

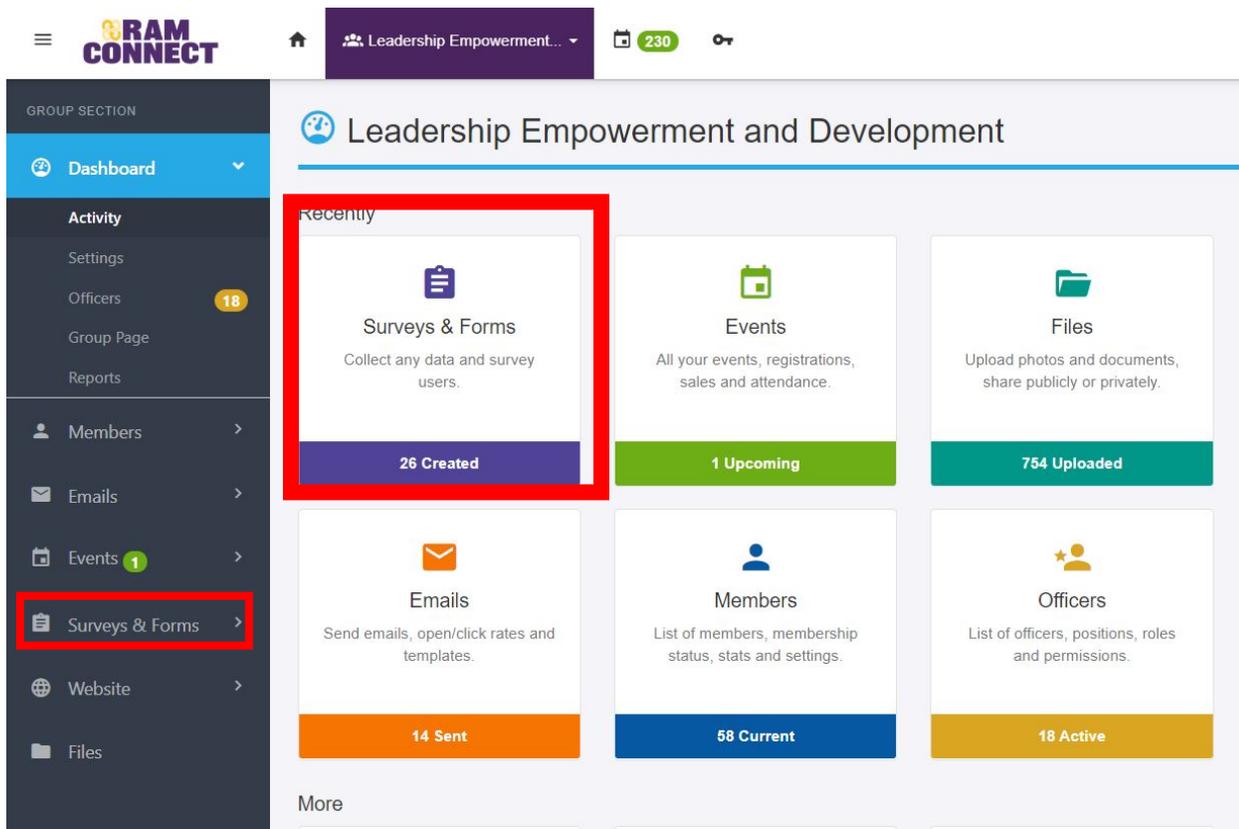
Setting up elections for your Student Organization

RamConnect offers a secure way to run elections and allow you to create positions and candidates and view results. If you have any questions about this please contact Patricia Riley rileyp2@wcupa.edu

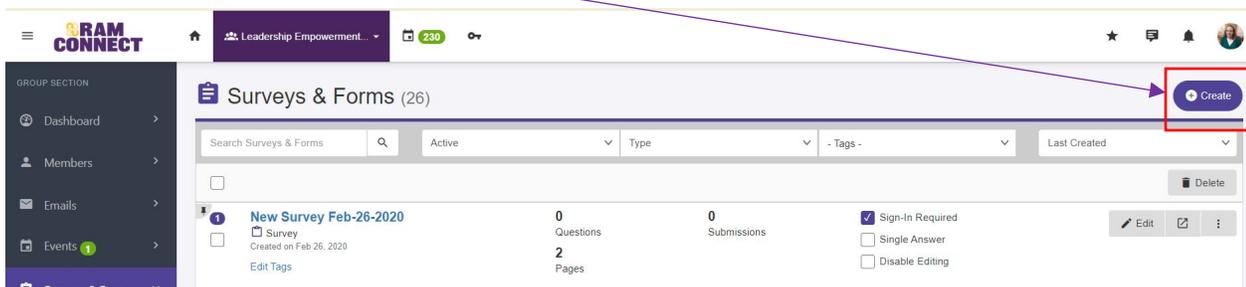
Before you begin make sure that an outgoing officer, or an advisor sets up the election after you know who the candidates for each position are. You want to be transparent and practice good ethical leadership.

Whoever sets up the election needs to be designated an officer in the RamConnect group.

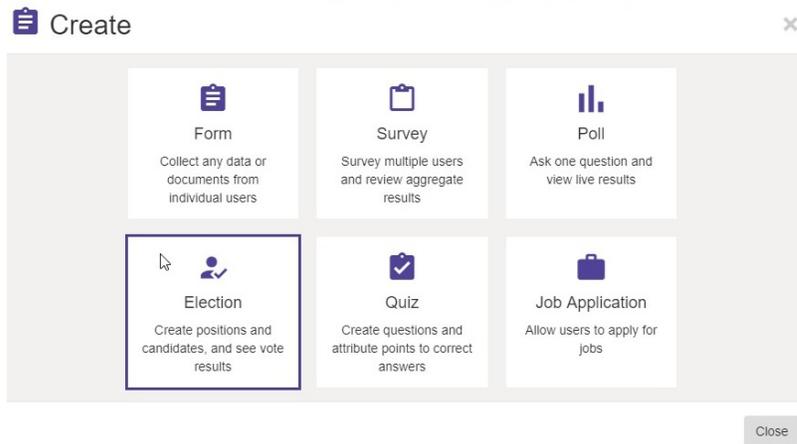
- Log in to RamConnect using your WCUPA username and password at https://ramconnect.wcupa.edu/home_login
- Select your student organization.
- Click on *Surveys & Forms*



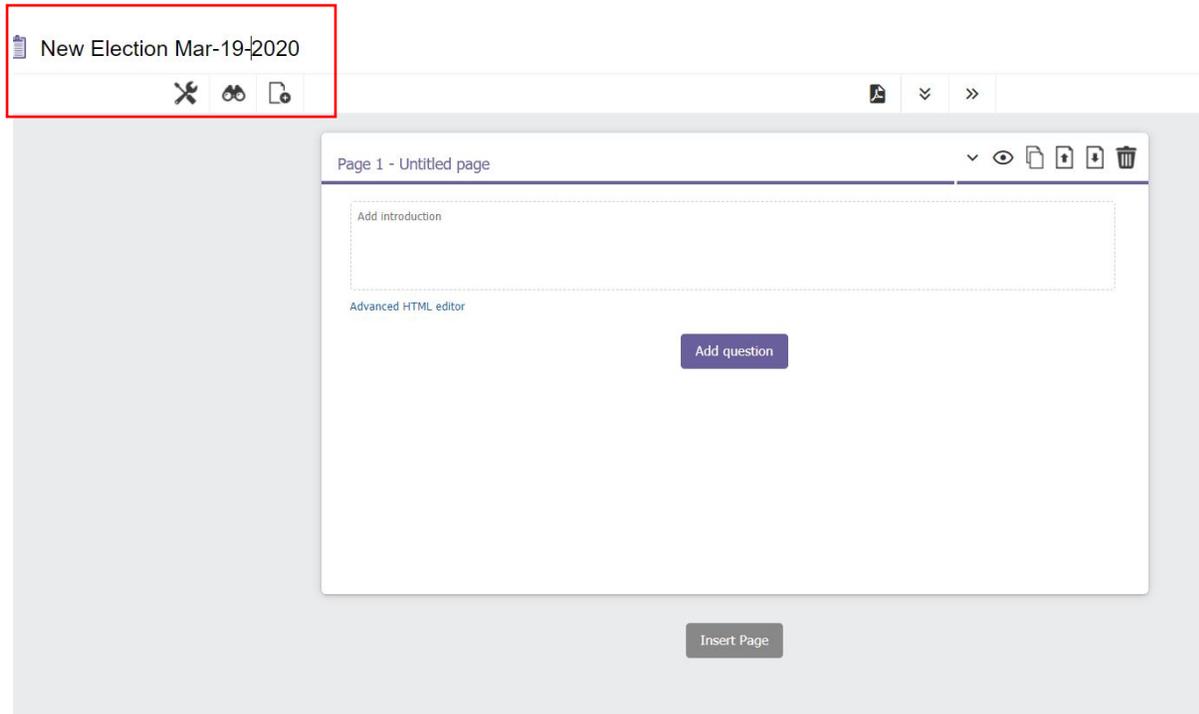
- Click *Create*



- Click on the *Election* icon



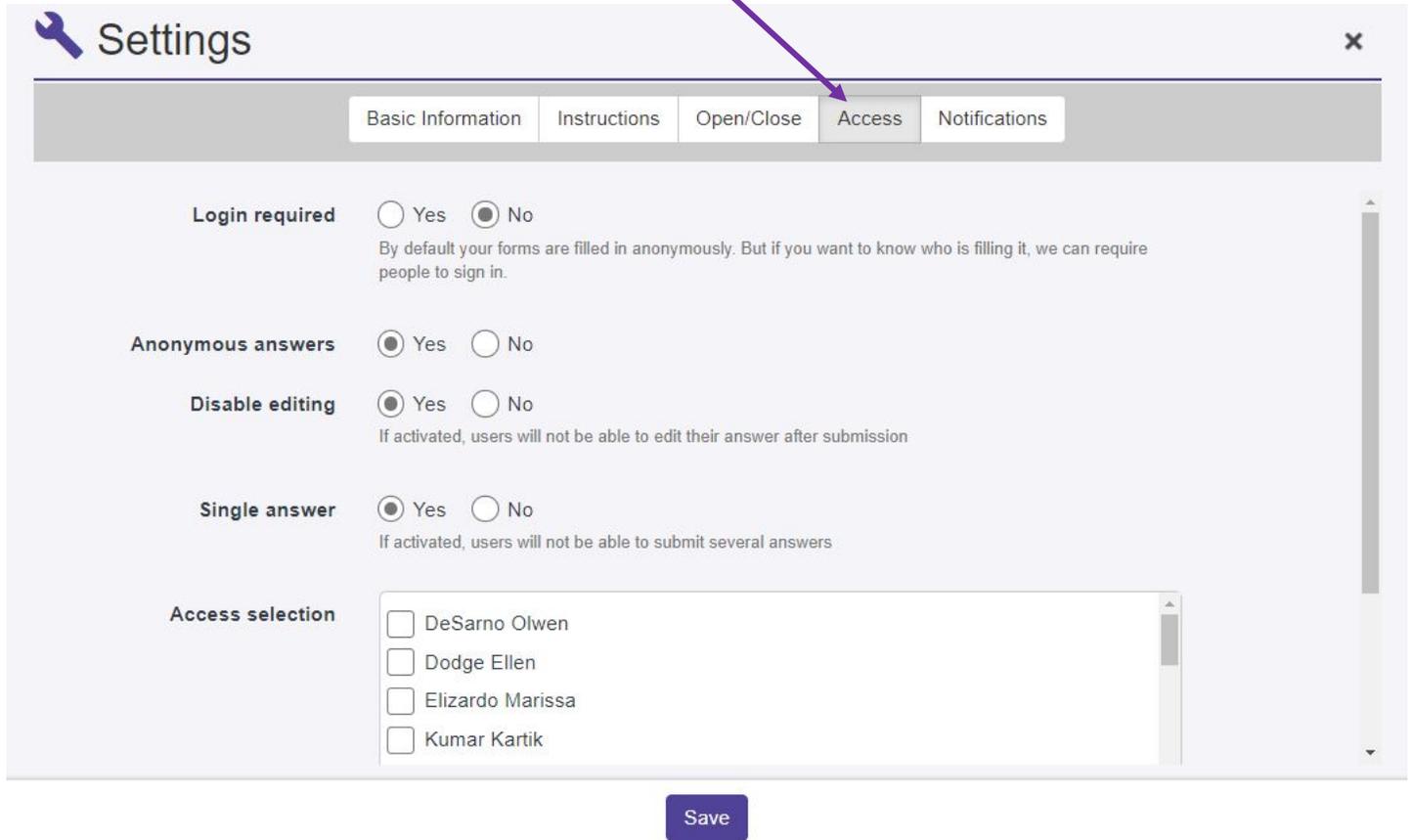
- Customize the name of the election (e.g., Executive Committee Elections 2020) and the description.



- Click on *Settings* icon underneath the name of the election to set up who has access, single answer and notifications for your elections are set to the following:



Then click on the forth button at the top that reads Access



The screenshot shows a 'Settings' dialog box with a purple header and a close button (X) in the top right. Below the header is a navigation bar with five tabs: 'Basic Information', 'Instructions', 'Open/Close', 'Access', and 'Notifications'. A purple arrow points to the 'Access' tab. The 'Access' tab is active and contains the following settings:

- Login required**: Radio buttons for 'Yes' and 'No'. 'No' is selected. Below it, text reads: 'By default your forms are filled in anonymously. But if you want to know who is filling it, we can require people to sign in.'
- Anonymous answers**: Radio buttons for 'Yes' and 'No'. 'Yes' is selected.
- Disable editing**: Radio buttons for 'Yes' and 'No'. 'Yes' is selected. Below it, text reads: 'If activated, users will not be able to edit their answer after submission'
- Single answer**: Radio buttons for 'Yes' and 'No'. 'Yes' is selected. Below it, text reads: 'If activated, users will not be able to submit several answers'
- Access selection**: A list box with four items, each with an unchecked checkbox:
 - DeSarno Olwen
 - Dodge Ellen
 - Elizardo Marissa
 - Kumar Kartik

At the bottom center of the dialog is a purple 'Save' button.

- *Login required* should be set to *No*
- *Disable editing* should be set to *Yes*
- *Single answer* should be set to *Yes*
- Under the *Notifications* tab, select the members tag of the members whom you want to receive notifications every time a vote is submitted. If you would like to not receive notifications leave that box blank.
- Click on *Save*. Close out of the settings and you will be brought back to the overall election survey.
- Click on the purple *Add Question* button

- Select the *Election* question type.

Select Question Type

Question:

Proposed answers:

Candidate 1: Profile picture

Enter description here

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

Attach file

- For the question type in the position for example President and add candidates information. RamConnect will populate with that person's name for you to select. If they have a photo on their RamConnect profile the photo will populate to your election.

Select Question Type

Question:

Proposed answers:

Candidate 1: Start typing and wait for suggestions...

Sean Milligan - SM896240@wcupa.edu
Student · 2020

- In the description box write in why that person said they wanted to be that position. Click on Add candidate to add a second candidate. If you want everyone to have to vote for this position make sure to checkbox Mandatory question and change the 0 to a 1. Click Save.

Proposed answers:

Candidate 1: Sean Milligan

Sean Wants to be president to work with new student organizations.

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

Attach file

Candidate 2: Molly Scollo

Molly wants to be president to provided more leadership development to elected officers.

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

Attach file

Add candidate

Include comment box below answer

Mandatory question | Maximum authorized answers 1

- Click Add Question for each position.

1. President (Mandatory)

Sean Milligan
Sean Wants to be president to work with new student organizations.

Molly Scollo
Molly wants to be president to provided more leadership development to elected officers.

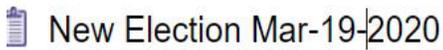
2. Vice President (Mandatory)

Nicholas Marcil

Kartik Kumar

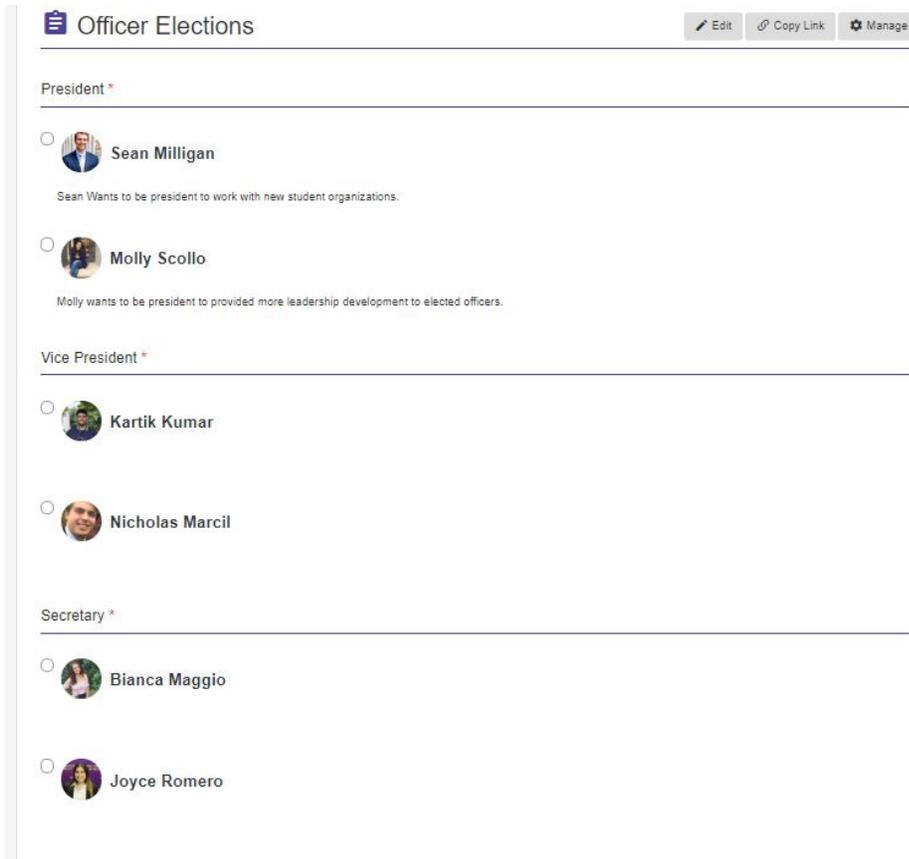
Add question

- Once all your positions and candidates are on the election survey click on *Preview* at the top to view what users will see





- You can now preview and see what your election looks like.

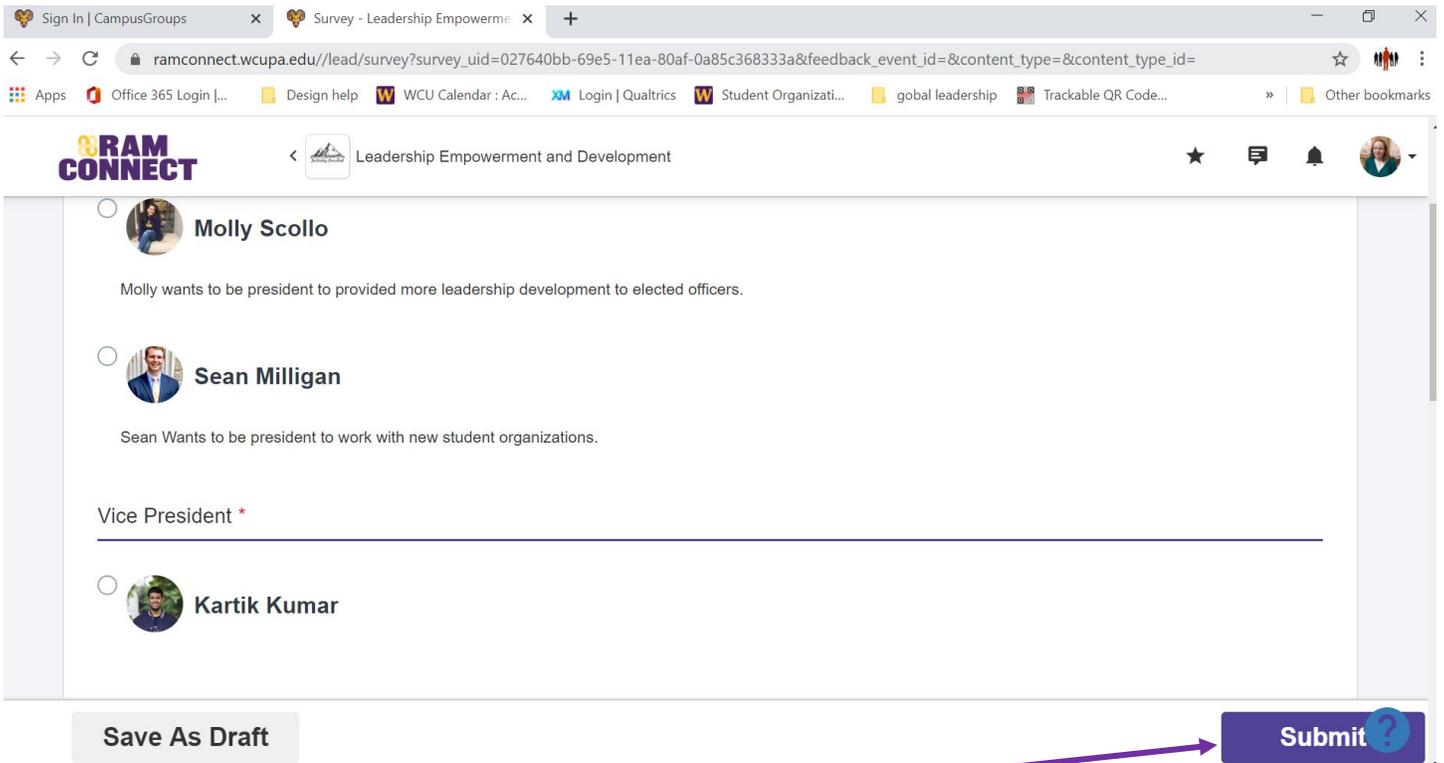


If you need to edit anything. Click the edit button at the top.

- Once you have everything done. Click on *Copy link*.

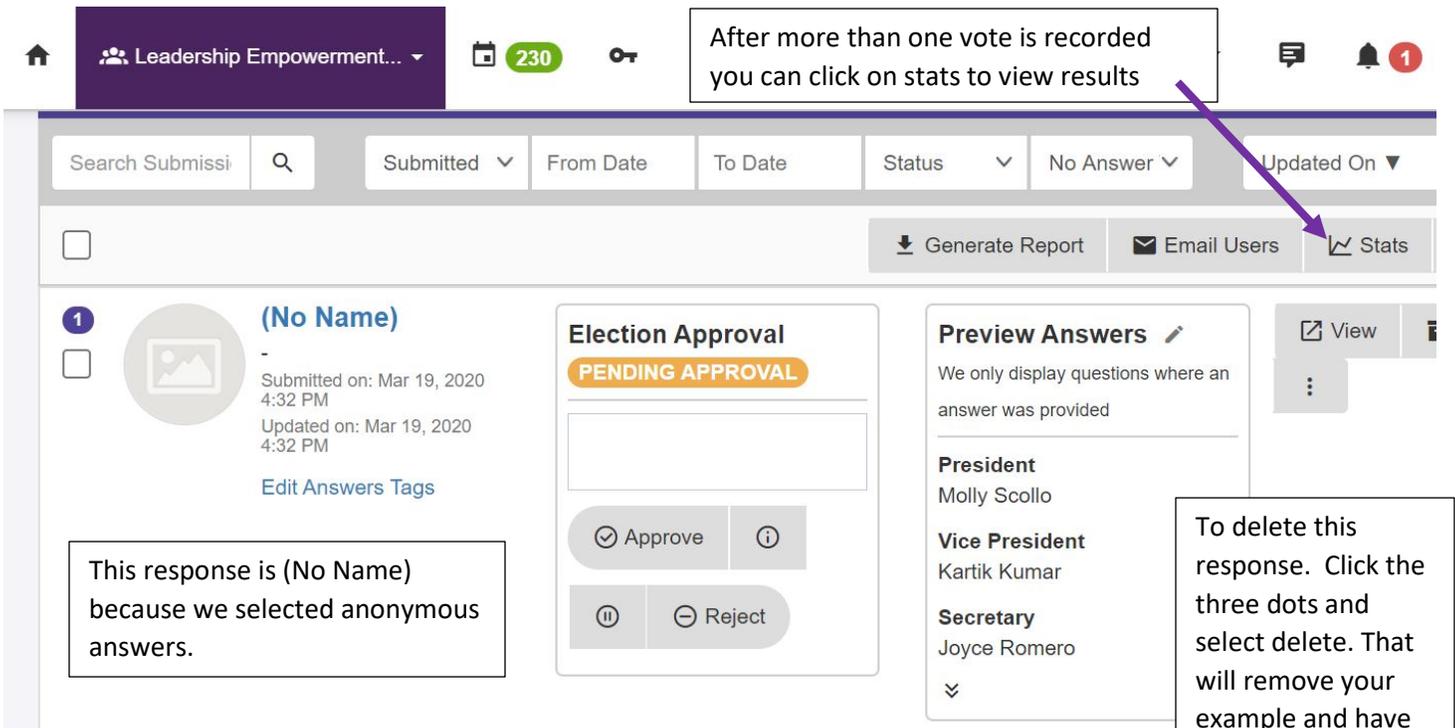


- Paste the link in a new browser window and do a sample vote.



The vote is recorded after clicking the submit button.

- On the back end this is what you will see after you a vote is record.

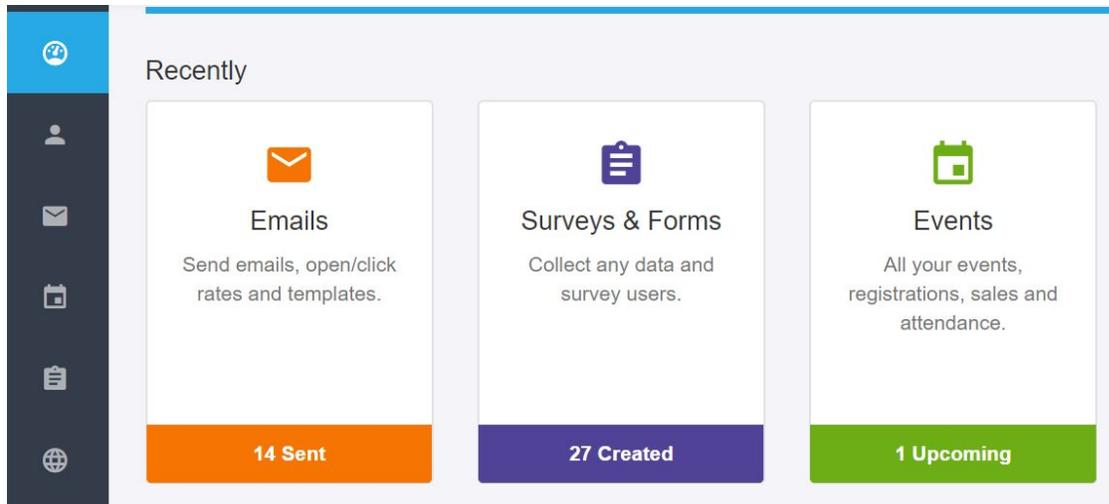


After more than one vote is recorded you can click on stats to view results

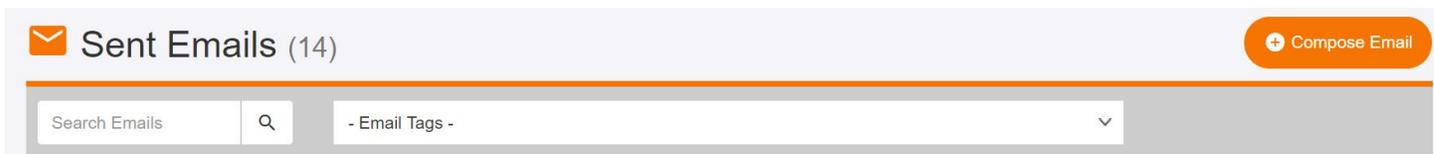
This response is (No Name) because we selected anonymous answers.

To delete this response. Click the three dots and select delete. That will remove your example and have your election have 0 responses to have accurate results.

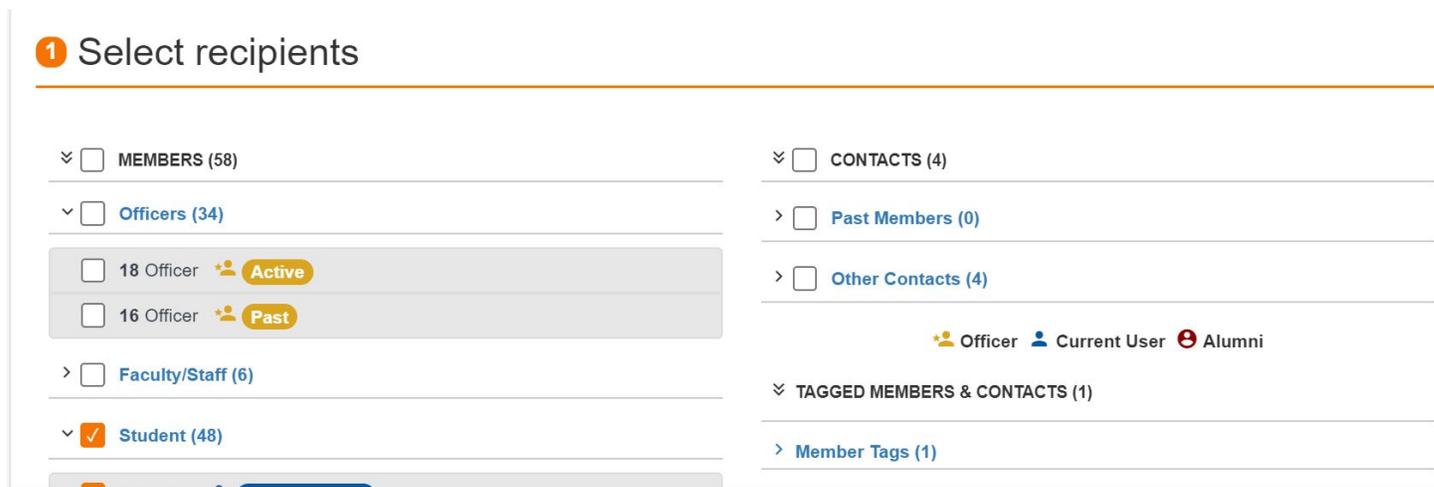
- After you have your results remember to communicate to each candidate and to the rest of your organization the results. You can do this through a RamConnect email, social media post, group chat etc. Whatever works best for your organization. Below walks through how to send an email through RamConnect.
 - Step 1- navigate to your organization dashboard
 - Step 2- select the orange box that says emails.



- Step 3- Click the orange **+ Compose Email** in the upper right hand corner.

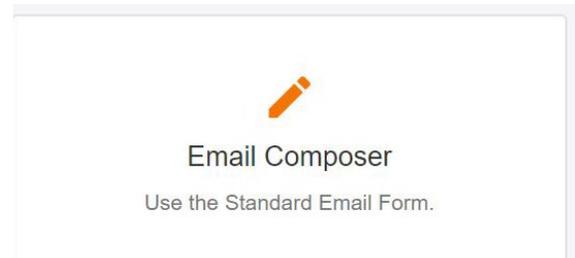


- Step 4- Select the **recipients** you would like to email.



 Compose email for selected groups

- Step 5- Use the **'Standard Email Form'** to compose an email. You can choose from a variety of templates.



4 Compose your email

Subject:

Introduction:

1:1 columns with left sidebar (basic template) 1:2 columns with left sidebar (basic template) 1:2 columns with right sidebar (basic template) 1:1 columns with right sidebar (basic template) 1 column (basic template) 1:2 columns with text (basic template) 1:3 columns with text (basic template) 1:2 columns (basic template)

The screenshot shows an email composition window. At the top, there is a 'Subject' field containing 'Officer Election Results' and an 'Introduction' dropdown menu set to 'No Introduction'. To the right of the introduction are buttons for 'Add attachments' and 'Mail merge fields'. Below this is a row of eight email layout templates, each with a small preview image and a label describing the layout (e.g., '1:1 columns with left sidebar (basic template)'). Underneath the templates is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo) and a 'Source' view toggle. The main text area of the editor is currently empty, containing only a cursor.

- Step 6- Fill out the appropriate information and click *Preview it first*. Your written email will pop up for you to see what recipients will see. If it looks good close out and select ***'Save and Send'***.

Send myself a test email

Preview it first...

Save as draft

Save and Send

You may also send a test email, preview the email, and save it as a draft by selecting the corresponding button on the screen.

NOTE: You must be an officer of the organization if you would like your email information listed in the "From" line.