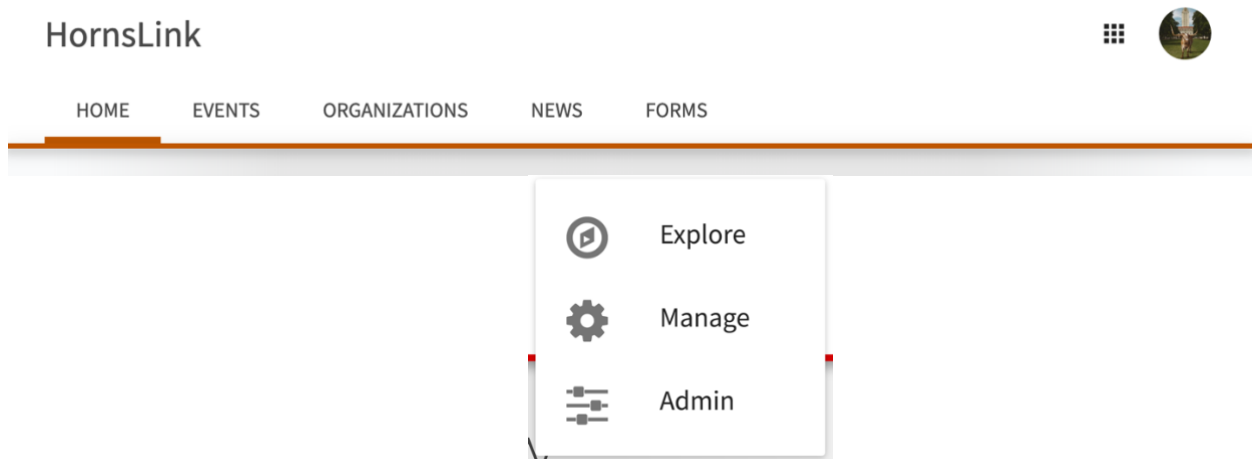


STUDENT ORGANIZATION ELECTIONS IN HORNSLINK

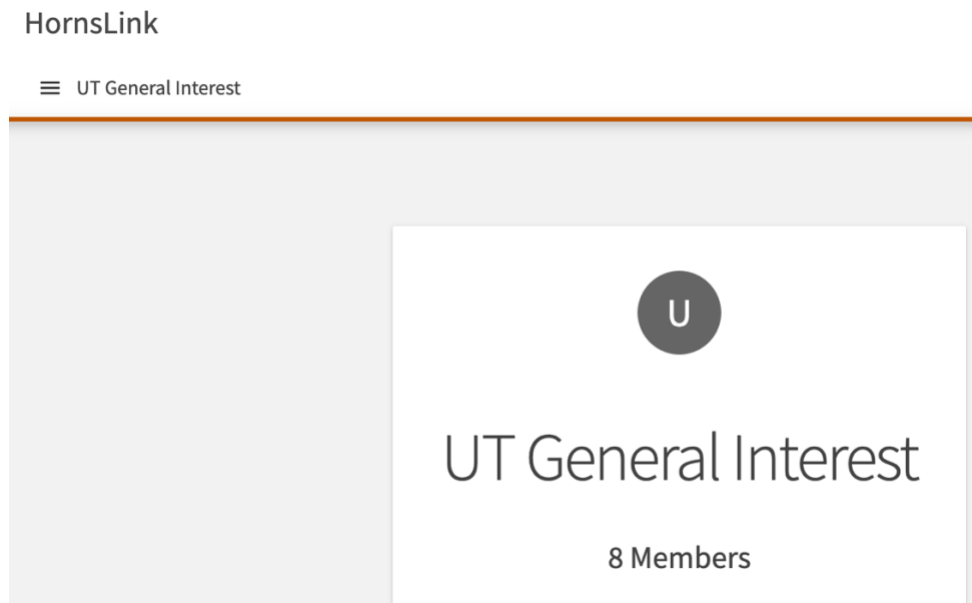
Student organizations have the ability to host elections via their HornsLink page. This tool is an effective resource with many features including the ability to: create ballots and control who can vote; using single vote, multiple choice, and even ranking formats; automatically calculate winners; have an instant run-off and more. To be effective, the student organization should update their HornsLink rosters with all current voting members.

Navigating to the Elections Page

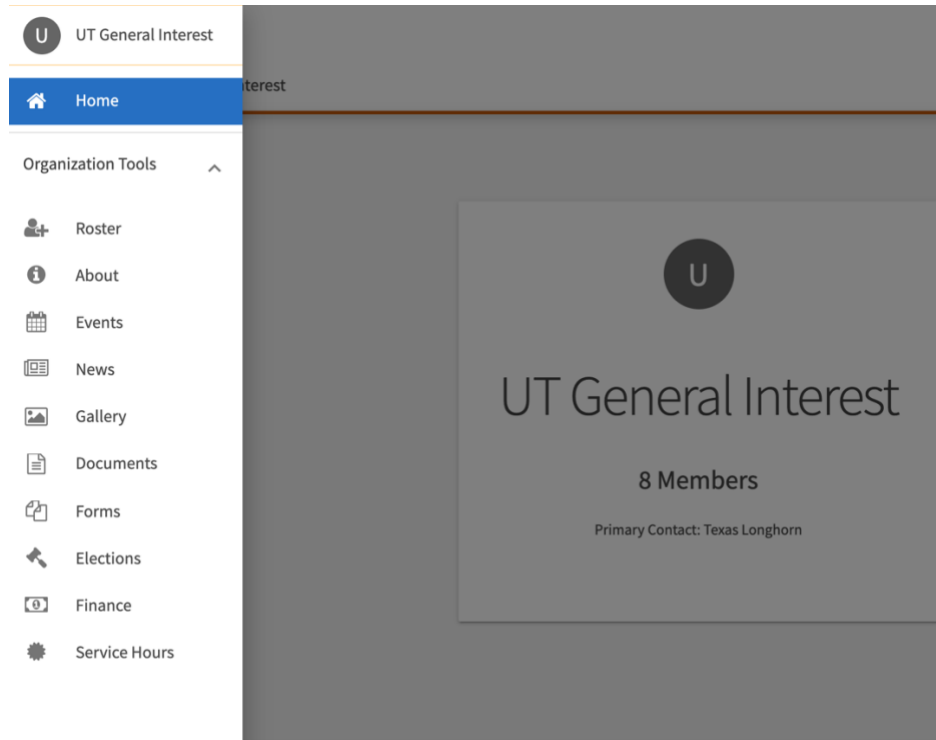
Log into HornsLink using your EID, and click the square Switchboard Icon in the upper right-hand corner of the site. Then, click "Manage." This will take you into your [Action Center](#), where you can manage content for your organization, such as creating, editing, or deleting content, re-registering your organization, reviewing a form submission, or creating an election.



In the Action Center screen, under "Memberships", select the organization which you would like to create an election for. Click the Menu icon in the upper left-hand corner to open up your organization's tool menu.



Your organization’s tool menu will show you every tool for which you have access within your organization. You may see as few as one tool or all tools depending on your level of access in that specific org. Click the “Elections” tool in the dropdown menu. **If you do not see this tool, you may not have access to manage elections for your organization.** Speak with your organization’s president to update the [management access](#) associated with your position.



From there, click the “Create Election” button on the right side of the page to generate your election.



Defining Election Parameters

Identify the Name of the election. Consider what instructions, if any, you would like to provide to members of your organization. The “Include Instructions” check box automatically lists the following standard instructions on the homepage of finalized election:

- You must click "Vote" after completing the ballot for your submission to count.
- Until you submit your vote, it can be continued at any time by resuming it in your Submissions.

You can add additional instructions to share with your members as needed depending on the method in which you set up each of the ballots for elected positions.

Below that, you can choose if your election should be active and the date range your election will be available. When the election is set to *Active* and it falls within the date range, users will be allowed to access the ballot. At the bottom of the settings page, it is recommended that you choose to display an alert on the organization homepage when the election is active and to only allow members listed on the HornsLink roster to vote. When you're finished with these settings, hit *Save*.

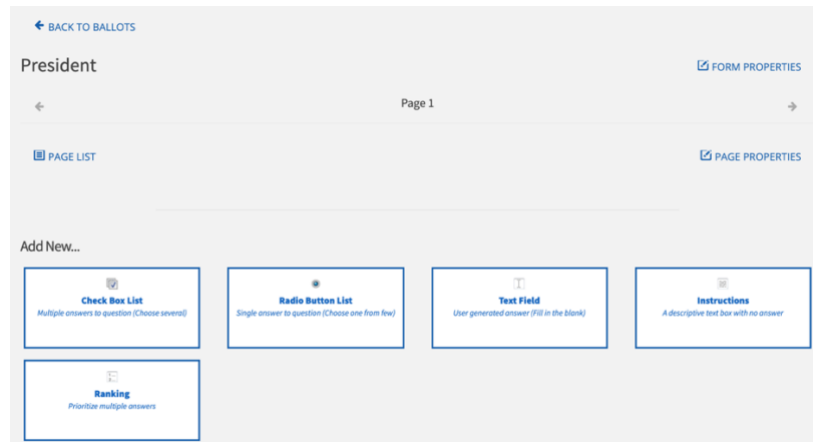
Setting up the Ballots

You can create as many ballots as needed. Each ballot can be accessible to the general user population for the organization. To start creating your ballots, click *Create Ballot*.

Enter the name of your ballot, such as “President, Vice President etc.”. In the Access Restrictions section below, General Access should be Enabled for all organizations as Eligibility Lists are not available to UT student organizations. Click *Create* to advance to the next page where you'll be taken to the form builder with a limited selection of question types.

Ballot Building

The [form builder](#) allows you to create and edit questions. Progress is automatically saved as you create questions. You can revise the title and access your ballot any time by clicking *Form Properties* in the upper right corner. Under the *Add New* area, select the question type and follow the directions to fill in the information.



Question Type

Check Box List
Radio Button List

Text Field

Instructions

Ranking

Function

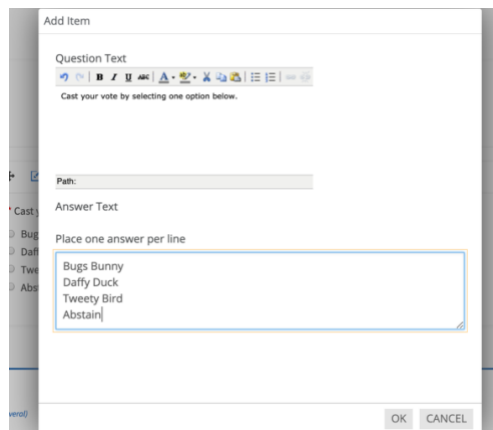
Multiple choice question that allows users to choose more than one option.

Multiple choice question that only allows users to select one option.

Open text response. Alter the number of rows to provide the user a larger space to write in for longer answers. You can also use the Text Field question to utilize [validation](#), ensuring a specific format is entered.

This is your method of providing additional instructions or information to the user. Instructions do not require any action on the part of the user.

Provide the user multiple answer choices for them to rank. You can also determine the maximum number of items they need to rank.



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.

Publishing Options

Publishing your election so members can participate is easy. Once all your ballots are ready, be sure to set your election to *Active* (under the *PROPERTIES* tab) to ensure users can vote when the election starts. The prompt to vote will be displayed on your organization's homepage. Then, click the *PUBLISHING OPTIONS* tab to view two election alert options.

UT General Interest Exec Board Elections

PROPERTIES BALLOTS RESULTS **PUBLISHING OPTIONS**

Election Alert

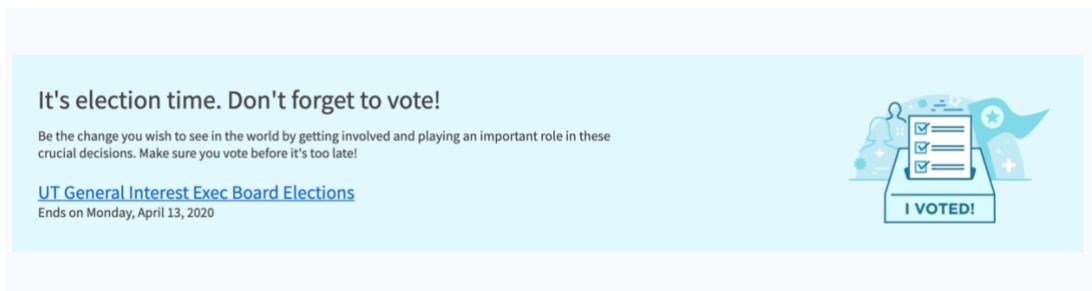
Display an alert on the organization homepage when the election is active and voting is open

You may use the URL below when encouraging others to vote in this election. You MUST use the URL below as election URLs copied from your browser address bar will NOT work for other users.

Election Link

SAVE CANCEL

You can share the Election Link provided in this section directly to members. You can also check the Election Alert box in this section to display the alert below on the organization’s HornsLink page above the events section.



Election Results

To view election results, log into HornsLink using your EID, and navigate back to the elections area: locate the square Switchboard Icon < Manage < select organization under “memberships” < select menu icon in upper left < select “elections” from the org tool menu. From there, select the current election, and navigate to the *RESULTS* tab.

On this tab, the results of each ballot will be displayed. The dropdown arrow under “Voters:X” will display the number of votes that were casted per candidate and the percentage of votes that was received.

← BACK TO ELECTIONS

UT General Interest Exec Board Elections

PROPERTIES BALLOTS **RESULTS** PUBLISHING OPTIONS

Show percentages based on:

The total number of votes cast ⓘ

The total number of voters ⓘ

EXPORT ALL VOTES **EXPORT ALL VOTERS**

President Voters: 6 ▾

Results **EXPORT BALLOT VOTES**

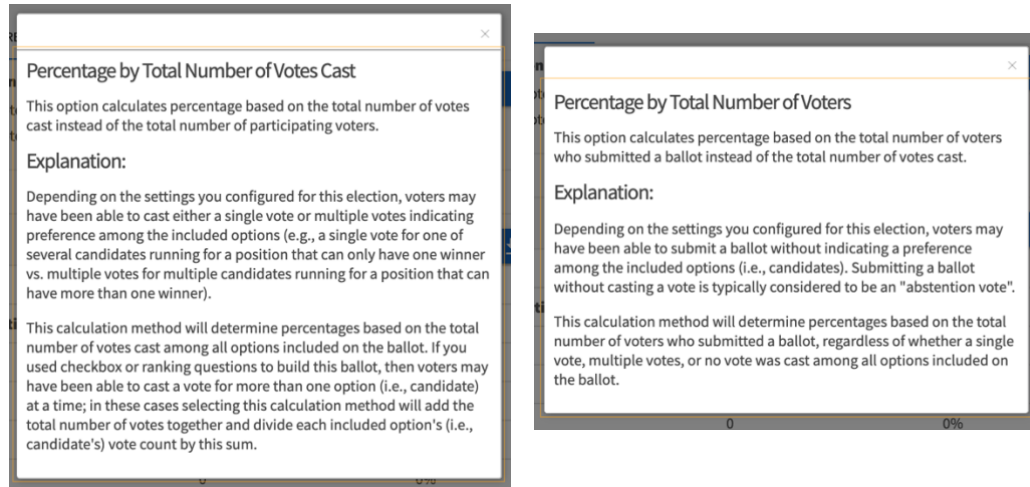
Question	Count	Percent
Cast your vote by selecting one option below.		
Bugs Bunny	4	66.66%
Tweety Bird	2	33.33%
Daffy Duck	0	0%
Abstain	0	0%

Vice President Voters: 6 ▾

Secretary Voters: 6 ▾

Treasurer Voters: 6 ▾

You can choose between two options on how the percentages are displayed on this page: **The total number of votes cast or the total number of voters.**



This page provides several options to download data from the election should you need to review and/or share information with members.

- **Export All Votes** – This allows you to download all votes for the entire election. Each voter is assigned a unique SubmissionID, so you won't know which member voted for which candidates, but it will display all the votes associated with that SubmissionID for each ballot.
- **Export All Voters** – This allows you to download information for all participants in the election by name and EID but does not display who they voted for. This can be used more as a checklist of which members voted in the election.
- **Export Ballot Votes** – Unlike the *Export All Votes* option, this displays the all votes per individual ballot.

Defer to your constitution regarding the percentage vote that is required for a candidate to win (i.e. 2/3 vote, majority wins, etc.). Now that elections are over, it's time to begin the officer transition process. View our Officer Transition Guide for tips and best practices.