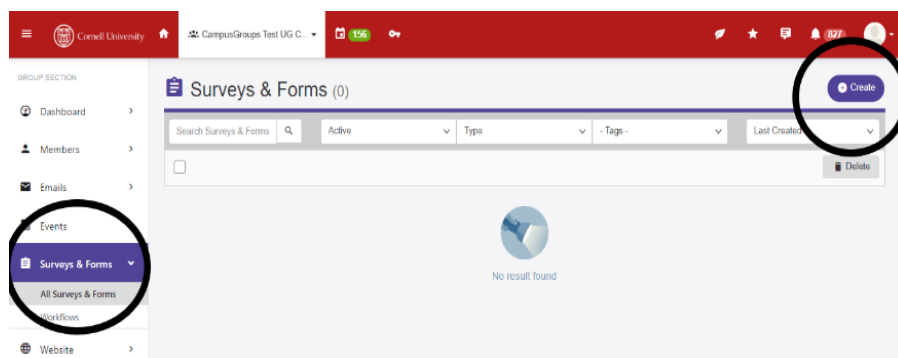


# Using CampusGroups to Run Elections

CampusGroups has a tool that will allow you to upload information about candidates for your group's elections and have group members vote online! The tool will then give you a report of statistics so you can determine who has been elected for each position.

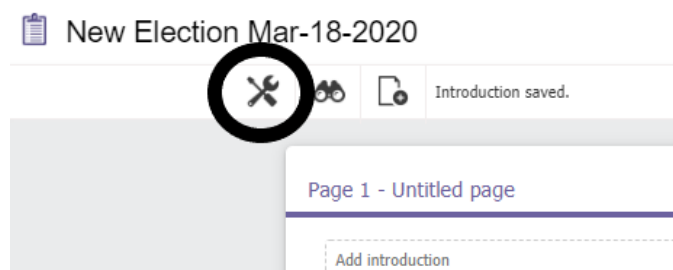
## LOG ONTO CAMPUSGROUPS AND GO TO YOUR GROUP'S PAGE

1. Use your NetID to log on
2. Click on "My Groups" on the left-hand side of the screen
3. Click into the group you are running elections for
4. Once in your group's page, click on "Surveys and Forms" on the left-hand side of the screen
5. Click on the button at the top right-hand side of the screen that says "Create"



## CREATING AN ELECTION FORM

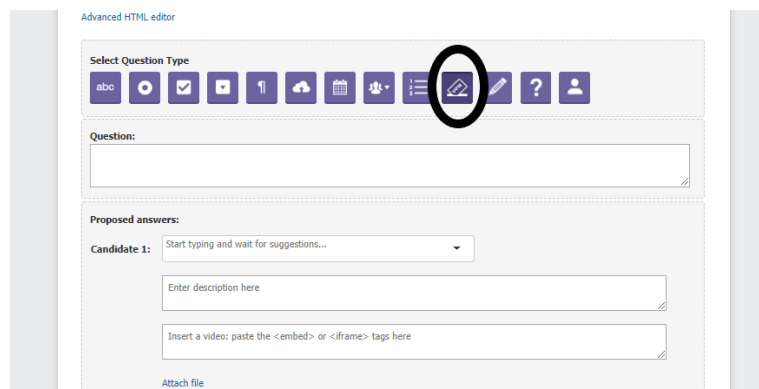
1. When given a list of form options, click "Election"
2. Click on the button with tools on it to update the Settings of your election
3. Edit the title of your election
4. Scroll through the other Settings options to see what you'd like to use for your election. A few things you can edit are: form open and close time, instructions, anonymity, etc.



# Using CampusGroups to Run Elections

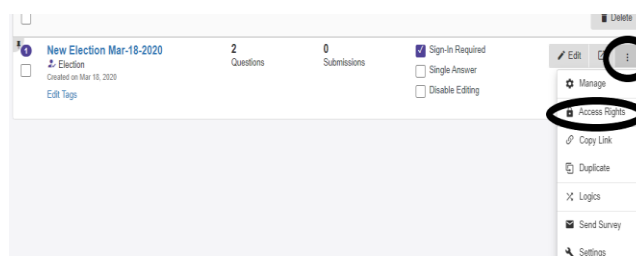
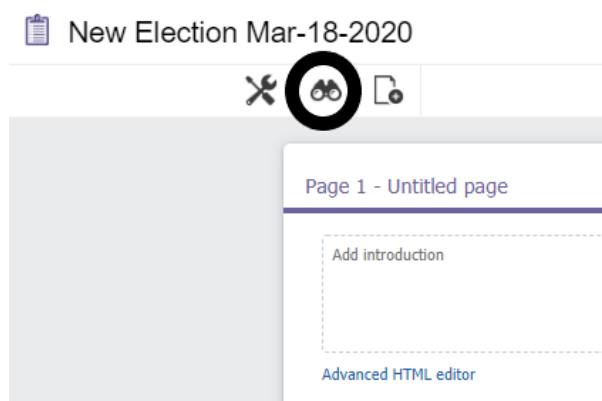
## INSERTING YOUR CANDIDATES

1. Once you are finished with settings, click Save, which will take you back to the Form screen. From here, click “Add Question”.
2. Select the “Election” Question type.
3. In the drop-down box for the candidate, start typing the student’s name or NetID and select the correct student when their name appears. You can add as many candidates as you’d like and can type a statement into the description or upload a video file of the candidate’s speech. Once all candidates have been uploaded, click “Save.”



## PUBLISHING YOUR ELECTION FORM

1. Before publishing the form, you can click the Binoculars, or “Preview” button at the top of the screen to see what your viewers will see.
2. Once you are happy with your survey, go back to your “Surveys and Forms” page and click on the button with three dots, or the “menu” button for the form you just created. From here, click on the padlock, or “access” button.
3. On this page, you will select where you want your form to be published, as well as who you want to have access to the form. For example, you may want the form published to your group’s website and want all Cornell students to vote, or you may just want it on your group’s page and to restrict voting to group members only.



# Using CampusGroups to Run Elections

## HOSTING ELECTIONS

1. If you'd like to, you can also email voters with a direct link to the form. Click into the form on your "Surveys and Forms" page and click on the "Copy Link" form. You can send an email from your group's page on CampusGroups, or from your own email account with the link in it.
2. You can also use the "Stats" feature in the form to track the votes. Click into the form on your "Surveys and Forms" page and click on the "Stats button" on the right

