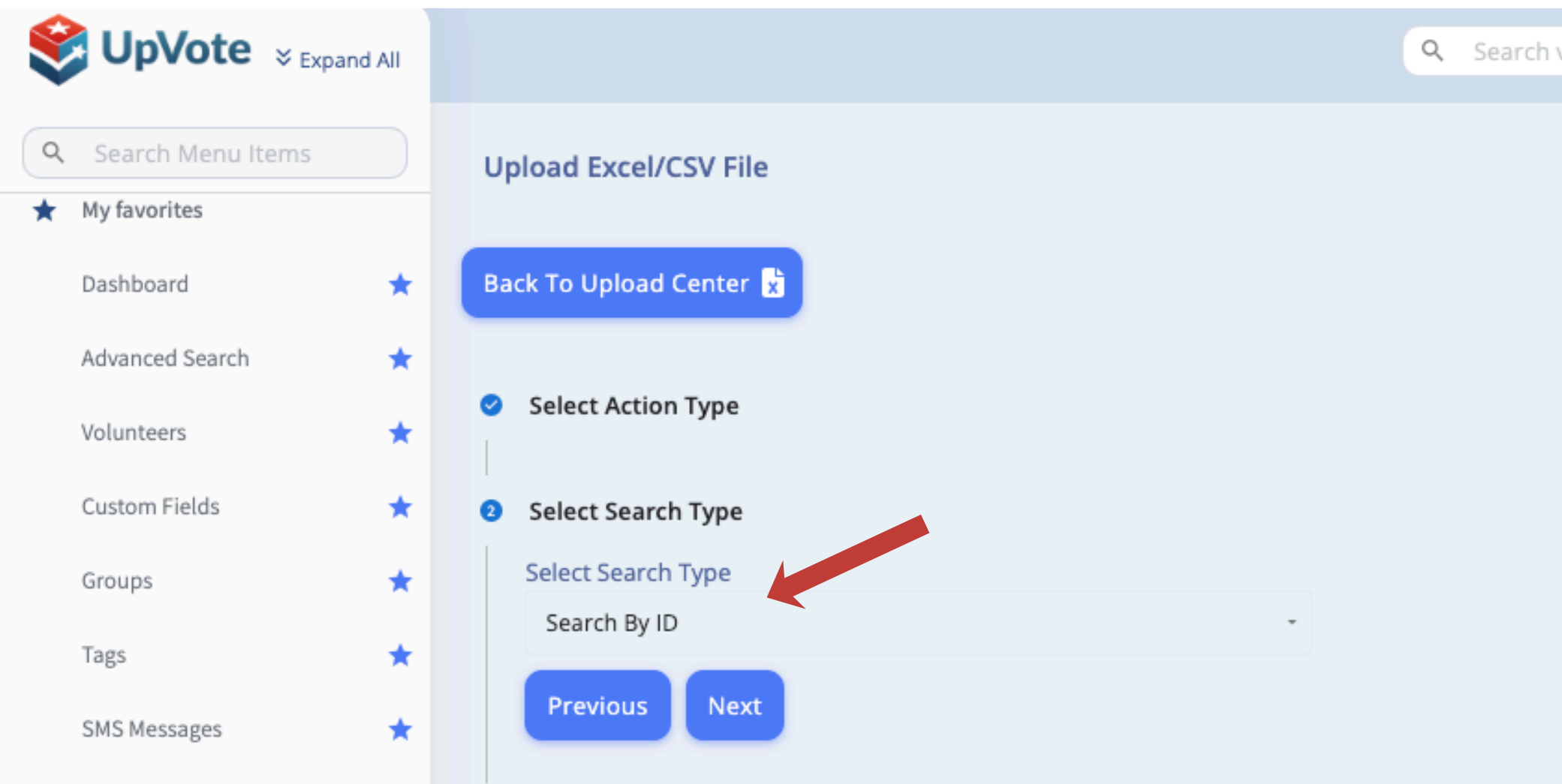
Date	Action	Status
Jun 21, 2026 04:44 AM	Associate volunteers with dynamic group	Done
Jun 21, 2026 04:41 AM	Associate volunteers with dynamic group	Done
Feb 3, 2026 12:12 PM	Add\Update voters into database	Done

Click 'upload excel/CSV file' to begin the upload



STEP 3.

Search for the upload action “mark voters as voted” and click next



STEP 4.

Select ‘Search by ID’

STEP 5.

Search Menu Items

★ My favorites

Dashboard★

Advanced Search★

Volunteers★

Custom Fields★

Groups★

Tags★

SMS Messages★

Events★

Upload Center★

Notifications★

Callers★

Phone Campaign★

Newsletters★

Chat★

Self-Registration★

Smart Match★

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Voters Management▼

Upload Excel/CSV File

Back To Upload Center

✔ Select Action Type

✔ Select Search Type

✔ Set additional fields

4 Upload Excel/CSV File

Notice:

The first row must contain the headline.

Changes will be updated withing a few minutes.

You can upload files in xlsx, csv and xls formats only.

The new data will override existing.

Choose a file or drag it here

Download Template

	A
1	Voter ID
2	1111111
3	2222222
4	3333333
5	4444444

Previous

Next

Upload your excel or CSV file here.

Note: Your file only needs one column labeled “Voter ID.” Enter the Voter ID of each person who has voted in a separate row. All other columns to the right of column A will be ignored by the system.

Keep in mind, the Voter IDs in your file must exactly match the Voter IDs in your UpVote database. If an uploaded Voter ID is not found in the system, that voter’s record will not be updated.

After the upload is complete, you can download an import report showing which rows were successfully processed and which were not.

STEP 6.

Search Menu Items

★ My favorites

Dashboard★

Advanced Search★

Volunteers★

Custom Fields★

Groups★

Tags★

SMS Messages★

Events★

Upload Center★

Notifications★

Callers★

Phone Campaign★

Newsletters★

Chat★

Self-Registration★

Smart Match★

Action Feed★

Features★

Settings★

Voters Management▼

Back To Upload Center

✓ Select Action Type

✓ Select Search Type

✓ Set additional fields

✓ Upload Excel/CSV File

5 Approve the file

File processing complete. Below are the first rows.

Did you know? You can drag the columns to the desired location if they are not correctly positioned. For further guidance, please watch the video.

Show Video

	A	B	C	D
1	Voter ID	Unused Column 0	Unused Column 1	Unused Column 2
2	21432425432	Jen	Simmons	123 Main Street
3	325433242	Zoey	Harris	Sepulvadea Road
4	3425467564	Benjamin	Brown	
5	5676834543	Antonio	Rodriguez	
6	324354354	Amy	Chan	

Upon preliminary analysis of the initial rows in the Excel file, the information appears to be valid. However, it is important to note that this assessment is based solely on the first few rows. Please ensure a comprehensive review of the entire dataset to confirm prior to finalizing the upload.

Previous

Next

6 Finish

UpVote will display a preview of the first few rows of your file.
Review the preview to confirm that the information looks correct and that you uploaded the intended file.
If everything is accurate, click **Next**, then **Finish** to complete the upload.

STEP 7.

Search voters, users or menus

1

Smith Campaign Demo

Upload Center

Upload Excel/CSV File

Idan

Search...

Manage Columns

Export To CSV

66 records displayed from 66

Filters

Columns

Date

Condition

contains

Value

Filter value

+ Add filter

Clear filters

Date	Action	Status	Uploaded By	Upload Details
Jul 28, 2026 08:32 AM	Mark voters as voted	Done	Idan	Upload Details
Jun 21, 2026 04:44 AM	Associate volunteers with dynamic group	Done	Idan	Upload Details
Jun 21, 2026 04:41 AM	Associate volu			
Feb 3, 2026 12:12 PM	Add\Upd			
Jan 29, 2026 05:31 AM	Add\Upd			
Jan 29, 2026 05:31 AM	Add\Upd			
Dec 17, 2025 11:18 AM	Create volunteers	Done	Idan	Upload Details
Dec 15, 2025 04:31 AM	Create Volunteers	Done	Idan	Upload Details

You will be returned to the Upload Center. Once the upload status changes to “Done,” click “**Upload Details**” in the rightmost column.

From there, you can download the import report to see which rows were updated successfully and which rows encountered an error.