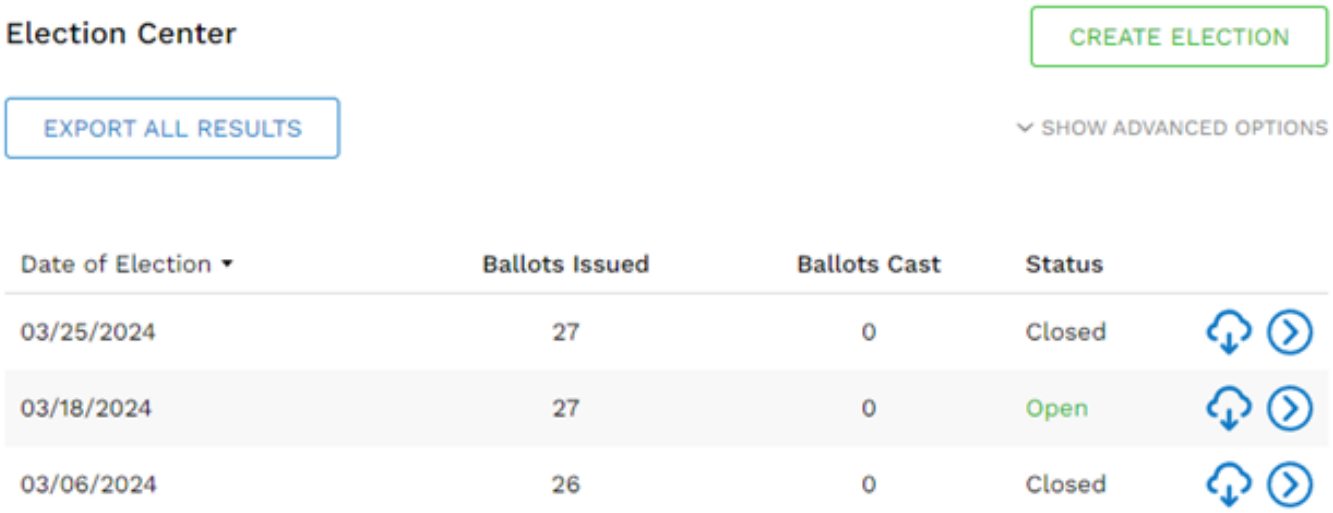
Election Center Management

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.



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

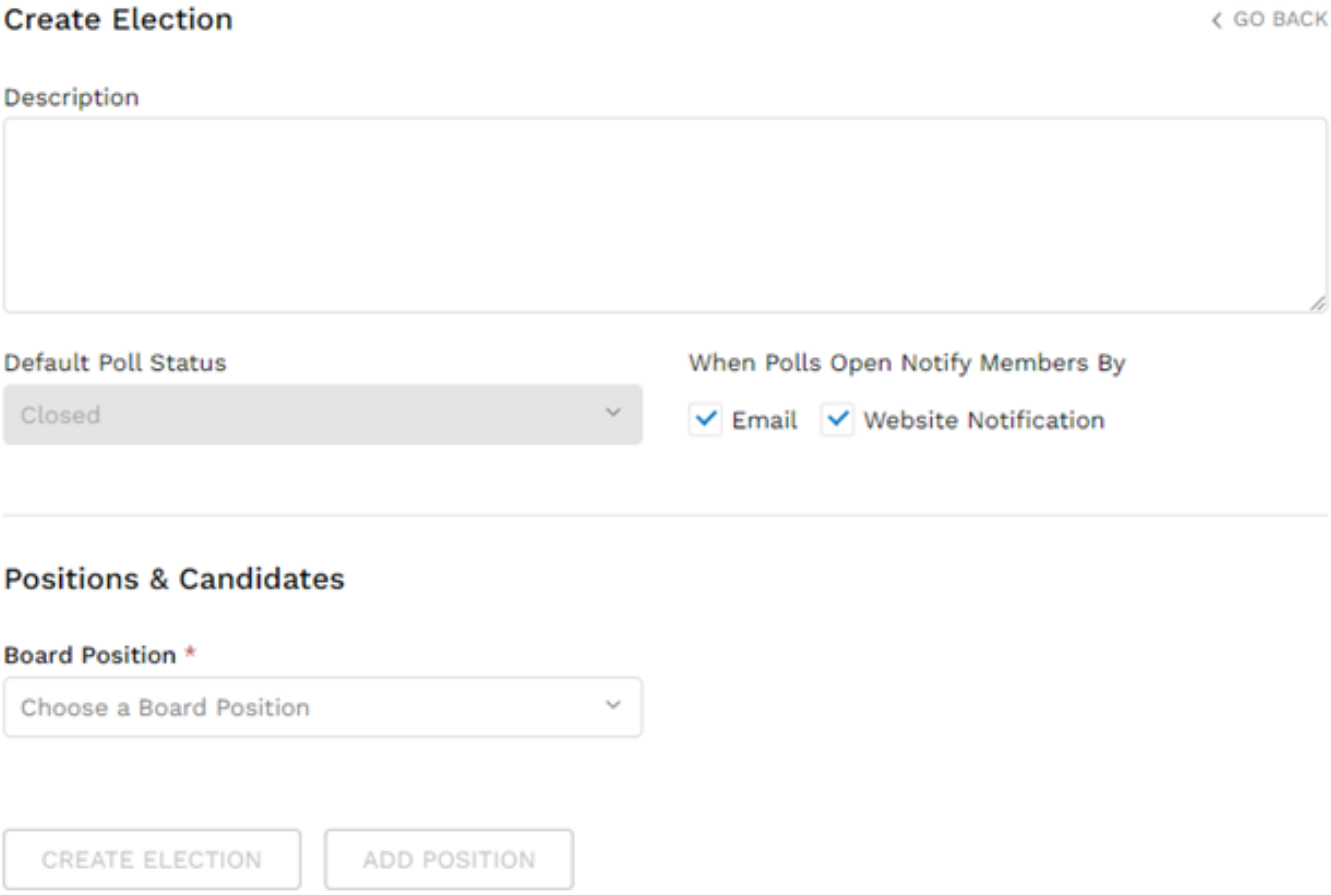
f. Add board members with the drop-down menu under Member Name

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.

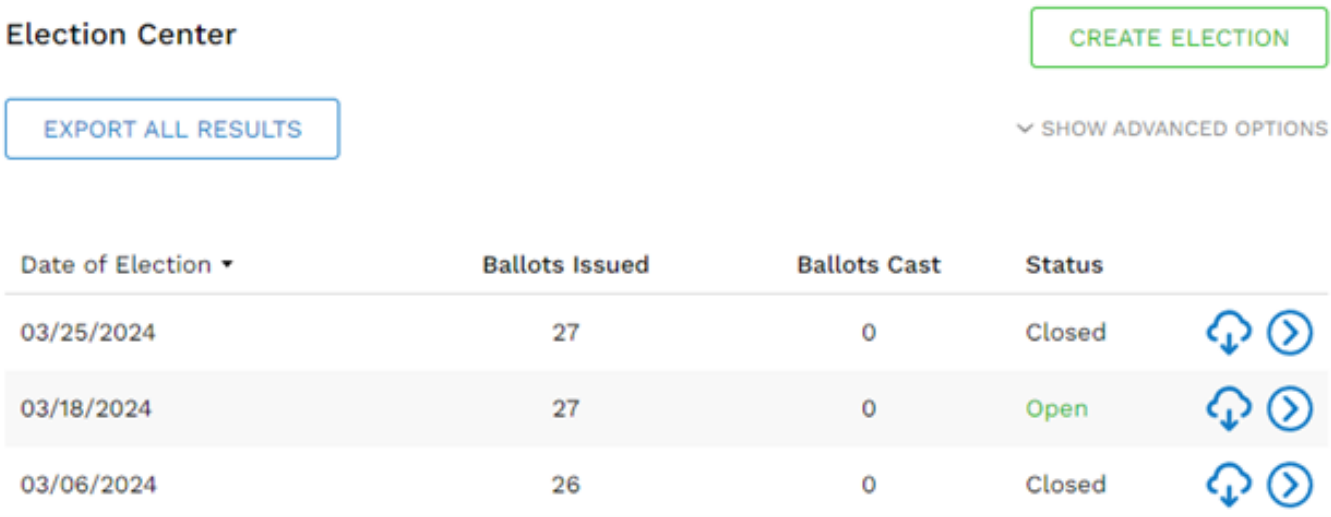
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Election Center Management



7. Open this election by selecting it from your list of elections under the Election Center heading.

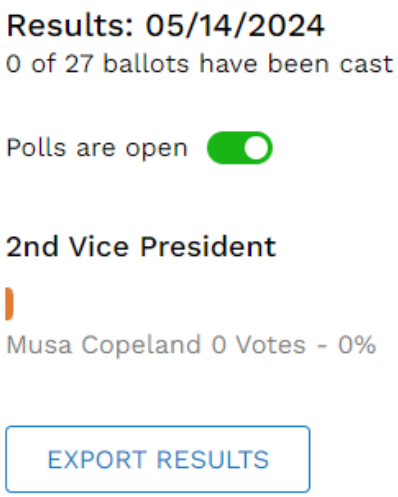
8. Click on the blue arrow icon.



9. 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.

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Election Center Management



Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

Unique solution ID: #1073
Author: n/a
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