

Holding an Election in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Net-ID and password.

2. Scroll down to the “Memberships” section and click on the name of the organization you for which you would like to hold an election.

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Kennesaw State University

Search Events, Organizations, and News Articles

Memberships

Department of Student Activities

Click here

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Department of Student Activities

Member Since November 2019

The Department of Student Activities brings you services, resources, activities and events from the nonacademic side of college life. We like to think of ourselves as a classroom - without walls. Below you will find brief information and links to the many things we provide - we hope your KSU experience will be richer because of us!

Kennesaw State University supports and encourages participation in co-curricular activities as an integral part of your total education. The decision is yours - to just get a degree or a holistic education. Any active student involved in student organizations or planning large-scale events can attest to the learning acquired and the satisfaction experienced through involvement. By combining the skills you develop through co-curricular involvement and the knowledge gained in the classroom, you will be much better prepared in enjoying college, getting that job, and developing your total potential.

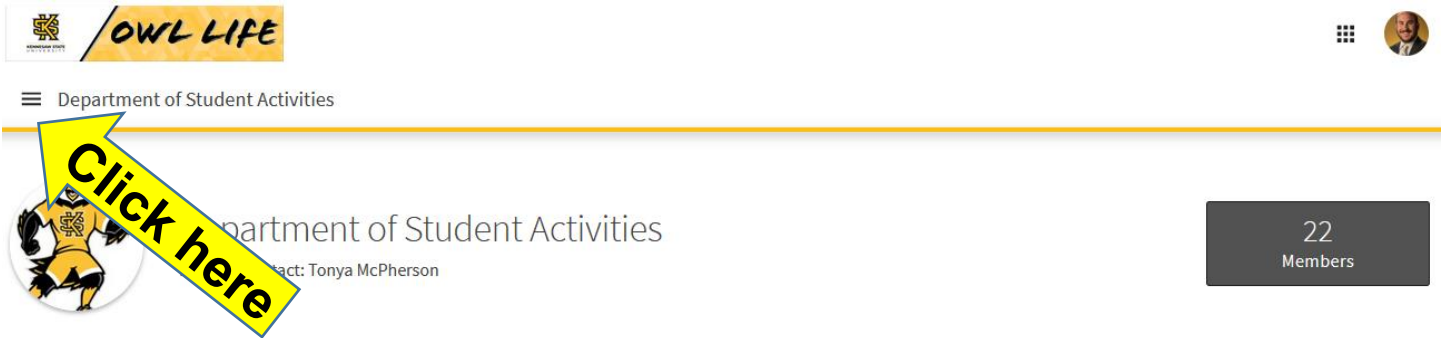
VIEW GALLERY

MANAGE ORGANIZATION

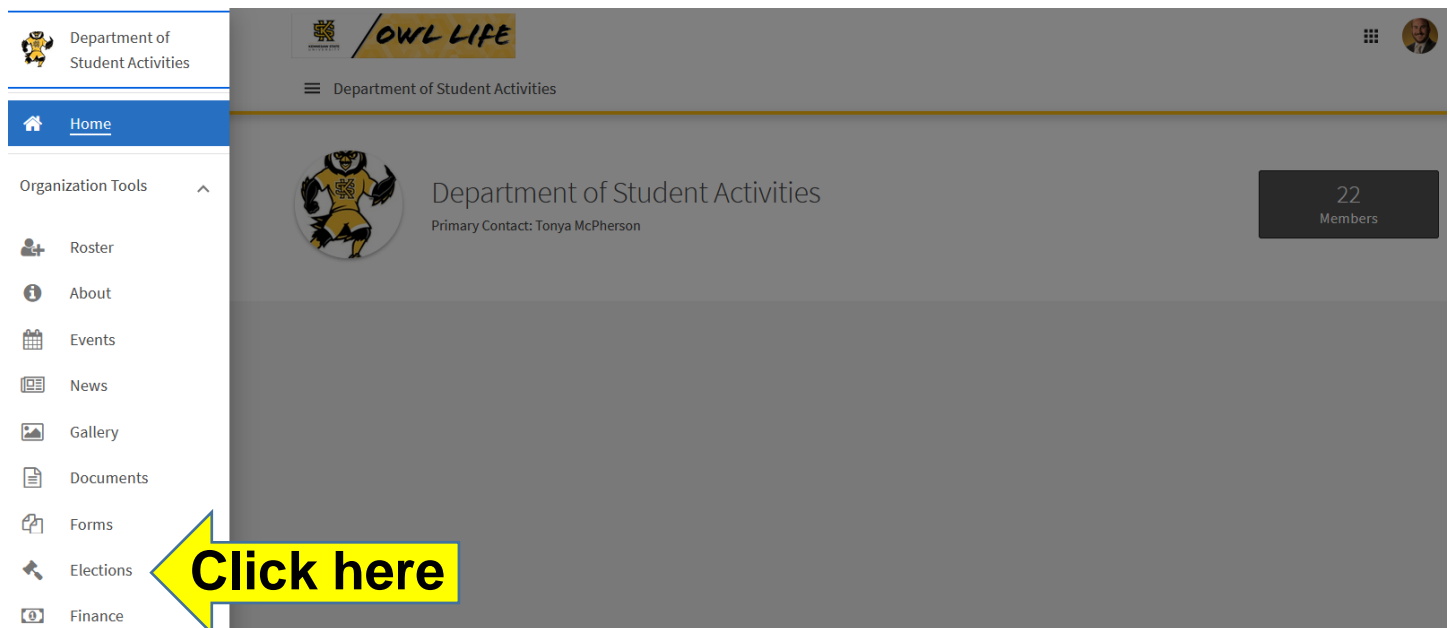
CONTACT

Click here

4. Another tab will open. Click on the three horizontal bars in the top left corner.



5. From the drop-down menu, select "Elections."



6. To create a new election, click on the blue "Create Election" button in the top right corner.



7. Set the properties for the election. Click the blue “Save” button at the bottom of the page when you are finished setting up the properties.

Create Election

Form fields marked with an asterisk (*) are required

*Name
Test Election

Include Instructions

Additional Instructions



This is where you will include any voting instructions for your members.

Active

Start Date and Time

7/13/2021 05

00

PM

End Date and Time

8/13/2021 05

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

SAVE

CANCEL

Click here

Select the “Include Instructions” box if you would like the instructions to appear for voters.

Select the “Active” box when you are ready for your election to go live. The election will only be open between the “start date and time” and “end date and time” if the “Active” box is checked.

If only members of your RSO are able to vote in the election, make sure to check this box.

8. Once the election is created, click on the “Ballots” tab and then click on the blue “Create Ballot” box. You may create as many ballots as you would like. For example, you can create a separate ballot for each position being elected or you may include them all on one ballot.

Department of Student Activities

← BACK TO ELECTIONS

Test Election

PROPERTIES **BALLOTS** RESULTS PUBLISHING OPTIONS

Create ballots that will be included in your election.

+ CREATE BALLOT

9. Make sure the “General Access” is set to “Enable” and then click the blue “Save” button.

Department of Student Activities

Create Ballot

*Name
Name of Ballot

Access Restrictions

If **General Access** is enabled, all users you have made this ballot available to will be able to complete the ballot. In some cases, you can Disable General Access to limit voting access for a ballot to a specific group of users. Reach out to your campus administrator if you need an eligibility list created for your org election. If administrators have enabled one or more lists for your organization, you will see the lists below.

General Access

Enable Disable


SAVE CANCEL

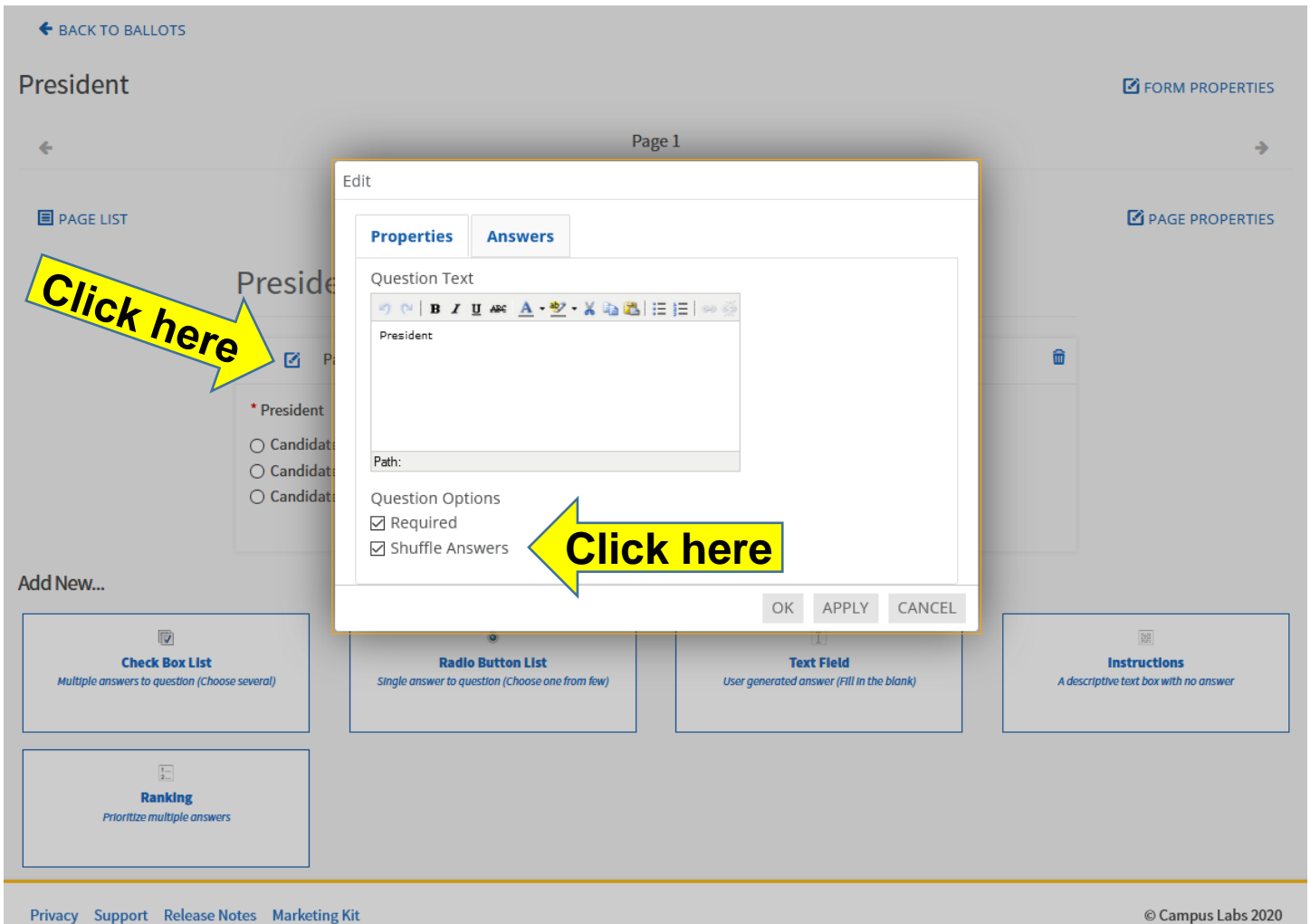
10. Follow the directions for adding new questions or instructions to the ballot. Add as many questions or instructions as needed.

The screenshot shows the OWL LIFE interface for creating a ballot. At the top left is the OWL LIFE logo and the text "Department of Student Activities". A navigation bar includes a "BACK TO BALLOTS" link and a "FORM PROPERTIES" button. Below this is a "Name of Ballot" field and a "Page 1" indicator. A "PAGE LIST" section is visible with a "PAGE PROPERTIES" button. The "Add New..." section contains five options: "Check Box List" (Multiple answers to question), "Radio Button List" (Single answer to question), "Text Field" (User generated answer), "Instructions" (A descriptive text box with no answer), and "Ranking" (Prioritize multiple answers).

11. Once the ballot is created, click on "Publishing Options" to find a link that you can send out to members.

The screenshot shows the OWL LIFE interface for election publishing options. At the top left is the OWL LIFE logo and the text "Department of Student Activities". A navigation bar includes a "BACK TO ELECTIONS" link and a "PUBLISHING OPTIONS" button, which is highlighted with a yellow arrow and the text "Click here". Below this is a "Test Election" section with tabs for "PROPERTIES", "BALLOTS", "RESULTS", and "PUBLISHING OPTIONS". The "Election Alert" section has a checked checkbox for "Display an alert on the organization homepage when the election is active and voting is open". Below this is a text box for the "Election Link" with the URL "https://owllife.kennesaw.edu/submitter/election/start/491984". At the bottom are "SAVE" and "CANCEL" buttons.

12. If you would like to shuffle the order in which candidates appear on the ballot, click on the edit question button () and then ensure the “Shuffle Answers” box is checked on the “Properties” tab.



← BACK TO BALLOTS

President FORM PROPERTIES

Page 1

PAGE LIST

President

President

• President

- Candidate
- Candidate
- Candidate

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

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Edit

Properties **Answers**

Question Text

President


Path:

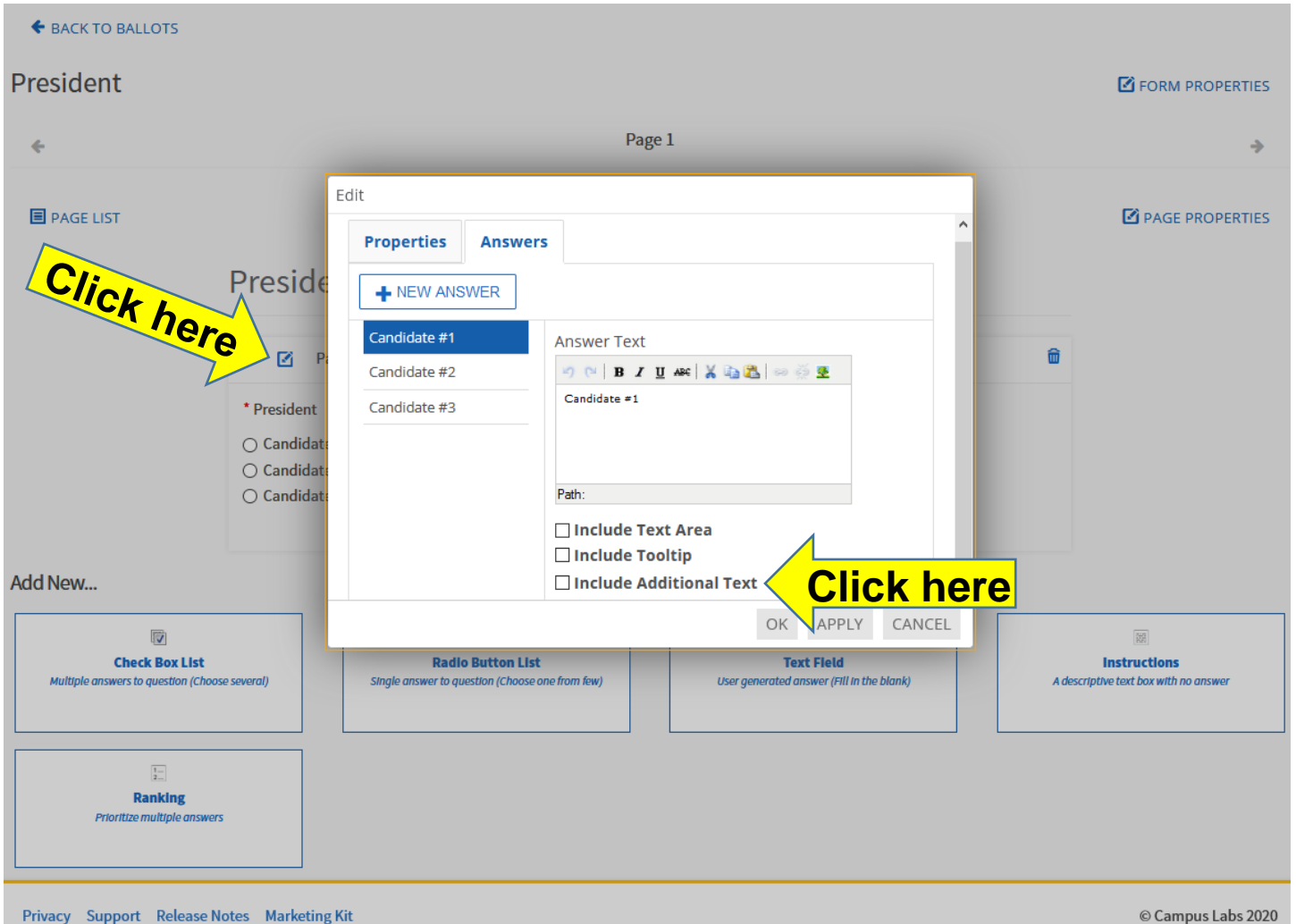
Question Options

Required

Shuffle Answers

OK APPLY CANCEL

13. If you would like to include information (e.g. bios) for each candidate, click on the edit question button () and then ensure the “Include Additional Text” box is checked on the “Answers” tab.



BACK TO BALLOTS

President

Page 1

FORM PROPERTIES

PAGE LIST

Click here

President

edit

ANSWERS

+ NEW ANSWER

Candidate #1

Answer Text

Candidate #2

Candidate #3

Path:

Include Text Area

Include Tooltip

Include Additional Text

Click here

OK APPLY CANCEL

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

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14. Once the voting time has concluded, click on the “Results” tab to see the votes case for each candidate.

Department of Student Activities

← BACK TO ELECTIONS

Test Election

PROPERTIES BALLOTS **RESULTS** PUBLISHING OPTIONS

Show percentages based on:

The total number of votes cast ⓘ

The total number of voters ⓘ

[EXPORT ALL VOTES](#)

President Voters: 0 ▲

Results [EXPORT BALLOT VOTES](#)

Question	Count	Percent
President Candidates		
Candidate #1	0	0%
Candidate #2	0	0%
Candidate #3	0	0%

If you have any questions, please email studentactivities@kennesaw.edu.

