

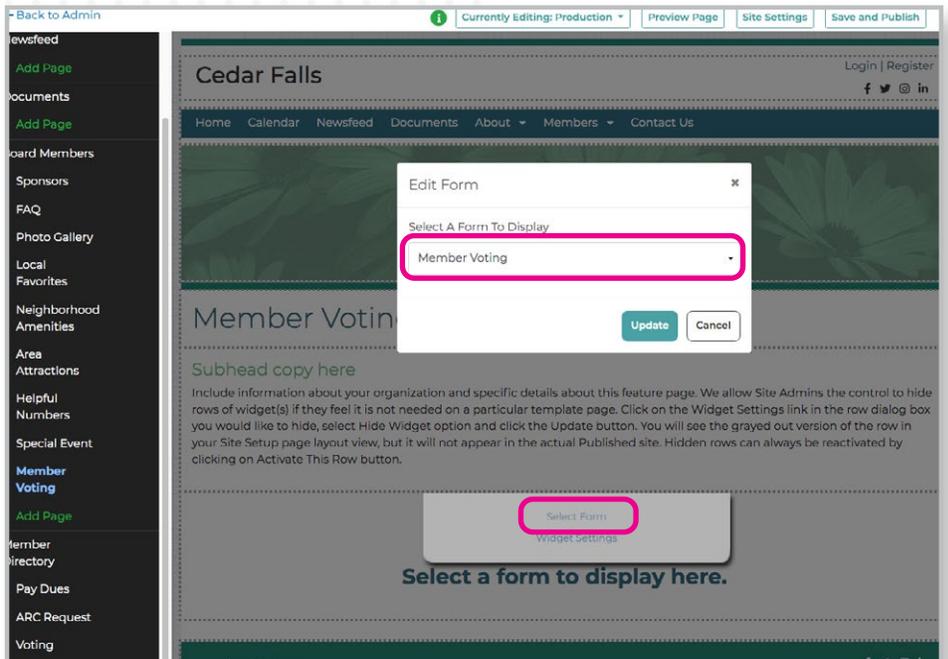
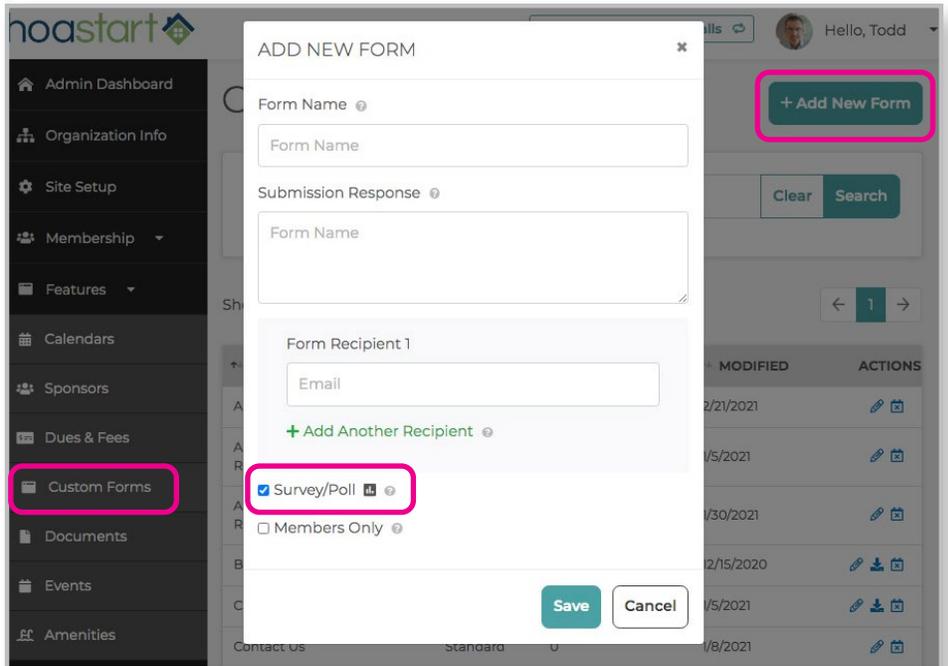
OVERVIEW OF ONLINE VOTING

Your community has the ability to create surveys, polls or take an online vote through the Custom Forms feature.

Start this process by going to the Custom Forms under Features tab. Click the “+Add New Form” button in the upper right corner. This will open a modal window where the Admin can specify the form for online voting by selecting the “Survey/Poll” checkbox.

Once started, administrators can build out surveys or polls, capable of collecting votes from members. Admins can create these surveys/polls for anonymous entries or require the members to be logged in to participate.

It is important to note that for your members to have access to any form, it will need to be added to a page that is viewable on the community public website. The form will need to be assigned into a “Forms” specific template page. If one does not already exist, you will need to “Add Page” in Site Setup, selecting Forms from the template dropdown menu.



Once created, open your new Form template page. Click into the “Select a form to display here.” widget box and click “Select Form”. This opens the “Edit Form” modal window where from the dropdown menu you can select any of the custom forms you have created. Select the form you would like to assign to your new page. Once you have finished editing your page, don’t forget to Save and Publish your work before returning back to the Admin Panel.

OVERVIEW OF ONLINE VOTING (SURVEY/POLL) - CONTINUED

If your survey/poll is pertinent data to your members only, select “Hide if Not Logged In” option when initially setting up page. You can also limit voting participation within your membership by limiting access to the form “voting” page by certain committees or certain members with assigned tags. For instance, in the case that the Admin has created and assigned a “head of household” tag, you can easily limit each household to one vote if tag is assign to only one individual where multiple members living at one address.

Once Members from the community have submit their votes, the data is aggregated and stored in the Custom Form tab. Results can be downloaded into a CSV document or seen through the View Results (eyeball) icon for your particular survey.

FORM NAME	TYPE	SUBMISSIONS	MODIFIED	ACTIONS
Architectural Change Request	Standard	6	1/6/2021	
Board Application	Standard	2	1/6/2021	
Clubhouse Rental	Standard	3	1/6/2021	
Contact Us	Standard	14	1/11/2021	
Events Application	Standard	1	1/6/2021	
Finance Application	Standard	0	1/6/2021	
Member Voting	Survey	12	3/5/2021	

Colorful charts are used to display voting and survey results data. Rolling over pie chart graphics will display vote totals for each section. Scrolling down page allows you to see the originally listed questions with vote totals for each.

If you have any further questions about Online Voting, please open a ticket at support.hoastart.com.