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 PACs, new election cycles begin on January 1st of each odd-numbered year (for example, new election cycles begin on January 1, 2009 for the 2010 election and January 1, 2011 for the 2012 election).
- 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.”
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.

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.