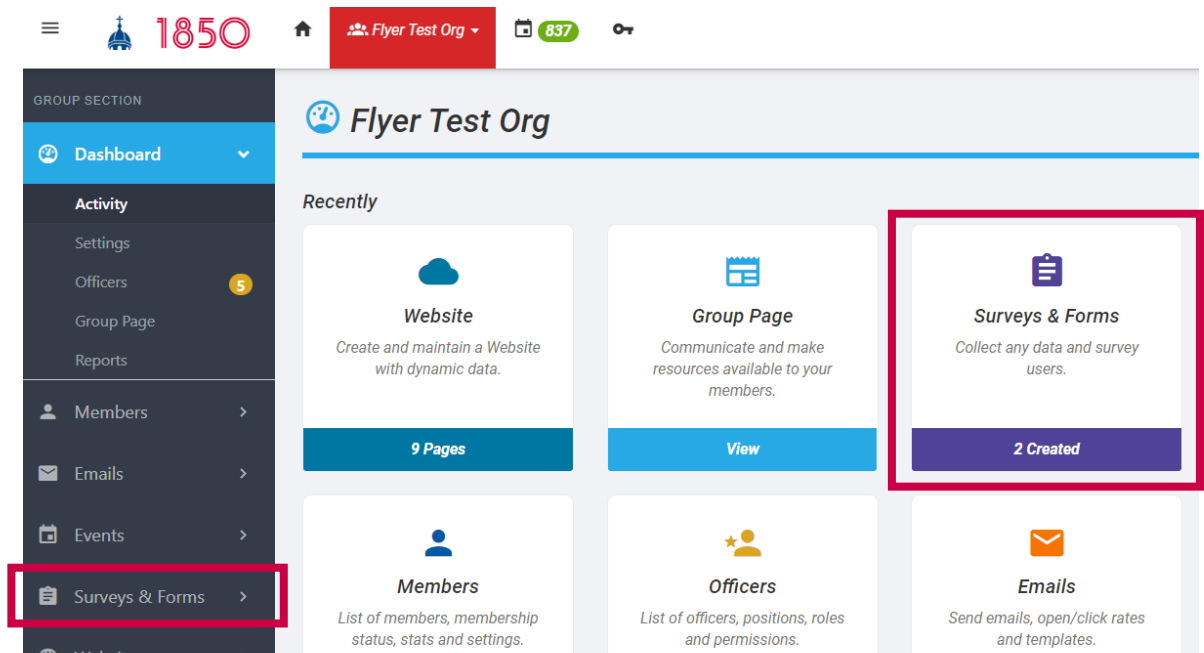




USING 1850 FOR STUDENT ORGANIZATION ELECTIONS

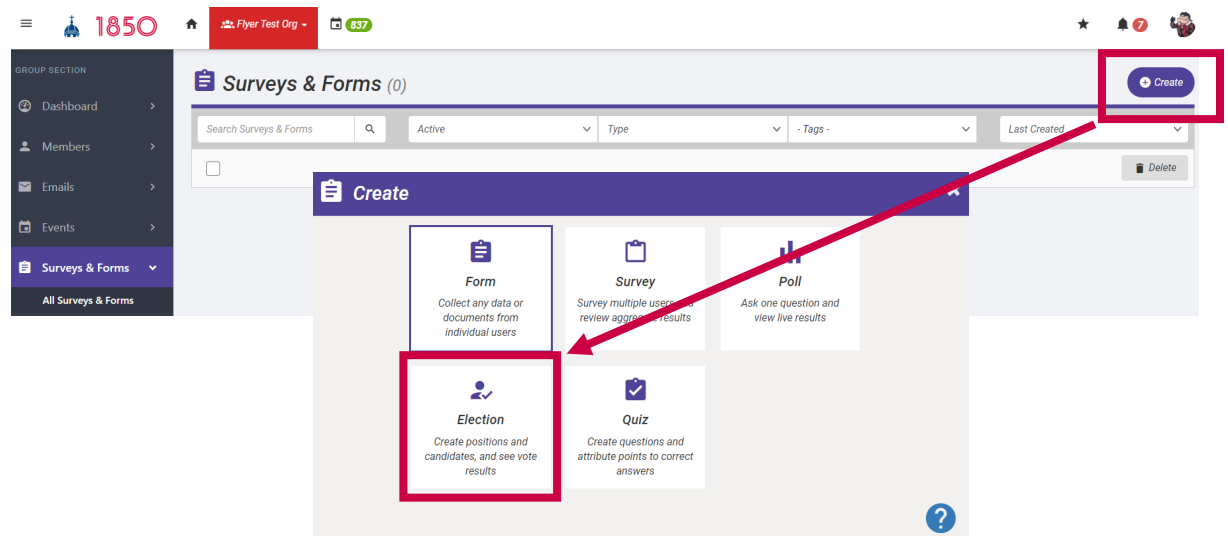
Surveys & Forms

- 1 To begin, access the dashboard of your student organization's 1850 portal page by clicking the gear shift next to the name of your organization. To create the election ballot, click "Surveys & Forms" from the left sidebar, or by clicking the purple "Surveys & Forms" in the center.



Creating the Election Ballot

- 2 Next, click the purple "Create" button in the top right-hand corner of the screen and then click the "Election" icon to create the ballot.



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3

Customizing Your Election

To begin, Customize the name of the election (for example, Executive Board Elections 2020).

The screenshot shows the top of the 1850 interface. At the top left, there is a clipboard icon followed by the text 'Add title'. A red arrow points from this text to the right. Below this is a toolbar with icons for editing, deleting, and adding. In the center, there is a large white box labeled 'Page 1 - Untitled page' with a dashed border and the text 'Add introduction' inside. Below this box is a link that says 'Advanced HTML editor'. To the right of the box is a purple button labeled 'Add question'. A red arrow points from this button to the left.

4

Adding Your Officer Positions

Then, for each position up for election you will click the purple “Add question” button.

5

Adding Your Candidates

Make sure you use the Election question type and add candidates’ information.

The screenshot shows the 'Select Question Type' dropdown menu. The dropdown is open, showing various question types represented by icons. The 'Election' icon, which shows a ballot box, is highlighted with a red box. A red arrow points from this icon to the right. Below the dropdown is a text box labeled 'Question:'. A red arrow points from this box to the right, towards a text box labeled 'Put the Officer Position Here'. Below the 'Question:' box is a section labeled 'Proposed answers:'. This section contains a text box labeled 'Candidate 1:' with the placeholder text 'Start typing and wait for suggestions...'. A red arrow points from this text box to the right, towards a text box labeled 'Enter the Candidate’s Name here, this will search all 1850 accounts, so make sure to choose the right one!'. Below the 'Candidate 1:' text box is a text box labeled 'Enter description here'. A red arrow points from this text box to the right, towards a text box labeled 'This text box may be a good place for you to include candidates’ written statements. Additionally, you have the option to insert a video or attach other files for each candidate.'. Below the 'Enter description here' text box is a text box labeled 'Insert a video: paste the <embed> or <iframe> tags here'. A red arrow points from this text box to the right, towards the same text box. Below the 'Insert a video' text box is a link labeled 'Attach file'. A red arrow points from this link to the right, towards the same text box. Below the 'Attach file' link is a link labeled 'Add candidate'. A red arrow points from this link to the right, towards a text box labeled 'For each additional candidate, click “Add candidate.”'. Below the 'Add candidate' link is a checkbox labeled 'Include comment box below answer'. A red arrow points from this checkbox to the right, towards the same text box. Below the 'Include comment box below answer' checkbox is a checkbox labeled 'Mandatory question | Maximum authorized answers'. A red arrow points from this checkbox to the right, towards a text box labeled 'If you want to make the question mandatory, check this box. Additionally, you will need to update this number to reflect the maximum number of candidates you want each voter to select for this position.'. The text box contains the number '0'.

*Please Note:

The ballot will show the candidate’s picture that is associated with their 1850 account, so remind the candidates to make sure their 1850 profile is up-to-date and includes a picture of them. Additionally, the ballot will automatically place candidates in alphabetical order by first name on the ballot.

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6

Customizing Your Election Settings

The last step is to check the Settings for your elections:

Executive Board Elections Spring 2020

The screenshot shows the 'Settings' modal for 'Executive Board Elections Spring 2020'. The 'Basic Information' tab is active. The following settings are highlighted with red boxes and arrows pointing to explanatory text boxes:

- Login required:** Set to ☒ Yes. Annotation: "Login required should be set to Yes".
- Anonymous answers:** Set to ☐ Yes. Annotation: "If your election process is through an anonymous vote, make sure you set Anonymous answers to Yes".
- Disable editing:** Set to ☐ Yes. Annotation: "To ensure users are not able to edit their vote Disable editing should be set to Yes".
- Single answer:** Set to ☐ Yes. Annotation: "To ensure users only submit one vote Single answer should be set to Yes".
- Access selection:** A list of officers (Adele, Flyer Rudy, Fox Stump Gwyn, Hydrick Jairad, Jagielski Robert) with checkboxes. Annotation: "To restrict who has access to modify and review results from the election, select who from the officers list can see this information. If there is someone who needs access to modify and review election results, but is not in this list, you will need to add them as an officer."
- Privacy:** The 'Access rights' button is highlighted. Annotation: "In the Privacy section, is where you choose who is allowed to vote in this election. To begin, click the Access rights button."

Below the 'Settings' modal, the 'Access rights' section is shown. It includes a 'Save' button and the following options:

- Where should this content be published?** ☐ Group Web Site ☐ Group Page. Annotation: "If you want to publish the content on your group page or website on 1850, then check those respective boxes."
- This content is accessible to:**
 - ☐ Everyone
 - ☒ University of Dayton users only (Students/Faculty/Staff)
 - ☐ Some University of Dayton users only (click to select users)
 - ☐ Some University of Dayton tagged users only (click to select users)
 - ☐ Some users only
 - ☐ Group members only. Annotation: "Then, choose who can vote. To ensure that only current members have access to vote, choose 'Group members only'".
 - ☐ Group members & contacts only
 - ☐ Some group members only (click to select groups)
 - ☐ Tagged members only (select one or several tags)
 - ☐ Sub-Groups members only (select one or several Sub-Groups tags)
 - ☐ Members with Badges only (select one or several badges)
 - ☐ Officers only

At the bottom, there are 'Close' and 'Save' buttons. An annotation points to the 'Save' button: "Click 'Save' to save these changes."

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7

Sending the Ballot to Group Members

Now that you've created the ballot, its time to send it out and collect votes!

The screenshot shows the 'Surveys & Forms' page in the 1850 system. A red arrow points to the 'Return to the Surveys & Forms page' button at the top. Another red arrow points to the three-dot menu icon on the right side of the survey card, with a text box saying 'Click the three dots'. A third red arrow points to the 'Send Survey' option in the dropdown menu, with a text box saying 'Then, click “Send Survey” — this will open the 1850 email composer (see below)'. The survey card itself is titled 'Executive Board Elections Spring 2020' and shows 1 question and 0 submissions. It also has checkboxes for 'Sign-In Required', 'Single Answer', and 'Disable Editing'.

8

Using the 1850 Email Feature to Send the Election

On the first screen, choose **Email Composer**, then **Select the list of recipients**. To send it to all active members, simply click the first checkbox: **Members**. At the bottom of the screen click the box: **Compose email for selected groups**

This will prompt you to choose **Email Composer** again.

In **Section 4** of the email composer, **Compose your email**:

- ⇒ Add the Email Subject
- ⇒ Select an introduction if you would like
- ⇒ In the large text box, compose a message instructing members to vote electronically for the new officers. You may want to include a deadline for members to vote by.

In **Section 5** of the email composer, **Add clickboxes to your message**:

- ⇒ Check the clickbox next to the purple Election survey

At the bottom you will need to click **Preview it first...**: A preview of your message should appear. Once you have reviewed the preview, click **Close** and make any necessary changes.

Finally, click the **Save and Send** button (this button should be orange now) to send it out!

SUPPORT AND ADVISING MEETINGS

Request a virtual one-on-one meeting with a CSI staff member! We are here to help you navigate moving your operations online, virtual event and meeting planning, navigating and using 1850, officer transitions, and more!



Jack Pence
Assistant Director for Student Life
jpence1@udayton.edu
[Click Here to Schedule a Meeting](#)



Jairad S. Hydrick
Graduate Assistant for Student Life
hydrickj1@udayton.edu
[Click Here to Schedule a Meeting](#)