

# SnapBallot: Building Your Ballot

## 1. Create a new ballot item



- Go to **Ballot** in the left menu.
- Click **Add Ballot Item**.
- Enter the **title/office** for the item (example: **Board of Directors**).
- Set the **minimum votes** and **maximum votes** allowed for the office.
- These settings control how many choices a voter must or may select.

## 2. Set voting rules and optional rotation

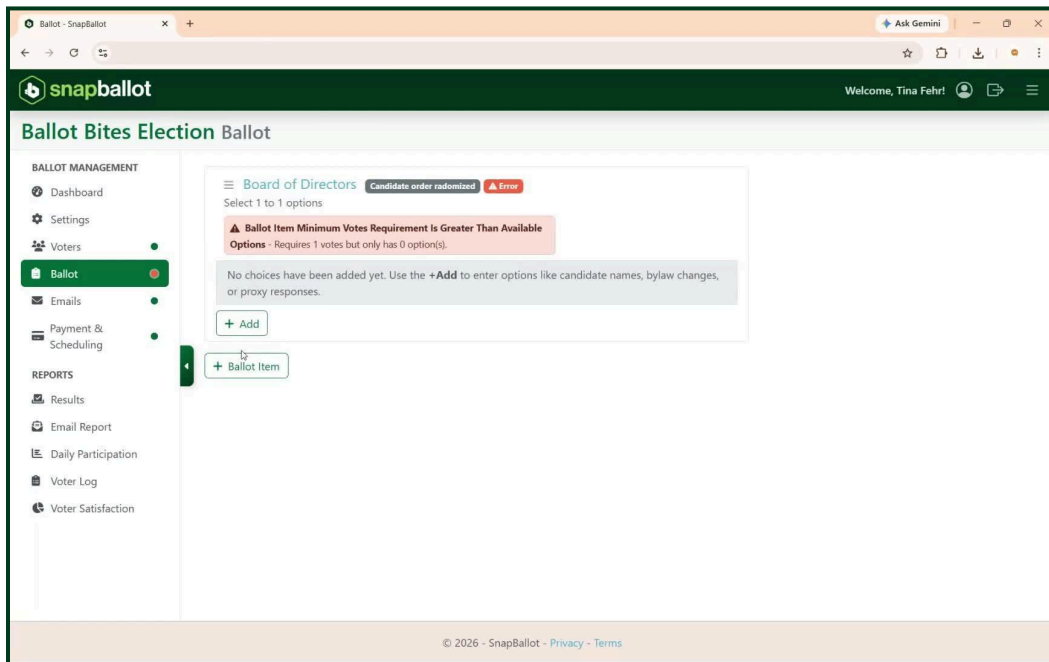
A screenshot of a web browser showing the 'Create Ballot Item' form in the SnapBallot application. The browser's address bar shows 'Create Ballot Item - SnapBallot'. The page header includes the SnapBallot logo and the text 'Welcome, Tina Fehr!'. The main content area is titled 'Ballot Bites Election Create Ballot Item'. On the left, there is a sidebar menu with categories 'BALLOT MANAGEMENT' and 'REPORTS'. Under 'BALLOT MANAGEMENT', the 'Ballot' item is highlighted. The main form area contains the following fields and options:

- Title:** A text input field containing 'Board of Directors'.
- Minimum Votes:** A text input field containing '1'.
- Maximum Votes:** A text input field containing '1'.
- Rotation:** A radio button option.
- Bylaw:** A radio button option.
- Buttons:** 'Save' and 'Back' buttons.

At the bottom of the page, there is a footer with the text '© 2026 - SnapBallot - Privacy - Terms'.

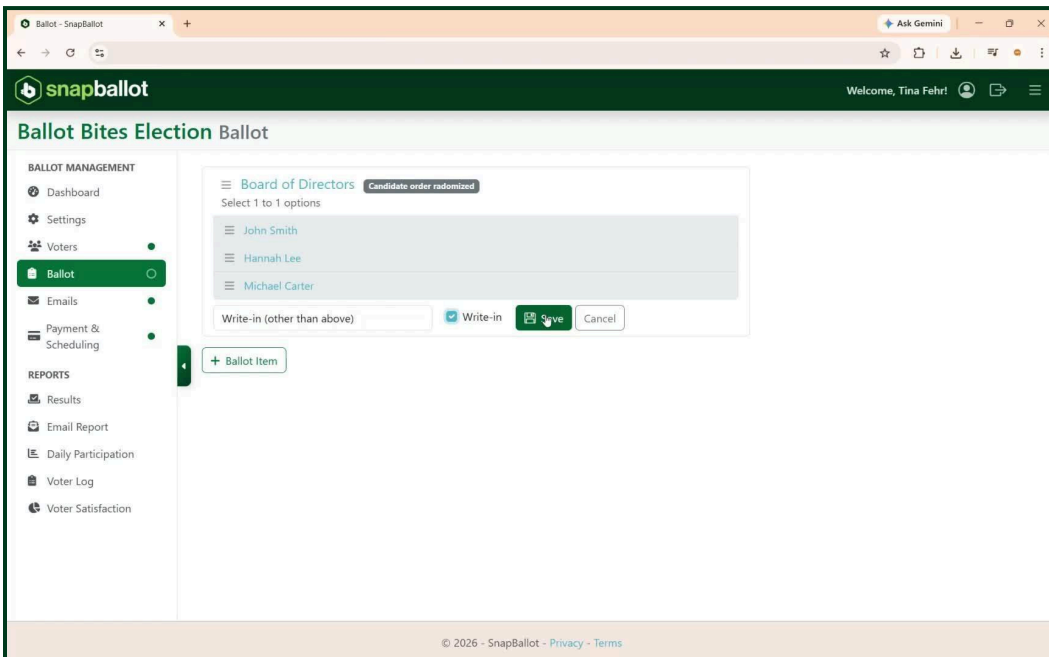
- Use **minimum** and **maximum votes** together to define the voting experience.
- SnapBallot will enforce these rules and prevent invalid submissions.
- If needed, enable **rotation** for the ballot item so candidates are rotated within that office.
- Click **Save** when the ballot item settings are complete.

### 3. Add candidates to the ballot item



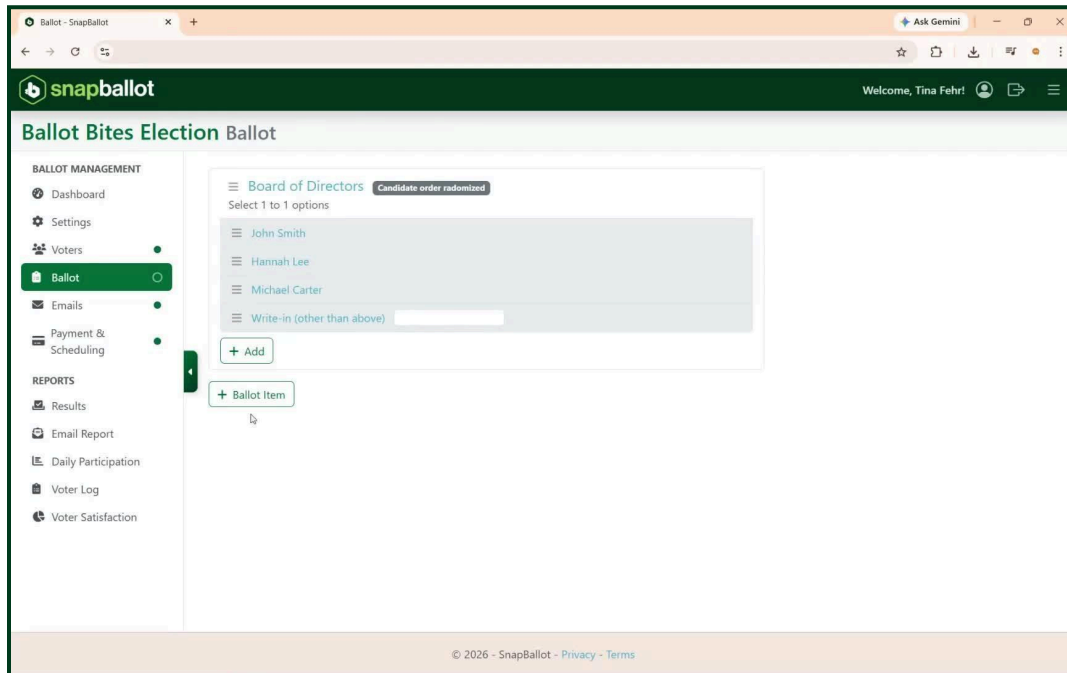
- After saving, the office is ready for candidates.
- Click **Add Candidate**.
- Enter each candidate's information and click **Save**.
- If applicable, add a **write-in candidate** as well.

### 4. Add candidate biographies and photos



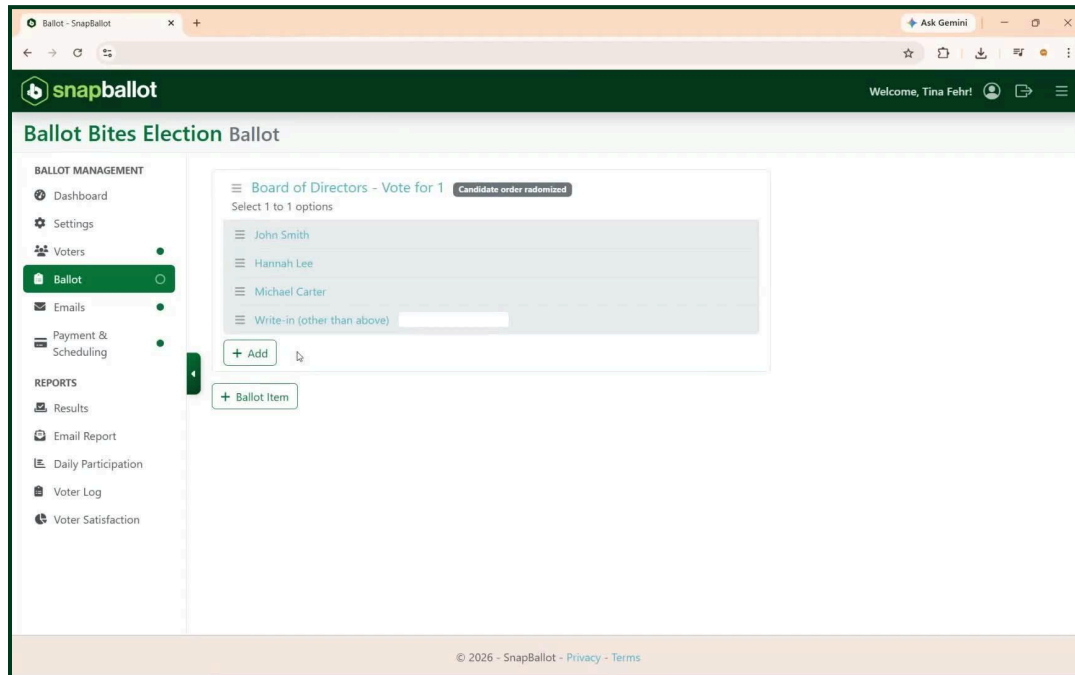
- Click a candidate's name and choose **Create Biography**.
- Add the candidate's **photo** and **biography content**.
- Use the available basic text formatting tools as needed.
- You can also include **links to external websites**.
- There is **no limit** on the amount of text in the biography field.
- Repeat this for each candidate.

## 5. Add additional ballot items or offices



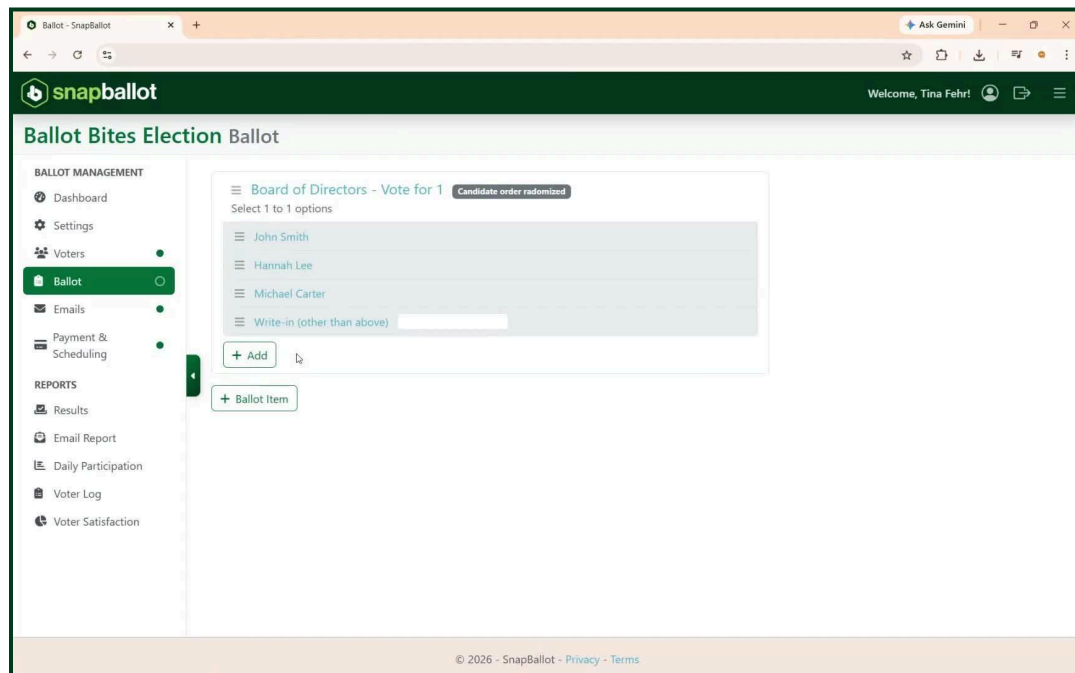
- To add more offices or ballot items, click **Add Ballot Item** again.
- Enter the new content and save it.
- Use the **Back** button to return to the ballot dashboard.
- If you need to edit anything before the election opens, click the item title, make changes, and save.

## 6. Understand what can and cannot be changed after voting starts



- Once voting begins, you **cannot change**:
  - o the ballot
  - o candidates
  - o offices
  - o ballot items
- Make sure everything is finalized before the election opens.

## 7. Add a bylaw amendment ballot item

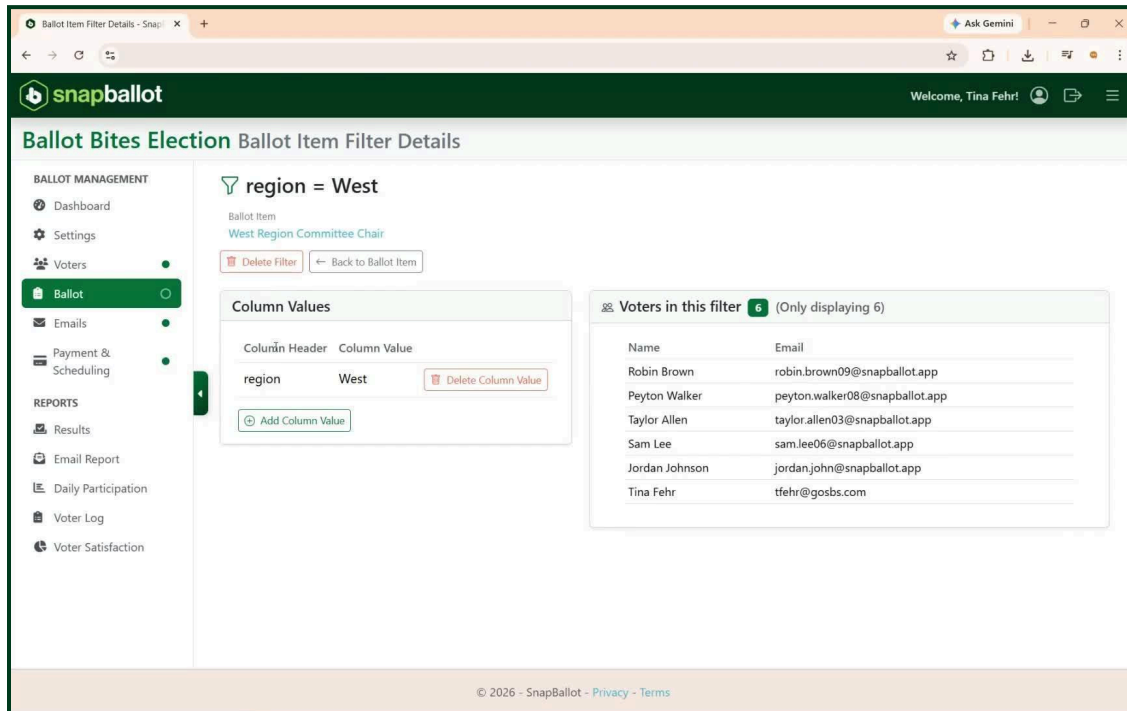


- Click **Add Ballot Item**.
- Enter the title.
- Choose **Bylaw** as the ballot item type.
- Add the bylaw content.
- Click **Save**.
- Add the available choices for the bylaw item.
- If needed, return later to edit the title or content before voting begins.

## 8. Create a voter filter for a ballot item

- On the ballot item, click **Filter** on the right.
- In the **Voter Column** dropdown, choose the uploaded voter field you want to filter by (example: **Region**).
- Select the matching **column value** from the voter upload (example: **West**).
- Click **Create**.
- This makes the ballot item visible only to voters who match that filter.

## 9. Review and edit filters or ballot item details



The screenshot shows the SnapBallot web application interface. The main content area is titled "Ballot Bites Election Ballot Item Filter Details". It features a sidebar on the left with navigation options under "BALLOT MANAGEMENT" and "REPORTS". The main content area displays a filter summary for "region = West" and a list of voters matching this filter.

**Filter Summary:**

- region = West
- Ballot Item: West Region Committee Chair
- Buttons: Delete Filter, Back to Ballot Item

**Column Values:**

Column Header	Column Value
region	West

Buttons: Add Column Value, Delete Column Value

**Voters in this filter (6) (Only displaying 6)**

Name	Email
Robin Brown	robin.brown09@snapballot.app
Peyton Walker	peyton.walker08@snapballot.app
Taylor Allen	taylor.allen03@snapballot.app
Sam Lee	sam.lee06@snapballot.app
Jordan Johnson	jordan.john@snapballot.app
Tina Fehr	tfehr@gosbs.com

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- The filter summary will show the selected **column header**, **value**, and matching voters.
- Click **Back to Ballot Item** to return to the item.
- Click **Back to Ballot** to return to the dashboard.
- To make changes, open the ballot item title and edit:
  - the filter
  - the candidates
  - the ballot item details
- Click **Back** when finished to return to the ballot item.