

# 20<sup>th</sup> LATIN GRAMMY AWARDS<sup>®</sup>

## ONLINE VOTING INSTRUCTIONS

This year we are replacing our traditional paper ballot voting system and moving the entire process online. For those of you that have been using our online Listening Room for the last couple of years, we are utilizing the same program and just adding the ability to vote while listening.

Security of your votes is a top priority. Therefore, we have implemented two-step authentication to ensure it is you placing your vote. We are requiring a 5-digit code in addition to your login and password to maintain the integrity of the voting process.

To begin voting, follow these steps:

1. Log into [www.latingrammy.com/members](http://www.latingrammy.com/members)
2. Enter your User Name and Password for the LARAS Membership Website  
NOTE: If you forgot your password, click on the Forgot Password link. If you don't know your username, please contact the Membership Dept at [larasmembership@grammy.com](mailto:larasmembership@grammy.com) or call (305) 576-0036

Home > My Membership

### My Membership

Username or Email Address

Enter your LetinGRAMMY.com username or email address.

Password

Enter the password that accompanies your username or email address.

[Forgot Password?](#)

[LOG IN](#)

#### IMPORTANT DATES

**February 26<sup>th</sup>**  
Last day to join LARAS and participate in 1<sup>st</sup> Round OEP

**March 15<sup>th</sup>**  
1<sup>st</sup> Round Online Entry Process – Access Opens to Members (Access Closes: March 29)

**April 4<sup>th</sup>**

3. Once you are in the membership website, click on the VOTE ONLINE button

**My Membership**

Membership Contact Information Account Information

Associate Member  
Chapter: LA  
Renewal: Aug 05, 2020

**MEMBER ALERT**

- The 16th Latin GRAMMY Awards Nominations List is now available online - [click here](#)
- VOTE ONLINE**

**IMPORTANT DATES**

**NEED HELP?**  
First check out our [FAQs](#). If you still have problems, fill out the form below and we will contact

4. Please read the Latin GRAMMY Vote Solicitation Guidelines and then click “Accept.”

## Latin GRAMMY Awards Vote Solicitation Guidelines

Members of The Latin Recording Academy, record labels and other industry professionals are not prohibited from promoting their releases during Latin GRAMMY® Award ballot season.

However, in order to protect the integrity of the voting process and to foster the protection of Members' contact information, it is crucial that the following guidelines be understood and observed.

1. The Latin Recording Academy does not disclose the contact information of its Members.
2. While “for your consideration”-type advertisements and communiqués are not prohibited, the specific category names, category numbers and balloting numbers are proprietary information belonging to The Latin Recording Academy; such information may not be used, disclosed, published or otherwise distributed in connection with any advertisements, communiqués or for any other purpose.
3. The Latin Recording Academy's entry lists, finals lists and ballots are the property of The Latin Recording Academy. They are for exclusive use by the Voting Members in connection with casting votes.
4. During balloting season (July through October), vote solicitation and product distribution at Latin Recording Academy-sponsored events is strictly prohibited.
5. Elected leaders of The Latin Recording Academy, likewise, may not distribute or otherwise promote product entered for consideration in the current Latin GRAMMY® Awards process before, during or after any meetings of the Board of Trustees, National Committees or at any other events officially sponsored by the Latin Recording Academy.
6. Voters shall not be influenced by personal friendships, company loyalties, regional preferences, or mass sales.
7. Voters shall not allow their choices to be suggested or directed by anything other than their own conscience.
8. Voters shall not accept money or anything of value in exchange for votes.

Violation of any of these guidelines may result in disqualification of entries. Any Member who violates or encourages others to violate these guidelines may be subject to sanctions by the Board of Trustees of The Latin Recording Academy, including termination of membership.

**ACCEPT** Cancel

5. Before the website takes you to the voting application, you will need to provide a few pieces of information to verify your identity. First, this screen will display your Login ID (your Membership number) and your single-use temporary password. Make note of these as you will be using these in Step #6. You will use this temporary password the first time and then assign your own password for all of your subsequent voting sessions.

## Vote and Listen

### ONLINE VOTING

Your Online Voting User ID is: UFYHCSST  
Your One-time, Single-use password is: ygnXXkSYe8

Retain your Online Voting User ID and your One-time, Single use password for logging into the Online Voting Website. If you don't remember your password, you will be able to retrieve in once you get to the Online Voting Website. Please update the following information which is necessary to log into the Online Voting Website. You must provide at least one of the fields below.

6. For security purposes, we are requiring you to enter a unique 5-digit authentication code **provided for each session**. You can have this code sent to your phone as a text or to your email. Provide your contact information here in this screen where we can send the verification code and click **SAVE** or **UPDATE**.

## Vote and Listen

### ONLINE VOTING

Your Online Voting User ID is: TJEZZZZ

Your One-time, Single-use password is: *password*

Retain your Online Voting User ID and your One-time, Single use password for logging into the Online Voting Website.

If you don't remember your password, you will be able to retrieve in once you get to the Online Voting Website.

Please update the following information which is necessary to log into the Online Voting Website. You must provide at least one of the fields below.

Voting E-mail

(example: JohnDoe@myemail.com)

Voting Cell Phone #

(example: 555-555-5555)

[UPDATE](#)

[VOTE and listen ONLINE](#)

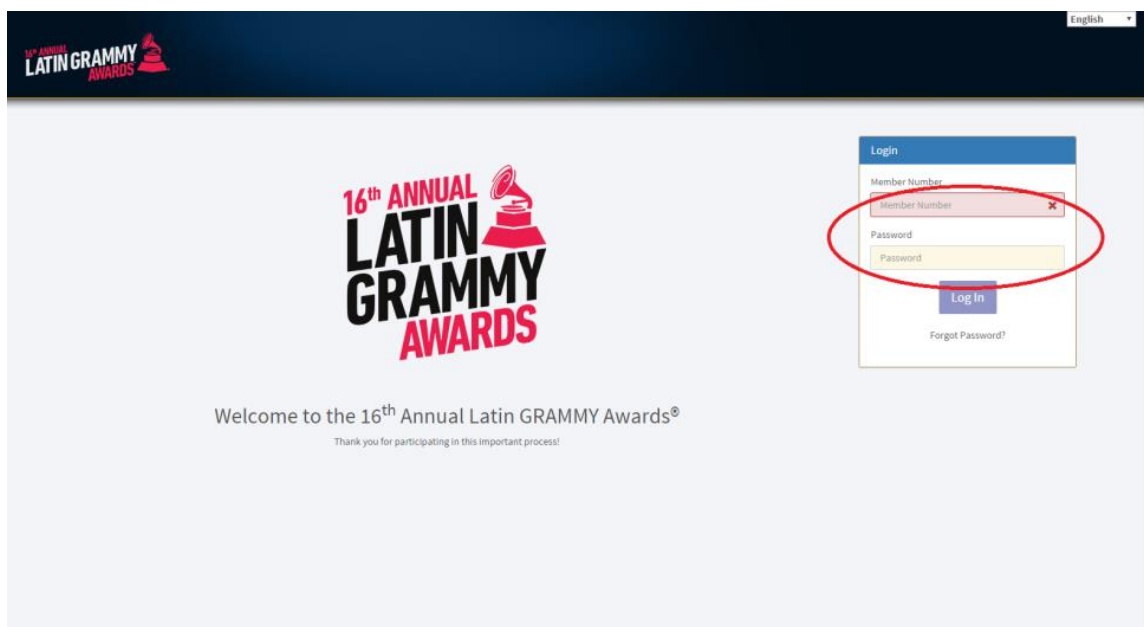
### LISTEN TO THE 16TH ANNUAL LATIN GRAMMY AWARDS NOMINATED MUSIC

PLEASE NOTE- In an effort to assist you in making your voting decisions based on quality alone, we are again providing this opportunity to listen to full-length

You only need to provide us your email and phone number the first time you go into vote. Each voting session afterwards will use one of these 2 methods to deliver your code. Once you have provided the information, click on the **VOTE NOW** button to proceed to the voting site.

**RECOMMENDATION:** If you have an International cell phone number (i.e. non-US number requiring a country code) we recommend you use your email address for verification. The text would be coming from a US source and fees may apply so your email address would be the most effective method to receive your code.

7. The first time you reach the voting site you will enter your Member ID and your single-use temporary password and click the **Log In** button.



The screenshot shows the login interface for the 16th Annual Latin Grammy Awards. The page has a dark header with the event logo and a language selector set to 'English'. The main content area features the event logo and a 'Login' form. The form has two input fields: 'Member Number' and 'Password'. The 'Member Number' field is highlighted with a red circle. Below the form is a 'Log In' button and a 'Forgot Password?' link. The page also includes a welcome message: 'Welcome to the 16th Annual Latin GRAMMY Awards®' and a smaller message: 'Thank you for participating in this important process!'.

- When you arrive at the the Authentication screen, you will select the method (i.e. either email or SMS text) to receive your 5-digit authentication code for verification for this voting session.

Please Verify Your Authentication Credentials

You must enter your verification code before the timer counts down or you will have to start again

15:00

Latin GRAMMY Member Information

User ID TJEZZZZZ

Email Address john.doe@gmail.com

Phone Number 310-555-1212

You can change email or phone number on the Grammy Member website.

Please choose how you would like your verification code sent

SMS

Email

Please allow up to 5 minutes for your Authorization Code to be sent, before attempting a resend.

Cancel and Logout Send Verification Code

Once you click the **Send Verification Code** button, check your email or phone for the notification. For security purposes, you will have 15 minutes to enter the code that was sent to you to proceed to the voting screen.

- When you receive your 5-digit code, type it in the **“Please Enter Your Verification Code”** box and you can start reviewing the recordings and placing your votes.

Please Verify Your Authentication Credentials

You must enter your verification code before the timer counts down or you will have to start again

09:59

Verification Code

Your Verification Code has been sent:

Please Enter Your Verification Code

Start Voting

SMS


Email

310-555-1212 john.doe@gmail.com

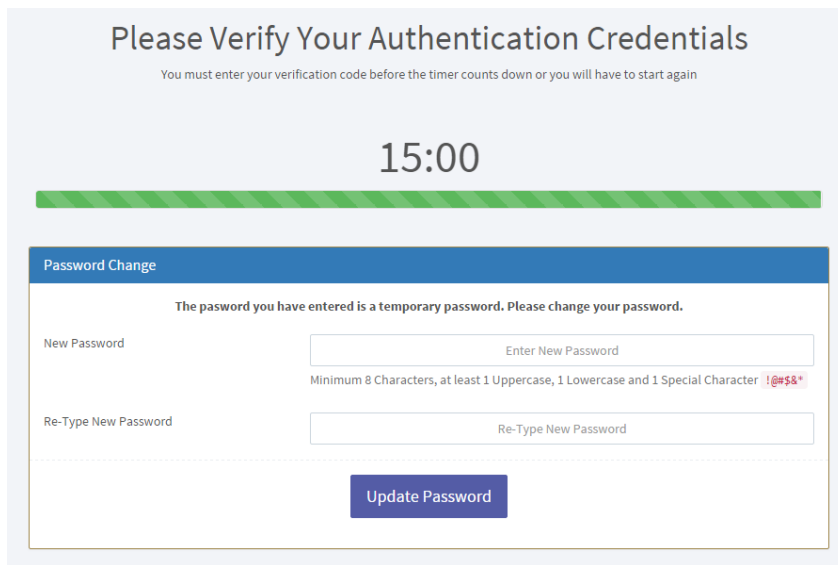
Please allow up to 5 minutes for your Authorization Code to be sent, before attempting a resend.

Re-Send Verification Code

The button will be enabled in 2 seconds

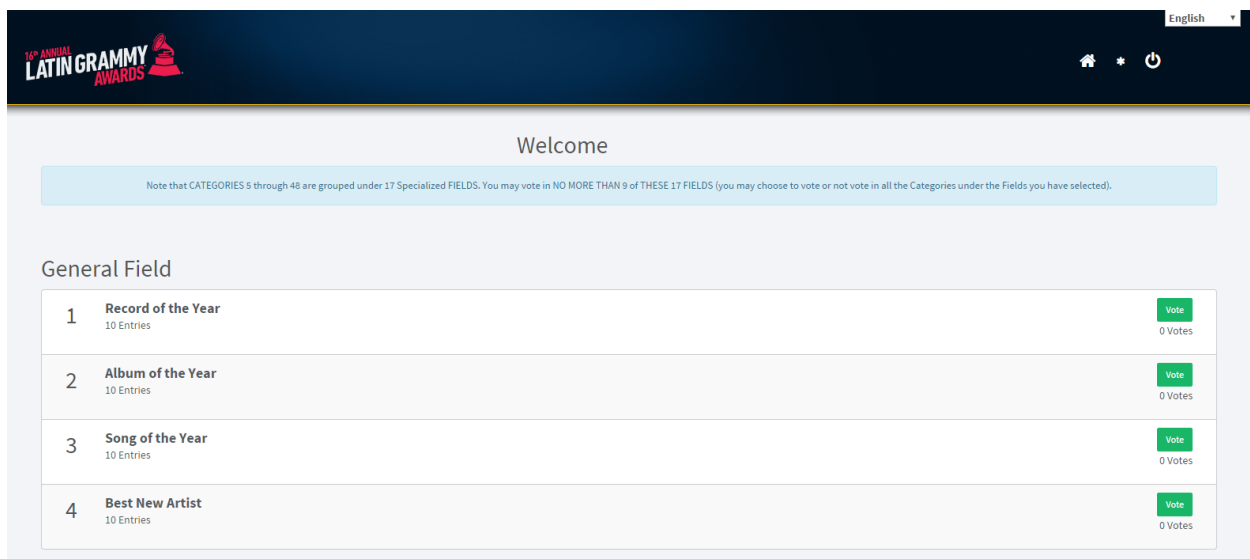
**NOTE: Every time you come back to the voting site you will need to go through re-authentication.** A new unique code will be sent to you for each voting session. You can exit the voting application at any time by clicking on the  button and come back as many times as you need before the final submission date.

- Now you will be asked to create your own password to access the voting application going forward. This new password will be used to enter the site on subsequent voting sessions.

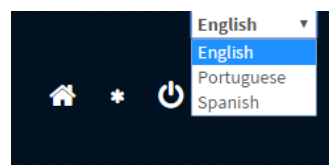



The password needs a minimum of 8 characters, at least 1 Uppercase, 1 Lowercase and 1 special character (!@#\$\$&\*). Once you have provided your new password, click on **Update Password**.

Now you are ready to start voting!



Now that you are in the voting application, you can click in the upper right corner to select your language preference (if incorrect):

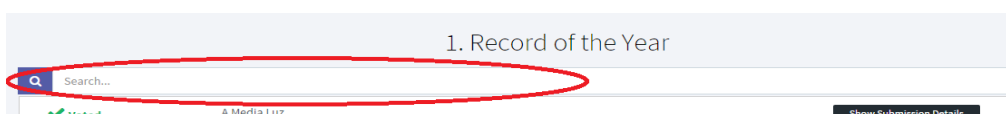


If you want to get back to this Main Category Listing page, click on the Home Button  or the telecast logo in the upper left corner.

To go into a category, click on the Category Name (i.e. *Record of the Year*) and you will see the list of the eligible recordings.

1. Record of the Year		
You M make 1 choice		
No Votes have been Cast		
+ Vote	Bomba Estéreo Fiesta	Show Submission Details
+ Vote	Miguel Bosé Encanto	Show Submission Details
+ Vote	Café Quijano Será (Vida De Hombre)	Show Submission Details
+ Vote	Camila Featuring Marco Antonio Solís La Vida Entera	Show Submission Details
+ Vote	Leonel García Featuring Jorge Drexler Ella Es	Show Submission Details
+ Vote	Juan Luis Guerra 4.40 Tus Besos	Show Submission Details
+ Vote	Natalia Lafourcade Hasta La Raíz	Show Submission Details
+ Vote	Ricky Martin Disparo Al Corazón	Show Submission Details
+ Vote	Alejandro Sanz Un Zombie A La Intemperie	Show Submission Details
+ Vote	Julietta Venegas Ese Camino	Show Submission Details

Remember, for Round 1 voting (i.e. the Nominating Ballot) you can choose up to 5 entries per category and in the Final Round you may only choose 1 entry per category. In addition, with so many entries in the Round 1, we have given you the ability to search for the entry from within each category.



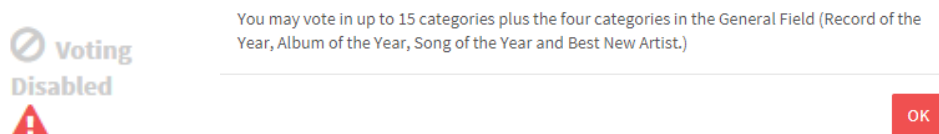
Just type the artist name, the track or album name and it will narrow down your search to all matching entries (including partial matches). For instance, if you type “rick” it will return all entries with “Rick”, “Ricky”, “Patrick”, etc.

For the Final Round, you can click on the **Show Submission Details** button to the right to listen to the nominated recording. NOTE: To hear the entire recording and not just a sample, make sure you have the Spotify Application installed on your computer or mobile device. For clearance purposes, you will also need to listen to the recordings in a region that is licensed to stream by Spotify. Spotify will geo-block listening from any countries not cleared.

**REMINDER:** You may vote in up to 15 categories plus the four categories in the General Field (Record of the Year, Album of the Year, Song of the Year and Best New Artist.)

When looking at the list of fields/categories, the right side will show you all of the fields where you have placed a vote by displaying **Selected**

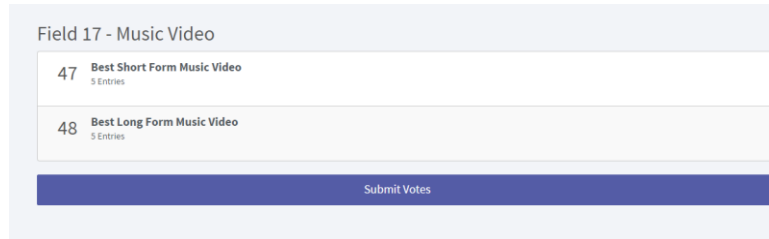
When you have placed votes in 9 fields and hit the maximum allowed, if you attempt to vote in a 10<sup>th</sup> field you will see a “Voting Disabled” message:



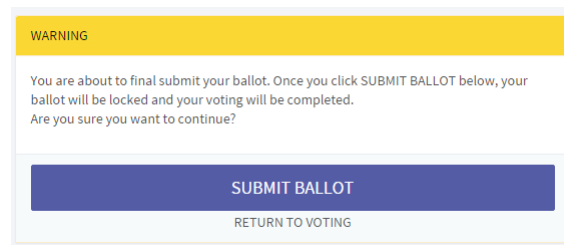
If you did want to vote in that field you would need to remove the vote(s) from a previous field before attempting the new field. You can remove one of your votes by clicking on the red X on the left side of the screen displaying your current votes (i.e. ✖) when in one of the categories.

## What do I do when I am finished placing my votes?

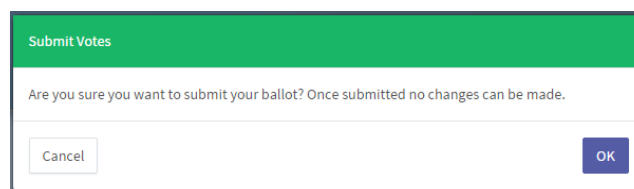
Only when you have completed your ballot and want to final submit, go to the bottom of the Category List screen and click on the **SUBMIT VOTES** button.



The following warning will pop-up warning you that once you Final Submit, your ballot will be closed and you can no longer vote in this round.



If you want to continue voting or come back in another session to review your votes, click on the “Return to Voting” button. If you are ready to submit your ballot to Deloitte click on the “SUBMIT BALLOT” button as seen above. You will be asked one final time if you are ready to final submit.



Once you click “OK”, your ballot will be registered with Deloitte and you have completed this voting cycle.

Thank you for voting and we hope you enjoyed  
our new Online Voting System!