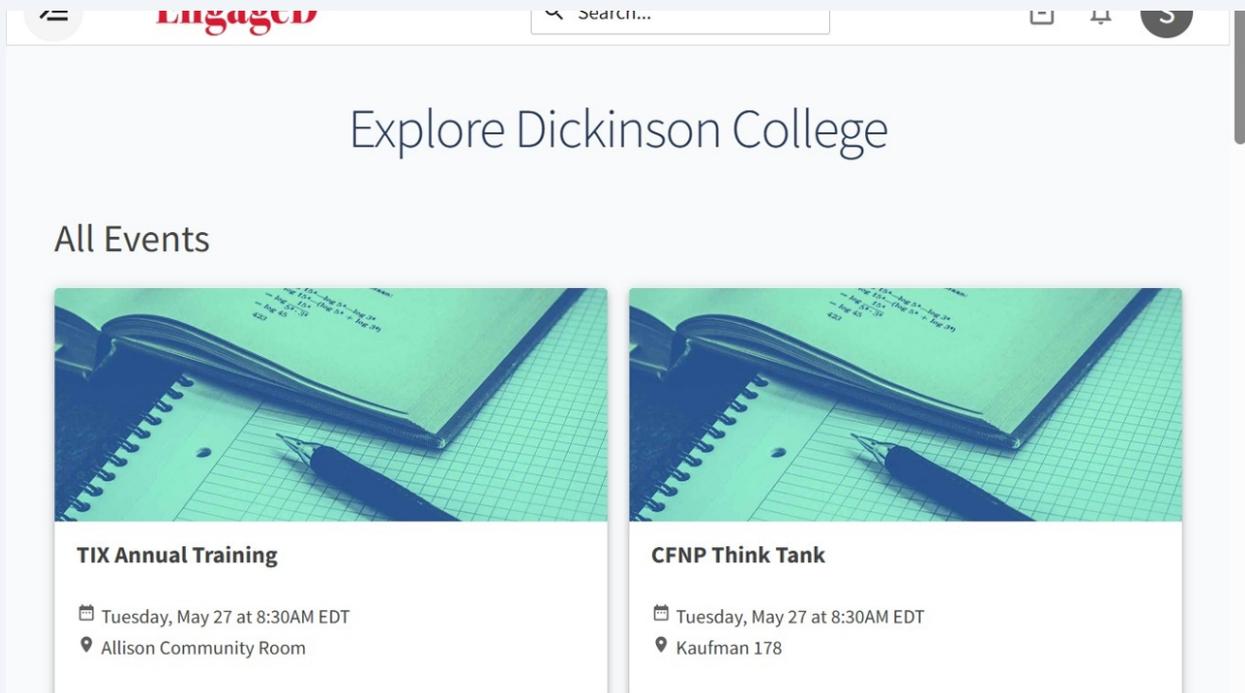


1 Navigate to <https://dickinson.campuslabs.com/engage/>



2 Click here to expand the menu.

Engaged Search... S

Explore Dickinson College

All Events

TIX Annual Training

Tuesday, May 27 at 8:30AM EDT
Allison Community Room

CFNP Think Tank

Tuesday, May 27 at 8:30AM EDT
Kaufman 178

3 Click on the organization in which an election is happening.

Home
Events
Organizations
News
Forms
Admin

MY BRANCHES

Browse Branches

MY ORGANIZATIONS

Campus Life
Fraternity & ...

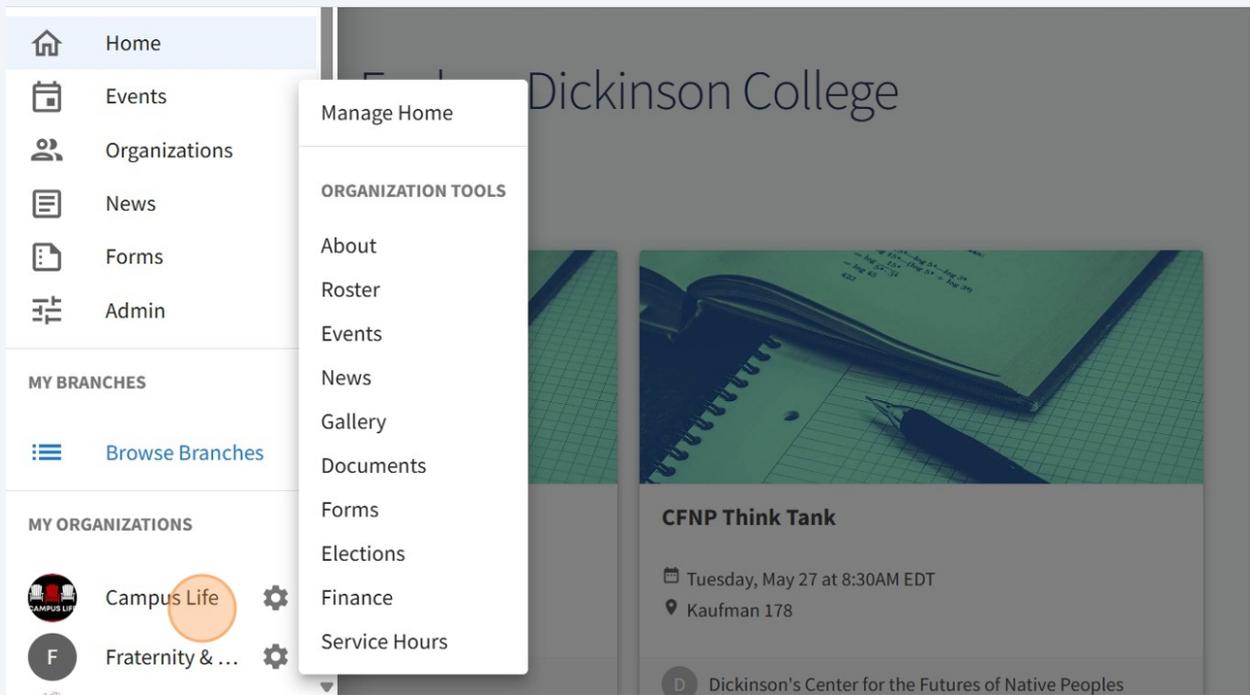
Explore Dickinson College

CFNP Think Tank

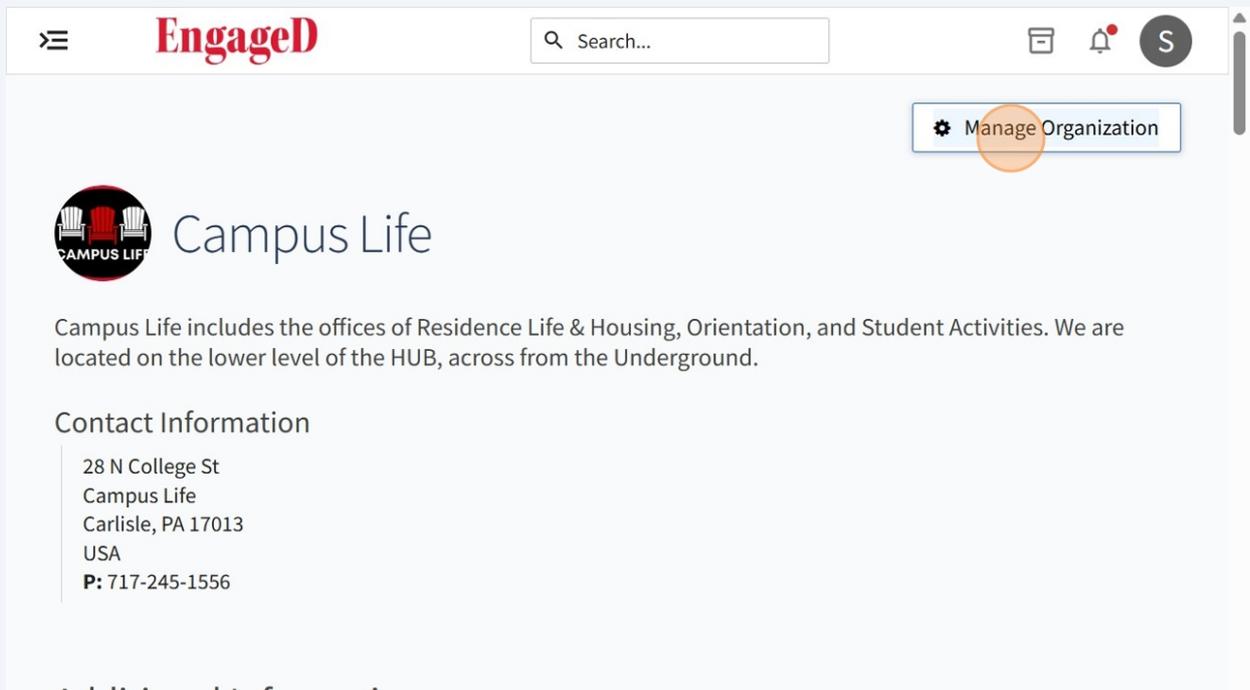
Tuesday, May 27 at 8:30AM EDT
Kaufman 178

D Dickinson's Center for the Futures of Native Peoples

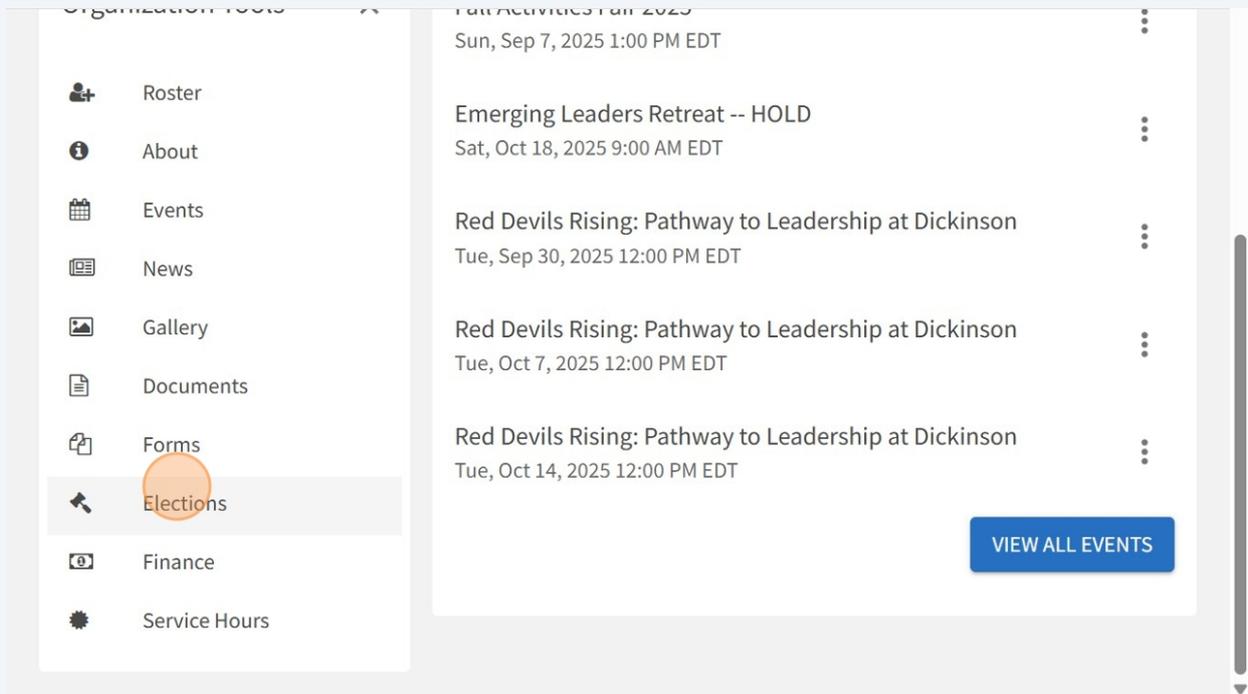
4 Click here.



5 Click "Manage Organization"

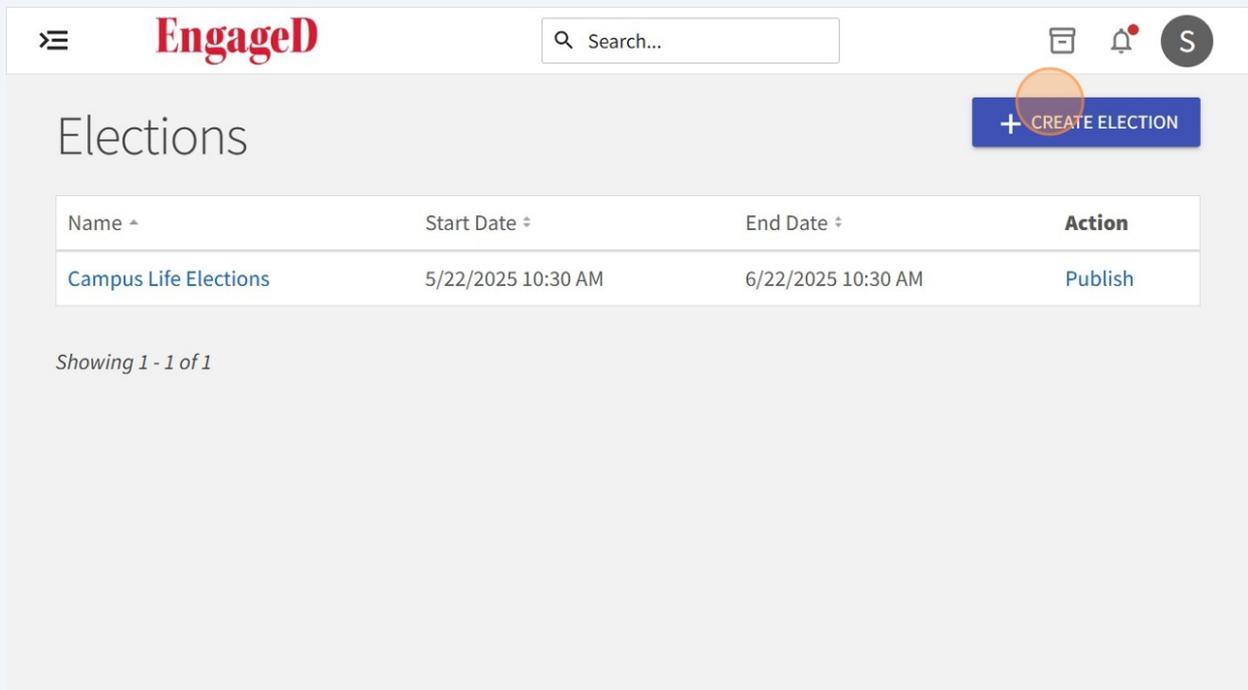


6 Click "Elections"



The screenshot shows a navigation menu on the left side of a web application. The menu items are: Roster, About, Events, News, Gallery, Documents, Forms, Elections (highlighted with an orange circle), Finance, and Service Hours. To the right of the menu, there is a list of events. The first event is "Fall Activities Fair 2025" on Sun, Sep 7, 2025 1:00 PM EDT. The second event is "Emerging Leaders Retreat -- HOLD" on Sat, Oct 18, 2025 9:00 AM EDT. The third event is "Red Devils Rising: Pathway to Leadership at Dickinson" on Tue, Sep 30, 2025 12:00 PM EDT. The fourth event is "Red Devils Rising: Pathway to Leadership at Dickinson" on Tue, Oct 7, 2025 12:00 PM EDT. The fifth event is "Red Devils Rising: Pathway to Leadership at Dickinson" on Tue, Oct 14, 2025 12:00 PM EDT. A blue button labeled "VIEW ALL EVENTS" is located at the bottom right of the event list.

7 Click "Create Election" to begin a new election.



The screenshot shows the EngageD Elections page. The header includes the EngageD logo, a search bar, and navigation icons. The main heading is "Elections". A blue button labeled "+ CREATE ELECTION" is highlighted with an orange circle. Below the heading is a table with the following data:

Name ^	Start Date ^	End Date ^	Action
Campus Life Elections	5/22/2025 10:30 AM	6/22/2025 10:30 AM	Publish

Showing 1 - 1 of 1

8 Title your election.

EngageD

Search...

Create Election

Form fields marked with an asterisk (*) are required

*Name

Include Instructions

Additional Instructions

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, List, Indent

9 Add instructions or a description for members to read before they vote.

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, List, Indent

10 Set the duration of time to hold the election.

The screenshot shows the Engaged app interface. At the top, there is a search bar and a user profile icon. Below the header, there is a large empty rectangular box. Underneath, there are several settings:

- Active
- Start Date and Time**
5/22/2025 10:45 AM
- End Date and Time**
6/22/2025 10:45 AM
- 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

11 At the bottom, there are some additional settings to decide how you would like to hold your election. For example, would you like only people in your organization to be able to vote?

This screenshot is identical to the one above, showing the same election settings. However, the checkbox for "Only Allow Users Listed on the Roster of this Organization to Vote" is now highlighted with an orange circle. At the bottom of the form, there are two buttons: "SAVE" and "CANCEL".

12 Click "Save" to move on to the next step.

A screenshot of a web form for configuring an election. At the top, there is an empty rectangular box. Below it, there is a checkbox labeled "Active" which is currently unchecked. The "Start Date and Time" section includes a date input field with "5/22/2025", a time input field with "10", a dropdown menu showing "45", and a time zone dropdown menu showing "AM". The "End Date and Time" section includes a date input field with "6/22/2025", a time input field with "10", a dropdown menu showing "45", and a time zone dropdown menu showing "AM". There are two checked checkboxes: "Display an alert on the organization homepage when the election is active and voting is open" and "Only Allow Users Listed on the Roster of this Organization to Vote". At the bottom left, there is a blue "SAVE" button with a white plus sign icon, and a "CANCEL" button. A vertical scrollbar is visible on the right side of the form.

13 Click "Create Ballot" to add ballots to the election.

A screenshot of the "Campus Life President" election page. At the top left, there is a blue link with a left arrow icon labeled "BACK TO ELECTIONS". The main heading is "Campus Life President". Below the heading, there are four tabs: "PROPERTIES", "BALLOTS", "RESULTS", and "PUBLISHING OPTIONS". The "BALLOTS" tab is currently selected and underlined. Below the tabs, there is a text prompt: "Create ballots that will be included in your election." To the right of this text is a blue button with a white plus sign icon and the text "CREATE BALLOT".

14 Title your ballot by the position or chair that the ballot is for.

EngageD

Search...

Create Ballot

*Name

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

15 Read through your options before clicking "Save" to move on to the next step.

EngageD

Search...

Create Ballot

*Name

Red Devil

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

16 Choose the format for your ballots (multiple choice, single choice, ranking, etc.).

The screenshot shows a configuration interface for a ballot titled "Red Devil". At the top left, there is a blue arrow icon and the text "BACK TO BALLOTS". Below this, the title "Red Devil" is displayed on the left, and a blue checkmark icon followed by "FORM PROPERTIES" is on the right. In the center, there is a navigation bar with a left arrow, the text "Page 1", and a right arrow. Below the navigation bar, there are two options: "PAGE LIST" with a list icon on the left, and "PAGE PROPERTIES" with a checkmark icon on the right. Underneath, the text "Add New..." is followed by two selectable options. The first option is a blue box with a checkmark icon, a circular icon, the text "Check Box List", and the subtitle "Multiple answers to question (Choose several)". The second option is a white box with a radio button icon, the text "Radio Button List", and the subtitle "Single answer to question (Choose one from few)". Below these options are two empty rectangular boxes, each with a small icon at the bottom center.

17 Type "Do you vote for Red Devil? **tab** Yes **enter** No **enter** Abstain"

18

Enter the question and the possible answers for which people can vote. You could also enter names into the answer portion for people to vote.

Tip: If you create a link to a YouTube or Vimeo video in your question, it will embed the video at the location of your link.

Answer Text

Place one answer per line

Yes
No
Abstain

OK CANCEL

Ranking
Prioritize multiple answers

19

Click "Back to Ballots" to see the rest of the ballots that have been created.

Engaged

Search...

[← BACK TO BALLOTS](#)

Red Devil [FORM PROPERTIES](#)

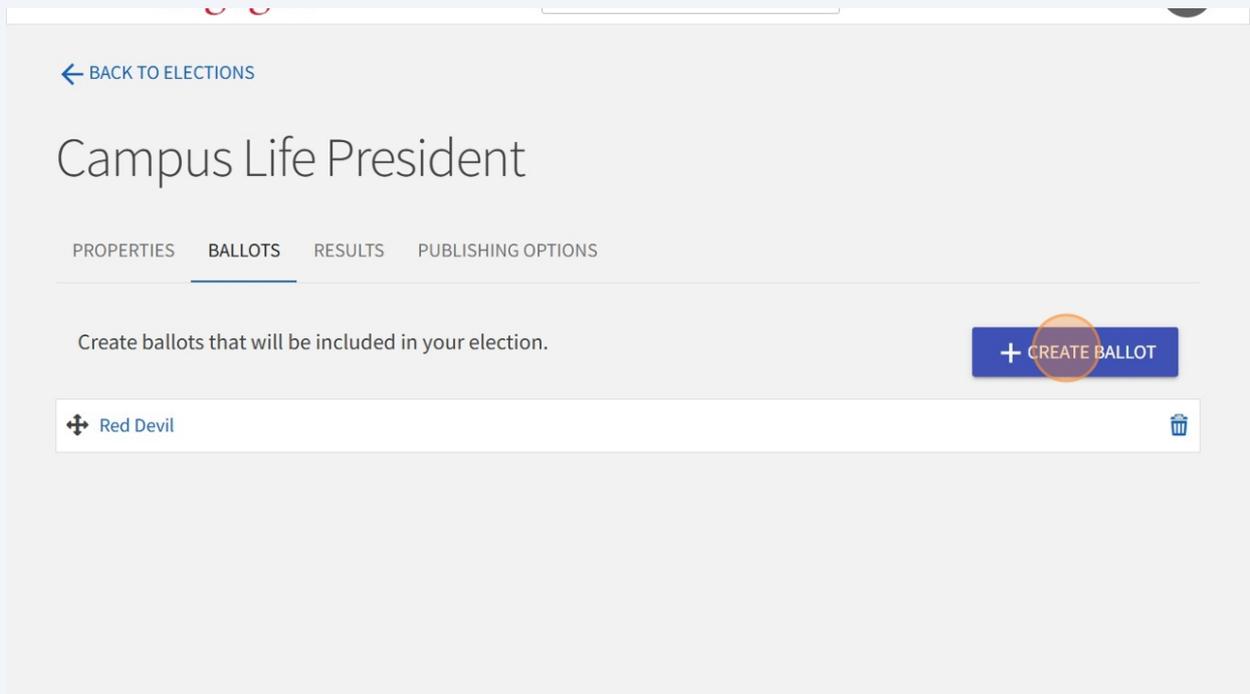
Page 1

[PAGE LIST](#) [PAGE PROPERTIES](#)

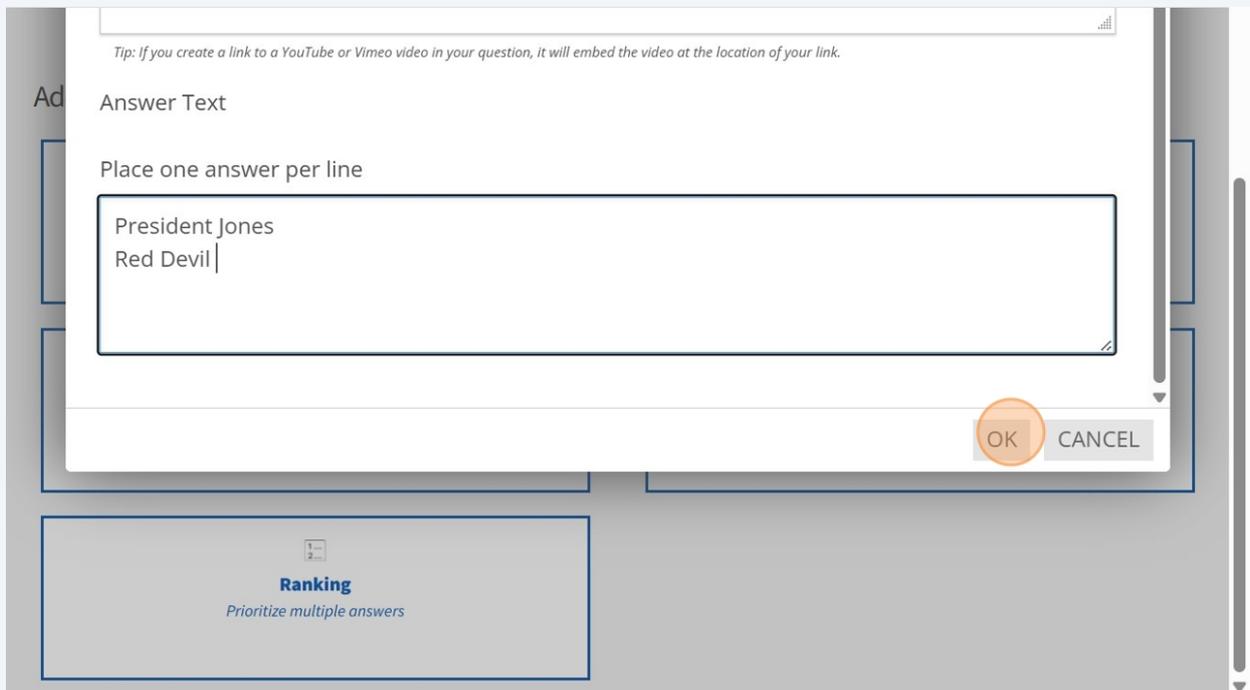
* Do you vote for Red Devil?

Yes
 No
 Abstain

20 Click "Create Ballot" to add another.



21 Click "Ok"



22 This is what the ballot will look like.

The screenshot shows the EngageD interface for a Vice President ballot. At the top, there is a navigation bar with the EngageD logo, a search bar, and icons for home, notifications, and user profile. Below the navigation bar, there is a "BACK TO BALLOTS" link. The main heading is "Vice President". To the right of the heading is a "FORM PROPERTIES" button. Below the heading is a "Page 1" indicator with left and right arrows. Below that are "PAGE LIST" and "PAGE PROPERTIES" buttons. The main content area contains a list of options for casting a vote for Vice President:

- * Cast your vote for Vice President.
- President Jones
- Red Devil

At the bottom left, there is an "Add New..." button.

23 Click "Results" to track results as they come in.

The screenshot shows the EngageD interface for a Campus Life President election. At the top, there is a navigation bar with the EngageD logo, a search bar, and icons for home, notifications, and user profile. Below the navigation bar, there is a "BACK TO ELECTIONS" link. The main heading is "Campus Life President". Below the heading are four tabs: "PROPERTIES", "BALLOTS", "RESULTS", and "PUBLISHING OPTIONS". The "RESULTS" tab is highlighted with an orange circle. Below the tabs is a text prompt: "Create ballots that will be included in your election." To the right of this prompt is a "+ CREATE BALLOT" button. Below the prompt is a list of ballots:

- Red Devil
- Vice President

Each ballot item has a plus icon on the left and a trash icon on the right.

24 You can click the dropdown by each ballot to view results.

PROPERTIES BALLOTS RESULTS PUBLISHING OPTIONS

Show percentages based on:

The total number of votes cast ⓘ

The total number of voters ⓘ

[EXPORT ALL VOTES](#) [EXPORT ALL VOTERS](#)

Red Devil Voters: 0 ▾

Vice President Voters: 0 ▲

Results [EXPORT BALLOT VOTES](#)

Question	Count	Percent
Cast your vote for Vice President.		
President Jones	0	0%
Red Devil	0	0%

25 Click "Publishing Options" to share the link to your elections within your group. You can also choose to have an alert on your organization homepage in EngageD.

[← BACK TO ELECTIONS](#)

Campus Life President

PROPERTIES BALLOTS RESULTS PUBLISHING OPTIONS

Election Alert

Display an alert on the organization homepage when the election is active and voting is open

You may use the URL below when encouraging others to vote in this election. You MUST use the URL below as election URLs copied from your browser address bar will NOT work for other users.

Election Link

<https://dickinson.campuslabs.com/engage/submitter/election/start/687447>

[SAVE](#) [CANCEL](#)



The election function can be used for many functions, not just voting for a new executive board. You can use it for constitutional updates, scheduling decisions, or anything else pertaining to your club.

It is *vital* that you update the your organization roster immediately after finishing elections.