

How to Conduct Elections

1. Sign in at falconsconnect.uwrfl.edu and click on your org under Memberships

Memberships

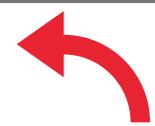
2 2017-2018 Admitted Students	C Crabtree Hall
J Johnson Hall	O Office of Student Involvement

 Office of Student Involvement
Member Since August 2019

The Office of Student Involvement provides students with opportunities for involvement that range from leadership development to fraternity/sorority life, diversity education and service.



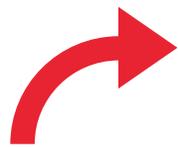
MANAGE ORGANIZATION
CONTACT



2. Click on Manage Organization



3. Click on this button in the top left corner to open your organizations menu



 **UWRF** Falcon

- Home
- Events
- Organizations
- News
- Forms
- Admin

CURRENT ORGANIZATIONS

 Student Invo... 

4. Click the settings button next to your orgs name, then click on Elections

 Student Invo... 

manage Home

ORGANIZATION'

- About
- Roster
- Events
- News
- Gallery
- Documents
- Forms
- Elections**

LINKS

- Student Organization Han...
- Event Calendar
- Student Involvement
- Report It
- Falcon Forward Event Pla...
- Release Notes

5. Start the election by clicking the button in the upper right

Elections [+ CREATE ELECTION](#)

Name -	Start Date :	End Date :	Action
There is no data available.			

6. On this page, name your election similar to the following (Accounting Society Fall 2020) and include instructions in the text box. Make sure to select both options at the bottom and save when you are done

*Name
Accounting President Election

Include Instructions

Additional Instructions

Active

Start Date and Time
8/11/2020 12:30 PM

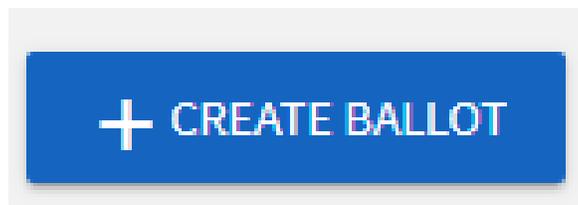
End Date and Time
9/11/2020 12:30 PM

Display an alert on the organization homepage when the election is active and voting is open

Only Allow Users Listed on the Roster of this Organization to Vote

SAVE CANCEL

7. Next, you will create a Ballot for all of the positions you are holding elections for. Please name the ballot similar to this "Accounting Society Fall 2020 Election".



8. After naming and saving the election, it will take you to the form Builder. Here, you will build out your election by creating questions using the radio button questions. See the example to the right



* Please Vote for President Below

- Trevor
- Owen

Add New...


Check Box List
Multiple answers to question (Choose several)


Radio Button List
Single answer to question (Choose one from few)


Text Field
User generated answer (Fill in the blank)


Instructions
A descriptive text box with no answer


Ranking
Prioritize multiple answers

9. After you are finished building your ballot, click the back button in the upper left. Finally, click publish once your form is built and you are all set!

For any questions, please email studentinvolvement@uwrf.edu

Publish