

How use CU Involved for Club Elections

Organization officers have the ability to create elections within their organizations, either for the entire community to vote on, or exclusive to organization members. **Please be sure your organization membership page is up to date before proceeding. If it is not, please use [these instructions](#) to update your page.** To create an organization-based election, follow the instructions below.

1. Log on to [CU Involved](#)
2. Go to your club/organization's CU Involved page
3. Click *Manage Organization* on the upper right side of the page
4. Click on the three black bars on the upper left side of the page
5. Click *Elections*
6. Click *Create Election*
7. Below that, you can choose if your election should be active and the date range your election should be available. When the election is set to Active and it falls within the date range, users will be allowed to access the ballot. You can also choose to display an alert on the organization homepage when the election is active and voting is open by checking the next box. The last option is whether or not to allow users outside your organization should be allowed to vote in the election-- checking the box will limit it to only users within your organization roster.
8. When you're finished with these settings, hit *Create*.

Special Notes

Setting up the ballots

You can create as many ballots as needed. Each ballot can be accessible to the general user population or any number of eligibility lists. A user will see each ballot they are designated to see. To start creating your ballots, click *Create Ballot*. Enter the name of your ballot, then determine if the ballot should be general access by selecting *Enable* or *Disable*. If you select *Disable*, you'll be prompted to enter settings for each of the available eligibility lists.

Eligibility lists are set up by campus administrators and are shared to organizations. If you are not seeing an eligibility list that you expect to see, contact clubs@creighton.edu

Setting	Definition
Allow	Users on the list can access the ballot
Deny	Users cannot access the ballot, and supersedes being on an allowed list
Ignore	List will not be used for the ballot, users cannot access the ballot

Once you're fine with your eligible users access, click *Create* to advance to the next page. You'll now be taken to the form builder with a limited selection of question types. Please see Form Building for complete instructions on creating or editing questions. The builder will automatically save your progress as you create questions. At any time, you can revise the title and access of your ballot by clicking *Form Properties* in the upper right corner.

When you're finished, click *Back to Ballots* in the upper left corner. Repeat this for any additional ballots you need to create within the same election. Once all your ballots are ready, be sure to set your election to *Active* to ensure users can vote when the election starts and the prompt to vote will display on your organization homepage, if requested.