

MU Extension Council Application

Defining Districts

To access the MU Extension Council Application open Internet Explorer, and go to:

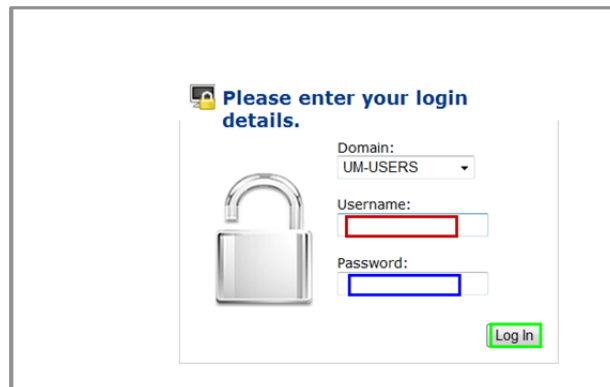
<https://extensionapps.missouri.edu/extcouncil/>

On the login page make sure that your domain is selected.

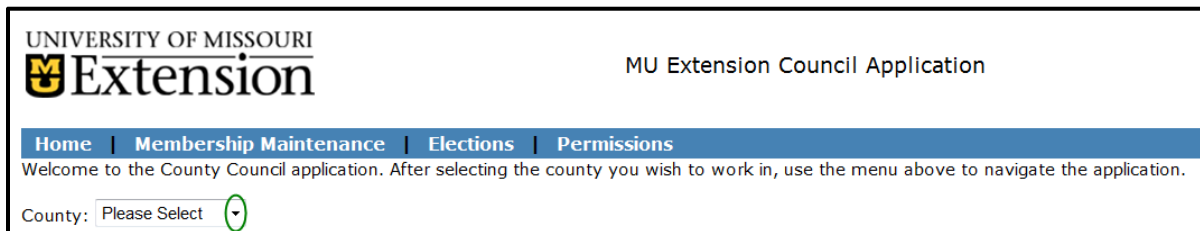
Enter your username in the **username field**

Enter your password in the **password field**

Click **Log In**



After you have logged in you will be at the home page; on the home page you will **select the county** for which you need to enter and update council data. In the county list you will see the names of the counties to which you have been assigned.

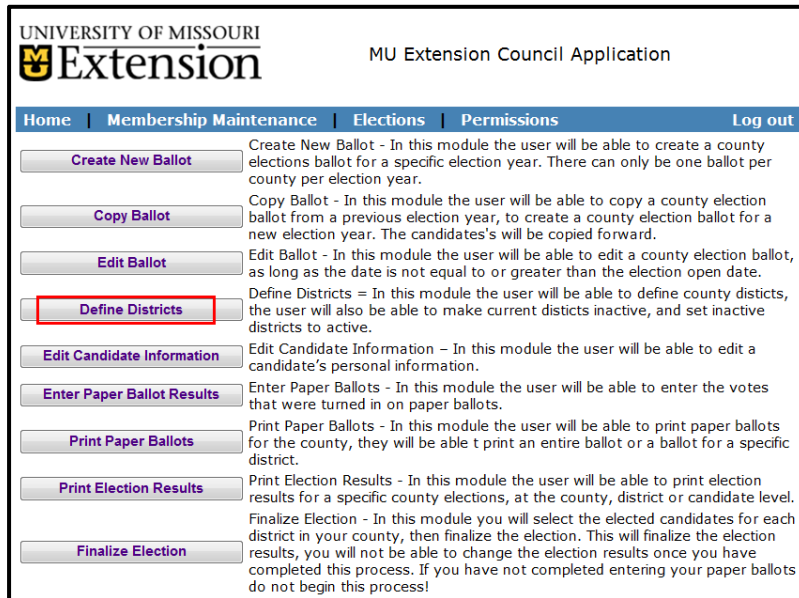


****If you need access to an additional county, please contact the CPD for that county. The CPD will then submit the request to Paula Hudson and you will be given access. ****

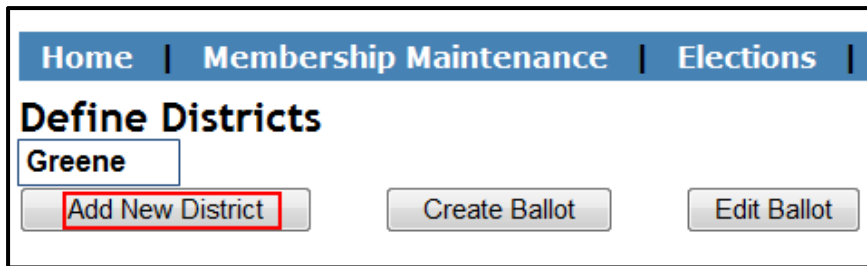
To define the county districts, after you have selected the county; on the blue navigation toolbar click on **Elections**.



On the Elections page click on **Define Districts**. Here you can define county districts, make current districts inactive and set inactive districts to active. Every county must have at least one district.



Before you can add a district to a county election ballot, or add a candidate to a county ballot the county must have at least one district. To add a district to a county click **Add New District.**



You will be required to enter the following information for the district:

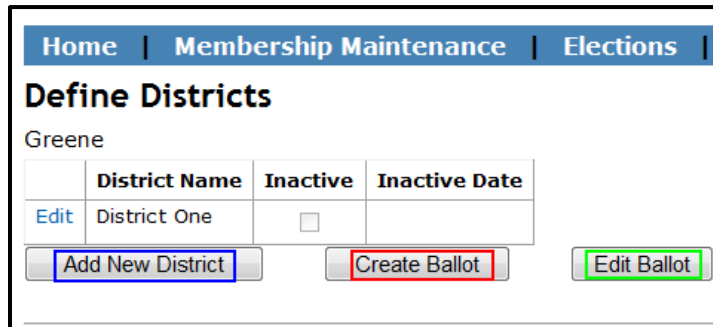
District Name: Most counties use District followed by a roman numeral, every county must have at least one district. (Example: District I, District II)

District Description: This is a brief description of the district; (Example: East of 291, if you only have one district you will enter a statement that says the district is the entire county or the county name).

District Boundaries: This is the geographical boundaries of the district.
Example: West border is Highway 291, East border is Jackson County line, if you only have one district you will enter a statement to the effect that the county lines are the boundaries.

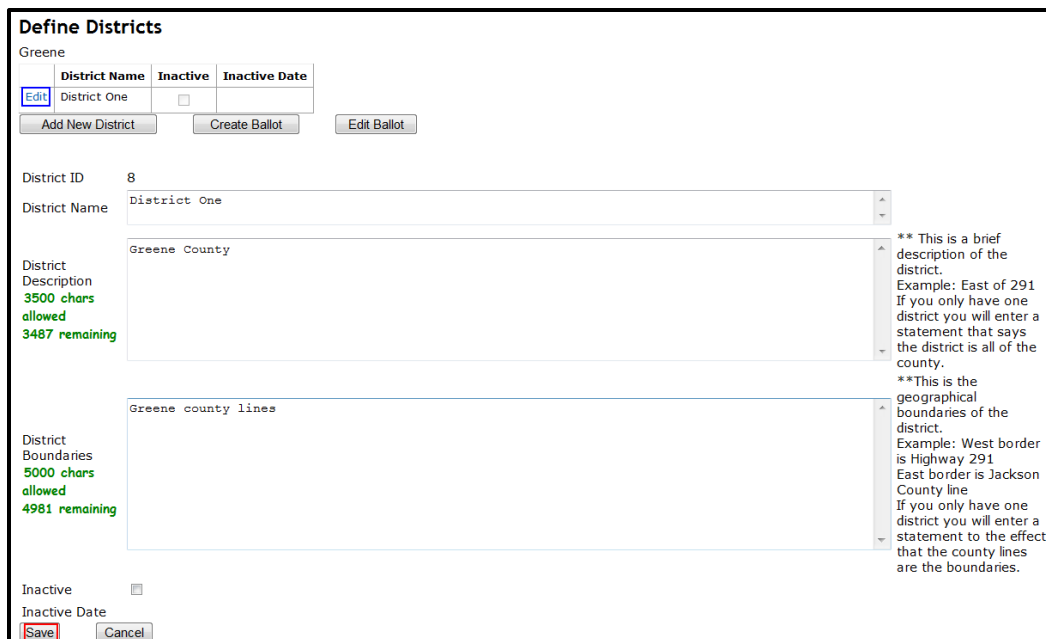
After you have entered the district information click **Save.**

You can then add another district or click on **Create Ballot** to create a new ballot or **Edit Ballot** to edit an existing ballot.



To **edit** a district click the edit link next to the district, make the changes then click save.

To change the status of a district click the **edit** link next to the district, scroll to the bottom of the district information area then select or deselect **Inactive**, click on **save** to save your changes.



****You cannot delete a district once it has been created, you can edit the district information or make it inactive. If in the future the county council changes the districts you will return to this module and update the district status, making those districts that have been eliminated inactive.**