HOW TO RUN AN ELECTION ON DEHUB

The election feature allows groups to elect new officers via their DeHub group.
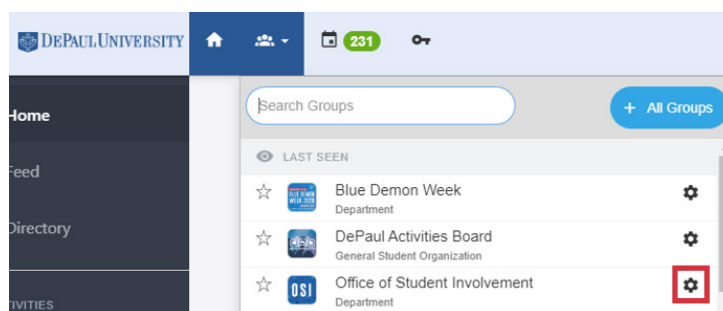
1 **Log in to DeHub**

2 **Manage your group**

a) Log in to DeHub
b) Click on the *Groups* icon on the top menu
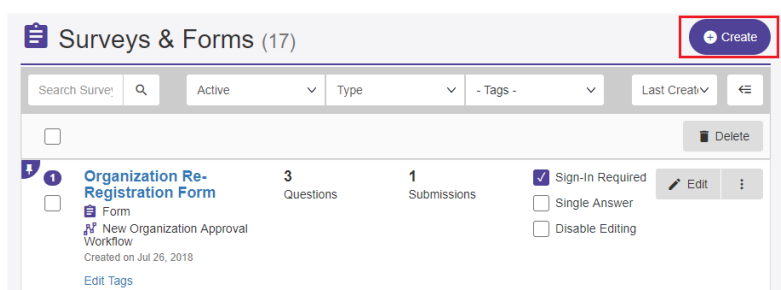c) Select the *Manage* icon on the right

3 Go to *Survey & Forms*

Election

Create positions and candidates, and see vote results

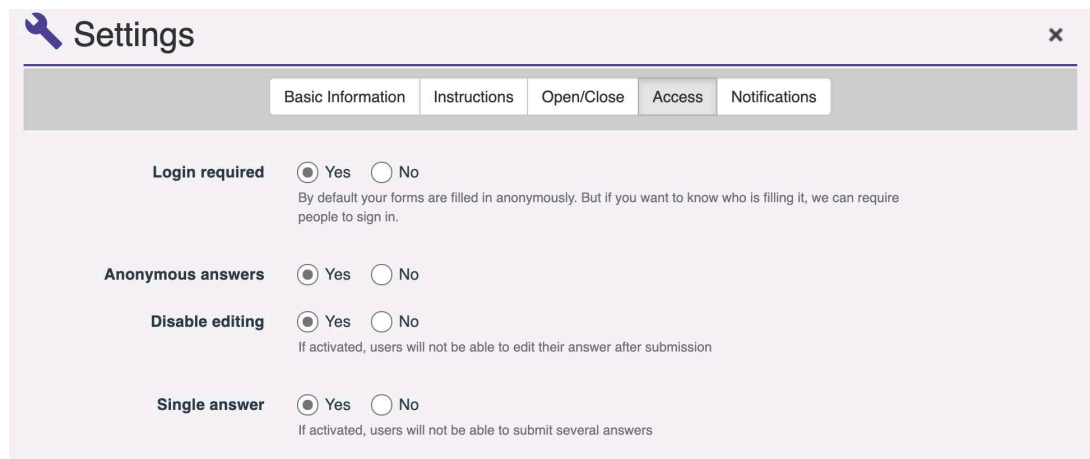**4** Click *Create* and select *Election*

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

6 Determine the *Settings* for your elections are set to the following:

🔧 **Settings**   ✕

| Basic Information | Instructions | Open/Close | Access | Notifications |

Login required ● Yes ○ No
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 ● Yes ○ No

Disable editing ● Yes ○ No
If activated, users will not be able to edit their answer after submission

Single answer ● Yes ○ No
If activated, users will not be able to submit several answers

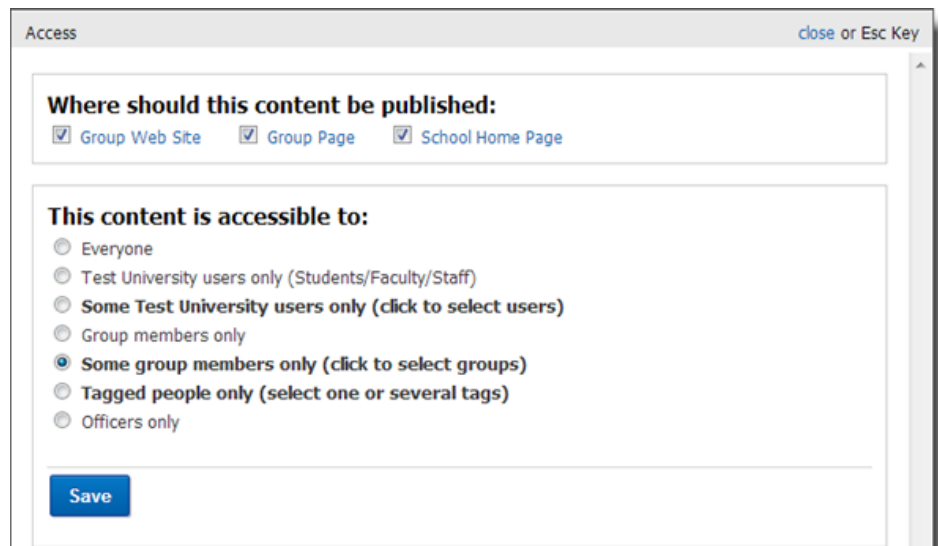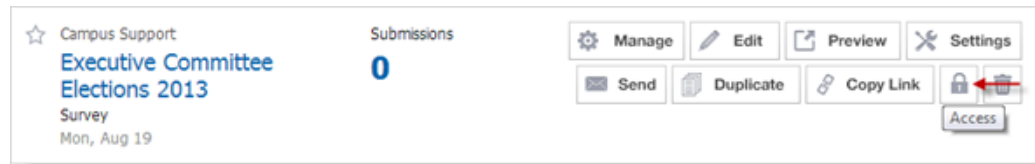**7** Select the *Election* question type and add candidates' information

Select Question Type

Question:

Proposed answers:

Candidate 1: [   ] Profile picture

Enter description here

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

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On the *Surveys* page, click on *Access* to select where to publish and people who can vote.

Submissions and results can be viewed clicking *View*. Click on *Stats* to access statistics, ratios, and date/time.

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