

# Activities Election: How it works

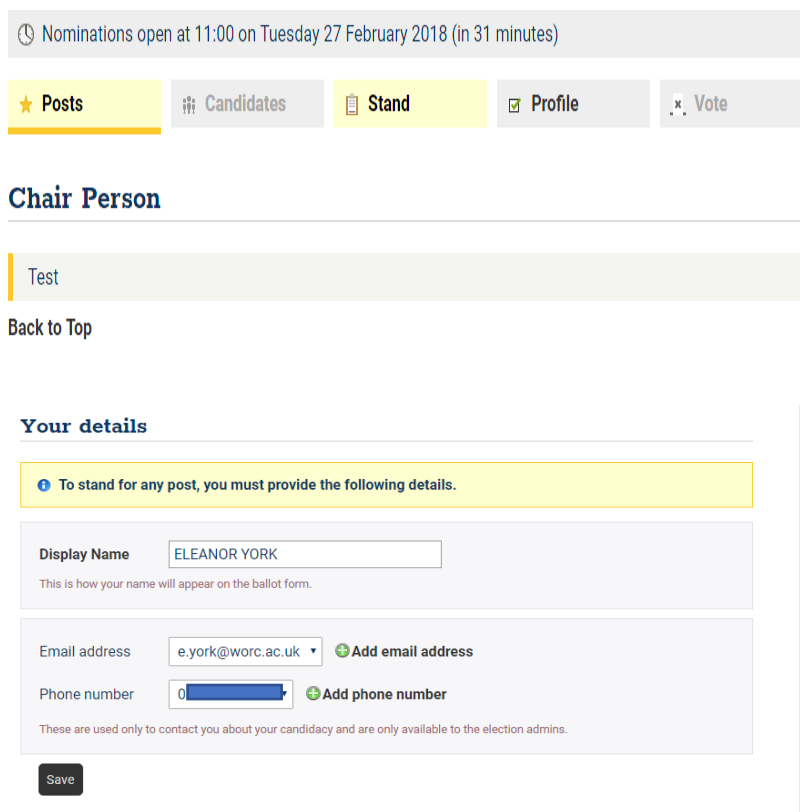
This document should guide you through the process of standing in an Activities Election for a chosen club or society. It will then go on to explain how you can vote in the Activities Election.

**Please note you must be a member of the Club/Society before you can stand or vote in their election.**

## How to Stand

Before you start, make sure you have your manifesto and a photo (jpg) ready and log onto the Students' Union Website [www.worcsu.com](http://www.worcsu.com). Then go to your Club/Society page and your election will appear on your page.

### 1. Select 'Stand in Election'



The screenshot shows a navigation bar with a timer indicating nominations open at 11:00 on Tuesday 27 February 2018 (in 31 minutes). The navigation menu includes 'Posts', 'Candidates', 'Stand', 'Profile', and 'Vote', with 'Stand' highlighted. Below the menu is a 'Chair Person' section with a 'Test' button and a 'Back to Top' link. The 'Your details' section contains a yellow warning box: 'To stand for any post, you must provide the following details.' Below this are input fields for 'Display Name' (ELEANOR YORK), 'Email address' (e.york@worc.ac.uk), and 'Phone number' (0). Each field has an 'Add' button. A 'Save' button is at the bottom.

- Please add your name, e-mail (should already be visible), and mobile telephone number
- Go to the position you wish to stand for and select 'Stand'

## 2. Select 'Submit Nomination'

### Review Nominations

**You are standing for 1 position.**

**Chair Person**

Test

**Status:**  
Your nomination is pending approval.

**Manifesto:**  
Upload

**Action:**  
Withdraw

- Upload your manifesto before nominations close, you cannot upload one after that date. You can either type your manifesto in the box, or paste it from a word document.
- Browse to up-load your photo

You will be then be approved by the relevant member of Students' Union staff. You will receive a confirmation email for when you stand and another for when your nomination status has changed. This could be too approved or unapproved.

Any questions throughout this process please contact one of the following

- Student Engagement Coordinator, Jack Moore [jack.moore@worc.ac.uk](mailto:jack.moore@worc.ac.uk) (societies and networks)
- Sport Development Coordinator, Sophie Smith [sophie.smith2@worc.ac.uk](mailto:sophie.smith2@worc.ac.uk) (sports clubs)
- Student Sports Administrator Daniel Cox [Daniel.cox@worc.ac.uk](mailto:Daniel.cox@worc.ac.uk) (sports clubs)

## How to Vote

To vote in the Activities Election, head to your club or society page and you will see the election. Click on Vote Now and then follow the steps below.

### 1. Select Vote Now

**Test Election 2017-18 Voting** Edit

Test

★ 1 post is up for election.

🕒 Nominations are now closed.

🕒 The polls are open and will close at 15:00 on Wednesday 28 February 2018 (in 25 hours)

**Post List**  
Read more about the positions up for election and what each role entails.

**Candidate List**  
See who's running for each post and read their manifestos.

**Vote Now**

- Then select start voting which will take you to the next screen

Please do not enter this is a test

🕒 The polls are open and will close at 17:00 on Tuesday 27 February 2018 (in 2 hours and 54 minutes)

You have one vote.  
Number the candidates in order of preference.  
If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.  
If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

**Candidates for Chair Person**

No Photo

ELEANOR YORK

**Re-open Nominations (R.O.N.)**  
About...

**Your vote for Chair Person**  
(1 position available)

Abstain

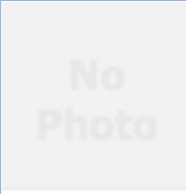
- The page will appear with all the candidates and R.O.N,
- You can vote for RON if you do not want to vote for any of the candidates and would like to re-open nominations.
- Alternatively you can abstain from voting altogether.

## 2. Cast your Vote

🕒 The polls are open and will close at 17:00 on Tuesday 27 February 2018 (in 2 hours and 54 minutes)

You have one vote.  
Number the candidates in order of preference.  
If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.  
If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

### Candidates for Chair Person



No Photo

ELEANOR YORK

Re-open Nominations (R.O.N.)

About...

### Your vote for Chair Person

(1 position available)

1	ELEANOR YORK
<input type="button" value="Cast Vote"/>	

- Once you know who you want to vote for, simply cast your vote in order of preference.
- Click cast your vote and it will take you back to the voting screen to vote for the other positions available.
- Once you have voted for all of the positions you will receive a completion email. If you do not receive this email, it could be because you have not voted in every position.