

MU Extension Council Application

Edit Ballot

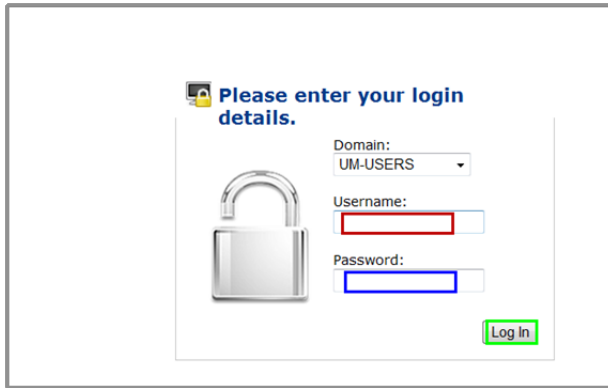
To access the MU Extension Council Application open Internet Explorer, and go to:
<https://extensionapps.missouri.edu/extcouncil/>

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

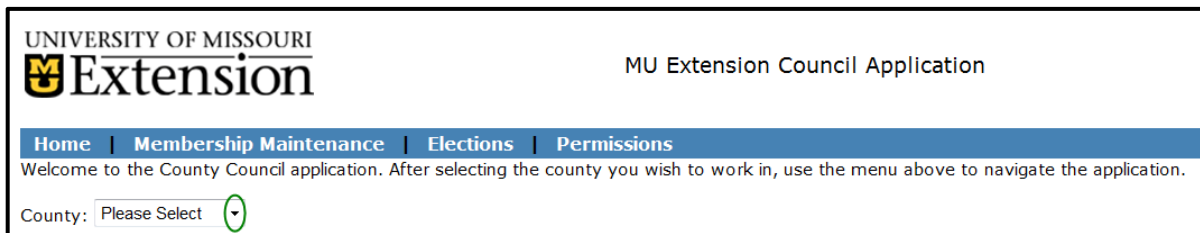
Enter your username in the **username field**

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.

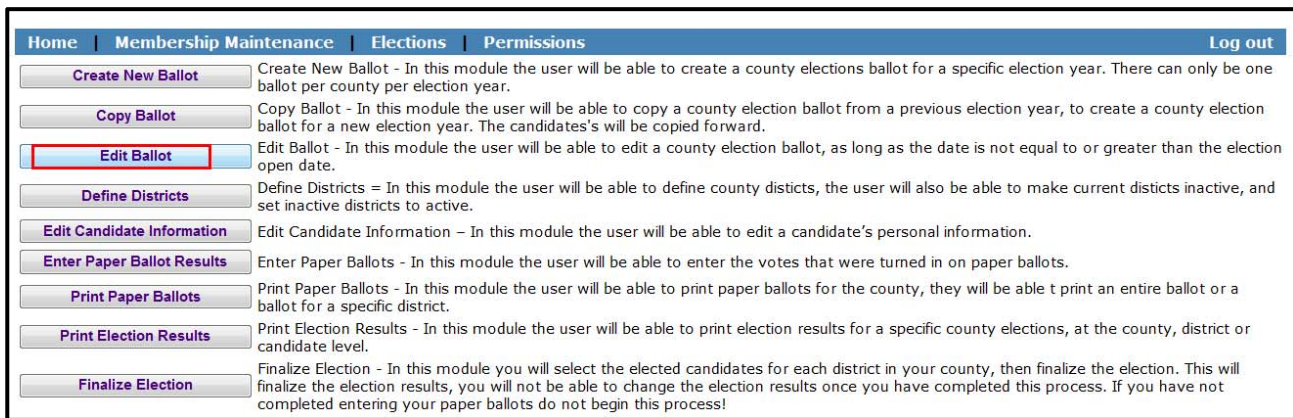


****If you need access to an additional county, please contact the CPD for that county. The CPD will then submit the request to Paula Hudson and you will be given access. ****

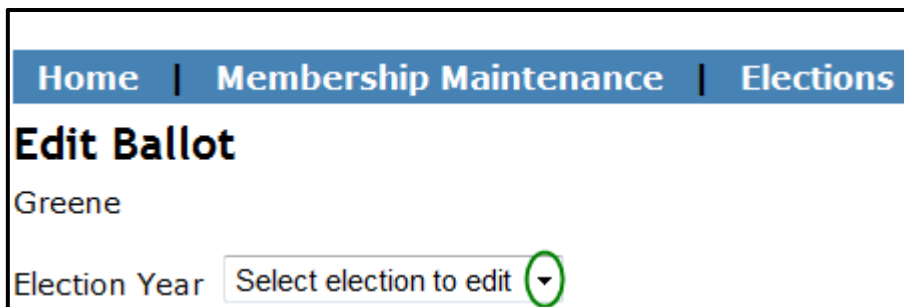
To edit a ballot, after you have selected the county; on the blue navigation toolbar click on **Elections.**



On the Elections page click on **Edit Ballot**



Select the **election year** you will not be able to edit an election after the election open date has passed.



County Ballot

On the ballot page enter the ballot instructions. These instructions will be used for the online ballot and paper ballot. Please note that your county can still use this system even if they are not offering online elections.

The MU Extension Council Application is designed to include specific information on the ballot automatically. This information is as follows:

County Name

Election Dates

University of Missouri Extension disclaimer containing the election statutes

District Names, district description, district boundaries,

Number of candidates to vote for in each district

University of Missouri Extension EEO Disclaimer

Age verification statement on printed ballot

With the inclusion of this information by the system, you do not need to include it in the election narrative or in the paper instructions.

Ballot Tab

On the ballot tab you will enter the following:

Election Narrative – the election narrative should provide basic voting instructions to the voter. The election narrative will appear on both the online ballot and paper ballot.

When writing the election narrative you might consider including some of these instructions:

All residents of (insert count name), who are 18 years of age or older may vote one time in the County Extension Council election.

Provide a brief description of the purpose of county council members, along with how the University of Missouri Extension interacts with the county council.

Provide a name and phone number for the contact person to direct their election questions.

Election open date: This is the date the election opens, if this county is offering online elections this date is the first date that the ballot will be available on this counties website.

Election close date: This is the date the election closes, if this county is offering online elections this date is the last date that the ballot will be available on the counties website. This date will automatically be printed at the top of the paper ballot.

Paper ballot instructions: The paper ballot instructions only appear on the printed paper ballots. These instructions should tell voters when the ballot is due, where to mail the ballot to, and if the ballot can be faxed it should provide the fax number.

Select items to display on paper ballot: Select the individual items that need to be displayed on the county paper ballot, these items are used for voter verification. The voter verification item options are:

Signature

Address

City

Phone

Email

Click Save, to save your ballot information

This is the ballot tab page, after entering your ballot information click on save. Next you can select either Districts or Candidates to continue setting up the county ballot. Before candidates can be added to a counties ballot the districts have to have been added to the ballot.

UNIVERSITY OF MISSOURI
Extension

MU Extension Council Application

Home | Membership Maintenance | Elections | Permissions Log out

Edit Ballot

Greene

Election year: 2012

Ballot | **Districts** | Candidates

Election Narrative
8000 chars allowed
8000 remaining

Election Open Date

Election Close Date

Paper Instructions
8000 chars allowed
8000 remaining

Please select the items that you would like displayed on the paper ballot to be used for voter verification.

Signature

Address

City

Phone

E-Mail

Paula Hudson
HudsonP@missouri.edu

University of Missouri Extension does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or status as a Vietnam-era veteran in employment or programs.

Districts

To add districts to the ballot click on the **districts** tab.



The screenshot shows the 'Edit Ballot' interface for Greene. At the top, it says 'Greene' and 'Election year: 2012'. There are 'Save' and 'Preview Ballot' buttons. Below these are three tabs: 'Ballot', 'Districts', and 'Candidates'. The 'Districts' tab is highlighted with a red box. Below the tabs, there is a text area containing the text: 'This ballot lists nominees for election to the University of Missouri' and 'All Greene County citizens of voting age are eligible to vote. For pu'.

On the districts tab you can add districts to the ballot, edit district election details & delete a district from a ballot.

Adding a district to a ballot:

To add a district to the ballot click **Add a District to the Ballot.**



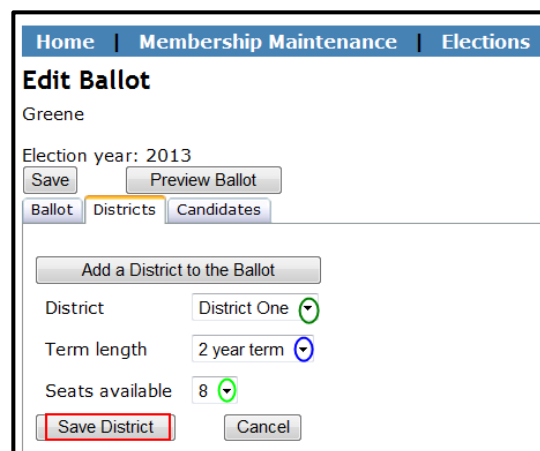
The screenshot shows the 'Edit Ballot' interface for Greene. At the top, it says 'Greene' and 'Election year: 2012'. There are 'Save' and 'Preview Ballot' buttons. Below these are three tabs: 'Ballot', 'Districts', and 'Candidates'. The 'Districts' tab is highlighted with a yellow box. Below the tabs, there is a button labeled 'Add a District to the Ballot' which is highlighted with a red box.

Select the **District**

Select the **term length** – this is how long the elected candidates will serve.

Select **seats available** – this is the number of candidates that will be elected. This number is used to tell voters how many candidates to vote for.

Click **Save District.**




The screenshot shows the 'Edit Ballot' interface for Greene. At the top, it says 'Greene' and 'Election year: 2013'. There are 'Save' and 'Preview Ballot' buttons. Below these are three tabs: 'Ballot', 'Districts', and 'Candidates'. The 'Districts' tab is highlighted with a yellow box. Below the tabs, there is a button labeled 'Add a District to the Ballot'. Below this button are three dropdown menus: 'District' (set to 'District One'), 'Term length' (set to '2 year term'), and 'Seats available' (set to '8'). At the bottom, there are two buttons: 'Save District' (highlighted with a red box) and 'Cancel'.

To add another district click **Add a District to the Ballot.**

If you need to edit the districts ballot information click the **edit** link next to the district name.

To delete a district from the ballot click the delete link at the end of the district line.

If you want to work with the candidate information click on the **Candidates tab**.



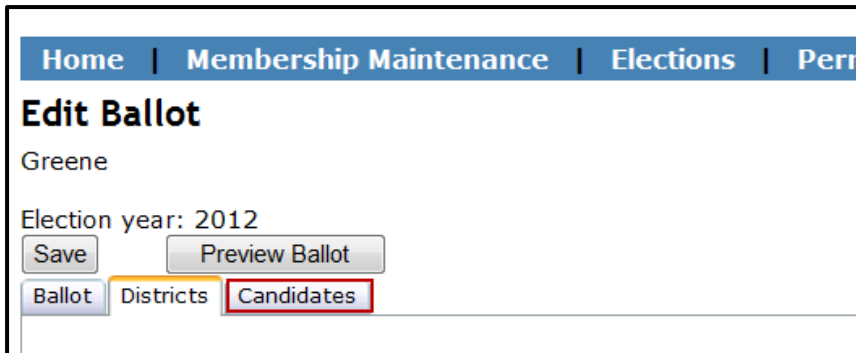
The screenshot shows a web interface for editing a ballot. At the top, there is a navigation bar with links for Home, Membership Maintenance, Elections, and Permissions. Below this is the title 'Edit Ballot' and the name 'Greene'. The election year is set to 2012. There are buttons for 'Save' and 'Preview Ballot'. Below these are three tabs: 'Ballot', 'Districts', and 'Candidates'. The 'Candidates' tab is highlighted with a red box. A blue arrow points from the text above to this tab. Below the tabs is a table with the following data:

	District Name	Term length	Elected council seats	
Edit	District One	2	8	Delete

Below the table is a button labeled 'Add a District to the Ballot'.

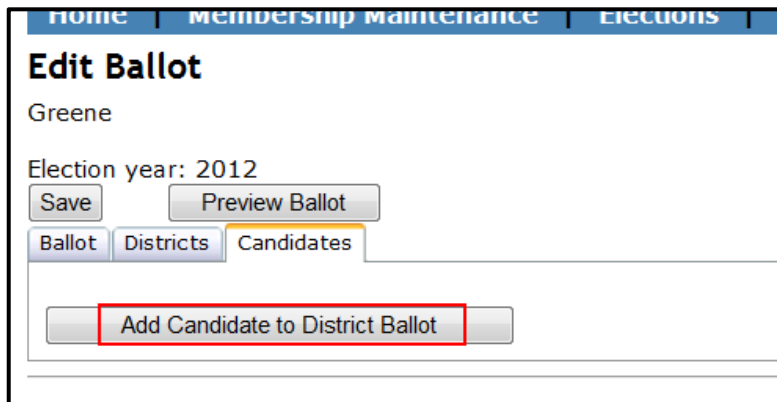
Candidates

To add the candidates to the district ballot click **on the candidates** tab.



On the candidates tab you can add candidates to the district ballot or delete candidates from the district ballot.

To add a candidate to a district ballot, click on **Add Candidate to District Ballot**.



In the **Last Name field** enter the candidate's last name, or you can enter the first letter of the candidate's last name.

Click on **find** to search the database for the candidate.

Edit Ballot

Greene

Election year: 2012

	First Name	Last Name	District Name	
Edit	Carl	Allison	District One	Delete
Edit	Sandra	Baron	District One	Delete
Edit	Scott	Burns	District One	Delete
Edit	Kimberly	Collins	District One	Delete
Edit	Linda	Dixon	District One	Delete
Edit	Don	Garner	District One	Delete
Edit	Jessica	Garrison	District One	Delete
Edit	Timothy	Hamilton	District One	Delete
Edit	Terrie	Johnson	District One	Delete
Edit	Patricia	Landau	District One	Delete
Edit	Craig	Williams	District One	Delete

|

Last Name

A list of customers matching the search criteria, who have a home address in the same county as the ballot county and have a date of birth on file where the customer is eighteen years of age or older will be returned.

Election year: 2012
Save Preview Ballot
Ballot Districts Candidates

	First Name	Last Name	District Name	
Edit	Carl	Allison	District One	Delete
Edit	Sandra	Baron	District One	Delete
Edit	Scott	Burns	District One	Delete
Edit	Kimberly	Collins	District One	Delete
Edit	Linda	Dixon	District One	Delete
Edit	Don	Garner	District One	Delete
Edit	Jessica	Garrison	District One	Delete
Edit	Timothy	Hamilton	District One	Delete
Edit	Terrie	Johnson	District One	Delete
Edit	Patricia	Landau	District One	Delete
Edit	Craig	Williams	District One	Delete

Add Candidate to District Ballot
Find Cancel Add a New Customer

Last Name Schafer%

	CUSTOMERID	First Name	Last Name	Address	City	Zip Code
Select	62669	Alexander	Schafer	3566 W Winchester Rd	Springfield	65807
Select	62508	Amy	Schafer	3566 W Winchester Rd	Springfield	65807
Select	44655	Marda	Schafer	5853 W Farm Road 94	Springfield	65803
Select	55113	Mikalah	Schafer	5853 W Farm Road 94	Springfield	65803

If the candidate's name is in the list of returned customers click the **select** link next to the candidate name.

Select the **district** - this is the district where the candidate lives, and is running for county council office.

Biography link - if you have a biography page that you wish to have a link displayed next to the candidates name on the online election enter the full web URL here. Example: <http://extension.missouri.edu/greene/documents/aschafer.pdf>
See instructions on webteam for creating candidate bio docs.

Click **Save Candidate** to add the candidate to the district ballot.

Edit Ballot
Greene
Election year: 2012
Save Preview Ballot
Ballot Districts Candidates

	First Name	Last Name	District Name	
Edit	Carl	Allison	District One	Delete
Edit	Sandra	Baron	District One	Delete
Edit	Scott	Burns	District One	Delete
Edit	Kimberly	Collins	District One	Delete
Edit	Linda	Dixon	District One	Delete
Edit	Don	Garner	District One	Delete
Edit	Jessica	Garrison	District One	Delete
Edit	Timothy	Hamilton	District One	Delete
Edit	Terrie	Johnson	District One	Delete
Edit	Patricia	Landau	District One	Delete
Edit	Craig	Williams	District One	Delete

Add Candidate to District Ballot

CustomerID 62669
Name Alexander Schafer
District District One

Biography Link

Save Candidate Cancel

If the candidate's name is not on the list of returned customers click on Add a New Customer. The add a new customer screen is the same screen that is used in Volunteer Screening and in Webapps.

*If you are sure that a candidate is in the system and they were not listed, open another tab in your browser, and log into Webapps: <http://extension.missouri.edu/webapps>

On the blue navigational toolbar in Webapps click on Customers

In the customer module click on Edit Customer

In the Last Name field enter the candidate's last name

Click on Find

If the candidate is listed here click the select link next to their name.

Look at the customer page; make sure that they have the following information:

Address

County – is the county the same as the county ballot that you are trying to add them to?

Date of birth, if they have a date of birth the field will say DOB on file.

If any of the above information is missing or incorrect make the necessary changes then click Update to save the changes. You can return to the MU Extension Council Application and add the candidate to the ballot.

If everything appeared correctly contact Paula Hudson at ETCS and have her verify that the Date of Birth on file for this candidate shows that the candidate is 18 years of age or older.

Close your Webapps tab and click on your MU Extension Council Application tab, if you closed your MU Extension Council Application tab you will need to log back in. After logging back into the MU Extension Council Application tab you will need to select the county that you were working on, then go to the Elections Module and select Edit Ballot.

Click on the candidates tab

Click on Add Candidate to District Ballot

Enter the candidate's last name in the last name field

Click Find

The candidate should now be listed

Click the select link next to the candidate

Election year: 2013

Save Preview Ballot

Ballot Districts Candidates

	First Name	Last Name	District Name	
Edit	Carl	Allison	District One	Delete
Edit	Sandra	Baron	District One	Delete
Edit	Scott	Burns	District One	Delete
Edit	Jennifer	Cantrell	District One	Delete
Edit	Danielle	Chayer	District One	Delete
Edit	Kimberly	Collins	District One	Delete
Edit	Linda	Dixon	District One	Delete
Edit	Don	Garner	District One	Delete
Edit	Jessica	Garrison	District One	Delete
Edit	Timothy	Hamilton	District One	Delete
Edit	Terrie	Johnson	District One	Delete
Edit	Patricia	Landau	District One	Delete
Edit	Alexander	Schafer	District One	Delete
Edit	Craig	Williams	District One	Delete

Add Candidate to District Ballot

Find | Cancel | Add a New Customer

Last Name Bengal%

Select the district – this is the district where the candidate lives, and is running for county council office.

Biography link – if you have a biography page that you wish to have a link displayed next to the candidates name on the online election enter the full web URL here. Example: <http://extension.missouri.edu/greene/documents/aschafer.pdf>

Click Save Candidate to add the candidate to the district ballot.

If your candidate is not in the customer database click Add a New Customer

Election year: 2013

Save Preview Ballot

Ballot Districts Candidates

	First Name	Last Name	District Name	
Edit	Carl	Allison	District One	Delete
Edit	Sandra	Baron	District One	Delete
Edit	Scott	Burns	District One	Delete
Edit	Jennifer	Cantrell	District One	Delete
Edit	Danielle	Chayer	District One	Delete
Edit	Kimberly	Collins	District One	Delete
Edit	Linda	Dixon	District One	Delete
Edit	Don	Garner	District One	Delete
Edit	Jessica	Garrison	District One	Delete
Edit	Timothy	Hamilton	District One	Delete
Edit	Terrie	Johnson	District One	Delete
Edit	Patricia	Landau	District One	Delete
Edit	Alexander	Schafer	District One	Delete
Edit	Craig	Williams	District One	Delete

Add Candidate to District Ballot

Find | Cancel | Add a New Customer

Last Name Bengal%

The Customer screen is the same screen that is used in Volunteer screening and in Create New Customer in Webapps. The highlighted fields are required fields. This information will carry over to the Council Member Maintenance Module for elected council members.

After you enter the candidates address line 1 and Zip Code click Verify Address, if the system can verify the address with the post office the candidate's city, state, and county will be filled in for you.

After you enter the candidate's information, Click update to save the candidate's information.

You will be returned to add the candidate to the district ballot.

The screenshot shows a web application interface for adding a new customer. At the top, there are navigation links: 'Edit', 'Craig Williams', 'District One', and 'Delete'. Below this is a button 'Add Candidate to District Ballot' and a search bar with 'Find', 'Cancel', and 'Add a New Customer' options. The 'Last Name' field contains 'Bengal%'. A callout box on the right says 'The highlighted fields are required fields.' The main section is titled 'New Customer Entry' and has 'Update' and 'Cancel' buttons. The form fields are as follows:

- First Name**: Required field (highlighted yellow), empty text input.
- Middle Name**: Empty text input.
- Last Name**: Required field (highlighted yellow), contains 'Bengal'.
- Address Line 1**: Required field (highlighted yellow), empty text input.
- Zip Code**: Required field (highlighted yellow), empty text input with a 'Verify Address' button to its right.
- Address Line 2**: Empty text input.
- City**: Required field (highlighted yellow), empty text input.
- State**: Required field (highlighted yellow), dropdown menu showing 'Missouri'.
- Zip Plus 4**: Empty text input.
- Country**: Required field (highlighted yellow), dropdown menu showing 'USA'.
- County**: Required field (highlighted yellow), dropdown menu showing 'Select Missouri County'.
- Sex**: Required field (highlighted yellow), dropdown menu showing 'Unknown'.
- Race**: Required field (highlighted yellow), dropdown menu showing 'Unknown'.
- Hispanic**: Required field (highlighted yellow), dropdown menu showing 'No'.
- Home Phone**: Empty text input.
- Cell Phone**: Empty text input.
- Text Provider**: Dropdown menu showing 'No not send me text messages'.
- E-mail address**: Empty text input.
- Date of Birth**: Required field (highlighted yellow), empty text input.
- Veteran Status**: Required field (highlighted yellow), dropdown menu showing 'Unknown'.
- Disabled**: Required field (highlighted yellow), dropdown menu showing 'No'.
- Contact Preference**: Required field (highlighted yellow), dropdown menu showing 'Please do not contact'.
- Areas of Interest**: A list of checkboxes with expand/collapse icons:
 - Degrees and courses
 - 4-H
 - Agriculture
 - Natural resources
 - Lawn and garden
 - Home and consumer life
 - Nutrition and health
 - Families and relationships
 - Community and leadership
 - Business and careers
 - Emergency management
 - Arts and entertainment
 - Technology
 - Areas of study

Select the **district** -- this is the district where the candidate lives and is running for county council office.

Biography link -- if you have a biography page that you wish to have a link displayed next to the candidates name on the online election enter the full web URL here. Example: <http://extension.missouri.edu/greene/documents/aschafer.pdf>

Click **Save Candidate** to add the candidate to the district ballot.

Edit Ballot
Greene
Election year: 2012
[Save] [Preview Ballot]
[Ballot] [Districts] [Candidates]

	First Name	Last Name	District Name	
[Edit]	Carl	Allison	District One	[Delete]
[Edit]	Sandra	Baron	District One	[Delete]
[Edit]	Scott	Burns	District One	[Delete]
[Edit]	Kimberly	Collins	District One	[Delete]
[Edit]	Linda	Dixon	District One	[Delete]
[Edit]	Don	Gamer	District One	[Delete]
[Edit]	Jessica	Garrison	District One	[Delete]
[Edit]	Timothy	Hamilton	District One	[Delete]
[Edit]	Terrie	Johnson	District One	[Delete]
[Edit]	Patricia	Landau	District One	[Delete]
[Edit]	Craig	Williams	District One	[Delete]

[Add Candidate to District Ballot]
CustomerID 62669
Name Alexander Schafer
District District One
Biography Link type the complete path including the directory, folder & file name where the candidate biography can be found.
[Save Candidate] [Cancel]

To add another candidate to the ballot click Add Candidate to District Ballot.

When you are finished adding candidates to the district ballots click **Save.**

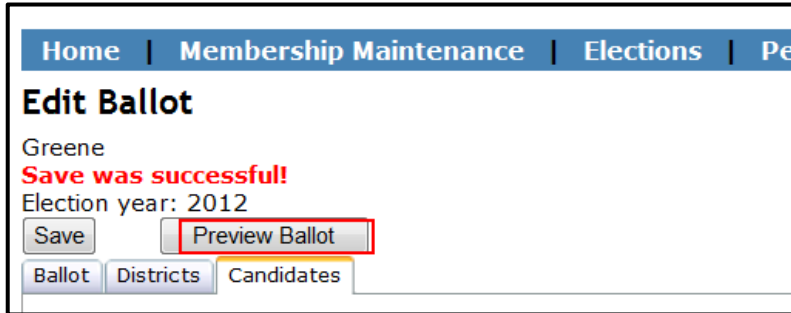
If you want to preview the county ballot click Preview Ballot.

Edit Ballot
Greene
Election year: 2012
[Save] [Preview Ballot]
[Ballot] [Districts] [Candidates]

	First Name	Last Name	District Name	
[Edit]	Carl	Allison	District One	[Delete]

Preview Ballot

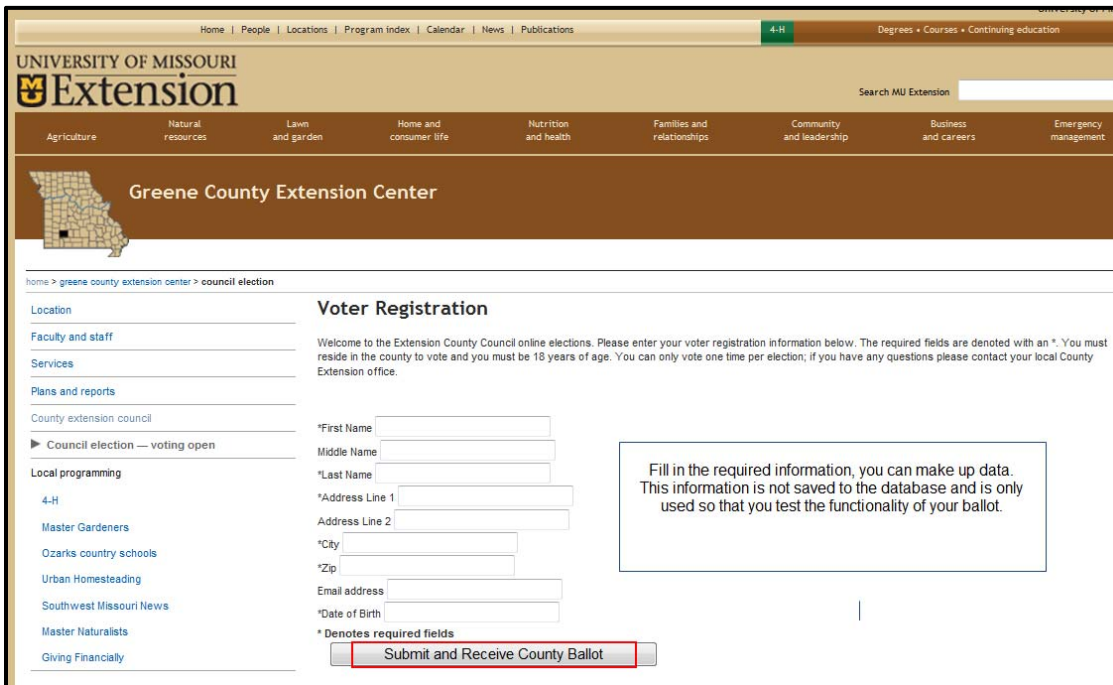
To preview the county ballot click **preview ballot** when you preview the ballot you will go through the same process that an actual voter who is voting online will go through. When you preview the ballot the data that you enter does not save to the database.



The screenshot shows a web interface with a blue navigation bar containing 'Home | Membership Maintenance | Elections | Pe'. Below the navigation bar is the title 'Edit Ballot' and the name 'Greene'. A red message says 'Save was successful!'. Below that, it says 'Election year: 2012'. There are two buttons: 'Save' and 'Preview Ballot', with the latter highlighted by a red box. At the bottom, there are three tabs: 'Ballot', 'Districts', and 'Candidates'.

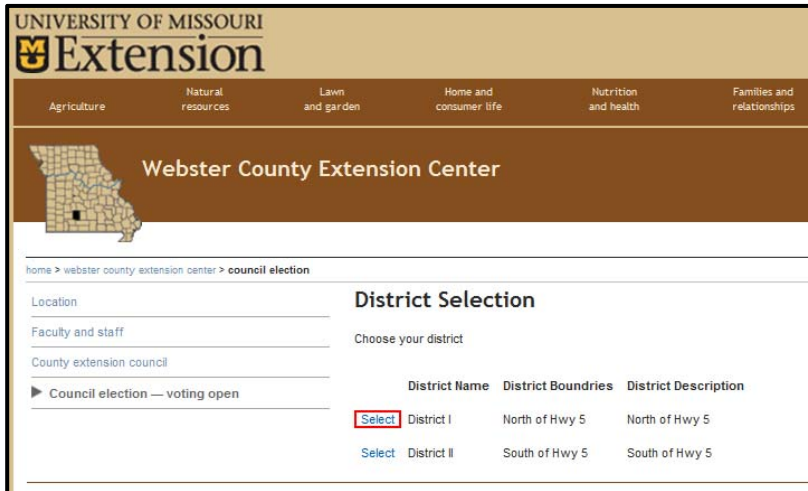
After clicking preview ballot the voter registration page will open. Enter the voter registration information as if you were the actual voter. The required fields are denoted with an *. This information is used to prevent a voter from voting twice in the same election. When you are previewing a ballot this information is not stored in the database.

Click **Submit and Receive County Ballot**



The screenshot shows the 'Voter Registration' page on the University of Missouri Extension website. The page has a brown header with the 'UNIVERSITY OF MISSOURI Extension' logo and a search bar. Below the header is a navigation menu with categories like 'Agriculture', 'Natural resources', 'Lawn and garden', etc. The main content area is titled 'Greene County Extension Center' and 'Voter Registration'. It includes a welcome message and a form with fields for 'First Name', 'Middle Name', 'Last Name', 'Address Line 1', 'Address Line 2', 'City', 'Zip', 'Email address', and 'Date of Birth'. A red box highlights the 'Submit and Receive County Ballot' button. A text box on the right says: 'Fill in the required information, you can make up data. This information is not saved to the database and is only used so that you test the functionality of your ballot.'

If your county has more than one district on the ballot being previewed, you will then click the **select** link next to the district ballot that you want to vote with.



On the district ballot you will see the following information:

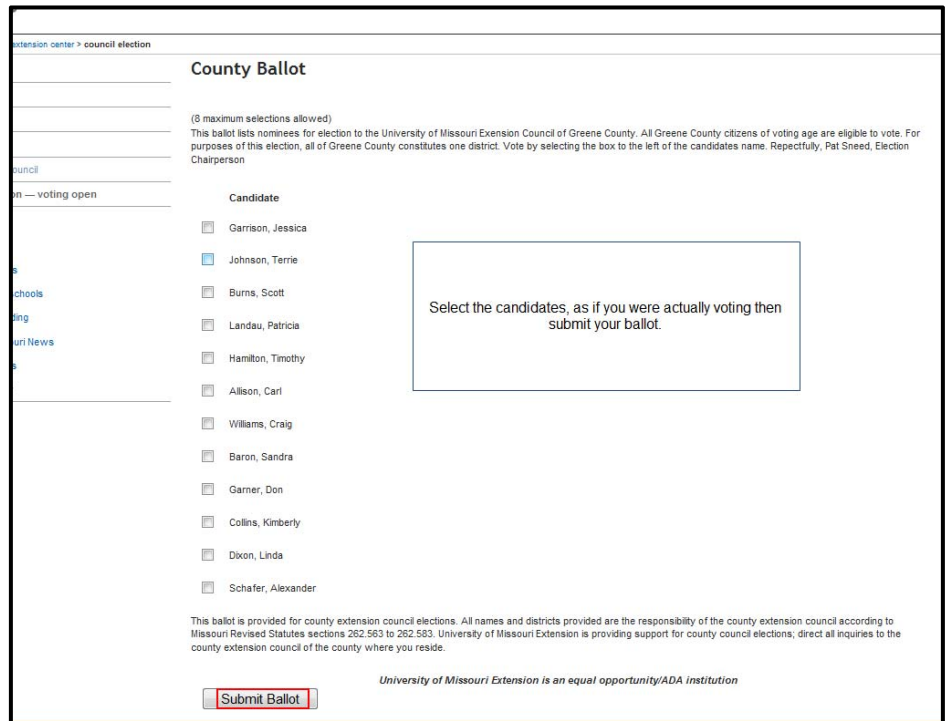
Election Narrative

Number of candidates to vote for

List of candidates

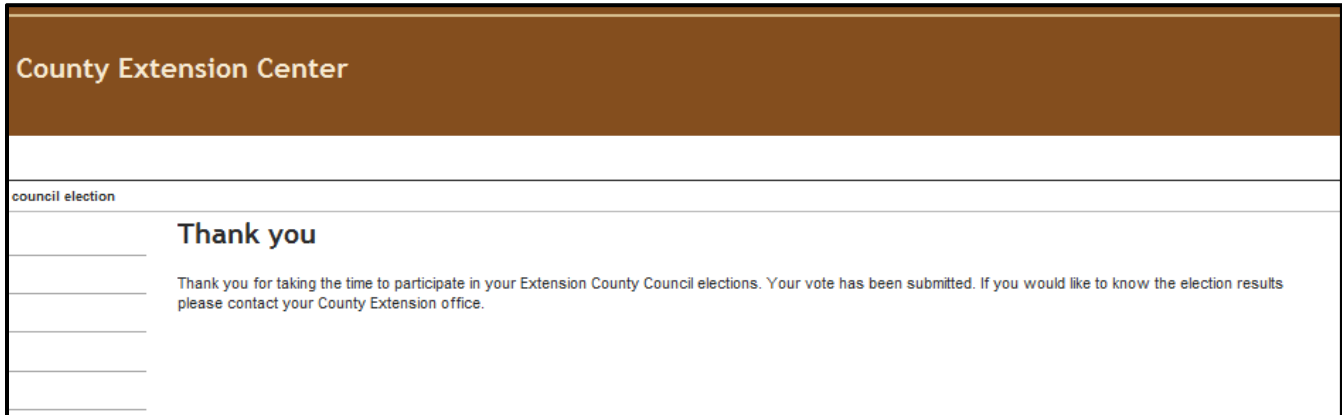
University of Missouri Extension disclaimer containing the election statutes

University of Missouri EEO disclaimer



After selecting the candidates that you wish to vote for click on **Submit Ballot**, the system will require that a voter vote for at least one candidate and it will not allow a voter to vote for more than the maximum number of allowed candidates.

After the ballot has been submitted the ballot thank you page will be displayed. Click on the X in the upper right hand corner to close the ballot preview and return to the MU Extension Council Application. Click Save again to make sure that your ballot is saved.



To make changes to this ballot in the future you will go to the election module, and then click on edit ballot. Select the election year you need to edit. The ballot will open.

Once an election open date has occurred a ballot cannot be edited. If you have an issue with a ballot and the election open date has passed contact the county CPD.