Election Center Management

How do I open or close an election?

To open or close an election, follow these steps:

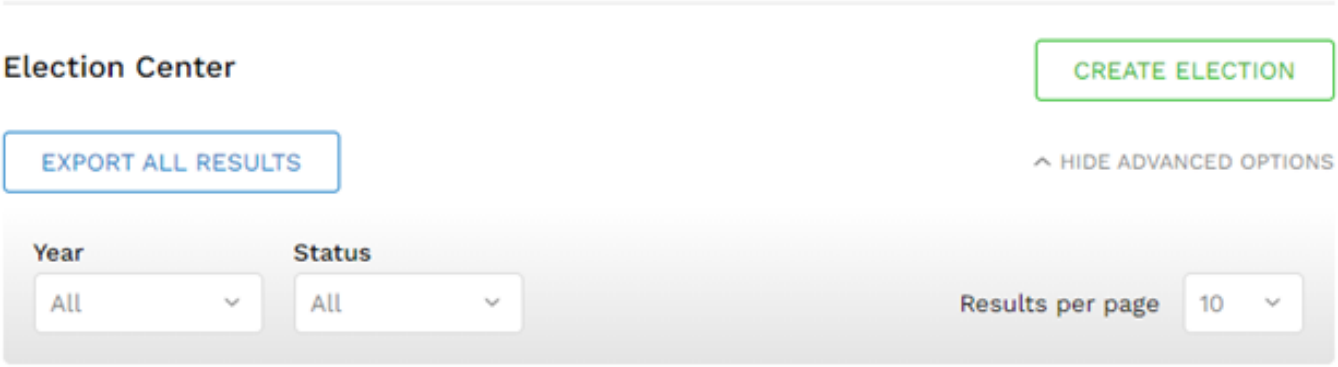
1. Go to the Admin Tools tab at the top.

2. Go to Election Center under the Organization Management heading.

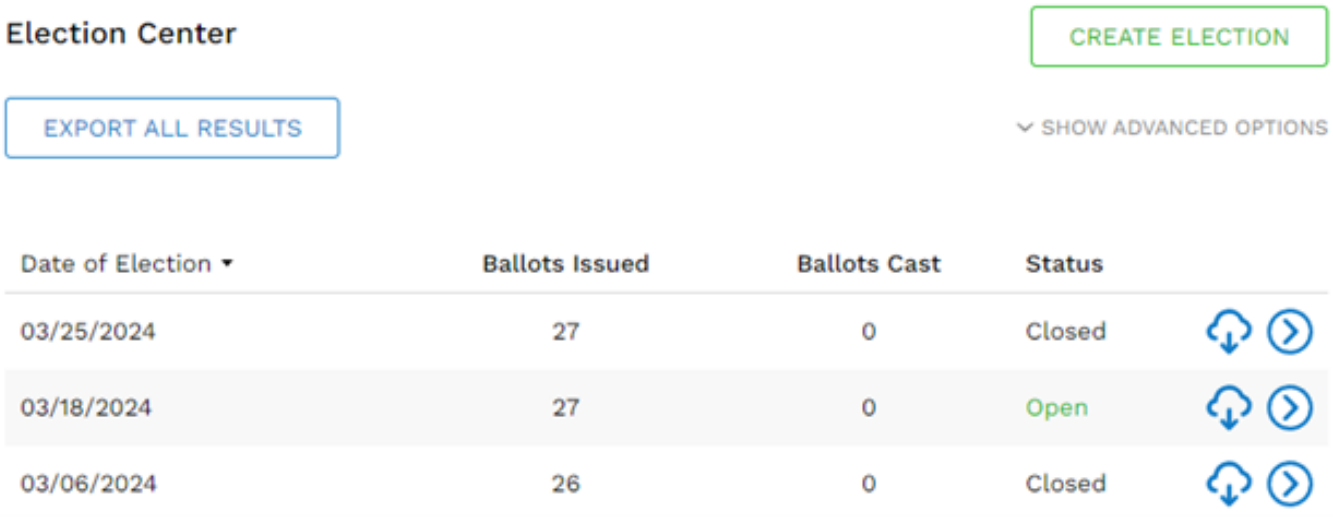
3. Select which poll you'd like to open or close. To search for a poll, expand the Show Advanced Options arrow and filter results by:

a. Year

b. Status



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.



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.

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

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