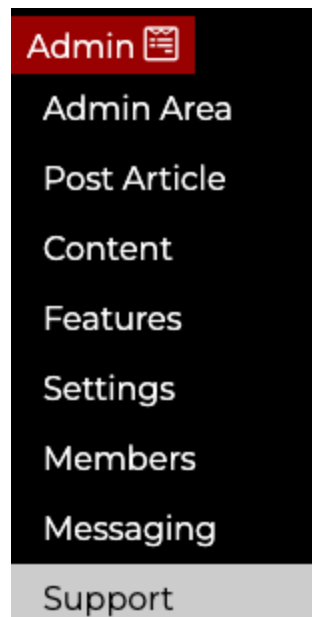


Endorsement List Module

The **Endorsement List** module allows you to display your organization's endorsements directly on your website, giving members and visitors a centralized place to view current endorsements.

Once the module has been added to a page, visitors can view a preview of your current endorsements and select View All to open the full Election Endorsements page. As endorsements are added, updated, or removed, the election endorsement page and the module updates automatically, so there is no need to manually edit the page each time your endorsement list changes.

Activating the Endorsement List



To activate the Endorsement List feature on your Union Active website go to your admin section and select Features.

Then select Add/Remove Features and make sure that the Campaign Endorsements Feature is set to Yes.

Add / Remove Features



- ▶ Enable or Disable Features
- ▶ Set Features to Public or Private

Campaign Endorsements: YES

NO ▾

Adding the Endorsement List



To add the module to a page:

1. Log in to your UnionActive administrative area.
2. Open the page you want to edit.
3. From the module dropdown menu, select Endorsement List.
4. Move it to the relevant section.
5. Save your changes.

It will look like this on the page, the View All of which will take you to do the current endorsement list:

Elections

[>>View All](#)

After saving, the endorsement page will immediately begin displaying your current endorsements. It can usually be found at is usually found at ? zone=/unionactive/election_list.cfm. Before you add the endorsements, the module will appear like this:

Election Endorsements


[Manage Endorsements](#)

Managing Your Endorsements

To change what appears in the module, update your endorsements through the appropriate endorsement management area of the admin site.

Go to Features and find the Election Endorsements section.

Election Endorsements



- ▶ Add Candidates & Measures
- ▶ Post Links to Donation Forms
- ▶ Post Links to Campaign Websites

First enter the basic election and candidate/measure information below to add a new endorsement. Listing order will decide what order the measures/candidates display in, with higher numbers showing further down the page:

Add New Endorsement:

Enter the basic election and candidate/measure information below to add a new endorsement. After creating the new endorsement, click the edit links below to add the detailed information for the candidate.

Enter Election/Measure Title:

Enter Election Candidate/Measure Name:

Enter Candidate Party:

Listing Order:

[Add Endorsement](#)

This will then show up on the election endorsement page, which is usually found at ?zone=/unionactive/election_list.cfm

Special Summer Election

[Edit Candidate Information](#)

Candidate 2, Party 2
Official Campaign Website:

You can either click Edit Candidate Information on that page, or select the result below the add endorsement button:

Edit/Remove Existing Endorsements:

Click on the Election Title link to edit the settings.

Special Summer Election Remove

At this point you can add additional information, including:

Edit Candidate 1 Info

[\(Return to Manage Elections Area\)](#)

Edit the election candidate information below and click the save button.

Election/Measure Title:	<input type="text" value="Special Summer Election"/>
Candidate/Measure Name:	<input type="text" value="Candidate 1"/>
Listing Order:	<input type="text" value="1"/>
Candidate Party:	<input type="text" value="Party 1"/>
Address:	<input type="text" value="Address"/>
City:	<input type="text" value="city"/>
State:	<input type="text" value="SC"/>
Zip:	<input type="text" value="98104"/>
Phone:	<input type="text"/>

- Address
- Phone Number
- Fax
- Email
- Campaign Website - this pops up on the main endorsement section and should typically be included
- Donate Link
- Volunteer Link
- Contact Link
- Candidate Photo - This photo will show above the candidate name

- Candidate Description

The election_main page will then display the election measure, the picture, the candidate and their party, and buttons for any of the donate, volunteer, or contact links you have included. If you do not include these links the buttons will not show, although the "Official Campaign Website:" text line will remain no matter what, so it is a good idea to include a website link.

Election Measure



Candidate 3, Party 3

Donate

Volunteer

Contact

Official Campaign Website:

[website.com](#)

If you click the Election Measure you can then see the rest of the included information.

Election Measure



Candidate 3, Party 3

address city AL 98104
Phone: 5555555555 Fax: 5555555555
Email: email@example.com

Donate

Volunteer

Contact

Official Campaign Website:
[website.com](#)

Description

Campaign News and Information

You can add specific articles to the Campaign News and Information section by selecting Post Article.

Post Article

Clicking Return to Endorsement List will take you to the full list

Edit Election Endorsement List

[\(Return to Endorsement List\)](#)

You can also access this list by going to `?zone=/unionactive/election_list.cfm` or following the link from the endorsement list module.

Once you have added election endorsements to this list, they will start to populate the election endorsement list module:

Elections

Election Measure

[>>View All](#)

Best Practices

For the best experience:

- Place the module on pages where members expect to find endorsements, such as your homepage or advocacy section.
- Review your endorsements regularly to ensure outdated endorsements are removed and new ones are added promptly.