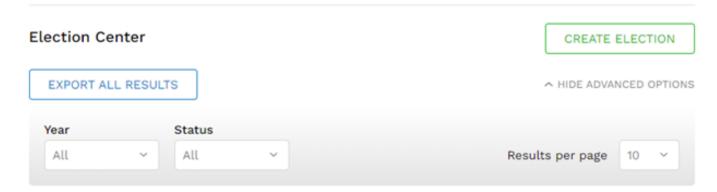
## **Election Center Management**

## 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.

## **Election Center Management**

Results: 03/27/2024
0 of 27 ballots have been cast

Polls are open

1st Vice President

[Former Member] 0 Votes - 0%

EXPORT RESULTS

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

Unique solution ID: #1074

Author: n/a

Last update: 2024-05-30 00:55