**Using 1850 for Student Organization Elections**

**Surveys & Forms**

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**

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).

### 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.

*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.
Customizing Your Election Settings
The last step is to check the Settings for your elections:

- **Login required** should be set to Yes
- If your election process is through an anonymous vote, make sure you set **Anonymous answers** to Yes
- **Disable editing** should be set to Yes to ensure users are not able to edit their vote
- **Single answer** should be set to Yes to ensure users only submit one vote
- 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.

In the **Privacy** section, is where you choose who is allowed to vote in this election. To begin, click the **Access rights** button.

- If you want to publish the content on your group page or website on 1850, then check those respective boxes.
- Then, choose who can vote. To ensure that only current members have access to vote, choose “Group members only”
- Click “Save” to save these changes.
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7 Sending the Ballot to Group Members

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

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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 checkboxes to your message:

⇒ Check the checkbox 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!

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Click Here to Schedule a Meeting

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