



Elections

Wilson Commons Student Activities



Hello!

Elections are a vital part of all student organizations. This training is designed to teach you how to utilize the tools within CCC to run secure, seamless elections.





Disclaimer

All elections are unique

We know that each organization has their own unique elections process, so take this as a jumping off point and feel free to customize these forms to suit your organization's needs.

Further assistance

Any technical questions should be directed to ccchelp@ur.rochester.edu. Please direct any other questions to your organization's advisor.

Additional Resources

- Leadership transitions
<https://rochester.edu/college/wcsa/policies/student-org/transitions.html>
- CCC FAQ
<https://rochester.edu/college/wcsa/organizations/ccc/faq.html>





Election Tutorial

Nomination


Organization members can anonymously select students and cast their nomination.

Platform

Nominees can upload relevant campaign files - including images, videos, and documents.

Election

Secure your elections by limiting access to exclusively club members while still giving anonymity to voters.

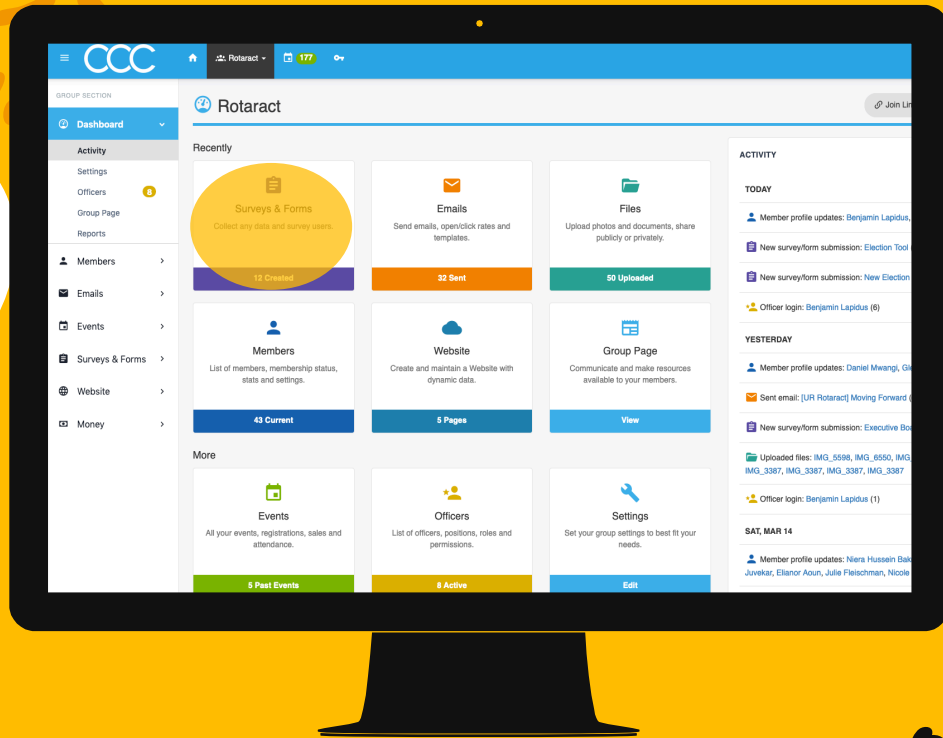




Nomination

Create an interest form or an anonymous nomination form all within CCC.





Let's get started!

Head to your organization's group page and select **Surveys & Forms**.

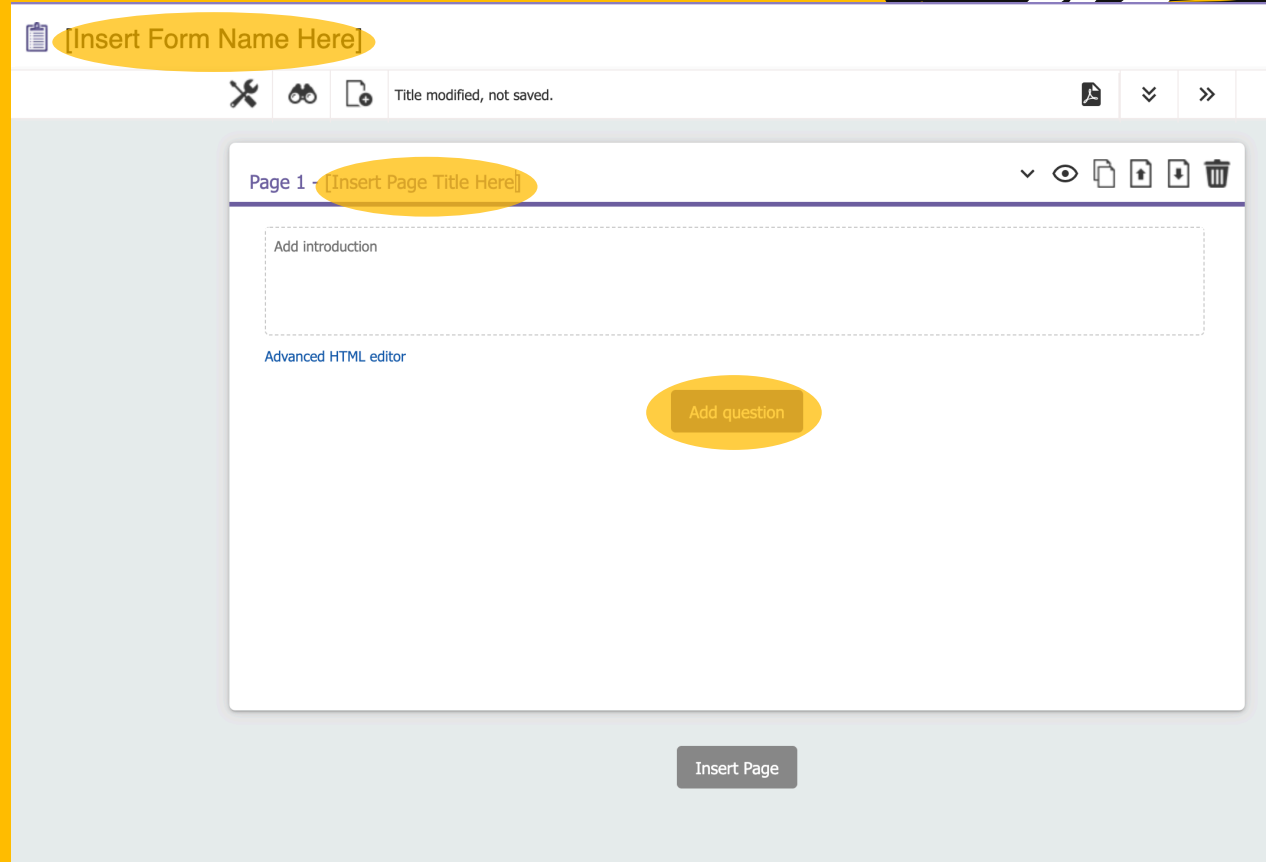


Select **Create** then select **Form** from the pop-up menu.



Form Setup

Don't forget to title your form and your page before adding questions.



The screenshot shows a web-based form editor interface. At the top, there is a header bar with a clipboard icon and a text field containing "[Insert Form Name Here]", which is circled in yellow. Below this is a toolbar with icons for settings, preview, and saving, along with the text "Title modified, not saved.". The main workspace is divided into two sections. The top section is labeled "Page 1" and contains a text field with "[Insert Page Title Here]", also circled in yellow. Below this is a large dashed box labeled "Add introduction". At the bottom of the workspace, there is a yellow button labeled "Add question", which is circled in yellow. At the very bottom of the interface, there is a grey button labeled "Insert Page".

User Selector

The **user selector** question type allows respondents to search and choose students from the CCC directory.

Don't forget to check the **Mandatory question** box!

The screenshot shows a web interface titled "Nomination Demo". At the top, there is a toolbar with icons for editing, viewing, and saving. Below the toolbar, the "Select Question Type" section displays a row of icons: "abc", a circle with a dot, an envelope, a calendar, a person with a plus sign, a list, a document with a checkmark, a pencil, a question mark, and a person icon (which is highlighted in yellow). The "Question:" section contains a text input field with the placeholder text "Who are you nominating:". Below this, there are three checkboxes: "Allow to select multiple users" (unchecked), "Mandatory question" (checked), and "Officer only question" (unchecked). Below the checkboxes is a button labeled "Access Rights". Further down, there is another checkbox labeled "Active question" (checked) with the text "(Uncheck this checkbox to simply hide it)". The "Additional instructions:" section contains a text input field. At the bottom, there is a link labeled "Advanced HTML editor".

Nomination Demo

Select Question Type

abc [circle with dot] [envelope] [calendar] [person with plus] [list] [document with checkmark] [pencil] [question mark] [person icon]

Question:

Who are you nominating:

☐ Allow to select multiple users

☒ Mandatory question

☐ Officer only question

☐ Hide Officer only question

Access Rights

☒ Active question (Uncheck this checkbox to simply hide it)


Additional instructions:




Advanced HTML editor




javascript:void(0);

Settings







After adding your desired questions, head over to the **settings** page to configure this form.

 **Nomination Demo**

 Introduction saved.



Page 1 - Nomination









Nominations will close on March 29th, 2020 at 11:59 p.m. All nominations are anonymous. You may submit as many nominations as desired.

[Advanced HTML editor](#)







Add question

1. Who are you nominating: (Mandatory)

 Edit

Add question

2. What position are you nominating this person for: (Mandatory)

 Edit

☐ President
☐ Vice President
☐ Secretary
☐ Business Manager

UNIVERSITY of ROCHESTER



Common Settings

Exclusivity



It is *highly* recommended that organizations limit access to election forms to exclusively group members. In settings, select **Access**, then **Access Rights**, then **Group Members Only**.

Anonymity

In the **Access** tab of settings, change **Anonymous Answers** to **Yes**. Now, submitted responses will not be tied to the user.

Closing Sentence

A closing sentence will appear in a box on the page just before form submission. If desired, add one in the **Instructions** tab of settings. They're great for contact information!

Open/Close

Automatically open or close the form at a desired time - you don't have to worry about late submissions!


Save




Don't forget to click the purple **save button** before switching tabs within settings!






Preview

Select **Preview** to exit the form editor and check out the final product.







 **Nomination Demo**



Introduction saved.



Page 1 - Nomination









Nominations will close on March 29th, 2020 at 11:59 p.m. All nominations are anonymous. You may submit as many nominations as desired.

[Advanced HTML editor](#)







Add question

1. Who are you nominating: (Mandatory)

 Edit

Add question

2. What position are you nominating this person for: (Mandatory)


 Edit

☐ President

☐ Vice President

☐ Secretary


☐ Business Manager


 UNIVERSITY of ROCHESTER


Sharing


Select **Copy Link** to get a shortened cg-link and a QR code for sharing.

You can also share forms directly within the CCC email builder!

 **Nomination Demo**

 Edit

 Copy Link

 Manage

Nomination


Nominations will close on March 29th, 2020 at 11:59 p.m. All nominations are anonymous. You may submit as many nominations as desired.

Who are you nominating: *

What position are you nominating this person for: *

- ☐ President
- ☐ Vice President
- ☐ Secretary
- ☐ Business Manager

For any further questions about this election, please contact organization@organization.com. If there are any technical issues, please contact ccchelp@ur.rochester.edu.

 Closing sentence

Save As Draft

Submit

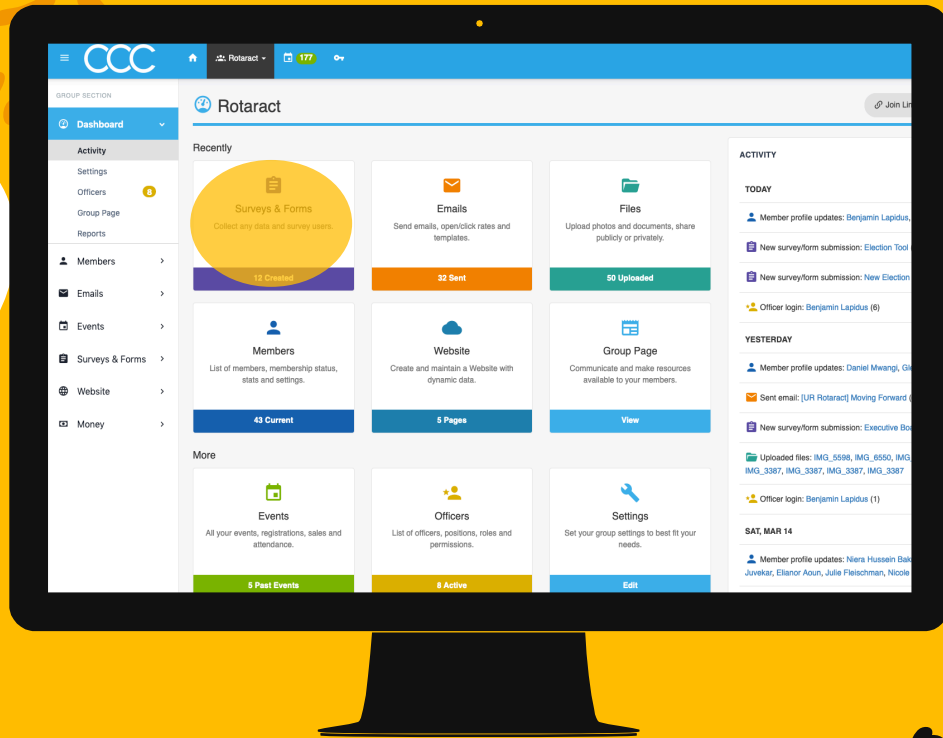




Platform

Nominees can draft and submit any relevant election files, from campaign platforms to videos.





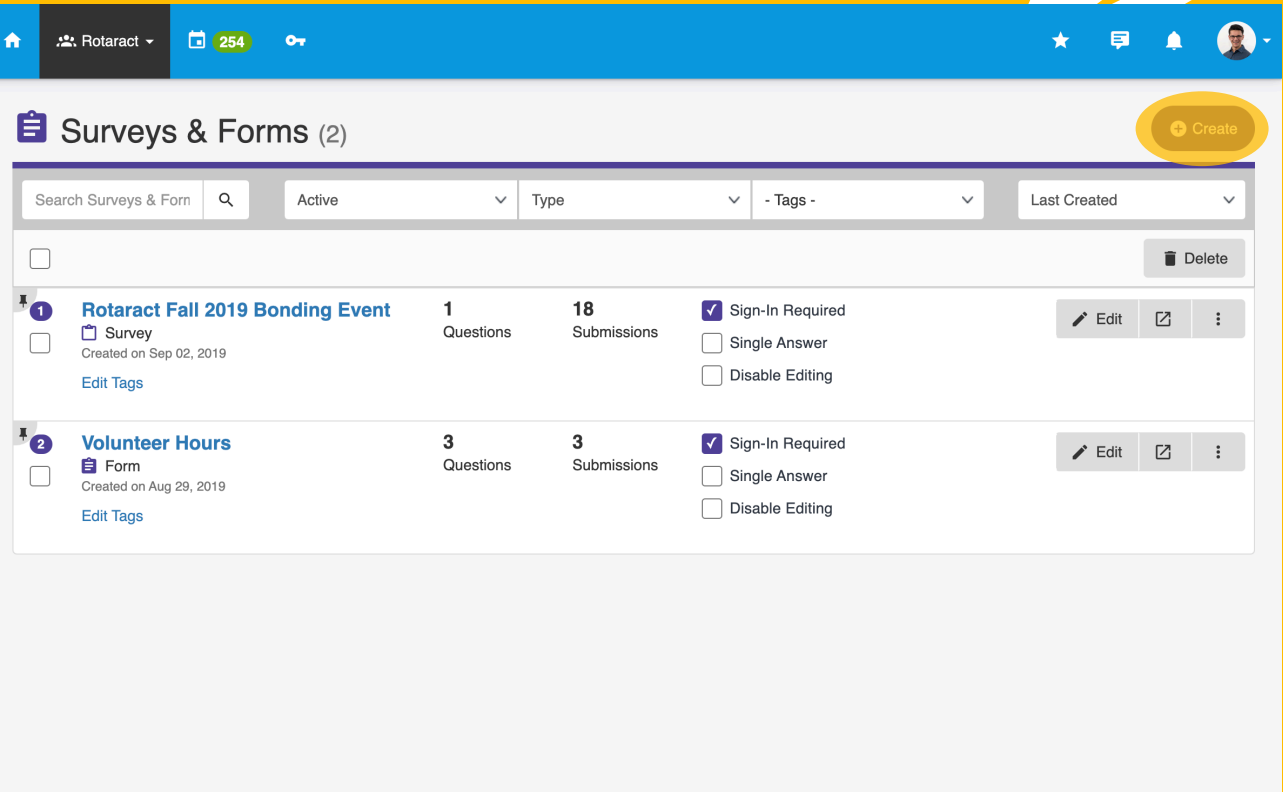
Two more to go!

Head to your organization's group page and select **Surveys & Forms**.



Create a new form

Select **Create** then select **Form** from the pop-up menu.
Configure your form as needed.



Question Types

Try using **multiline**
free-text or **upload**
question types for
platform input.

Platform Demo



Select Question Type



Question:

Please upload your platform:

☒ **Mandatory question**

☐ **Officer only question**

☐ **Hide Officer only question**

Access Rights

☒ **Active question** (Uncheck this checkbox to simply hide it)

Additional instructions:

[Advanced HTML editor](#)

Attach file

Separating questions sentence above the question:

[Advanced HTML editor](#)

Advanced

Save changes

Cancel



Settings

After adding your desired questions, head over to the **settings** page to configure this form.

Platform Demo

Back to Surveys & Forms

Page 1 - Platform

Hide page

Please input your platform and upload relevant campaign documents.

Advanced HTML editor

Add question

1. Campaign platform: (Mandatory)

Instructions: Please limit platform to a maximum of 250 characters.

Add question

2. Link your 30-second campaign speech: (Mandatory)



Common Settings


Single Submission

If you want to restrict nominee resubmissions, change **Single Answer** to **No** in the **Access** tab.



Open/Close

Automatically open or close the form at a desired time - you don't have to worry about late submissions!



Preview

Once you are satisfied with your form, preview it and share by clicking **Copy Link**.

Platform Demo

Edit

Copy Link

Manage

Platform

Please input your platform and upload relevant campaign documents.

Campaign platform: *

Please limit platform to a maximum of 250 characters.

Link your 30-second campaign speech: *

Image upload

Upload head-shot:

Upload file

If you do not have a photo, a default image will be used.

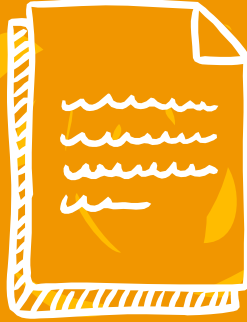
Save As Draft

Submit

?

Multi-line
Free Text

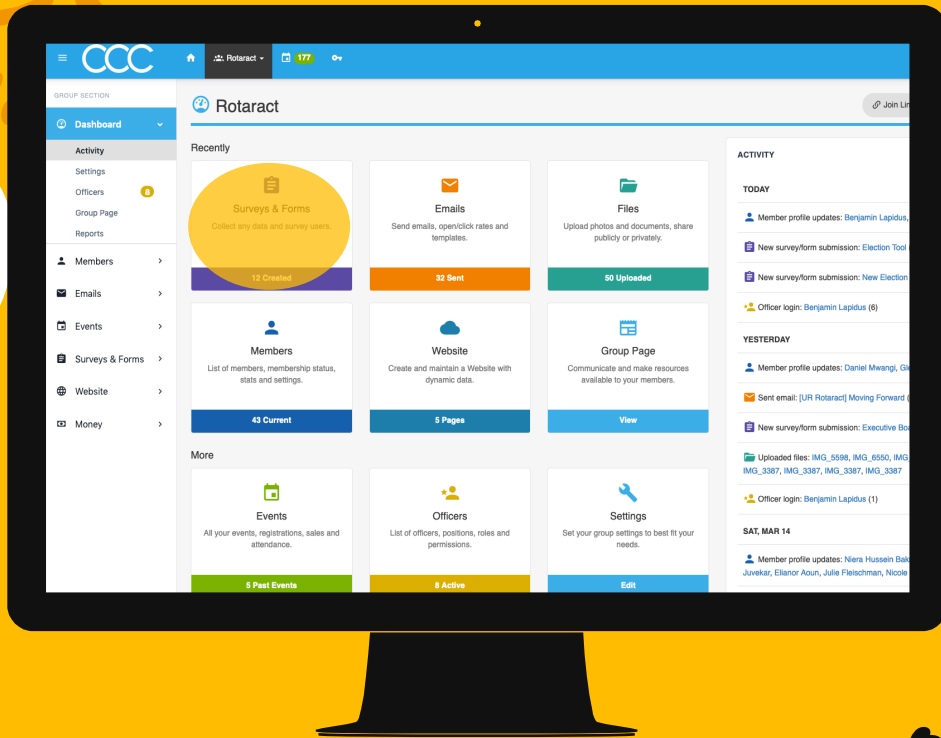
Separating
question



Election

Members can cast an anonymous ballot
from wherever they are





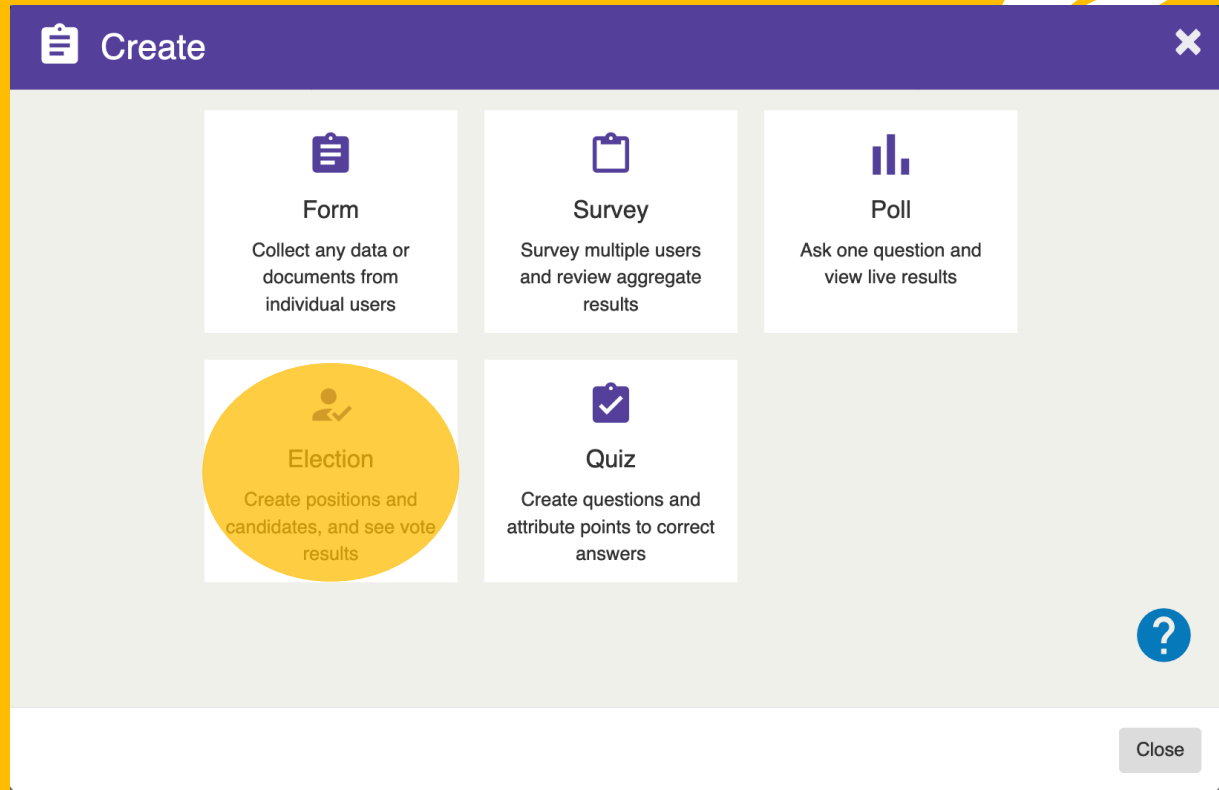
Last one!

Head to your organization's group page and select **Surveys & Forms**.



Create an election

Select **Create** then select **Election** from the pop-up menu.



Create an election

Select **Election** as the question type and select **Add Candidate** and begin entering candidate information.

Each question should be a unique board position – separate candidates accordingly.

Election Demo

Introduction saved.

Select Question Type

abc [Question Type Icons]

Question:

President:

Proposed answers:

Candidate 1: Benjamin Lapidus

Platform: Hello! I am a sophomore at the U of R. I was thrilled when I found out that I was placed in such a beautiful

Insert a video: paste the <embed> or <iframe> tags here

[Attach file](#)

[BenLapidusResume.docx](#) (Delete)

Candidate 2: Kyra Yehle

Platform: Hello! I'm Kyra and I am a sophomore at the U of R. I was thrilled when I found out that I was placed in

Insert a video: paste the <embed> or <iframe> tags here

[Attach file](#)

Add candidate

☒ Include comment box below answer



Create an election

Beneath the candidate name, you can input text that will appear next to their ballot entry.

You can also attach any relevant file that will appear next to a candidate by clicking **Attach File**.

Check **Include Comment Box** if you support write-in candidates.

The screenshot shows the 'Election Demo' interface. At the top, there's a header with a clipboard icon and the text 'Election Demo'. Below the header is a toolbar with icons for editing, deleting, and saving, followed by the text 'Introduction saved.'.

The main content area is divided into two sections. The top section is titled 'Select Question Type' and contains a row of icons: 'abc', a circle, a checkmark, a document, a list, a calendar, a group of people, a document with a checkmark, a pencil, a question mark, and a person icon.

The bottom section is titled 'Question:' and contains a text input field labeled 'President:'. Below this is a section titled 'Proposed answers:' which contains two candidate entries.

Candidate 1: Benjamin Lapidus

Platform: Hello! I am a sophomore at the U of R. I was thrilled when I found out that I was placed in such a beautiful

Insert a video: paste the <embed> or <iframe> tags here

Attach file

[BenLapidusResume.docx](#) (Delete)

Candidate 2: Kyra Yehle

Platform: Hello! I'm Kyra and I am a sophomore at the U of R. I was thrilled when I found out that I was placed in

Insert a video: paste the <embed> or <iframe> tags here

[Attach file](#)

[Add candidate](#)

☒ Include comment box below answer



Settings

After adding your desired candidates, head over to the **settings** page to configure this form.

This is incredibly important for the equitability, security, and validity of the election.

Election Demo

Back to Surveys & Forms

1. President:

Edit

☐

Benjamin Lapidus

Document: [BenLapidusResume](#)

Hello! I am a sophomore at the U of R. I was thrilled when I found out that I was placed in such a beautiful part of Rochester. My dedication to the U of R community and this region, coupled with my drive to do great work means that I will do the best job representing the students here.

☐

Kyra Yehle

Hello! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

☐

Terry Zhou

Hello! I would like to be the President!

☐

Daniel Mwangi

Hello! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Add question

2. Business Manager

Edit

☐

Terry Zhou

I would like to be a business manager.

☐

Daniel Mwangi

I would like to be a business manager too.

Add question



Highly Recommended Settings

Exclusivity

It is *necessary* that organizations limit access to election forms to exclusively group members. In settings, select **Access**, then **Access Rights**, then **Group Members Only**.

Anonymity

In the **Access** tab of settings, change **Anonymous Answers** to **Yes**. Submitted responses will no longer be tied to the user.

Single Submission

If you want to restrict voter resubmissions, change **Single Answer** to **No** in the **Access** tab. Without this, members will be able to vote for a candidate multiple times!

Open/Close

Automatically open or close the form at a desired time - you don't have to worry about late ballot submissions!

Save

Don't forget to click the purple **save button** before switching tabs within settings!





Review


Make sure you have configured your settings correctly! They are vital for ensuring a fair election!



Election Example

Candidates are randomly ordered on the ballot. Each ballot entry displays text, attachments, and the candidate's CCC profile picture.

If a candidate prefers a different name, they must change their name in their profile settings **prior** to the election.

 Election Demo

Edit

Copy Link


Manage

Election

Please select a candidate in each position and cast your ballot. Note: (1) All votes are anonymous, (2) You are not able to change your vote after submission, (3) voting closes at 11:59 p.m. on March 30, 2020, and (4) you can only vote once.

President:


☐



Benjamin Lapidus

Hello! I am a sophomore at the U of R. I was thrilled when I found out that I was placed in such a beautiful part of Rochester. My dedication to the U of R community and this region, coupled with my drive to do great work means that I will do the best job representing the students here.
[BenLapidusResume](#)


☐



Terry Zhou

Hello! I would like to be the President!


☐



Daniel Mwangi

Hello! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

☐




Kyra Yehle

Hello! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Comments:

Save As Draft


Submit

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Sharing

Select **Copy Link** to get a shortened cg-link and a QR code for sharing.

You can also share forms directly within the CCC email builder!

 Election Demo

Edit

Copy Link


Manage

Election


Please select a candidate in each position and cast your ballot. Note: (1) All votes are anonymous, (2) You are not able to change your vote after submission, (3) voting closes at 11:59 p.m. on March 30, 2020, and (4) you can only vote once.

President:


☐

**Benjamin Lapidus**
Hello! I am a sophomore at the U of R. I was thrilled when I found out that I was placed in such a beautiful part of Rochester. My dedication to the U of R community and this region, coupled with my drive to do great work means that I will do the best job representing the students here.
[BenLapidusResume](#)


☐

**Terry Zhou**
Hello! I would like to be the President!

☐

**Daniel Mwangi**
Hello! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

☐

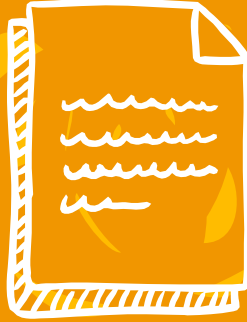
**Kyra Yehle**
Hello! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Comments:

Save As Draft

Submit





Access

Ensure an equitable and fair election by granting equal access to voting forms.



Access

Email

Attach forms and elections directly to emails using the email builder. You can select recipients by type or individually.

Group Page

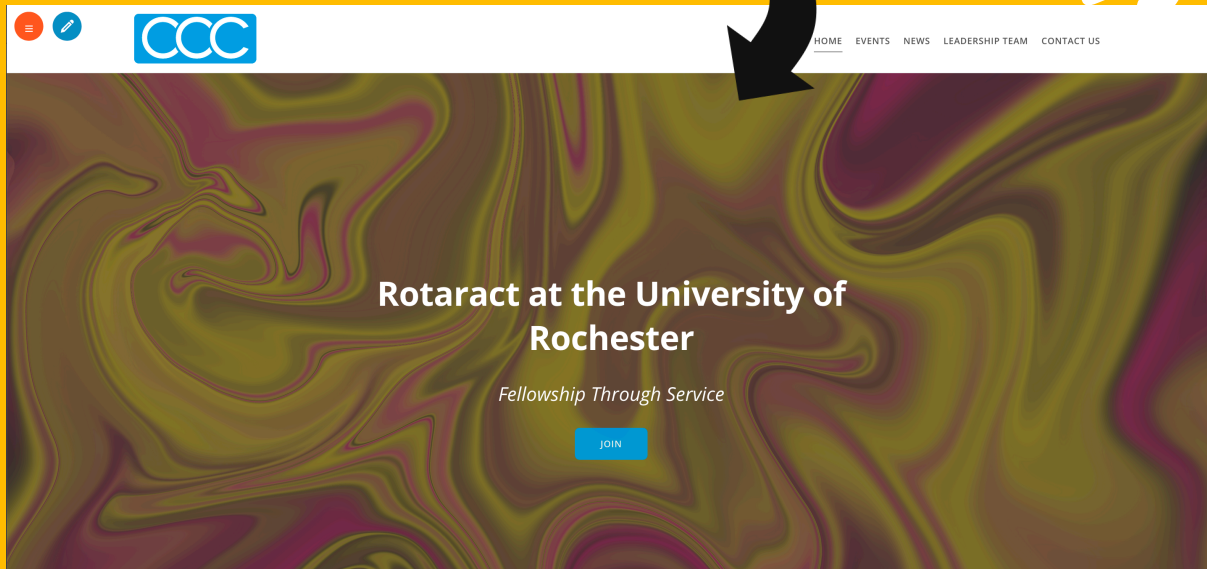
From your organization's group page, you can make announcements and post links that can **only** be accessed by group members. Alerts will appear on your group member's feed.



Access Reminder

Remember that your organization's **website** is open to the public. For intragroup communication, use your **group page**.

Open to the public!

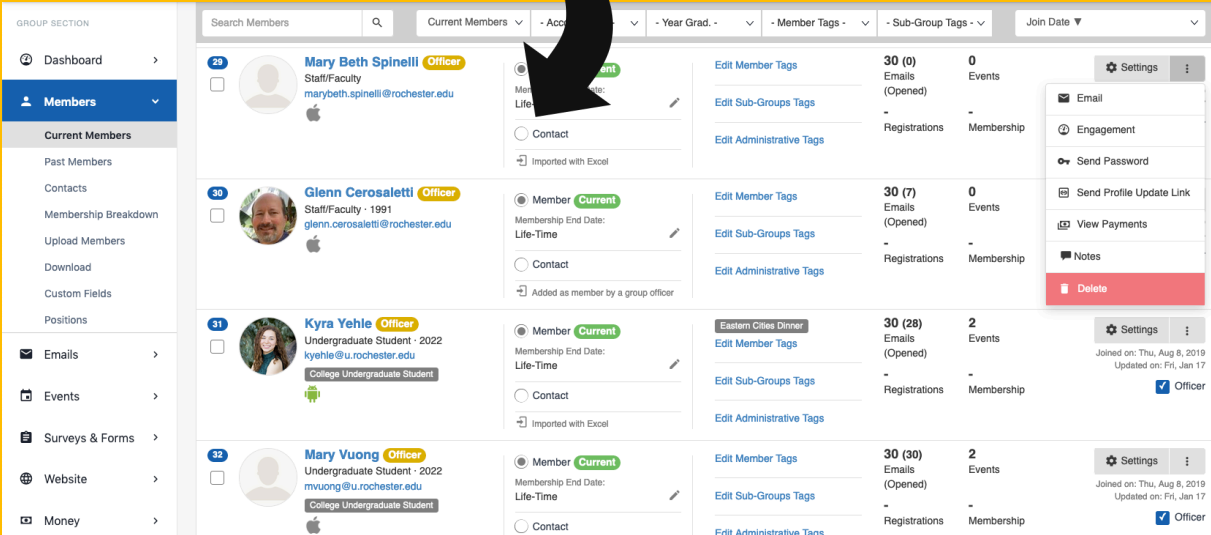


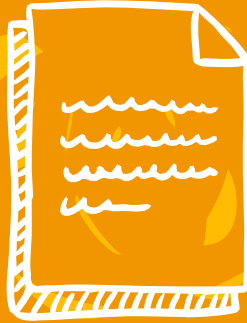
Roster Management

If you are sending election information to your members, make sure your roster is updated!

Inactive members can be deleted or **marked as Contacts** to strip their membership status (but maintain club communication!)

Change inactive members to Contacts





Results

After all these forms, it's time to view the results!



Viewing Results

Your election has gone smoothly, the election is closed, and it's time to view the results!

Go to your election form and click the **select all** check box, then **Generate Report**, then **Download**.

If there are over 20 submissions, click **Select all X submissions** to select all.

Remember to turn anonymous voting on!

Election Demo (3)

Copy Link Settings Edit Preview

Submit... Date To Date Status No Ans... Updated On

Generate Report Email Users Stats

1 ☐ **Vivek Nithipalan**
Undergraduate Student · 2021
vnithipa@u.rochester.ed
Submitted on: Mar 18, 2020 1:58 PM
Updated on: Mar 18, 2020 1:58 PM
[Edit Answers Tags](#)

Election Approval
PENDING APPROVAL

Approve Reject

Preview Answers
We only display questions where an answer was provided
President:
Terry Zhou
Business Manager
Daniel Mwangi

2 ☐ **Cassius Close**
Undergraduate Student · 2022
cclose@u.rochester.edu
Submitted on: Mar 18, 2020 1:57 PM
Updated on: Mar 18, 2020 1:57 PM
[Edit Answers Tags](#)

Election Approval
PENDING APPROVAL

Approve Reject

Preview Answers
We only display questions where an answer was provided
President:
Daniel Mwangi
Business Manager
Terry Zhou

3 ☐ **Benjamin Lapidus**
Undergraduate Student · 2022
blapidus@u.rochester.ec

Election Approval
PENDING APPROVAL

Approve Reject

Preview Answers
We only display questions where an answer was provided
President:
Daniel Mwangi
Business Manager
Terry Zhou



Excel Output

Your report is a compilation of all of ballot entries. Now, **you're done!** This is a compilation of the final vote data. All that's left to do is count the votes!

	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	first_name	last_name	gender	account type	year of grad	submission c	approval_sta	student_tag	member_tag	answerer_ta	notes	President:	[Comment]	[Business Ma	[Comment]	Business Manager	
2	Benjamin	Lapidus	Male	Undergradua	2022	#####		0 First-Year Qi	-	-	-	Terry Zhou		Daniel Mwangi			
3	Cassius	Close	Male	Undergradua	2022	#####		0 USA College	-	-	-	Daniel Mwangi		Terry Zhou			
4	Vivek	Nithipalan	Male	Undergradua	2021	#####		0 First-Year Qi	-	-	-	Terry Zhou		Daniel Mwangi			
5																	
6																	
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8																	
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34																	

This election wasn't anonymous! You can change that in your survey settings!



Now go forth and elect!



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Thanks!

Have questions?

Send them to
ccchelp@ur.rochester.edu

