

# MU Extension Council Application

## Elections Overview

**Your county office does not have to offer online elections to use this system. If the county council only wants to have paper elections you still need to use this system for your elections.**

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

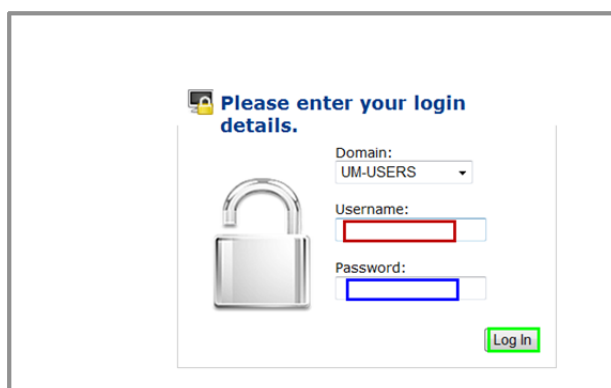
<https://extensionapps.missouri.edu/extcouncil/>

On the login page make sure that your domain selected.

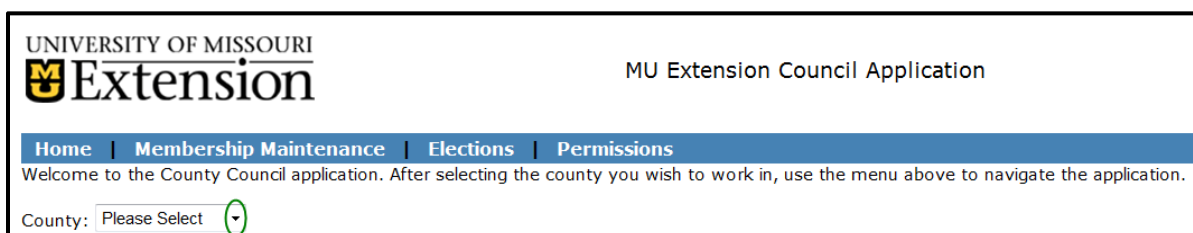
Enter your username in the username field

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. \*\***

When a county first begins using the Elections module in the MU Extension Council Application it is imperative that the county first define the county districts. If a county only has one district they still must have one district.

The following guidelines are designed to help you with the Elections workflow.

1. Select the county for which you need to enter and update council data.
2. **Define Districts**  
If a county has never defined a district then this step must be completed before you can add a district to the ballot or a candidate to a district ballot.
3. **Create New Ballot**  
If a county has never created a ballot before then they will need to select Create New Ballot to set up the initial county ballot. If the county has already created ballots then you might want to copy a ballot instead of creating one from scratch.
4. **Edit Ballot**  
If changes are needed to an existing ballot, or candidates need to be added to the ballot or dropped from the ballot, you will select edit ballot. A ballot cannot be edited after the election open date has occurred.
5. **Print Paper Ballot**  
Once the ballot is complete, the county will want paper ballots printed to have on hand in the county office for the election period. You cannot print a paper ballot after the election close date. If the extension council wants a copy of the paper ballot in the election file make sure to print the ballot before the election close date. If your county has more than one district you can print ballots for individual districts or for all of the districts. This feature will allow you to send a voter a ballot for the district that they live in if requested.
6. **Enter Paper Ballot Results**  
When the county starts receiving returned paper ballots these need to be entered into the system. The system tracks the ballots that are entered manually and is able to give results that show how many online votes were received and how many paper ballot votes were received. Paper ballot results can be entered by district or for all districts; each ballot must be entered separately. Make sure you have a procedure to ensure ballots don't get entered more than one time.

**7. Print Election Results**

After the county has completed entering the paper ballot results, the election results need to be printed. The CPD needs to verify the results.

**8. Finalize Elections**

After the CPD and Extension Council have designated who the newly elected council members are and have declared the election finalized, the county needs to finalize the election. Finalizing the election is a two-step process. In step one the county selects who the elected council members are for each district; in step two the election is finalized. Once an election is finalized no changes can be made to the election.

**Edit Candidate Information**

If a county needs to update a candidate's information they will select Edit Candidate Information, make the necessary changes then click update to save the changes.

**Copy Ballot**

After an initial ballot has been created, a county can copy a ballot for future elections. This will save time when setting up future ballots.