

Election Form Launch Checklist

Use Involve for your next campus vote!

March 19, 2026

Version 1

modern
campus™

Election Form Launch Checklist

1 Settings (24–2 hours before launch)

- Require login = ON
- Anonymous = OFF if you need to audit; ON if you must preserve anonymity
- Limit responses per user = 1
- Max total submissions = (set only if you need a cap)
- Start/End date and time set and saved
- Success message "Thank you, your vote has been counted!"

2 Visibility & Audience

- Attach to: Campus-wide OR specific org(s) OR event(s)
- If restricting by org membership, confirm membership lists

3 Fields & Content

- Choice field used for each ballot race (checkbox/radio as appropriate)
- Candidate names entered exactly (avoid free-text for final candidate choices)
- Candidate images uploaded and alt text added
- Rich-text bios checked for formatting and embedded media links
- Field groupings set for multi-race forms

4 Pre-launch Tests

- Preview form as a logged-in student for each audience segment (class 2025, 2026, etc.)
- Test one full submission and confirm success message or redirect works
- Test export: export CSV, verify timestamp present

5 Launch

- Publish form, double-check "Active" status
- Feature form on portal or email link to target audience
- Monitor early submissions for unexpected behavior

6 Post-launch / Audit

- Export CSV at close of voting, save raw export as "ElectionRaw_[date].csv"
- Sort by student ID and timestamp, flag duplicates, document any removals
- Produce final results summary (PDF of charts and counts) and save as "ElectionResults_[date].pdf"