



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: October 14, 2025

SUBJECT: 2025 November Elections Enhanced Results Training Materials

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

HOW THIS AFFECTS YOU: The *November 2025 Enhanced Results Training Materials* LMS Course includes:

- Enhanced Results Virginia Use Procedures - Gen & Sp (rev. 10-2025)
 - In June, ELECT reformatted the Virginia Use Procedures document to be a one-stop-shop for all information needed to complete required tasks in Enhanced Results. ELECT has now created a General and Special Elections version.
- Enhanced Results Election Night Checklist - Gen & Sp (rev. 10-2025)
- Enhanced Results During Canvass Checklist - Gen & Sp (rev. 10-2025)
- Definitions-v3
- Video: Linking A Locality Spreadsheet to An Enhanced Importable Spreadsheet (8-2025)
- Video: Transposing/Swapping Columns and Rows in Excel (8-2025)
- Shared Towns Results Reporting and Election Certification Checklist (10-2025)

Note: Enhanced Results training materials include screenshots from Enhanced Results. If providing to someone who does not have Enhanced Results access (via FOIA or for other information purposes), the screenshots must be redacted.

- ACTION ITEMS:**
1. Review the training materials in the *November 2025 Enhanced Results Training Materials* LMS Course.
 2. Between now and 5:00 pm, Monday, November 3rd, conduct testing in the 2025 November General election 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.
3. Contact the EA team or your Liaison if you have questions after reviewing the materials and testing the system.
 4. On Election Night, print + use the Election Night Checklist.
 5. During Canvass, print + use the During Canvass Checklist.

IMPORTANT TESTING NOTE: Between Oct. 15-17, Enhanced Voting will be conducting load testing to ensure Enhanced Results will run as efficiently as possible on Election Night. **If you are testing in Enhanced Results this week**, you may see the test data from that load testing already in your locality results screens. Should you have any concerns with what you see while testing, please email your ERS Liaison or the EA team.

CONTACT: **For Election Admin:** EA@elections.virginia.gov

For all other matters:

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ADVISORY NUMBER:

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