



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: June 6, 2025

SUBJECT: 2025 June Primaries Enhanced Results Training Materials

WHY THIS IS NEEDED: Enhanced Results training materials for the June Primaries are now available in ELECT's Learning Management System (LMS) course: *June 2025 Enhanced Results Training Materials*.

HOW THIS AFFECTS YOU: The **Virginia Use Procedures** document has been reformatted to be a one-stop-shop for all information needed to complete required tasks in Enhanced Results for the June Primaries.

- Information in the document has been cleaned up and clarified, including updated and additional screenshots.
- Steps have been reorganized to flow in the order localities should ideally be completing.
- Sections not applicable to localities have been removed.
- New sections have been added for further instruction and clarification.
- In lieu of separate "Quick Guides," **checklists have been added** for Election Night and During Canvass so that information is centralized and not scattered between different documents.

Note:

- ELECT will no longer produce "Quick Guides" or "One Pagers." All information will be in the **Use Procedures** document so it is centralized.
- Each section in the document starts on a new page, so individual sections can be printed by localities if desired.
- ELECT will produce:
 - A Use Procedures for Primaries document (this will include notes about dual primaries and will not include reporting write-ins.)
 - A Use Procedures for Generals and Specials document (this will include all write-in information.)
- Elections that involve shared constitutional or town offices will have a separate "shared offices" section in the Use Procedures, when applicable. *There are no shared offices in this year's primaries.*

ACTION ITEMS:

1. Review the **Definitions-v3** document located in the LMS Course: *June 2025 Enhanced Results Training Materials* (also available in [FormsWarehouse > Election Management](#)).
2. Review the new **Enhanced Results - Virginia Use Procedures - Primaries (rev 6-5-25)** located in the LMS Course: *June 2025 Enhanced Results Training Materials*.
3. Between now and Sunday, June 15th, conduct testing in the primaries in Enhanced Results to ensure:
 - a. Staff are trained and comfortable entering data on Election Night.
 - b. Your locality has a working plan for retrieving and entering data on Election Night and during Canvass.
 - c. If your locality will be using the Export Fillable Excel on Election Night or during Canvass, you understand how to export and import to ensure no data is accidentally lost.
 - d. If your locality will be importing a vendor file, you understand the process and work out any issues before Election Day.
 - e. All locality staff entering results understand how the Enhanced Results internal screens work together and how to read and resolve data validation errors.
4. On Election Night, **print + use the Election Night Checklist** located at the end of the Use Procedures (also available in [FormsWarehouse > Election Management](#)).
5. During Canvass, **print + use the During Canvass Checklist** located at the end of the Use Procedures (also available in [FormsWarehouse > Election Management](#)).

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ADVISORY NUMBER:

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