Election Best Practices
- Require login for your election/voting form
- Limit submissions to one per user
- Set a time period for how long the election form will be open
- Utilize Content fields to highlight candidates! Content fields can contain pictures and statements from the candidates, which will allow voters to make an educated choice when they vote!

Create an Election Form
1) Log into Dawgden 2.0
2) From the left navigation menu, select "Create" and then choose "Form"

Create an Election Form
3) Text Fields have multiple layouts depending on how much information you need to collect from responders
   Options: Single Line, Paragraph, and Rich-Text
4) Choice Fields will allow responders to choose from a list of options
   Options: Dropdown, List, Checkbox
   *You can even allow your responders to select multiple choices

Customize Settings
Details
Form Name- Name your form
Form Description- Provide a more in-depth description of what the form will be doing
Status- Make sure to make your form "active" so it is visible to your responders

Responses
Success Action- Determines what a user sees after they complete the form:
   Success Message
   OR
   Success Page

Customize Settings
Visibility
Require Log-In- Make sure to keep track of who responds to your message
*You are still able to keep the info submitted anonymous

Availability
Limit Responses
- Per User: Limits the number of times a single user can complete the form
- Per Form: Limits the number of responses a form will accept

Date/Time
Set a limit on how long the form will be open for responders

Customize Settings
Workflows
Approve vs Notify
Approve allows user to approve the incoming submissions if necessary
Notify means that the user will simply be notified that their submission has been received

View your Results
From the left navigation menu, click the name of the form. It will bring you to the list of responses
Click the Summary Button for a Club Elections report