

# Election Center Management

## How do I open or close an election?







To open or close 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. Select which poll you'd like to open or close. To search for a poll, expand the Show Advanced Options arrow and filter results by:
  - a. Year
  - b. Status

The screenshot shows the 'Election Center' header with a 'CREATE ELECTION' button in green. Below it is an 'EXPORT ALL RESULTS' button in blue. There are two dropdown menus for 'Year' and 'Status', both currently set to 'All'. To the right, there is a 'Results per page' dropdown set to '10' and a '^ HIDE ADVANCED OPTIONS' link.

4. Select your open or closed poll-will show under the Status section and will say Open in green text or Closed in black text.

The screenshot shows the 'Election Center' header with a 'CREATE ELECTION' button in green. Below it is an 'EXPORT ALL RESULTS' button in blue. To the right, there is a 'SHOW ADVANCED OPTIONS' link. Below the header is a table with the following data:

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	 

5. Click on the blue arrow icon.
6. Click on the sliding power symbol icon to either open or close your poll. A green sliding power symbol means it's open, a gray one means it's closed.

# Election Center Management

Results: 03/27/2024

0 of 27 ballots have been cast

[< GO BACK](#)

Polls are open

1st Vice President



[Former Member] 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.

Unique solution ID: #1074

Author: n/a

Last update: 2024-05-30 00:55