Elections on ExperienceBU
A Step-by-Step Resource

All steps below require you to be signed into experiencebu.brocku.ca and have access to **manage** your organizations page. Once logged into ExperienceBU:

1. In the top right, click on the 'waffle' icon ⠿ , which will bring up the Explore/Manage menu

2. Click on **Manage**

3. Click on **your club** under *My Organizations*

4. Click on the menu ☰

Election 2020

PROPERTIES   BALLOTS   RESULTS   PUBLISHING OPTIONS

Update Your Roster

1. From the ☰ menu click on **Roster**

2. To remove past members who are no longer part of your club, use the checkbox to select the users and then click the **End Membership** button

3. To add members, click the **+⚏ INVITE PEOPLE** button at the top of the Roster page
   a. Enter the member's **Brock e-mails**
   b. Click **ADD E-MAIL ADDRESSES**
   c. You can invite the users as a "Member" or as a specific role, such as "President"
      NOTE: you can only select one position for all members added at a time

Assigning the Election Reviewer Role

Once your roster is up to date, you can select the two members that will be Election Reviewers. The members cannot be executives or candidates in the election, as per item 103 in the Clubs Bylaw 500.

In the roster, click on the ✎ next to the member's name, select **Election Reviewer** and click SAVE.

NOTE: this is how you can assign other roles to members, like President or Vice President.

Create an Election

1. From the ☰ menu click on **Elections** and Click on **+ CREATE ELECTION**

2. Name the election – for example *2020 Club Executive Election*

3. If you'd like to include instructions to voters: Checkmark *Include Instructions* and type in any instructions

4. *Do not select **Active** until your election is ready to publish*.

5. Input the Start Date and Time and End Date and Time of the election

6. Select "Display an alert on the home page when the election is active, and voting is open"

7. Select "Only allow users listed on the roster of this organization to vote"

8. Select SAVE

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Create Ballots

1. In the Election you just created, click BALLOTS
2. Click on **+ CREATE BALLOT**
3. Name the ballot (for example ex. President Ballot) and *Enable General Access*
4. Select SAVE

On this page you can customize your ballot, adding instructions, text fields or various other questions. We recommend using the ***Radio Button List*** question type for candidate selection, as described below:

5. Select the ***Radio Button List*** question type
6. Question Text: Type in your question, ex. Who would you like to vote for President for 2020-2010?
7. Answer Text: Type in the candidates' names (one per line)
8. Select OK

You can now add additional information about the candidates to the question, for example a photo and/or a biography, if you choose.

1. Selection the question and click on the
2. On the *Properties* tab, you can make the question *Required* or you can uncheck the box to make the question optional
3. On the *Answers* tab, click a candidate's name, and select **Include Additional Text**
   a. Here you can add in the candidate's platform points
   b. You can also use the button to add a candidate photo using a web link (to insert the images, you must have a direct URL to the image - meaning the image needs to have been uploaded or hosted on a site, like your club page Gallery)

Once you are done creating a ballot, click **← BACK TO BALLOTS** where you can create additional Ballots if needed.

When you have created all your ballots and are ready to activate your election, click on PROPERTIES of your election, and set the **Election Status** to **Active**

View Your Results

1. Click the RESULTS tab at the top of the page in your election
2. You can view results based on *total number of votes cast*, or the *total number of voters*. Click on the blue ! for more information
3. For each ballot you created, you can view the voting results and the percentage of votes each candidate received.
4. You can also EXPORT ALL VOTES to Excel to view the votes in an Excel spreadsheet or EXPORT BALLOT VOTES to export the votes just for that specific ballot