Removing Voting Tabs in Teams

There are two ways that a ballot will be included in the Team.

1. The most likely option is that the ballot will be a tab.
2. Another option is that it will be in the chat.

**Option 1: Removing the Ballot as a Tab**

1. Open the candidate’s Team.
2. At the top you will notice the tabs. Click on the down arrow next to the ballot. This should be titled “Fill| Committee Vote.” Then click “Remove.”

If you do not see the ballot, then click on the + sign.

3. You will need to repeat this process for the tab “Results| Committee Vote” if it is present. If the candidate is TT then you will also need to remove the “Fill| College Vote” and “Results| College Vote” tabs.
4. You will also need to check the “Files” tab to see if there is a Committee Vote Excel file. You can delete it by clicking the three dots … that appear in the middle of the file line when you hover over it. If the candidate is TT then you will need to remove both the RTP Committee and College Committee Vote files.
Option 2: Removing the Ballot in the Chat (This will only be present in some NTT files)

1. Open the candidate’s Team.
2. Click on the General Channel if it is not already open.
3. In the chat, hover the mouse over the top right corner of the chat you wish to delete. Some emojis and 3 dots ... will appear.
4. Click on the ... and then select “Delete.”