

6. This will take you to the election form. Be sure to include all of the required fields including the name of the election, instructions for the election, when the election will be active, and who is able to vote in the election. Make sure to press save once you are finished.

If only your members should vote in this election, you should check the box that states "Only Allow Users Listed on the Roster of this Organization to Vote". This will limit voting to your organization's members, provided that your roster is up to date.

Create Election Form fields marked with an asterisk

*Name
Test

Include Instructions

Additional Instructions

Here are the instructions for the election.

Active

Start Date and Time
1/3/2023 02:45 PM

End Date and Time
2/3/2023 02:45 PM

Display an alert on the organization homepage when the election is active and voting is open

Only Allow Users Listed on the Roster of this Organization to Vote

SAVE CANCEL

7. You will then be redirected to a page that shows you your election properties, ballots, results, and publishing options. To create a ballot, click "Create Ballot".

← BACK TO ELECTIONS

Executive Board Elections

PROPERTIES BALLOTS RESULTS PUBLISHING OPTIONS

Create ballots that will be included in your election.

[+ CREATE BALLOT](#)

+ 2020 Executive Board Elections

8. You will then type the name of your ballot and decide your access restrictions.

Create Ballot

Name
2023 Executive Board Elections

Access Restrictions

If **General Access** is enabled, all users you have made this ballot available to will be able to complete the ballot. In some cases, you can Disable General Access to limit voting access for a ballot to a specific group of users. Reach out to your campus administrator if you need an eligibility list created for your org election. If administrators have enabled one or more lists for your organization, you will see the lists below.

General Access

Enable Disable

SAVE CANCEL

9. When you are ready to add to your ballot, please review the list of question types as they all serve their own unique purpose. See Below for a complete explanation. **Note:** Any time you add a question to your ballot or change a setting, these changes will save in real time.

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Page 1

FORM PROPERTIES

PAGE LIST

PAGE PROPERTIES

Add New...

- Check Box List**
Multiple answers to question (Choose several)
- Radio Button List**
Single answer to question (Choose one from few)
- Text Field**
User generated answer (Fill in the blank)
- Instructions**
A descriptive text box with no answer
- Ranking**
Prioritize multiple answers

Question Type	Function
Check Box List	Multiple choice question that allows users to choose more than one option.
Radio Button List	Multiple choice question that only allows users to select one option.
Text Field	Open text response. Alter the number of rows to provide the user a larger space to write in for longer answers. You can also use the Text Field question to utilize validation, ensuring a specific format is entered. This is your method of providing additional instructions or information to the user. Instructions do not require any action on the part of the user Provide the user multiple answer choices for them to
Instructions	
Ranking	rank. You can also determine the maximum number of items they need to rank.

10. Once your election is finished, you can look at the final results by going to the "Results" tab and seeing the count and percentage for each candidate. You also can export these votes into an excel sheet.

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Executive Board Elections

PROPERTIES BALLOTS RESULTS PUBLISHING OPTIONS

Show percentages based on:

The total number of votes cast ⓘ

The total number of voters ⓘ

[2020 Executive Board Elections](#) Voters: 0 ▾

[2023 Executive Board Elections](#) Voters: 0 ▲

Results [EXPORT BALLOT VOTES](#)

Question	Count	Percent
Who should be the next President?		
Harry Dawg	0	0%
Spike	0	0%
Uga	0	0%