

# 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

All

Status

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.

Unique solution ID: #1074  
Author: n/a  
Last update: 2024-05-30 00:55