

Running a Secure Online Election with Qualtrics

Compiled by the Societies Council of the UWA Student Guild

Introduction

Qualtrics is a powerful surveying and data collection tool that all UWA students have access to.

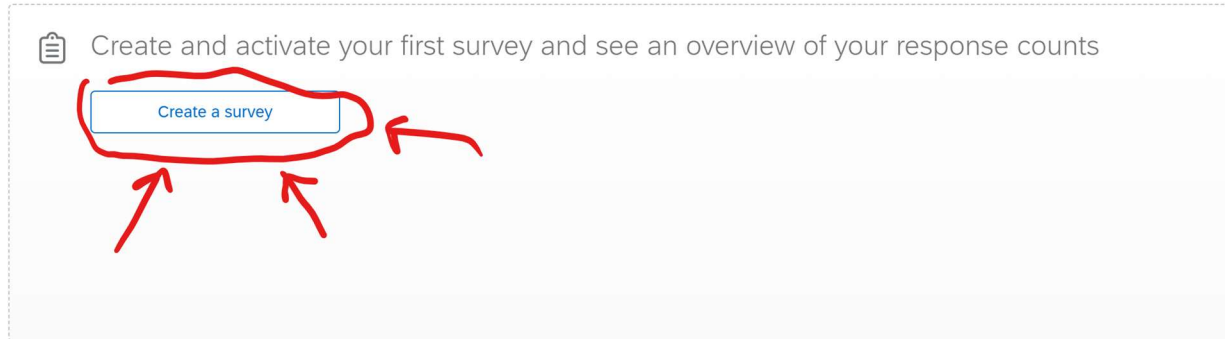
It can be used to send forms and surveys to participants and collate data. Clubs and societies can use this tool to create an online ballot, and to email unique links to members.

Note: Please make sure that you remain compliant with your club's constitution throughout the election. This is important to ensure that the election is valid. Additionally, to be able to send out the online forms easily, you will need an excel spreadsheet with the email addresses of every person who is eligible to vote in the election.

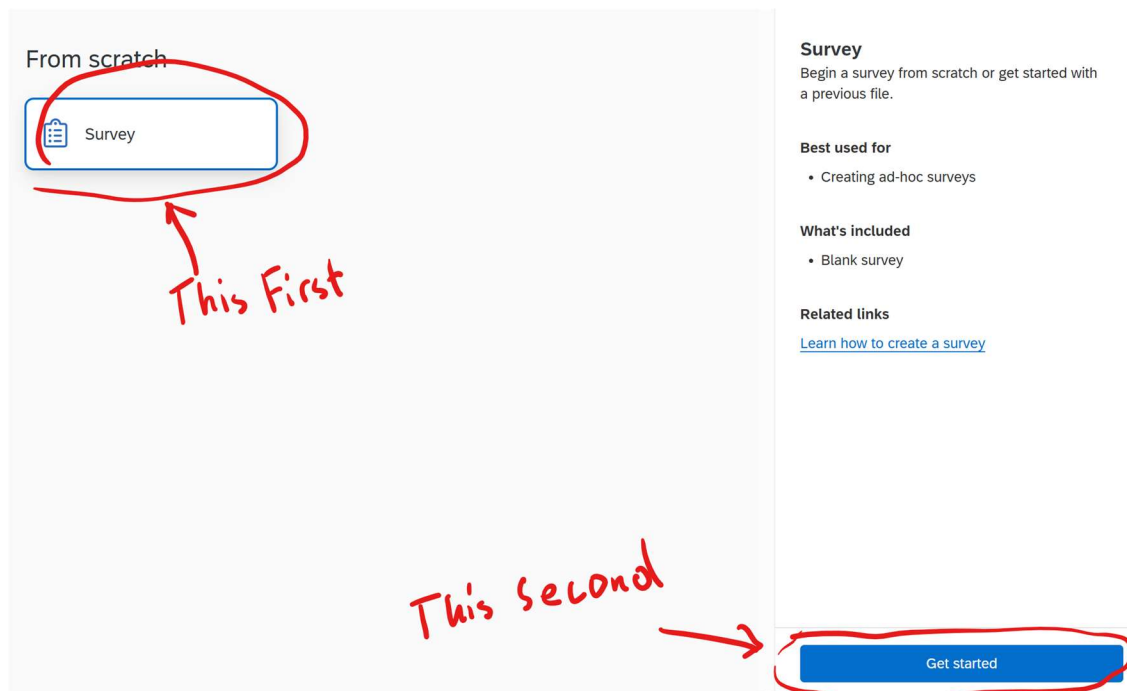
Step 1: Opening Nominations

1. Using your Pheme username and password login at <https://uwa.qualtrics.com>.
2. Press **Create Survey**.

Active surveys



3. Choose a **Survey From Scratch**, and then press Get Started at the bottom right corner of the page. Give your project a name (e.g. XXXX [Club Name] Election Nominations Form) and press **Create Project**.



Name

Untitled project

How do you want to start your survey?

Create a blank survey project

Create project

4. Create a New Question for the nominee to enter their name. The question type must be Descriptive Text. Be sure to check Force Response to make this field mandatory.

Example Nominations Form

ExpertReview score Great

Default Question Block

Import from library + Add new question

Add Block

End of Survey

We thank you for your time spent taking this survey.

Your response has been recorded.

Multiple choice

Text entry

Text / Graphic

Matrix table

Form field

Question type

Text entry

Text type

Multiple lines

Response requirements

Add requirements

Force response

Request response

Add validation

Question behavior

Example Nominations Form

ExpertReview score Great

Default Question Block

Q1

Enter you name here:

Import from library + Add new question

Do This

5. Create a New Question for nominees to select positions that they wish to nominate for:

- Set the question type to **Rank Order**.
- Set the type to **Text Box**.
- Enter all the available positions.
- Tick **Force Response**.
- Change the validation type to **Must Rank Between** and set the **minimum to 1** and **maximum to number of positions**.

Example Nominations Form

ExpertReview score Great

Default Question Block

☐ Q1

Enter you name here:

Second! →

First! →

Import from library + Add new question

Number of choices: 5

Tools: Saved at 11:34 AM Draft

Preview Publish

Edit multiple

Use suggested choices

Format

Text box

Alignment

Vertical

Horizontal

Response requirements

Add requirements

Force response

Request response

Add validation

Must rank between

Min: 1 Max: 5

☐ Q2

Which positions would you like to nominate for? Please number them in order of preference, 1 being the most preferred.

☐ President

☐ Vice-President

☐ Treasurer

☐ Secretary

☐ Ordinary Committee Member

Import from library + Add new question

Add Block

End of Survey

We thank you for your time spent taking this survey.

6. Add additional questions for other data you would like to collect (e.g. email, student number, photo upload of Student Connect to show enrolment).

7. Publish the survey using the **Publish** button in the top right corner of the window. To get a link to this survey select the Distributions section and then select **Anonymous Link**.

The image consists of two screenshots from the Qualtrics interface. The top screenshot shows the 'Edit question' screen for a survey titled 'Example Nominations Form'. The left sidebar has 'Edit question' selected. The main area shows two questions: Q1 (Text entry) and Q2 (List of items). Handwritten red arrows point to the 'Edit question' sidebar item with the text 'To Distribute' and to the 'Publish' button in the top right with the text 'To Publish'. The bottom screenshot shows the 'Distributions' section. The left sidebar has 'Anonymous link' selected. The main area shows a paper plane icon and the text 'No responses have been collected for this survey yet.' Handwritten red text 'Click for link!' with an arrow points to the 'Anonymous link' option in the sidebar.

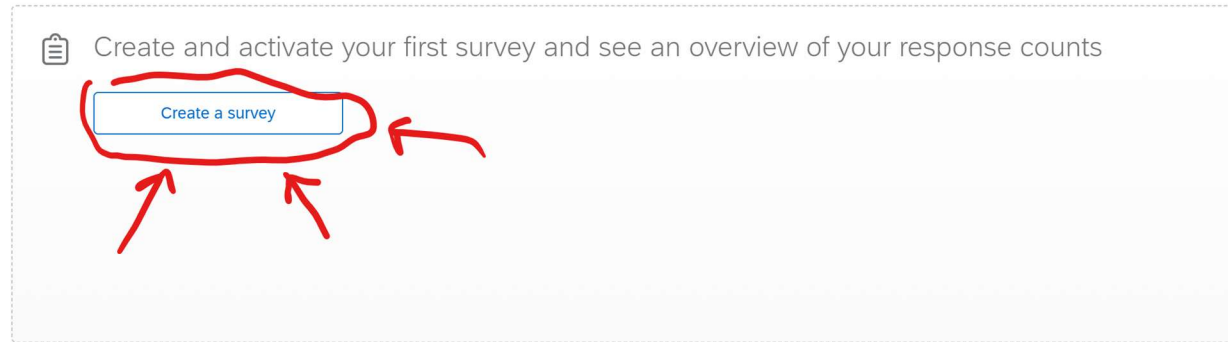
8. Copy the generated link and distribute it to club members who wish to nominate.

9. When the nomination period is closed, you can download the data from the **Data & Analysis** tab. For more information on accessing Qualtrics data please see *Step 4 (Determining the results)*.

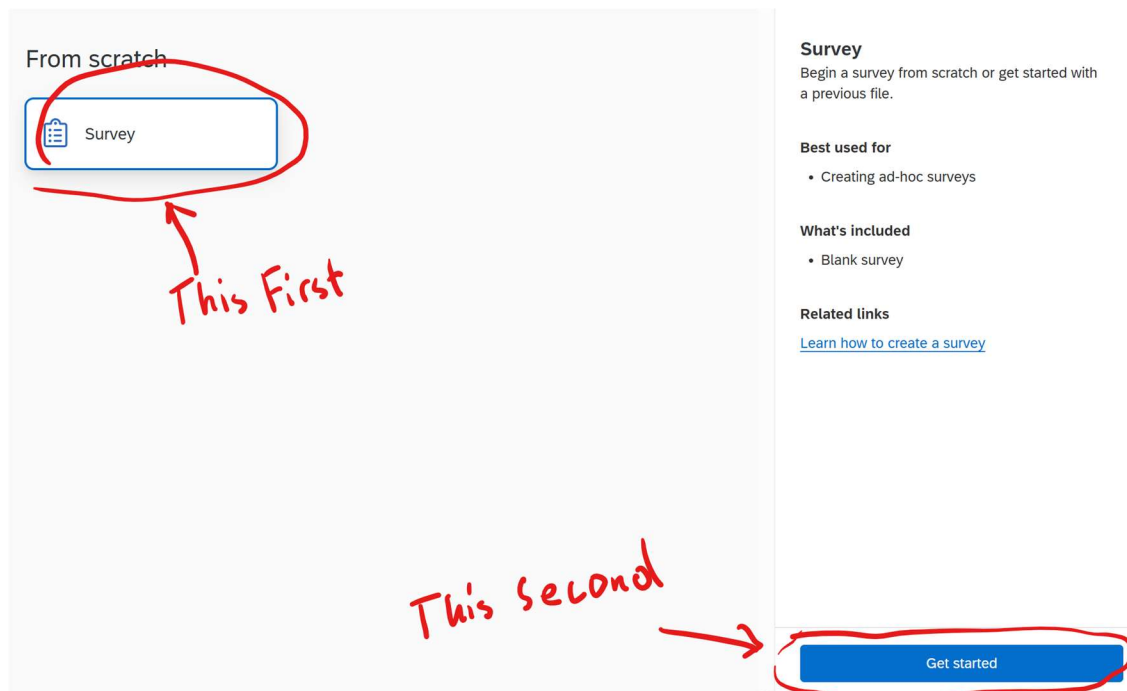
Step 2: Creating the ballot

1. Create a **new Survey**.

Active surveys



3. Choose a **Survey From Scratch**, and then press Get Started at the bottom right corner of the page. Give your project a name (e.g. XXXX [Club Name] Election Ballot) and press **Create Project**.



Name

Untitled project

How do you want to start your survey?

Create a blank survey project

Create project

3. Create a **New Question** for each position.

a. Set the question type to **Rank Order**.

b. Set the type to **Text Box**.

c. Enter all candidates as options.

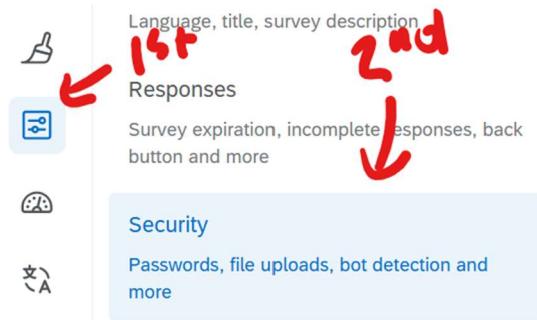
d. Change the validation type to **Must Rank Between** and set the **minimum to 1** and **maximum to the number of candidates**.

The screenshot displays the ExpertReview survey creation interface. On the left sidebar, the 'Choices' section is set to 'Number of choices: 4'. The 'Format' section is set to 'Text box'. The 'Alignment' section is set to 'Vertical'. The 'Response requirements' section is set to 'Add requirements: On', 'Add validation: On', and 'Must rank between: 1 to 4'. The main area shows a 'Default Question Block' for 'President' with four items to rank. The bottom of the screen shows a thank you message.

4. Double check to ensure that you have all candidates for each position listed.

5. Press the **Survey Options Button** on the left hand side of your window.

a. Select the **Security Button** from the options panel.



b. Change the survey to be **By Invitation Only** (not Open Access).

c. Tick **Prevent Multiple Submissions**.

d. Tick **Anonymize Response**.

Survey access
Indicate if your survey can be taken by anyone or only people with personal invites.

☐ Available to anyone

☒ Invitation only

Password protection
Require respondents to enter a password before they can take your survey.

☐ Off

Add a referral website URL
Allow people to take your survey only if they select a survey link included on a specific website.

☐ Off

In Survey: Prevent multiple submissions
If a duplicate respondent is detected at the beginning of your survey, prevent respondents from taking your survey multiple times. You can choose to end the survey, redirect them to a website or flag the response.

☒ On

Anonymize responses
Don't record respondents' IP Address, location data, and contact info.

☒ On

e. Select the **Responses Button** from the options panel.

f. Change the **Partial Complete** setting to **Record after 1 Week**.

Incomplete survey responses

Select what to do with incomplete responses and indicate when they should be considered incomplete. [Learn more about incomplete responses](#)

What should be done with incomplete survey responses?

- ☒ Record
- ☐ Delete

How much time should pass before they're considered incomplete?

1 Week

g. Set Survey Availability to choose the Set specific start and expiration date and set the start and end dates for the election.

Survey availability

You can leave your survey open for responses indefinitely or set a specific start and expiration time.

- ☐ Leave survey open to collect responses
- ☒ Set specific start and expiration date

Survey availability

Survey start

06/19/2025 at 12:00 AM

Survey expiration

07/19/2025 at 12:00 AM

Time zone is based on your account settings

Edit survey availability

Expired survey message

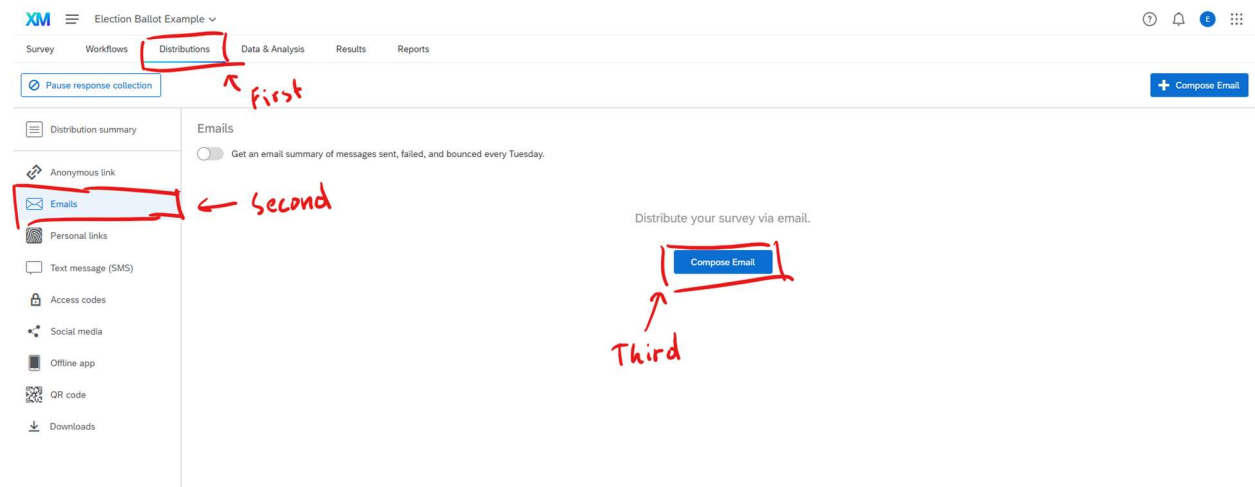
- ☒ Default
- ☐ Custom

6. Publish the survey using the button on the top right corner of the window

Step 3: Distributing the ballot

NB – for this step you will need an excel spreadsheet with the email addresses of every person who is eligible to vote in the election.

1. Open the **Distributions** tab in Qualtrics and select **Emails**. Select **Compose Emails**.



2. Add a **Subject** and a **Custom Message** above auto-generated links to the survey.

Compose Email

To:

From:

When:

Subject:

Message:

3. Click on the **Select Contacts** dropdown menu. From this menu you can select A **Pre-Existing Contact List** or choose to make a **New Contact List** using a spreadsheet of your club contact list by following the prompts.

To:

From:

When:

Subject:

Message:

4. Choose **When** to send the email. You will probably want to choose a custom time. Be careful of the time zone.

When:

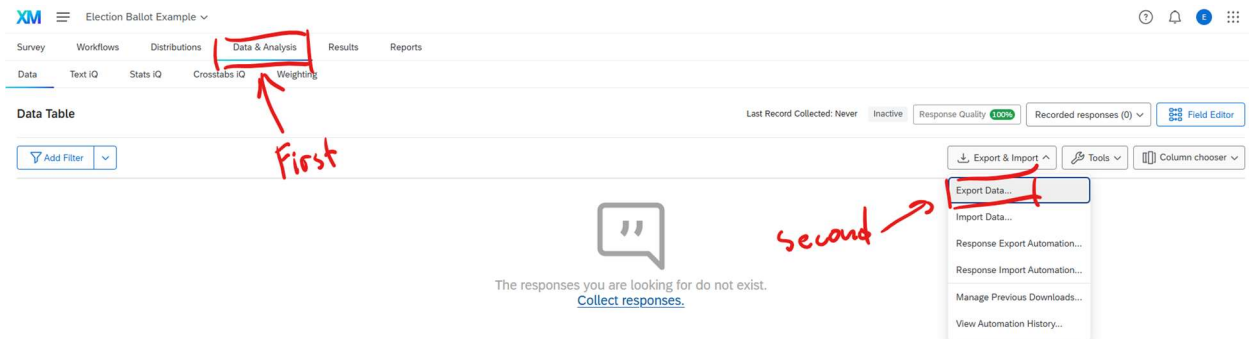
Subject:

Message:

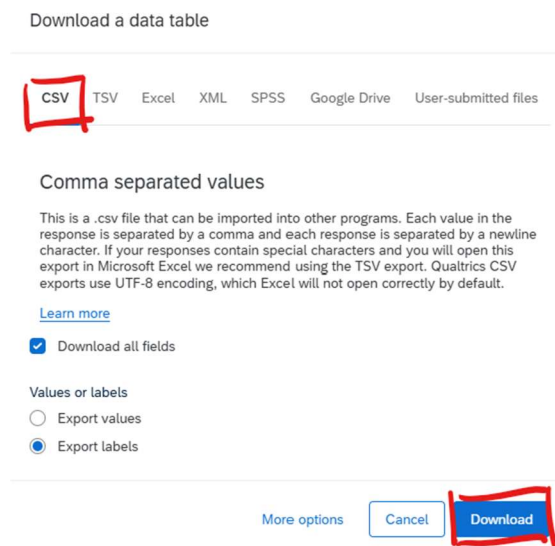
5. Press **Send Email**. Qualtrics will automatically send this email to each address on the contact list, each with a unique link.

Step 4: Determining the results

1. In the **Data & Analysis Tab** select **Export & Import** and then choose **Export Data...**



2. Make sure that the table type is CSV. Then select **Download**.



3. This will download a Spreadsheet of all the Ballots to your computer (each row represents the selection of one voter). Either by printing these ballots, or counting them on the screen, the returning officer can count the votes to determine who has been elected.