

HOW TO RUN AN ELECTION ON DEHUB

The election feature allows groups to elect new officers via their DeHub group.

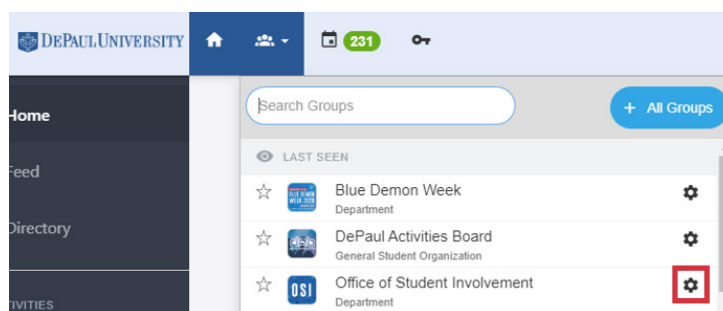
1

Log in to DeHub

2

Manage your group

- Log in to DeHub
- Click on the *Groups* icon on the top menu
- Select the *Manage* icon on the right

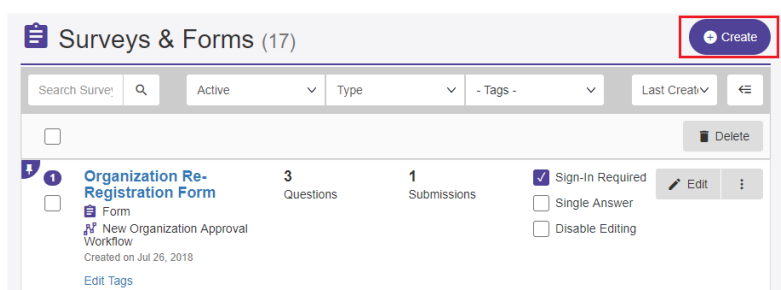


Go to Survey & Forms

3

Click Create and select Election

4



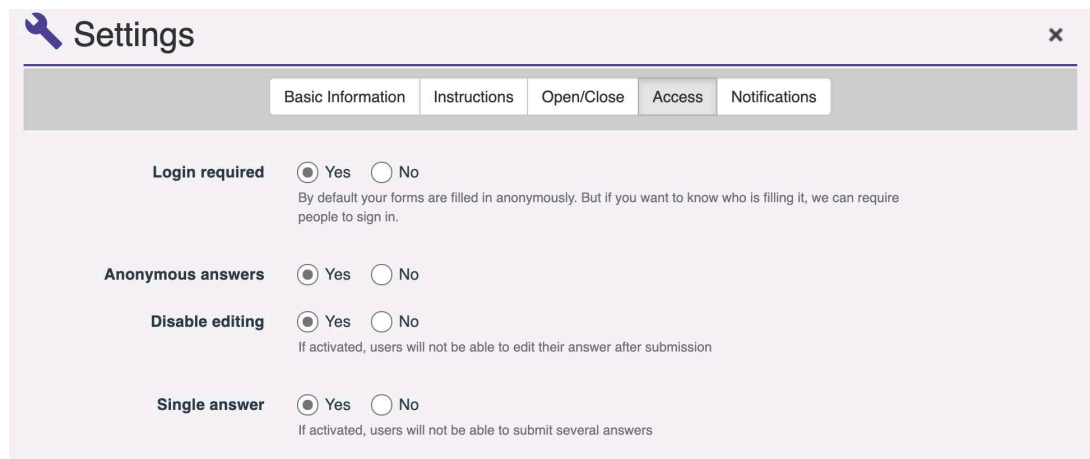
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Customize the name of the election (e.g., Executive Committee Elections) and the description.

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



The screenshot shows a 'Settings' window with a close button (x) in the top right corner. Below the title bar is a navigation bar with five tabs: 'Basic Information', 'Instructions', 'Open/Close', 'Access', and 'Notifications'. The 'Basic Information' tab is selected. The main content area contains four settings, each with a radio button for 'Yes' and 'No':

- Login required:** Yes No. Description: 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. Description: If activated, users will not be able to edit their answer after submission.
- Single answer:** Yes No. Description: If activated, users will not be able to submit several answers.

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

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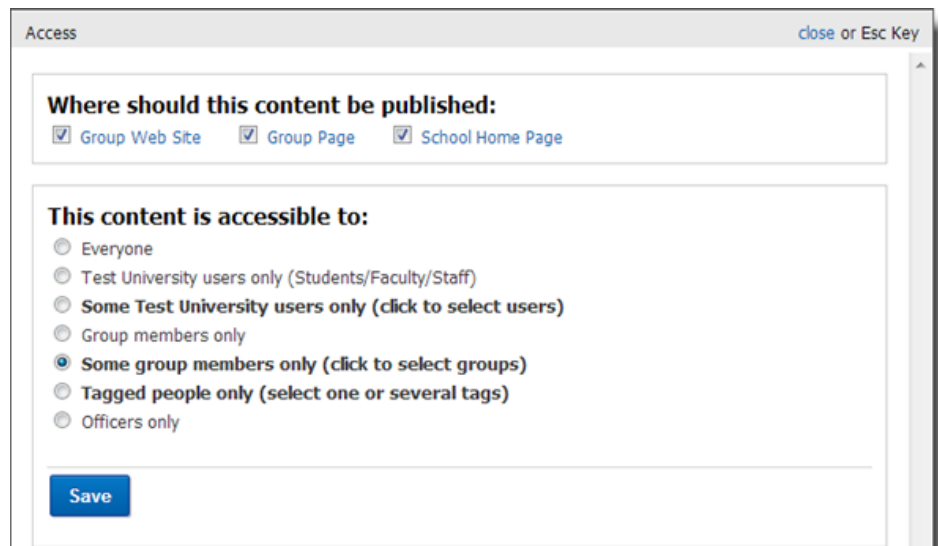
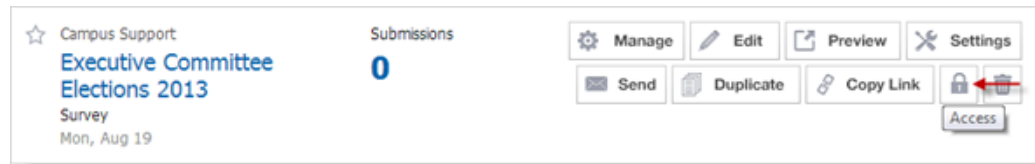


The screenshot shows the 'Select Question Type' interface. At the top, there is a row of icons for different question types: a checkmark, a circle, a list, a video, 'abc', a calendar, a person, a list with a dropdown, a house, and a document. The 'Election' icon (house) is highlighted with a tooltip. Below this is a 'Question:' text input field. Underneath is a 'Proposed answers:' section with three input fields: 'Candidate 1:' (with a 'Profile picture' link), 'Enter description here', and '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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