How to hold an ELECTION on CampusLink

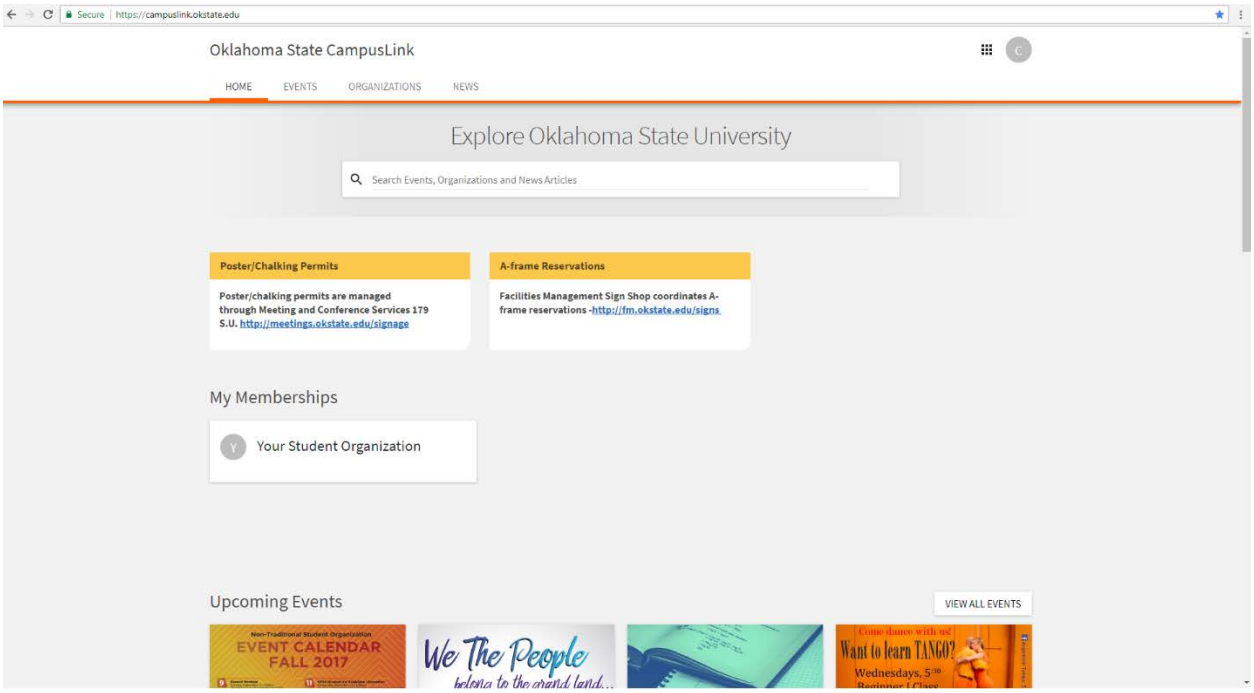
DEPARTMENT OF
Leadership
& Campus Life

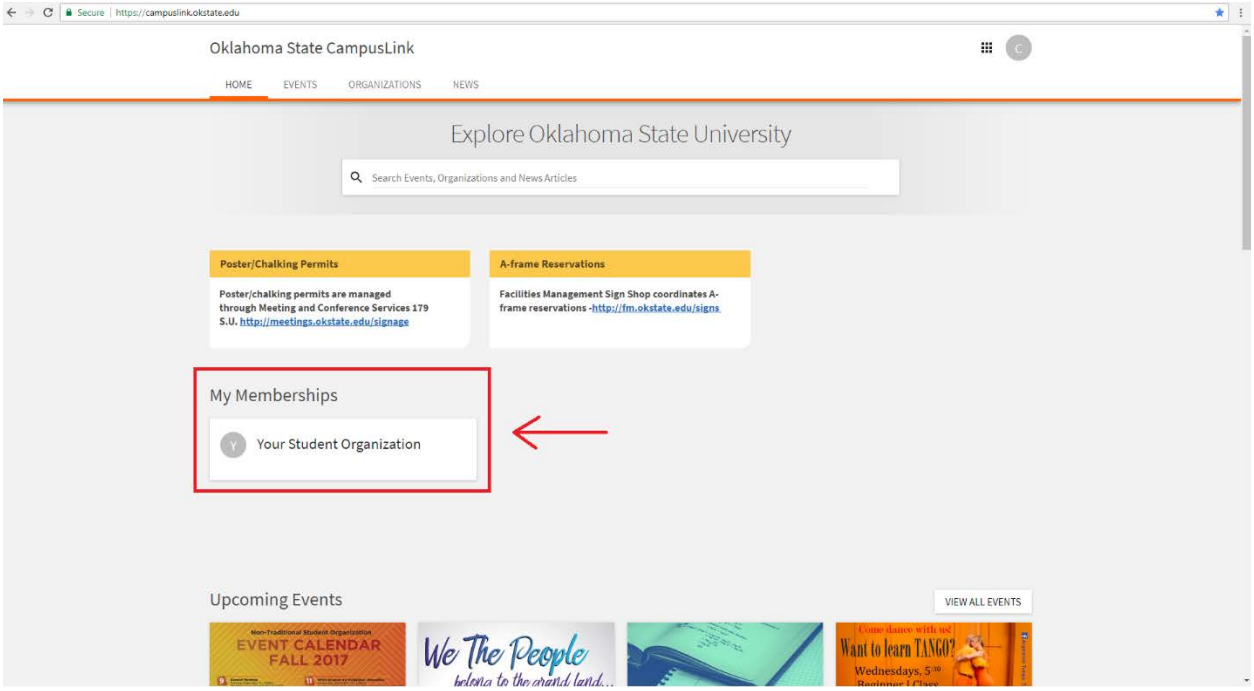
CampusLink
organizing your campus life.

How to Hold an Election on CampusLink

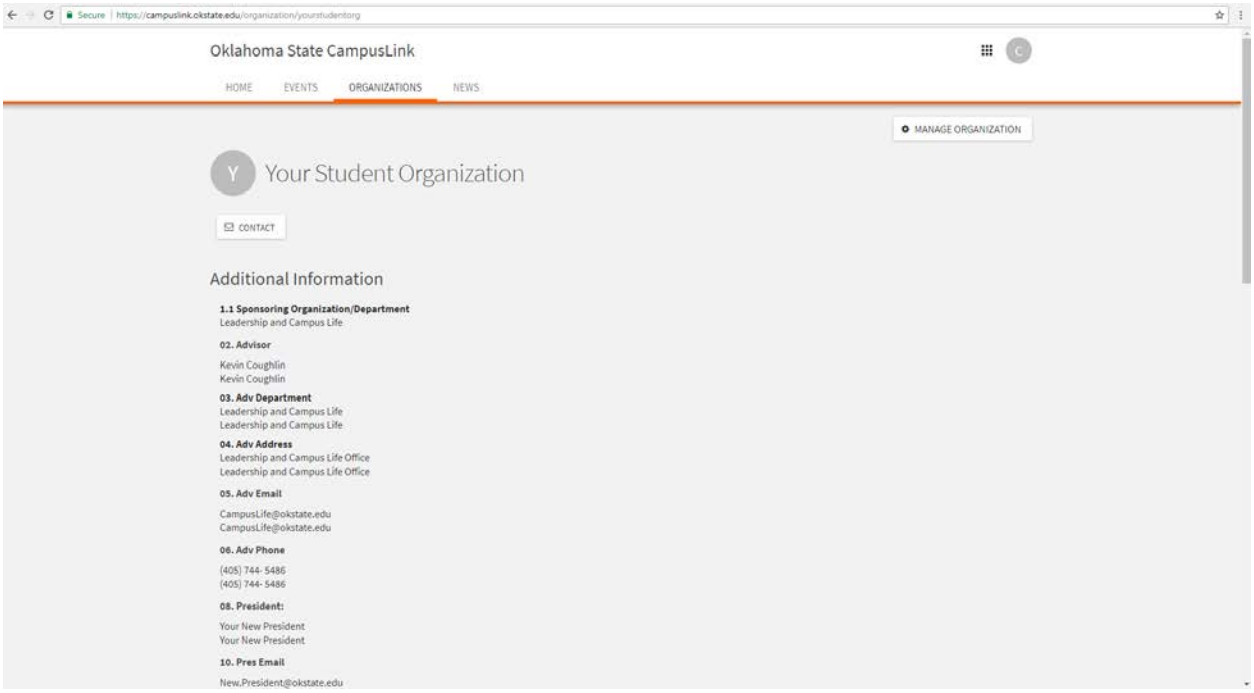
If at any time you are having difficulties with the following, feel free to stop by the Campus Life front desk for assistance. Or you may call 405-744-5486 or you may reach us at campuslife@okstate.edu.

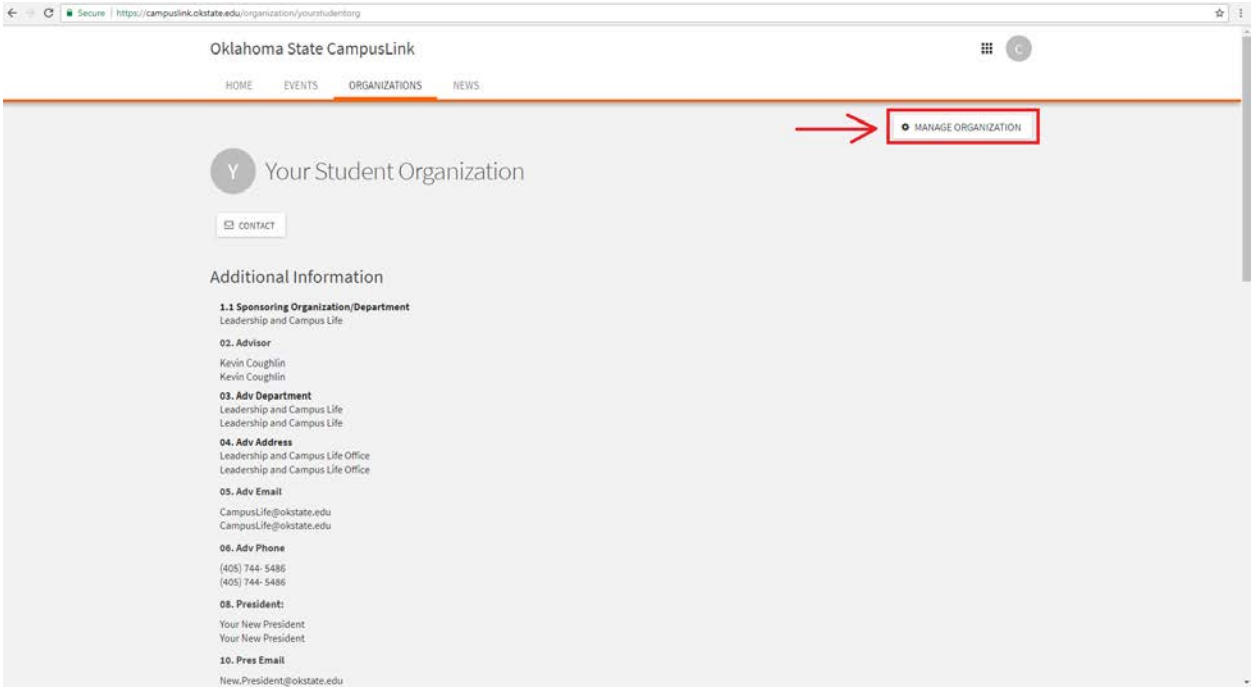
Step One: Find your organization under your membership listings, and click on that organization.



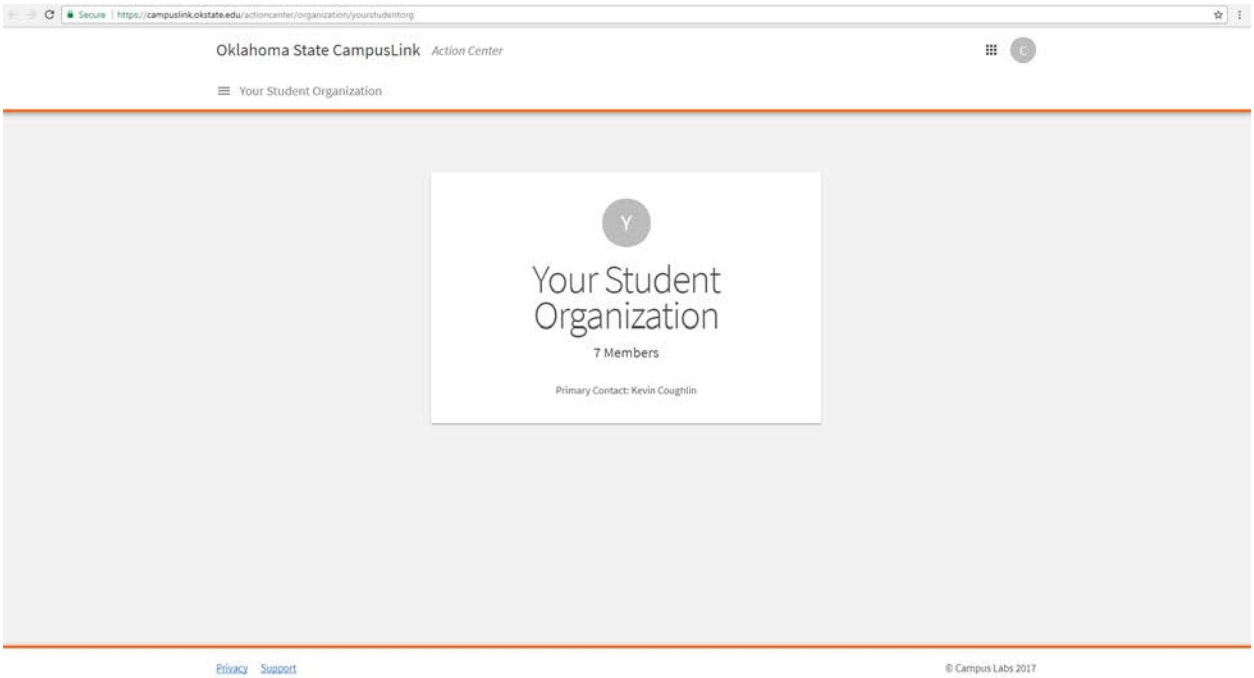


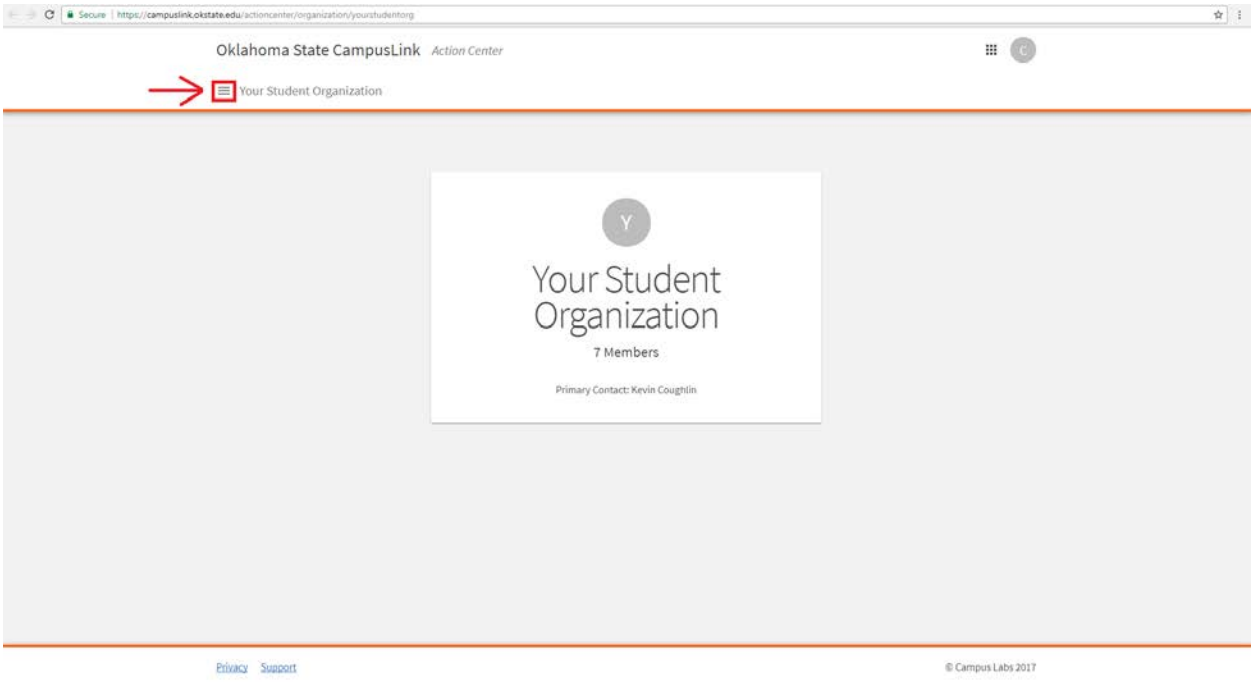
Step Two: After clicking on the organizaton name, you will be directed to your organization's home page. From this screen, you will need to click on the *Manage Organization* button at the top right of the screen.





Step Three: After clicking on *Manage Organization*, you will be redirected to the *Action Center*. In order to access and upload documents to your CampusLink, you will need to click on the menu icon next to your organization's name and select the *Elections* tab.




Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg
Oklahoma State CampusLink Action Center
Your Student Organization
Y
Your Student Organization
7 Members
Primary Contact: Kevin Coughlin
Privacy Support
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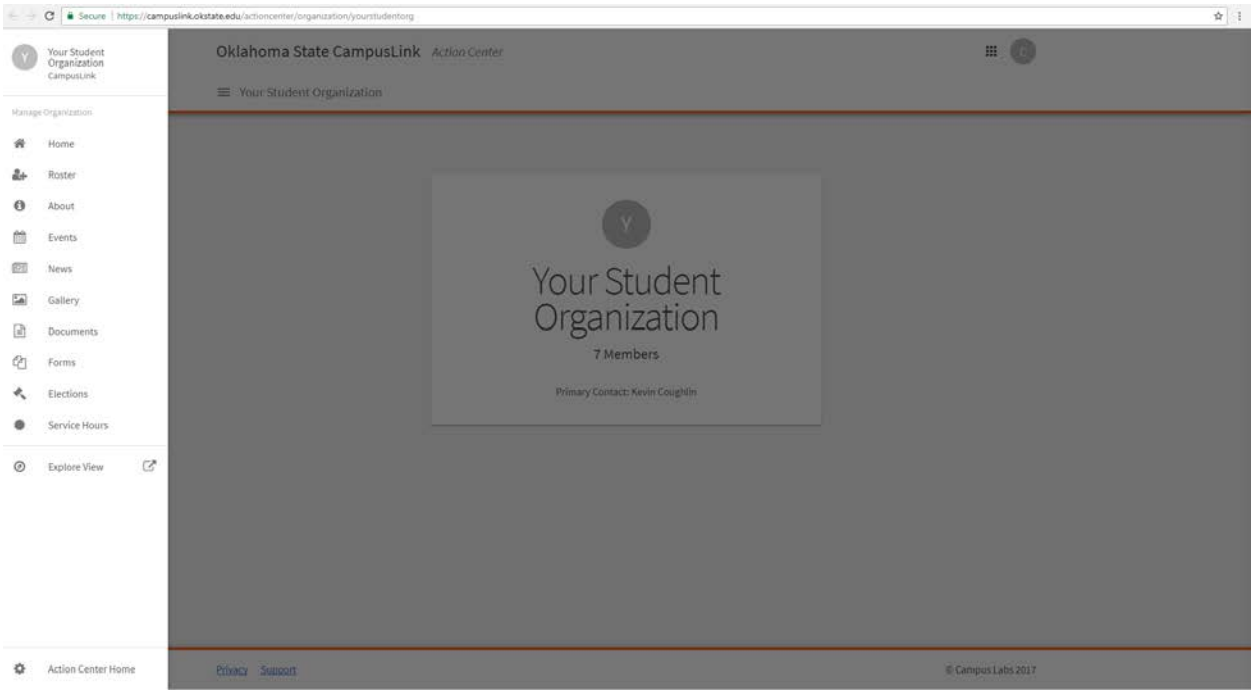
Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg
Your Student Organization
CampusLink
Manage Organization
Home
Roster
About
Events
News
Gallery
Documents
Forms
Elections
Service Hours
Explore View
Action Center Home
Oklahoma State CampusLink Action Center
Your Student Organization
Y
Your Student Organization
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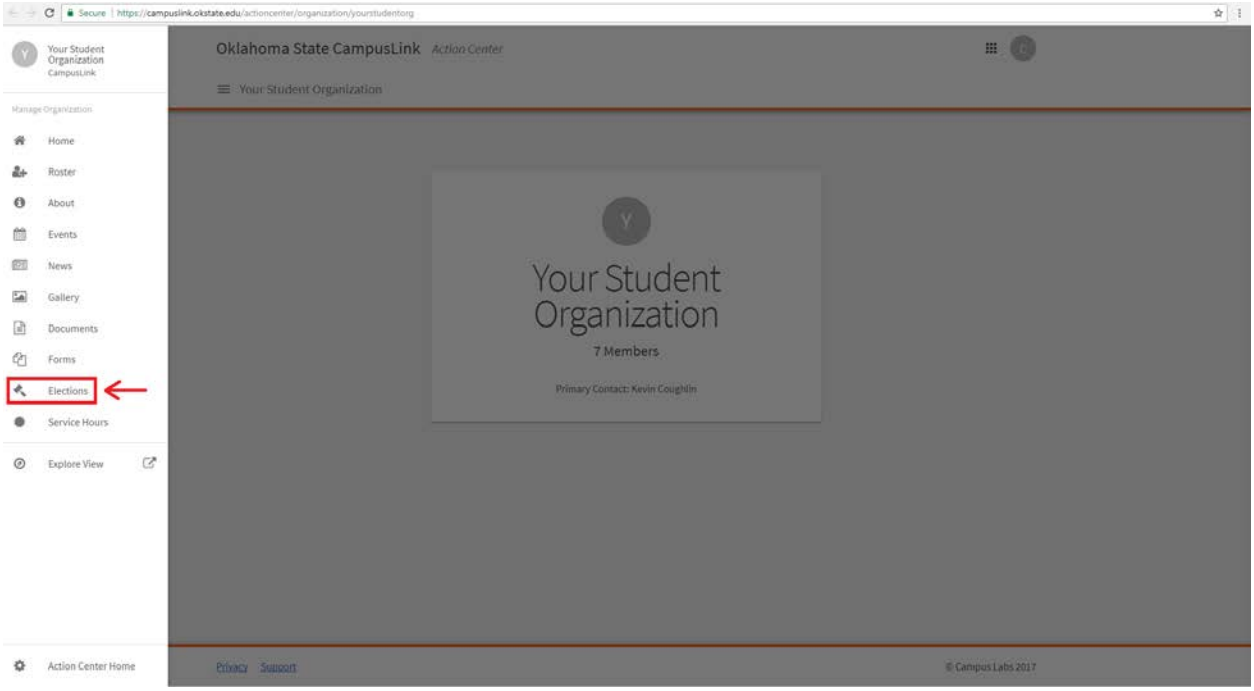
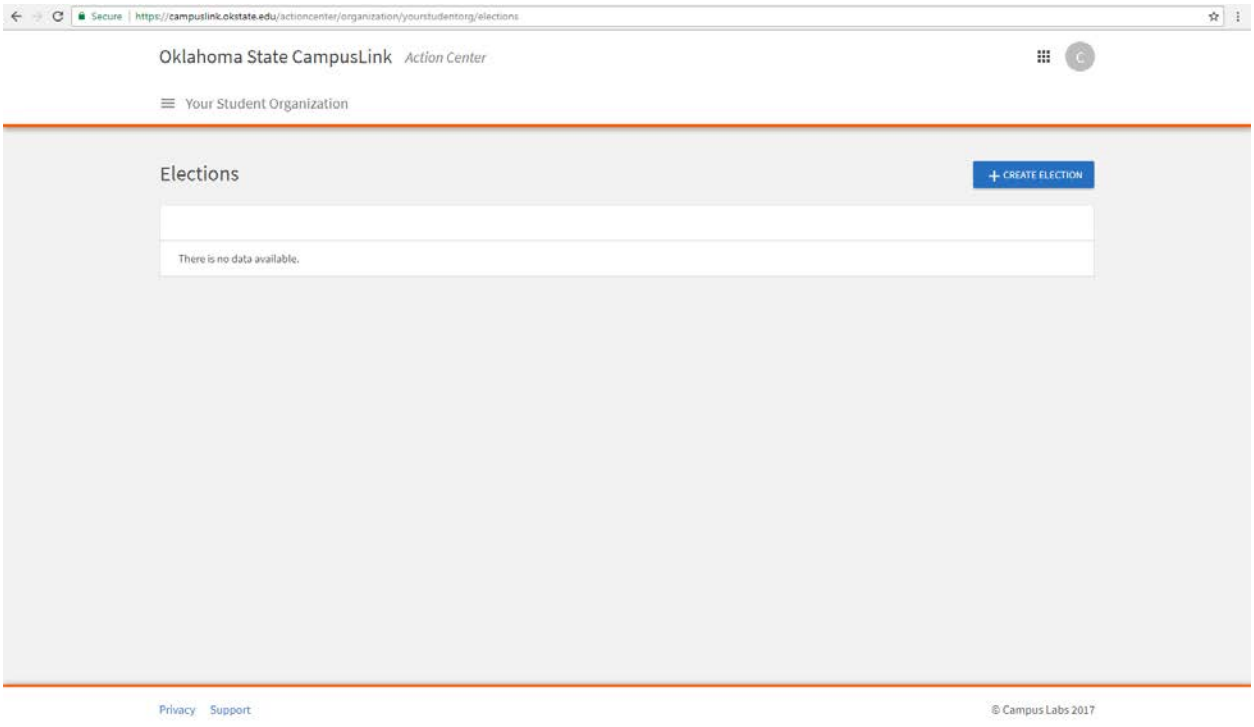
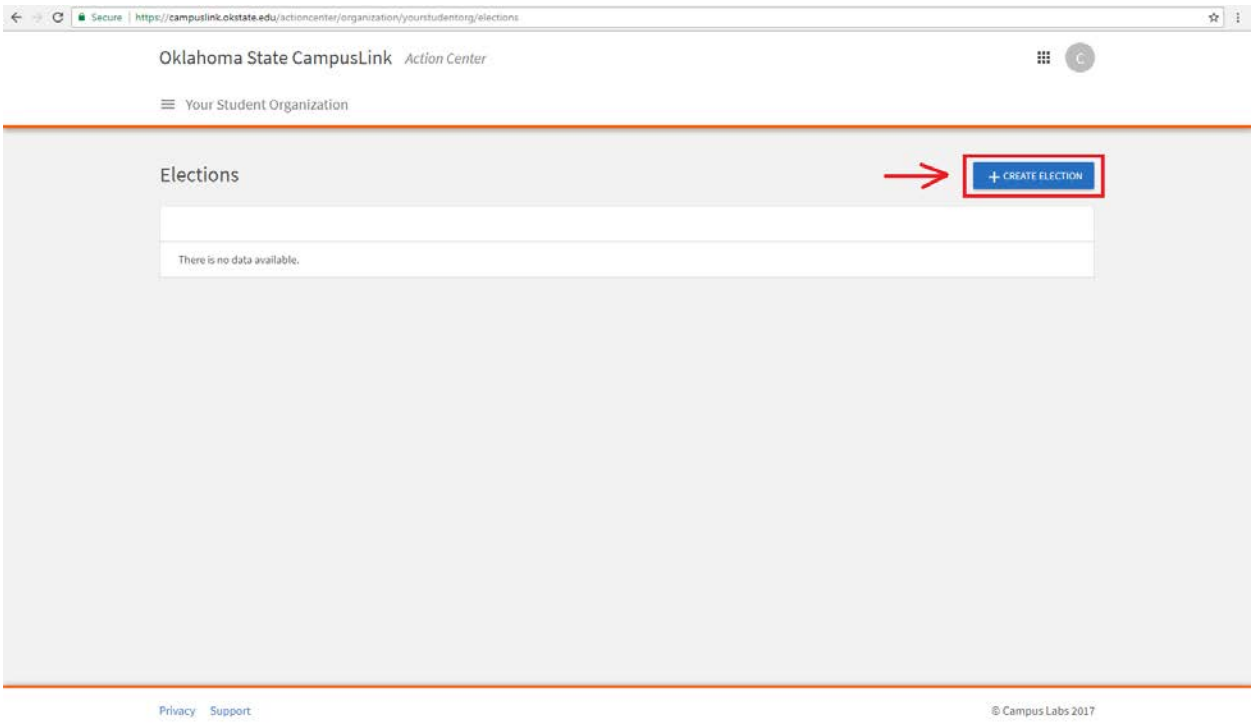
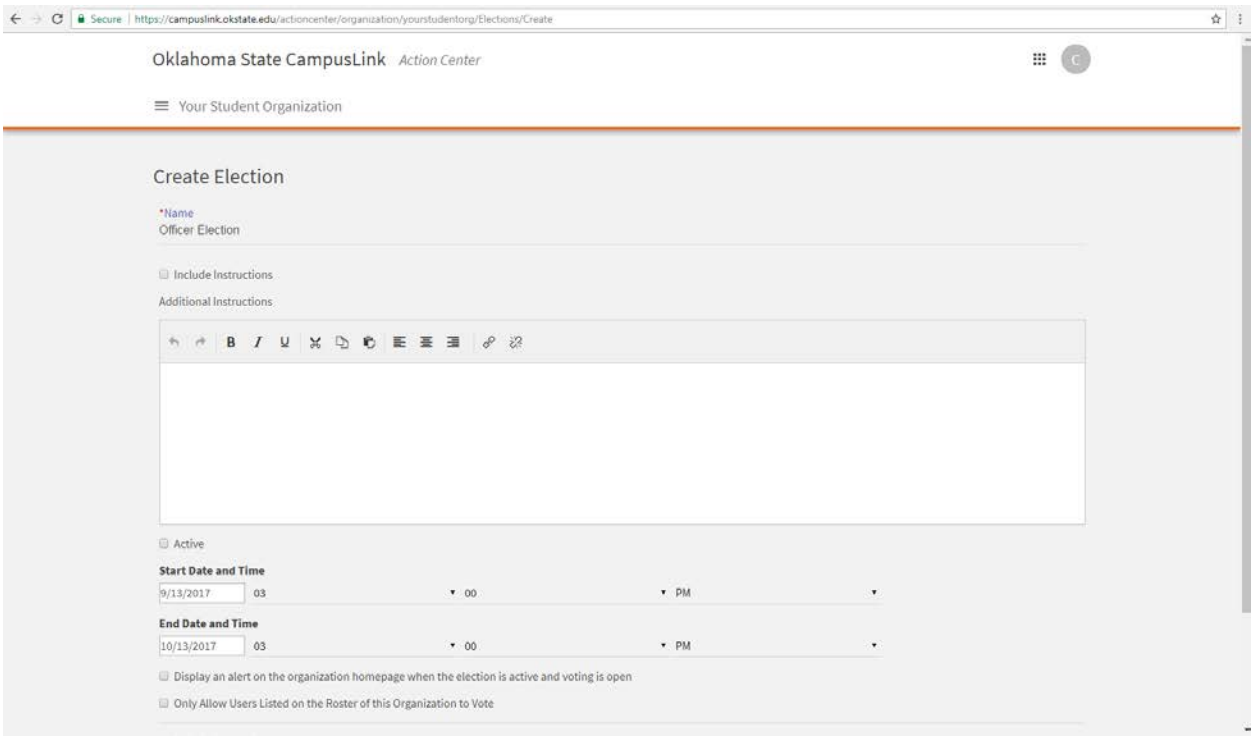


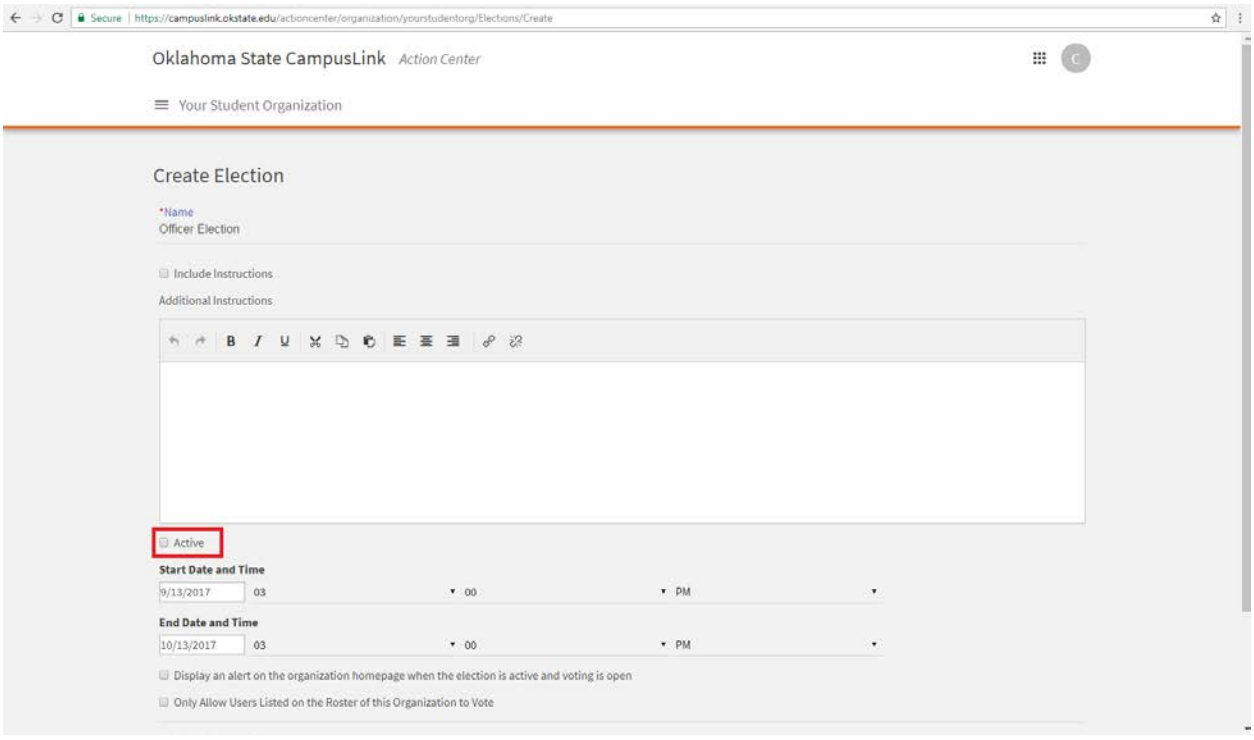
Step Four: This will direct you to the Elections section of CampusLink for your organization. In order to create your own election, click on the blue *Create Election* in the top right corner of the screen.





Step Five: This will bring you to the first section of the Create Election screen. Here you will be required to enter in the Name of the election (for example: Organization Name Fall 2017 Election). In addition, you have the option to add any instructions to the election. Make sure to set the election to active and set the start and end dates as well. Finally, if you would like to add a notification for when voting starts or restrict voting to only members listed on the CampusLink roster, make sure to click those boxes.


Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/Elections/Create
Oklahoma State CampusLink Action Center
Your Student Organization
Create Election
*Name
Officer Election
Include Instructions
Additional Instructions
Active
Start Date and Time
9/13/2017 03 00 PM
End Date and Time
10/13/2017 03 00 PM
Display an alert on the organization homepage when the election is active and voting is open
Only Allow Users Listed on the Roster of this Organization to Vote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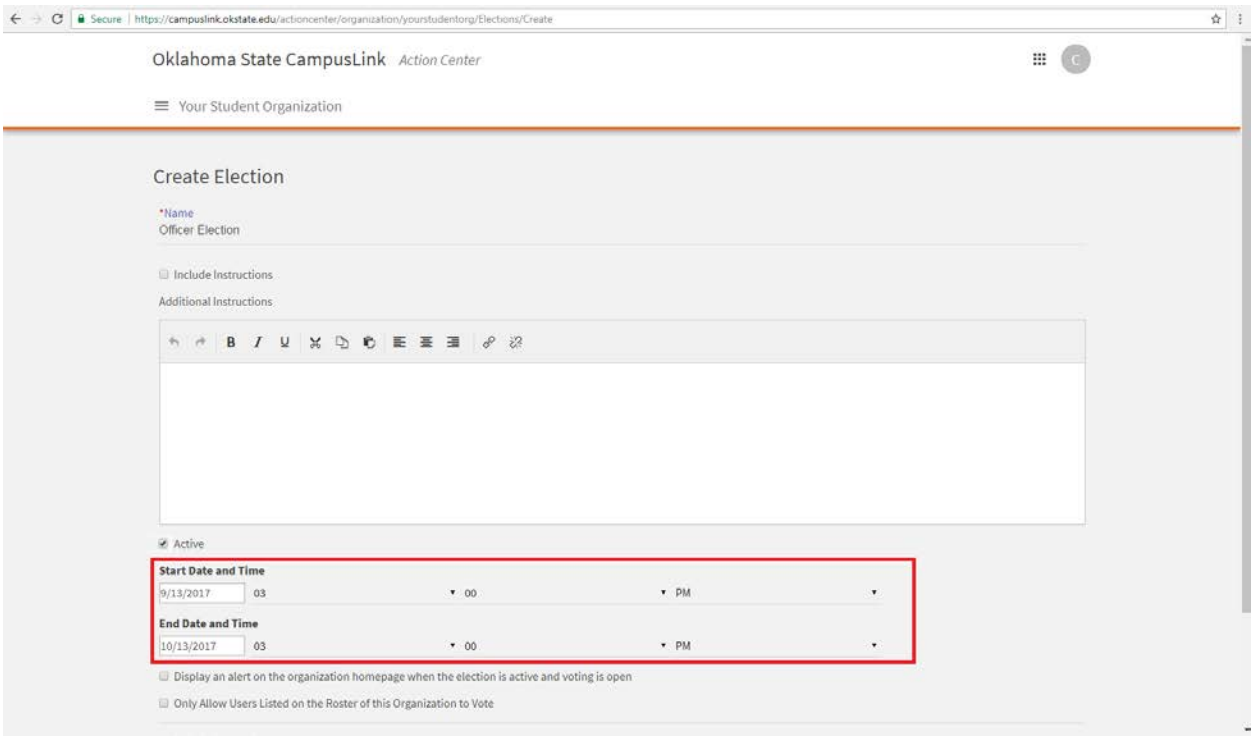
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Create Election
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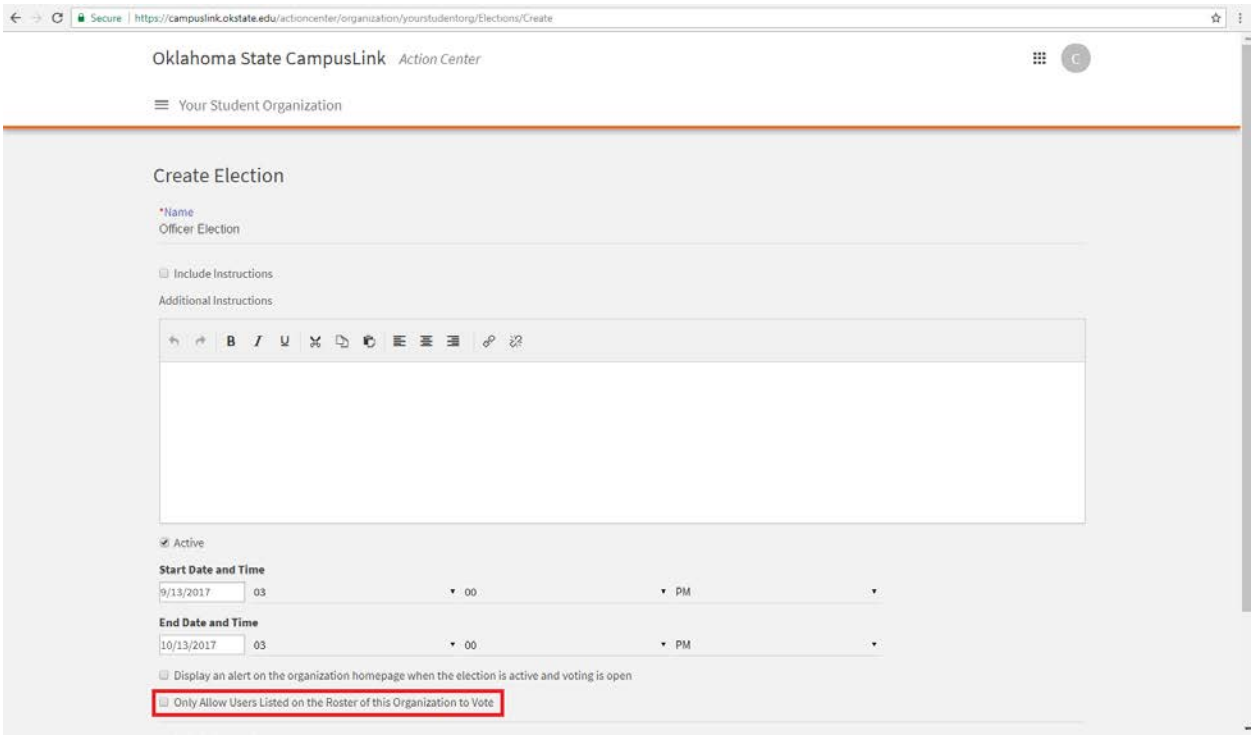
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Additional Instructions
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End Date and Time
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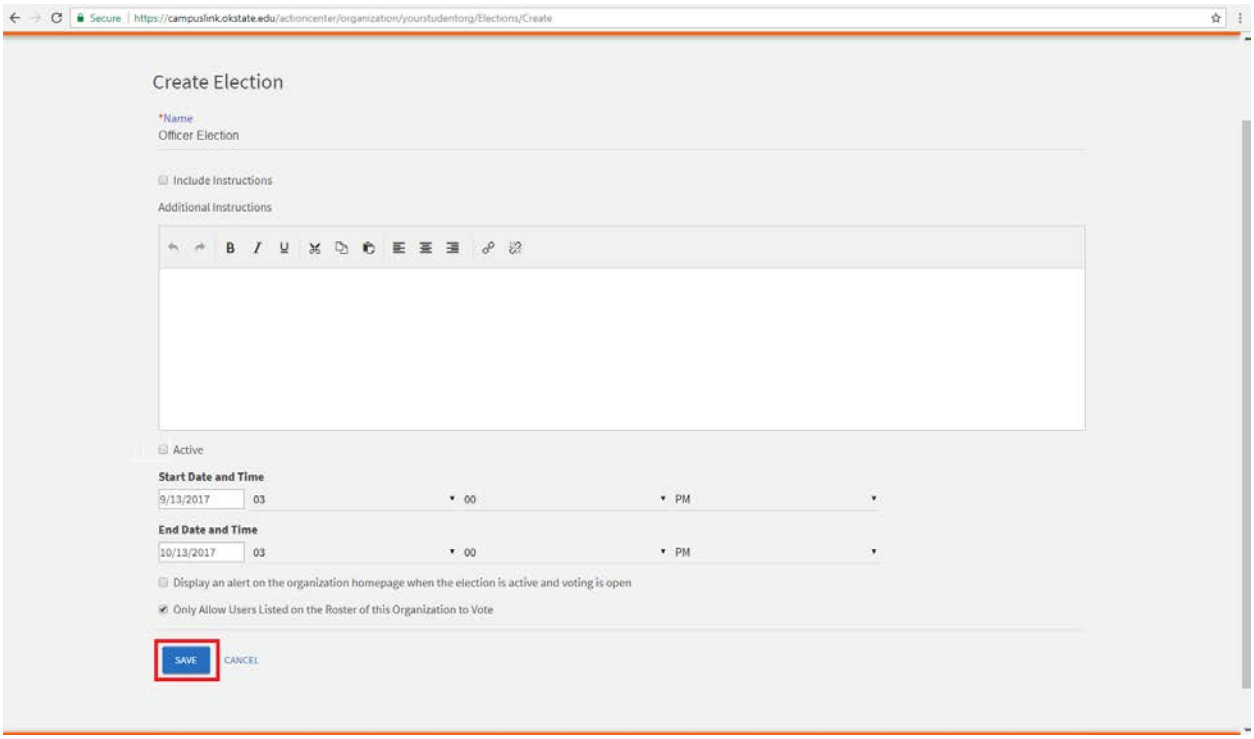
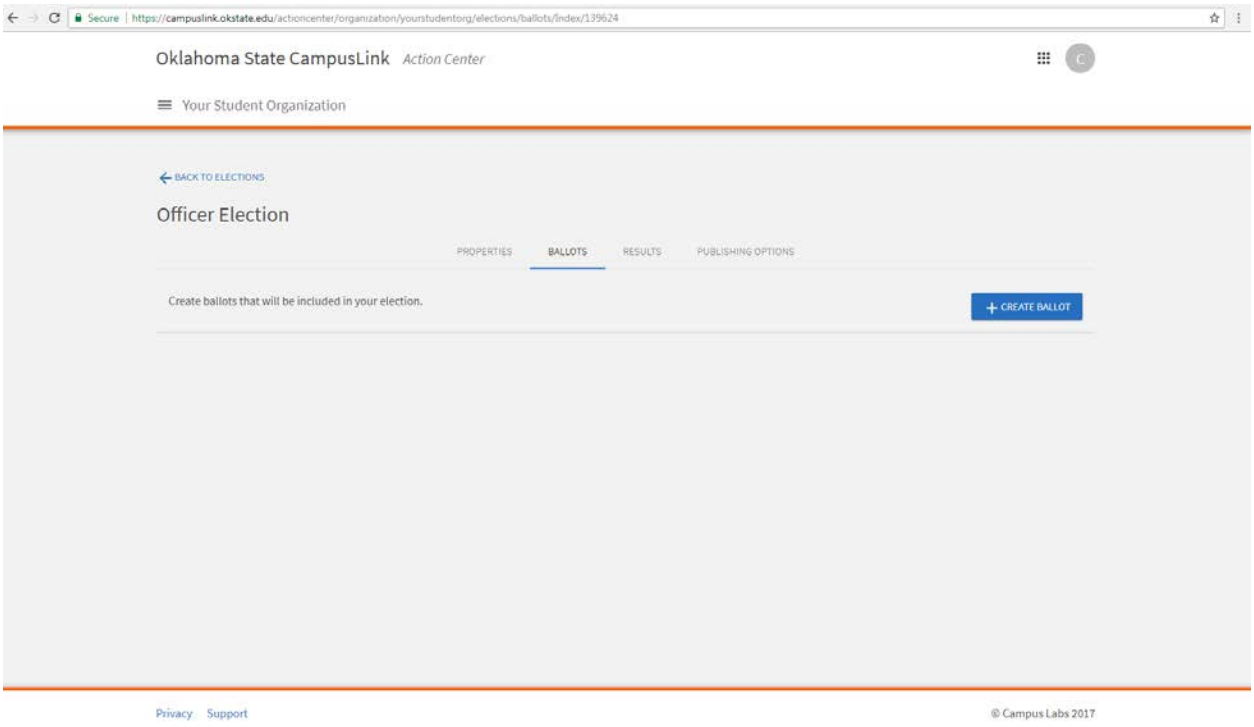
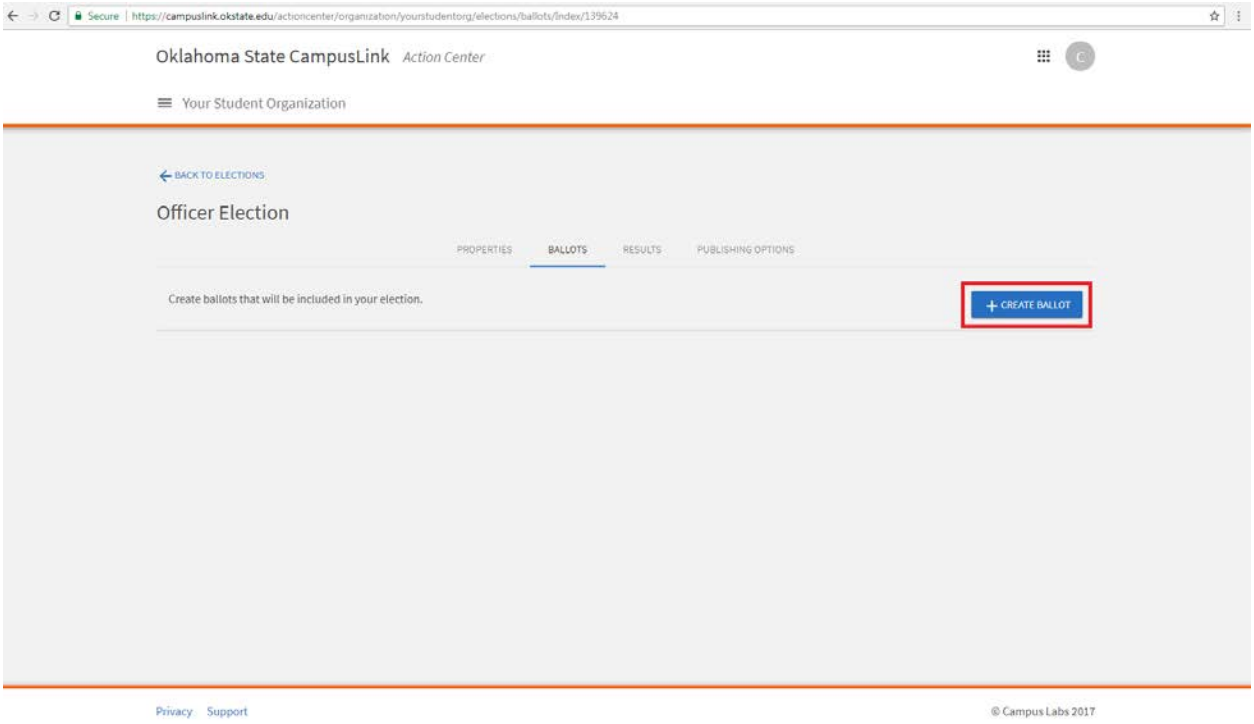
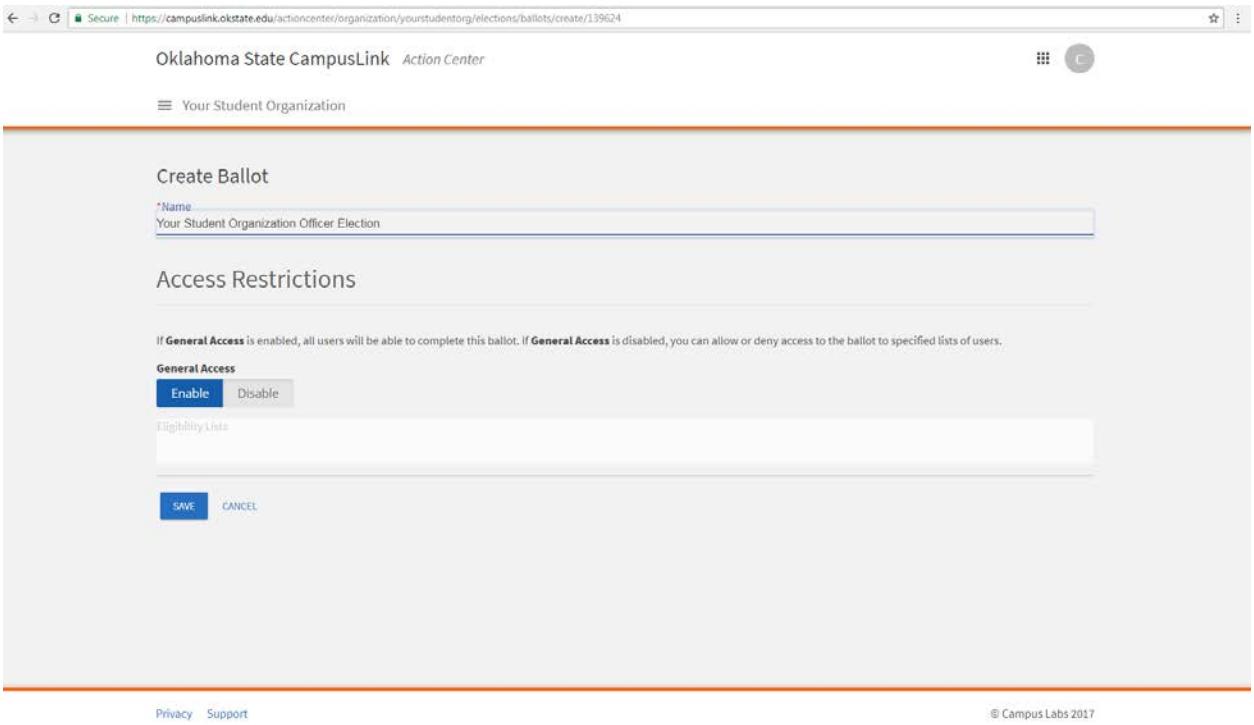


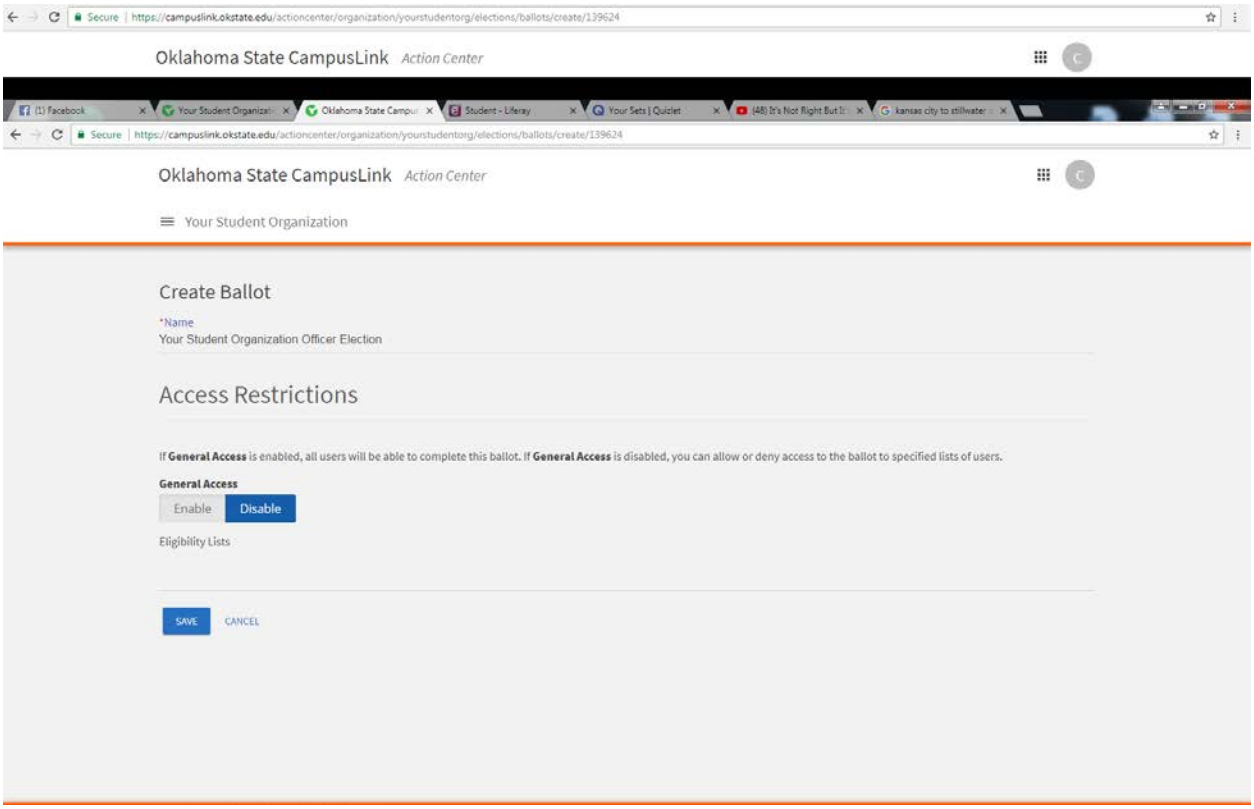
Step Six: Your next task will be to create the actual ballot itself. In order to do so, click on the blue *Create Ballot* button in the top right hand corner.





Step Seven: On the next screen, you will be prompted to create the title of this ballot, as well as select the access of the ballot. If you select enable for the General Access section, this will allow any user to complete a ballot response. If you select disable for the General Access section, this will allow or deny access to a specific group of people, which you can edit from the eligibility list(s) section. Once you're ready to move on, click on the blue *Save* button.


Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/ballots/create/139624
Oklahoma State CampusLink Action Center
Your Student Organization
Create Ballot
*Name
Your Student Organization Officer Election
Access Restrictions
If General Access is enabled, all users will be able to complete this ballot. If General Access is disabled, you can allow or deny access to the ballot to specified lists of users.
General Access
Enable
Disable
Eligibility Lists
SAVE
CANCEL
Privacy
Support
© Campus Labs 2017


Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/ballots/create/139624
Oklahoma State CampusLink Action Center
(1) Facebook
Your Student Organizati
Oklahoma State Campus
Student - Liferay
Your Sets | Quizlet
(48) It's Not Right But It
kansas city to stillwater
Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/ballots/create/139624
Oklahoma State CampusLink Action Center
Your Student Organization
Create Ballot
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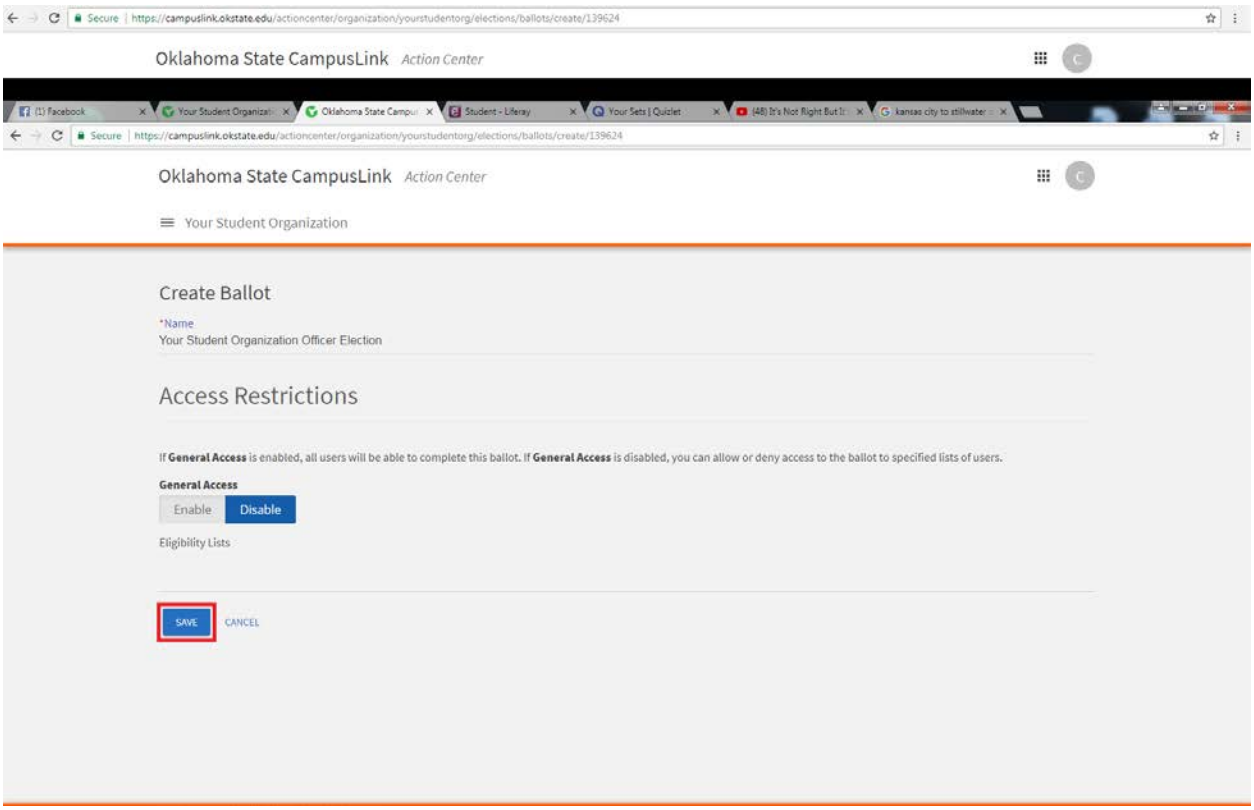
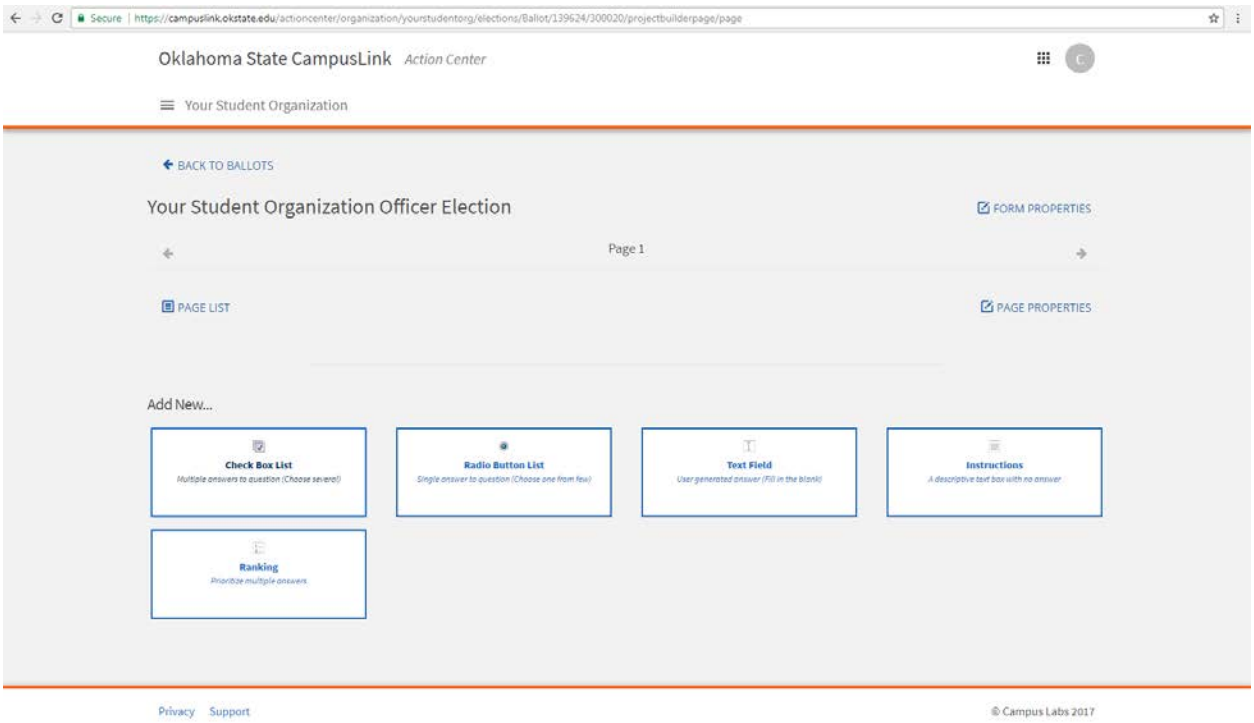
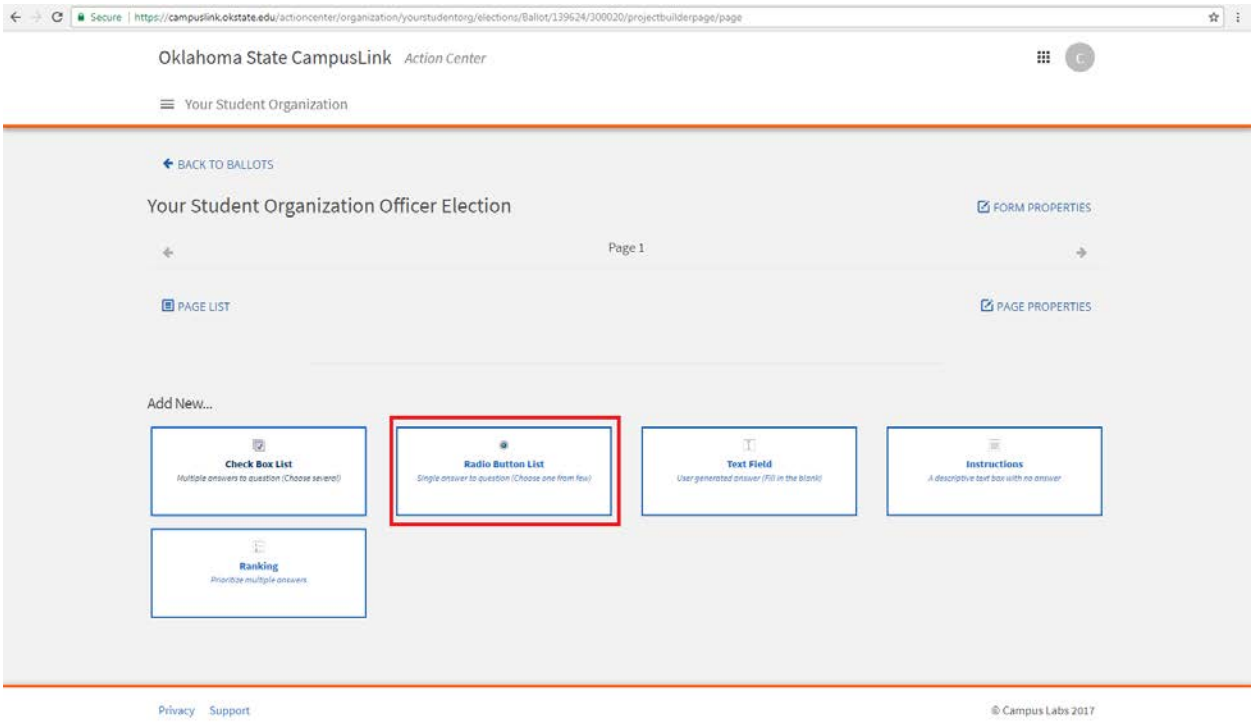


Step Eight: There are numerous ways in which you could customize and build your ballot. Typically, a ballot will consist of one page that lists a number of positions, and who is running for the subsequent positions. In order to achieve this option, you should select the *Radio Button List*. Once you have entered in all of the positions and possible responses, you will be shown an outline version of the ballot itself.


Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/Ballot/139624/300020/projectbuilderpage/page
Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO BALLOTS
Your Student Organization Officer Election
FORM PROPERTIES
Page 1
PAGE LIST
PAGE PROPERTIES
Add New...
Check Box List
Multiple answers to question (Choose several)
Radio Button List
Single answer to question (Choose one from few)
Text Field
User generated answer (Fill in the blank)
Instructions
A descriptive text box with no answer
Ranking
Prioritize multiple answers
Privacy
Support
© Campus Labs 2017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Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO BALLOTS
Your Student Organization Officer Election
FORM PROPERTIES
Page 1
PAGE LIST
PAGE PROPERTIES
Add New...
Check Box List
Multiple answers to question (Choose several)
Radio Button List
Single answer to question (Choose one from few)
Text Field
User generated answer (Fill in the blank)
Instructions
A descriptive text box with no answer
Ranking
Prioritize multiple answers
Privacy
Support
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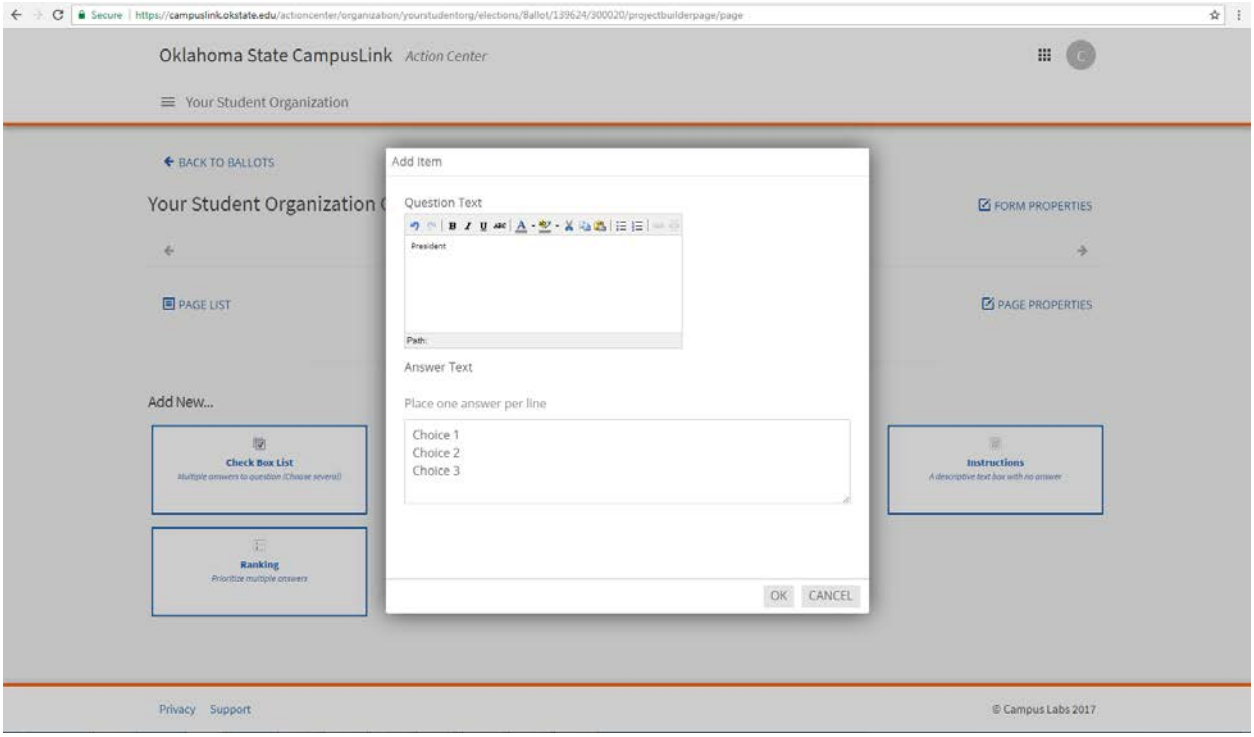
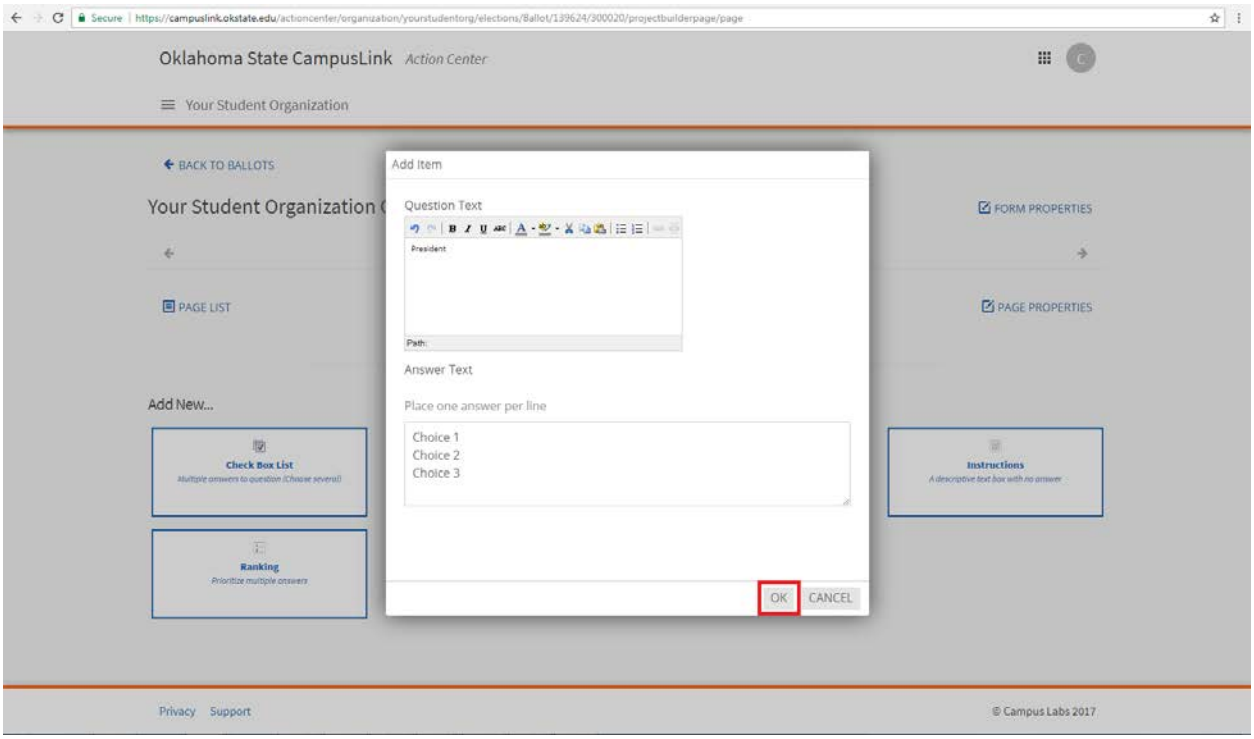

Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/Ballot/139624/300020/projectbuilderpage/page
Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO BALLOTS
Your Student Organization (
FORM PROPERTIES
PAGE LIST
PAGE PROPERTIES
Add New...
Check Box List
Multiple answers to question (Choose several)
Ranking
Prioritize multiple answers
Instructions
A descriptive text box with no answer
Add Item
Question Text
President
Path:
Answer Text
Place one answer per line
Choice 1
Choice 2
Choice 3
OK
CANCEL
Privacy
Support
© Campus Labs 2017


Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/Ballot/139624/300020/projectbuilderpage/page
Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO BALLOTS
Your Student Organization (
FORM PROPERTIES
PAGE LIST
PAGE PROPERTIES
Add New...
Check Box List
Multiple answers to question (Choose several)
Ranking
Prioritize multiple answers
Instructions
A descriptive text box with no answer
Add Item
Question Text
President
Path:
Answer Text
Place one answer per line
Choice 1
Choice 2
Choice 3
OK
CANCEL
Privacy
Support
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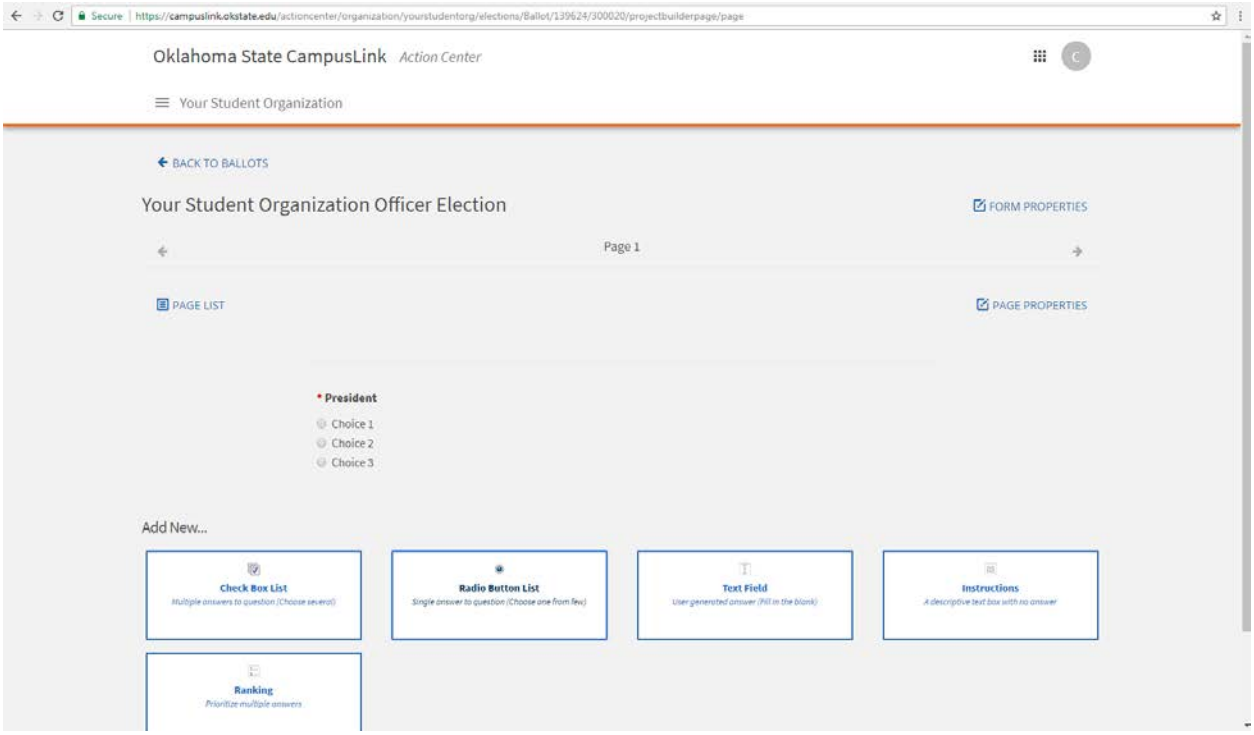
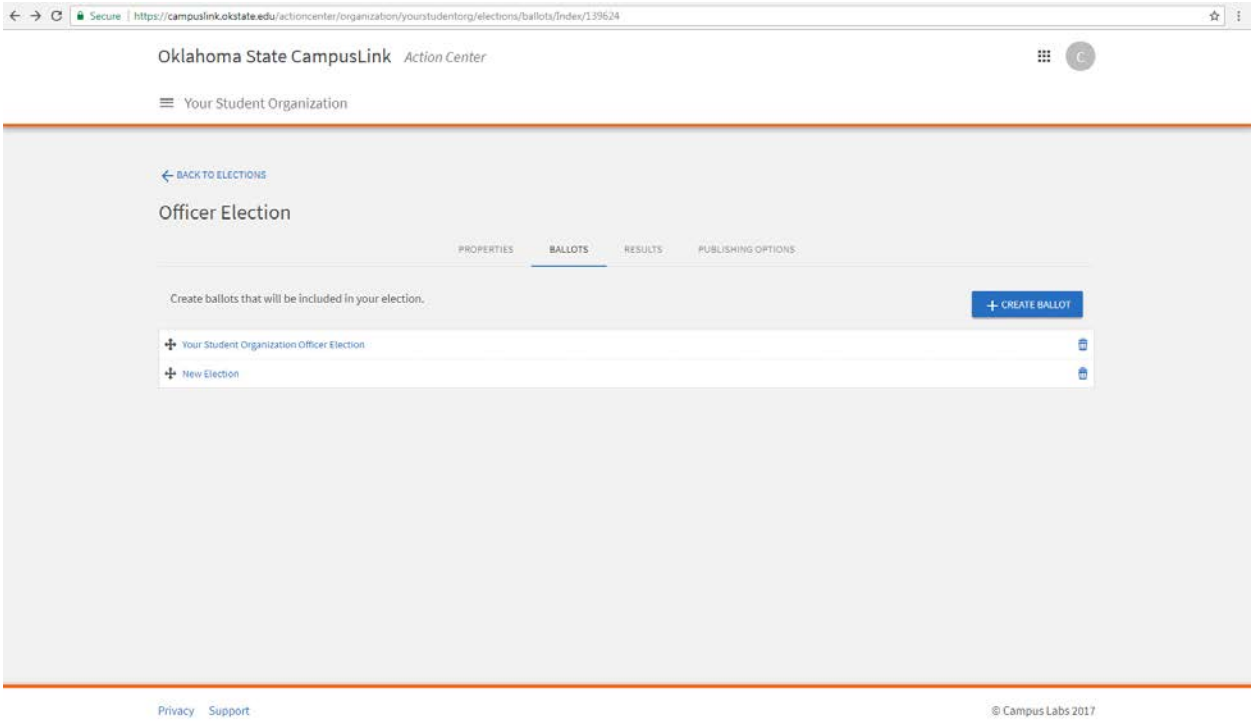
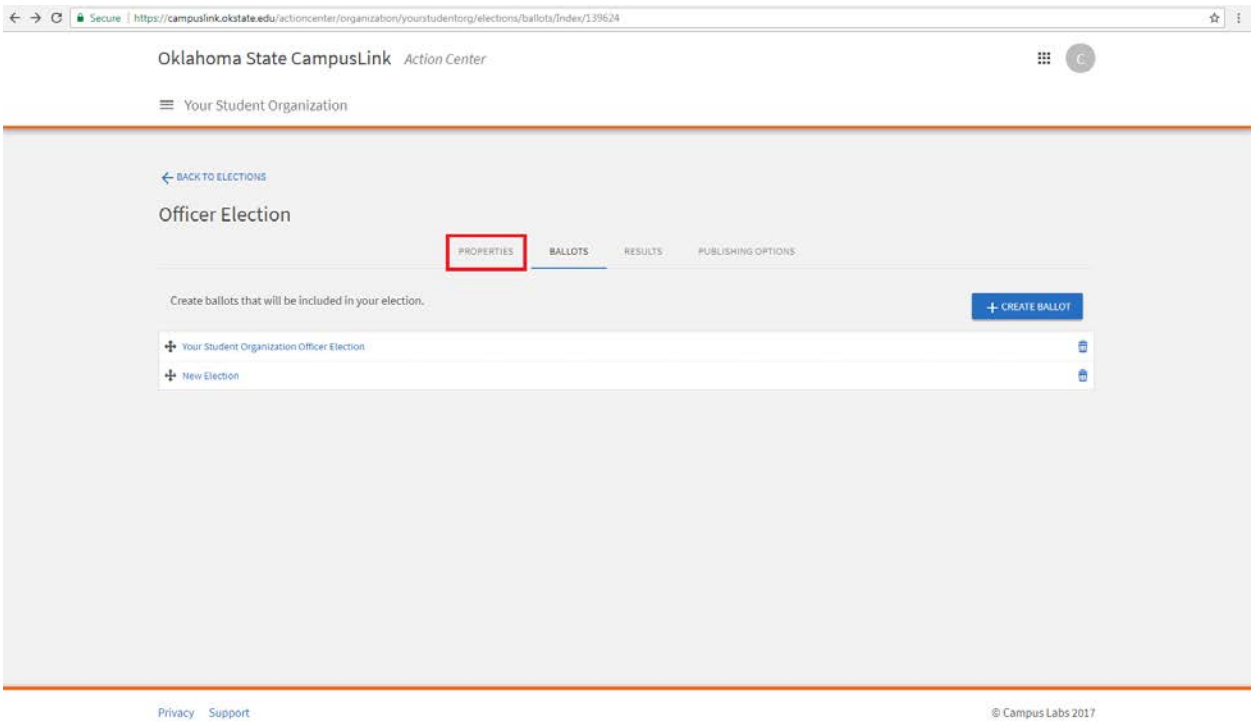
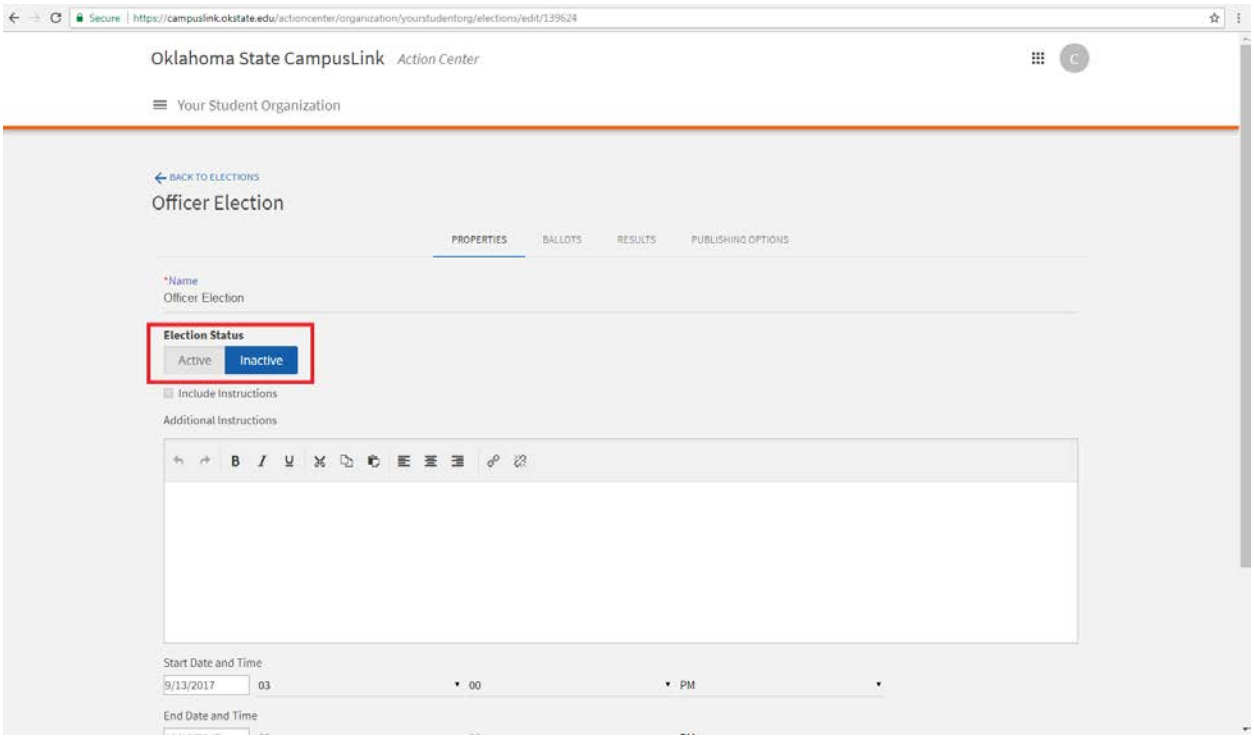


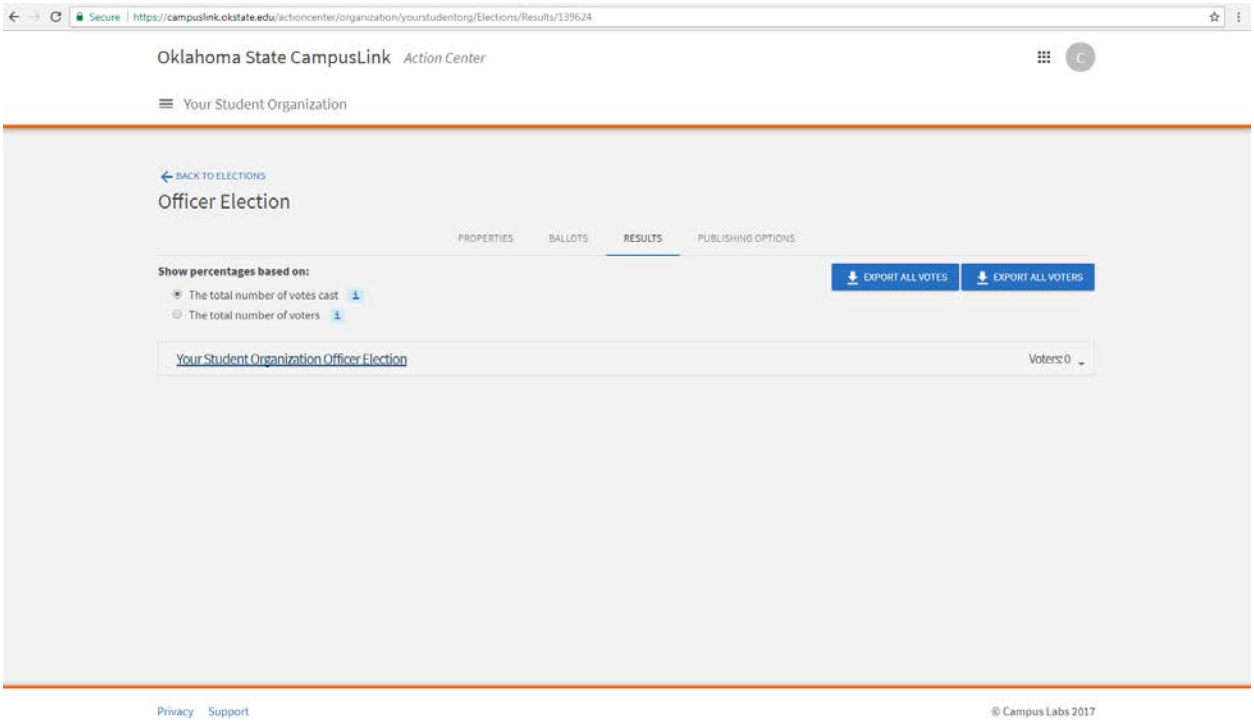
Step Nine: Once all of your ballot information is entered in, make sure that your election ballot is set to active. In order to do this, click on the *Back to Elections* link, and then click on *Properties*. If the election status is set to Inactive, make sure that it is set to Active. Otherwise no one will be able to access the ballot.

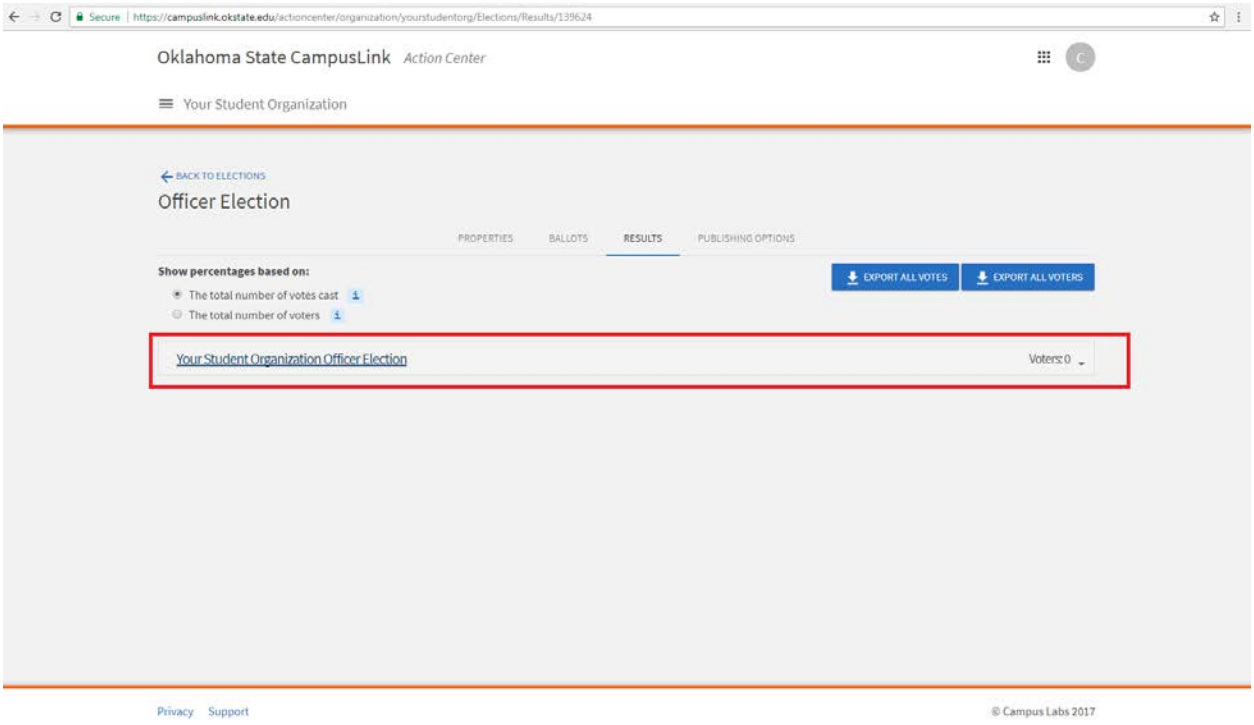


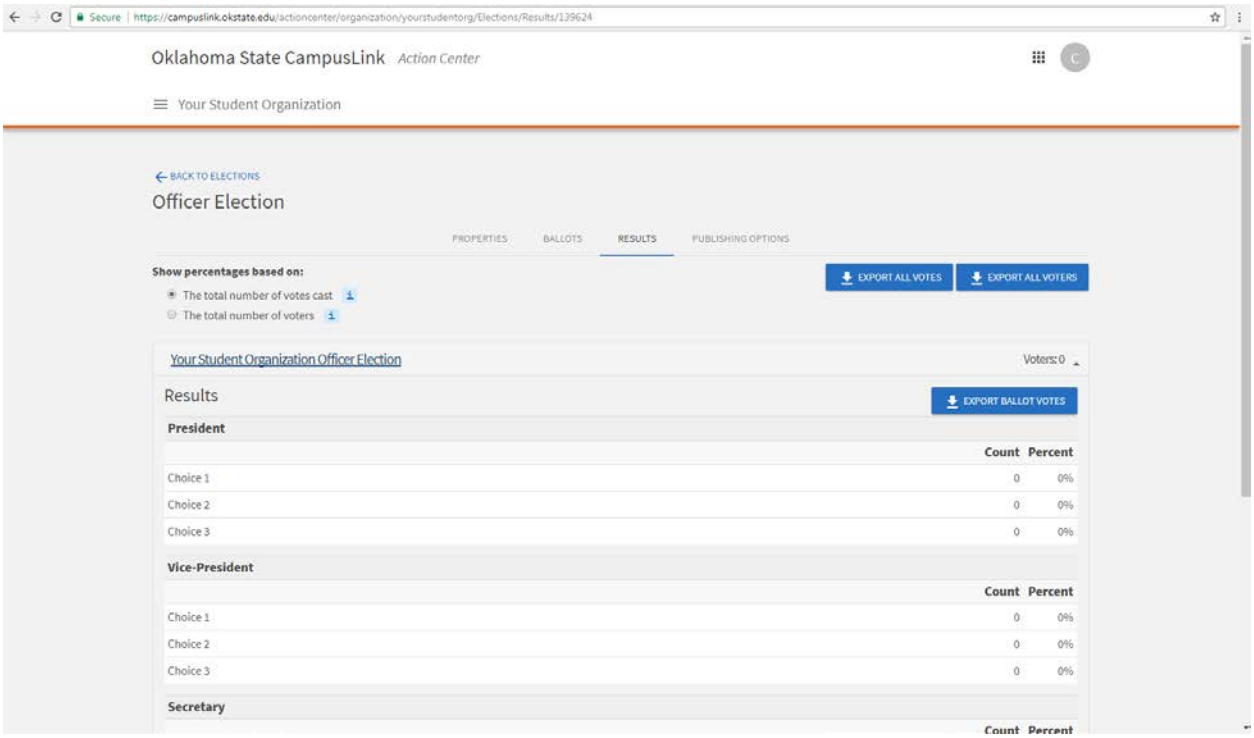

Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/ballots/Index/139624
Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO ELECTIONS
Officer Election
PROPERTIES
BALLOTS
RESULTS
PUBLISHING OPTIONS
Create ballots that will be included in your election.
+ CREATE BALLOT
Your Student Organization Officer Election
New Election
Privacy
Support
© Campus Labs 2017

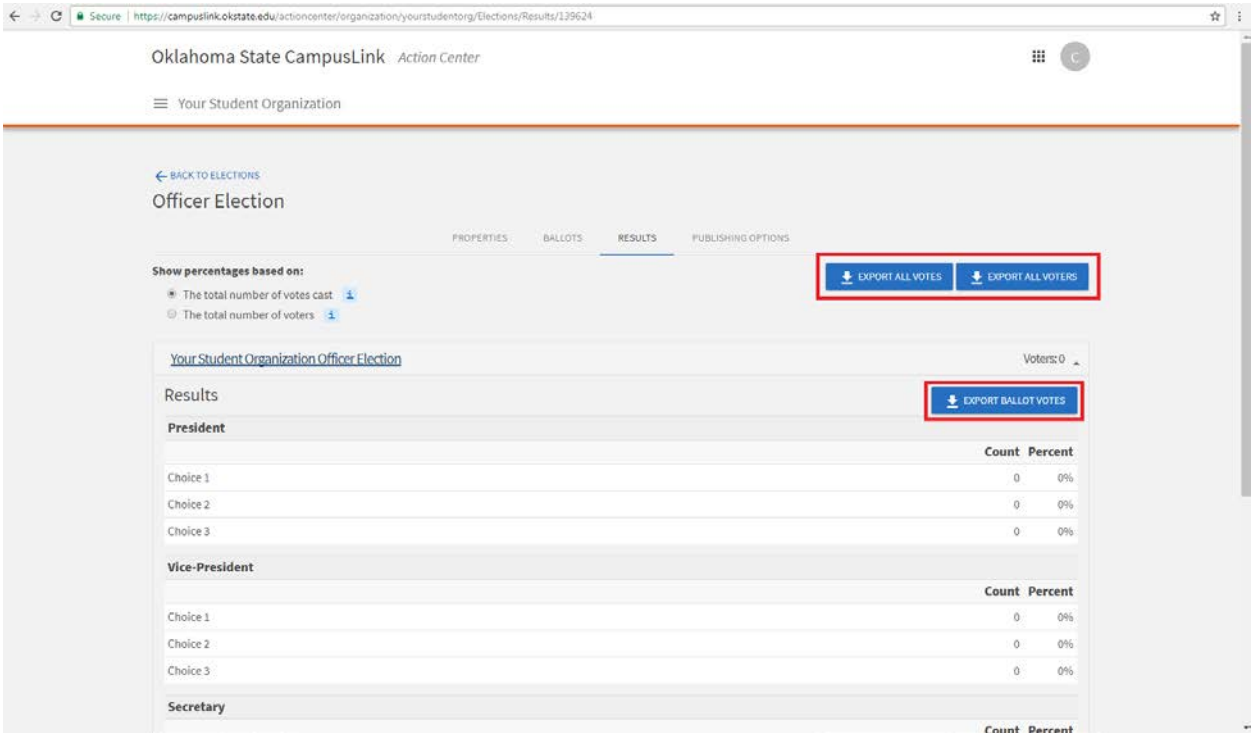

Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/elections/edit/139624
Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO ELECTIONS
Officer Election
PROPERTIES
BALLOTS
RESULTS
PUBLISHING OPTIONS
*Name
Officer Election
Election Status
Active
Inactive
Include Instructions
Additional Instructions
Start Date and Time
9/13/2017
03
00
PM
End Date and Time

Step Ten: Once your election has concluded and you wish to view the results, go back to the *Elections* Tab on your CampusLink page, click on the name of the election that has ended, and the click on the *Results* tab. If you click on the election name, you can view which option received the majority votes, and also export all results in a variety of ways.






Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/Elections/Results/139624
Oklahoma State CampusLink Action Center
Your Student Organization
BACK TO ELECTIONS
Officer Election
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
Your Student Organization Officer Election
Voters: 0
Results
EXPORT BALLOT VOTES
President
Count Percent
Choice 1 0 0%
Choice 2 0 0%
Choice 3 0 0%
Vice-President
Count Percent
Choice 1 0 0%
Choice 2 0 0%
Choice 3 0 0%
Secretary
Count Percent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BACK TO ELECTIONS
Officer Election
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
Your Student Organization Officer Election
Voters: 0
Results
EXPORT BALLOT VOTES
President
Count Percent
Choice 1 0 0%
Choice 2 0 0%
Choice 3 0 0%
Vice-President
Count Percent
Choice 1 0 0%
Choice 2 0 0%
Choice 3 0 0%
Secretary
Count Percent