Completing the Officer Election Results Submission
The Officer Election results submission form allows Divisions, Local Sections and International Chapters to enter the yearly officer positions electronically, and eliminates the use of the manual processes and increases efficiency.

Login to Community Connections from URL provided

Once you’re logged in, scroll down and find the Officers module. Click on ‘Update Election Results’ as shown below to start entering your results.

Officer Election Results Form
The Officer Election Results form is displayed. Here, officer positions are entered and submitted for approval:

**NOTE:** Any progress on form is saved via autosave feature. Work will be available next time you log in.

![Officer Election Results form](image)

To add an officer select and complete the following sections on the form:

1. Officer Position
2. Officer Name
3. Term Start Date
4. Term End Date

Select 'Add' when officer details are entered.
Officer Position

All thirteen (13) available officer positions are listed as follows:

1. Councilor
2. Alternate Councilor
3. Chair
4. Chair & Program Chair
5. Chair-Elect
6. Chair-Elect & Program Chair
7. Editor
8. Program Chair
9. Secretary
10. Secretary-Treasurer
11. Treasurer
12. Vice-Chair
13. Vice-Chair-Elect

Select desired position by selecting the ‘Select Position’ drop-down field. The selected position will appear.
Officer Name

The officer field allows for searching members by name. Select the ‘Type name for active ACS members’ drop-down field and start typing an officer’s name to search. Once the officer’s name appears; select their name. The selected officer name will appear.

NOTE: Only chapter members in good standing and with an active membership will appear when searching for an officer’s name.
Term Start Date

The term start date field sets a date for when an officer will start their term. Select the ‘Term Start Date’ calendar field to select an officer’s start date. The selected start date will appear.

Term End Date

The term end date field sets a date for when an officer will end their term. Select the ‘Term End Date’ calendar field to select an officer’s end date. The selected start date will appear.

NOTE: When selecting term dates; the term end date cannot be before the term start date.
Once all officer details are complete, select ‘Add.’

When an officer is added, the officer's name will appear on the first row of the positions table.
Deleting Officer Positions

When deleting an officer position, select the trash bin icon. The selected officer position will be deleted from the positions table.

Pagination

Chapters can have multiple positions. The Officers Election Results form is equipped with a navigation toolbar for paging.
Submitting Form for Approval

Once all officers are added to a chapter’s Officers Election Results form, the form is ready for submission. Check the ‘I confirm that the above positions have been certified’ checkbox.

Select ‘Submit’ to send officer election results to the Secretary’s Office for approval. Once officer election results are submitted, changes cannot be made without the help of the Secretary’s Office.
**NOTE:** The 'Submit' button will not be available if the 'I confirm that the above positions have been certified' checkbox is NOT checked.

**NOTE:** Contact the Secretary’s Office at secretary@acs.org for questions regarding position acceptance and/or submission changes.