

Setting up Elections

Elections should be set up in your software before you create any reports. The elections are set up to facilitate the calculation of sum-to-date totals and election cycle totals.

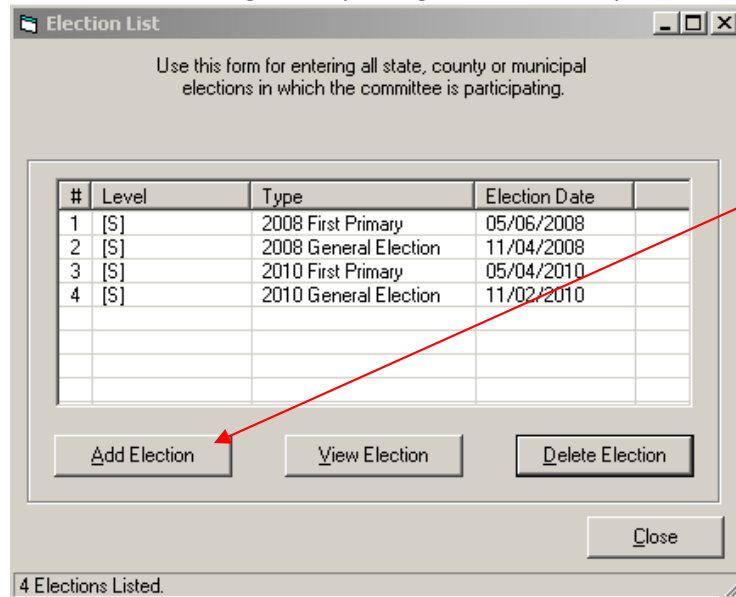
You should begin by adding the previous General Election in which your committee was active, so that the software has a starting point. You should also add the current year Primary and General Elections. If the committee was not active in a previous election, then the following election date should be added:

- If the committee is a candidate committee, add the most recent election date for the office being sought.
- If the committee is a party or PAC, then add the most recent election date in an even-numbered year (for example, November 2008).

For each new election cycle, you will need to add Primary and General Elections. If you are a candidate in a Second Primary, you should also add the date of the Second Primary.

- For candidates, new election cycles begin on January 1st of the year following an election for an office (for example, a candidate on the ballot in 2008 begins a new election cycle on January 1, 2009).
- For parties and PAC s, new election cycles begin on January 1st of each odd-numbered year (for example, new election cycles begin on January 1, 2008 & January 1, 2010).
- For referendum committees, new election cycles begin on January 1st of the year following the referendum election (for example, a new election cycle begins on January 1, 2010 if the referendum was on the ballot in 2009).

To add an election, go to Reporting→Election Setup. At the Election List screen, select “Add Election.”



The screenshot shows a window titled "Election List" with a subtitle: "Use this form for entering all state, county or municipal elections in which the committee is participating." Below the subtitle is a table with the following data:

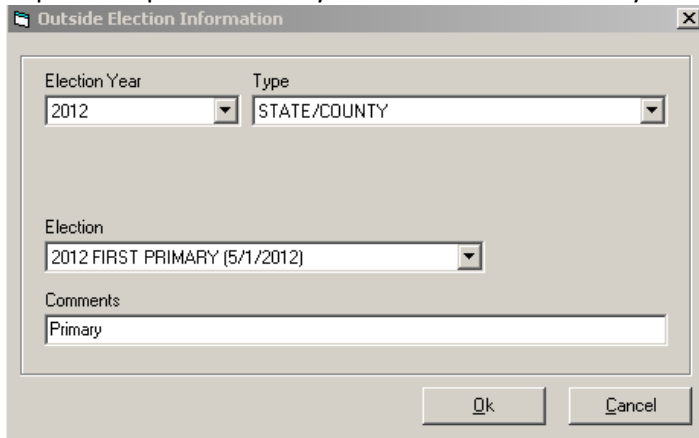
#	Level	Type	Election Date
1	[S]	2008 First Primary	05/06/2008
2	[S]	2008 General Election	11/04/2008
3	[S]	2010 First Primary	05/04/2010
4	[S]	2010 General Election	11/02/2010

Below the table are three buttons: "Add Election", "View Election", and "Delete Election". A red arrow points from the text "Add Election." in the preceding paragraph to the "Add Election" button. At the bottom right of the window is a "Close" button. The status bar at the bottom left says "4 Elections Listed."

An Outside Election Information screen appears.

- Select the **Election Year** from the drop down list.
- Select the type of election from the **Type** list, either State/County or Municipal.
 - Select **State/County** if the committee is for a candidate running for a statewide, legislative, judicial, district attorney, or county-level office; or if the committee is a party or PAC, or if the committee is for a referendum on the ballot at the same time as the above mentioned-candidates.
 - Select **Municipal** if the committee is for a candidate running for a municipal-level office (such as mayor or town council); or if the candidate is running for a special district office on the ballot at the same time as municipal-level candidates; or if the committee is for a referendum on the ballot at the same time as municipal-level candidates.
- Select the **Election** from the drop down list. The election year entered will limit the selection to just elections for that year.
- Select "OK."

Repeat this process for any additional elections that you need to add.



The screenshot shows a window titled "Outside Election Information". Inside the window, there are four main sections: "Election Year" with a dropdown menu showing "2012", "Type" with a dropdown menu showing "STATE/COUNTY", "Election" with a dropdown menu showing "2012 FIRST PRIMARY (5/1/2012)", and "Comments" with a text box containing "Primary". At the bottom of the window, there are two buttons: "Ok" and "Cancel".

Remember: Candidate committees should add a Primary and a General Election if the candidate has the potential to face a primary challenger, even if they do not end up on the Primary ballot. Some municipal and special district offices are not elected with primaries, but have the potential to face a runoff challenger instead. If the candidate faces a runoff challenger, the committee should add a Runoff election date instead of a Primary Election date.