

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

Election Center

CREATE ELECTION

EXPORT ALL RESULTS

^ HIDE ADVANCED OPTIONS

Year

Status

All

All

Results per page

10

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.

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	 

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.

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