

# Election Center Management

## How do I create an election?

To create an election, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Election Center under the Organization Management heading.
3. Click on the green Create Election button.

### Election Center

CREATE ELECTION

EXPORT ALL RESULTS

SHOW ADVANCED OPTIONS

Date of Election ▾	Ballots Issued	Ballots Cast	Status	
03/25/2024	27	0	Closed	 
03/18/2024	27	0	Open	 
03/06/2024	26	0	Closed	 

4. In the fields below, add:
  - a. Description
  - b. Default Poll Status-closed
  - c. When Polls Open Notify members By:
    - i. Email
    - ii. Website notification
  - d. Board Position-select from your organization's board positions
  - e. Select the Number of Elected Candidates-how many members are running for this position
  - f. Add board members with the drop-down menu under Member Name
5. Add another position if you'd like for members to vote on more than one board position with the green Add Position button.
6. Once finished, click on the blue Create Election button.

# Election Center Management

## Create Election

< GO BACK

### Description

### Default Poll Status

Closed▼

### When Polls Open Notify Members By

Email  Website Notification

## Positions & Candidates

### Board Position \*

Choose a Board Position▼

CREATE ELECTION

ADD POSITION

- Open this election by selecting it from your list of elections under the Election Center heading.
- Click on the blue arrow icon.

## Election Center

CREATE ELECTION

EXPORT ALL RESULTS

▼ SHOW ADVANCED OPTIONS

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- Click on the sliding power symbol icon to open your poll. If you're not ready to open this poll yet, feel free to skip this step for now until you are ready.

# Election Center Management

Results: 05/14/2024

0 of 27 ballots have been cast

Polls are open

2nd Vice President



Musa Copeland 0 Votes - 0%

EXPORT RESULTS

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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