

How to submit your Nomination

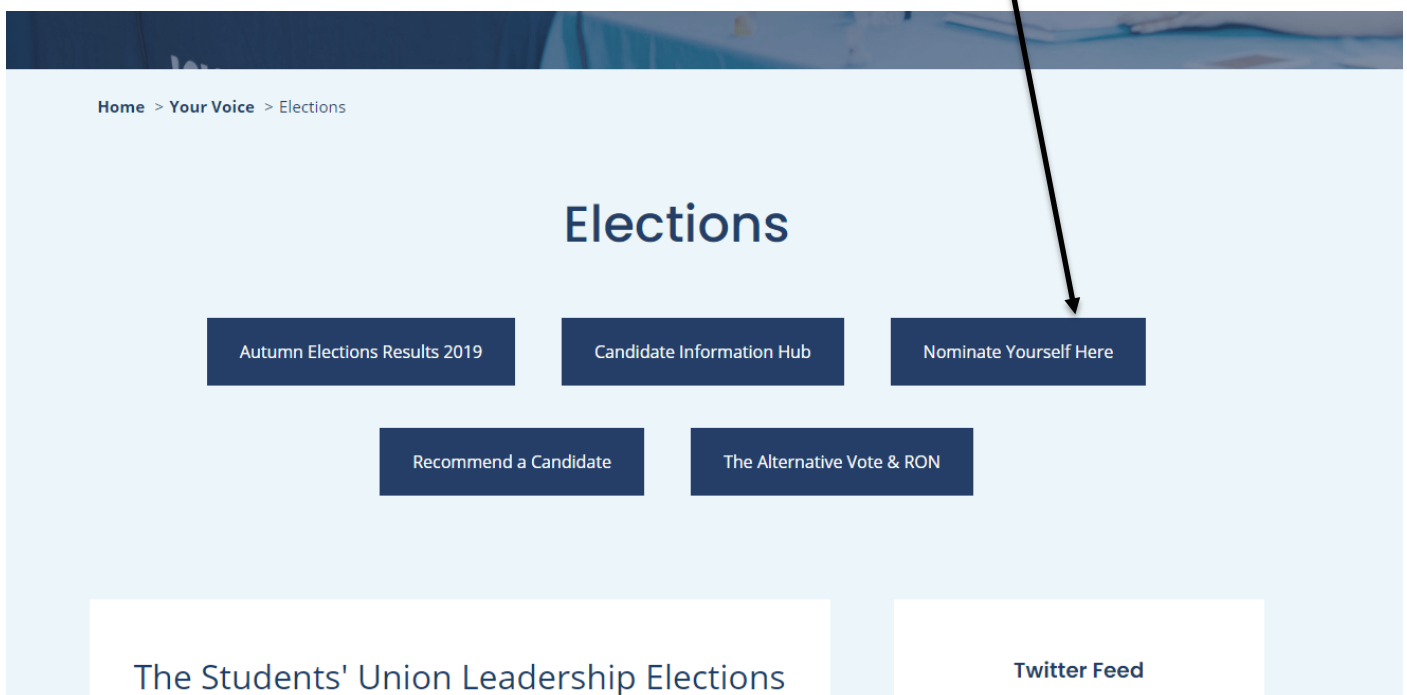
Students' Union Elections - A step by step guide to nominating yourself as a candidate via www.worcsu.com/yourvoice/elections/

This guide will show you exactly how to stand as a candidate in SU Elections. Nominations are **online only** and will require you to log in to the Students' Union website. If you have any issues logging in to the website, please contact the Students' Union Marketing and Communications Coordinator Clement Servini via at c.servini@worc.ac.uk or 01905 543225.

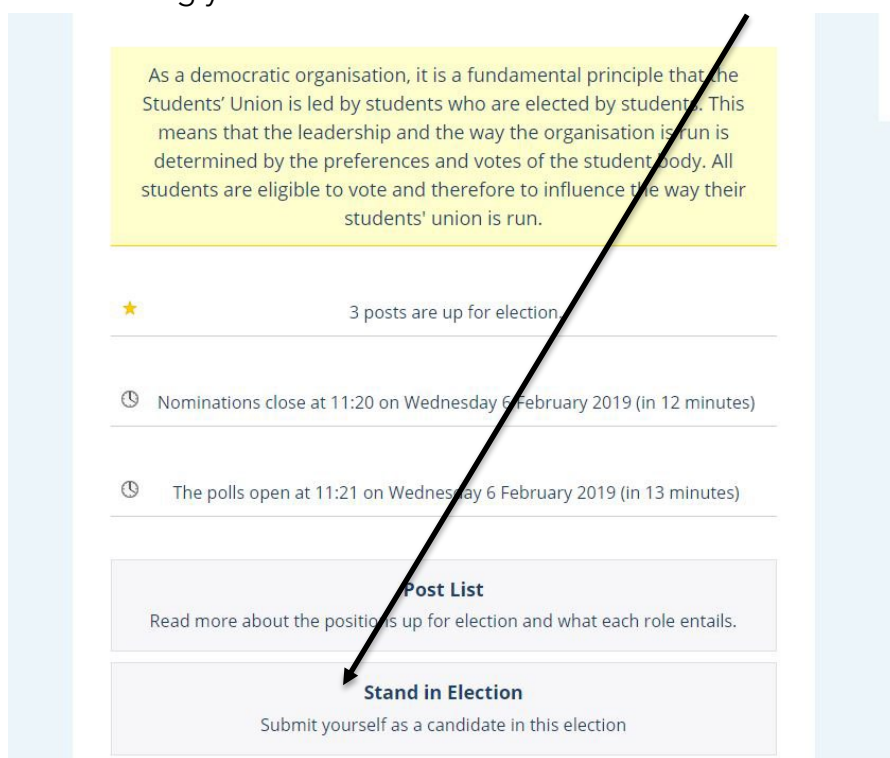
Please note you cannot nominate yourself until nominations open on 13/02/2023

The process is straightforward but there are a few elements we need to make candidates fully aware of.

- 1) First log in to SU website at www.worcsu.com/login/
Once logged in go to www.worcsu.com/yourvoice/elections/, and click on the Nominate Yourself Here Button on the top of the page.



2) To begin nominating yourself as a candidate click on "Stand in Election".



3) You will be asked to confirm your personal details including your name, email address and phone number.

Please note the Terms and Conditions. In clicking "save" you agree to abide by them.
The Candidates' Code of Conduct can be found at

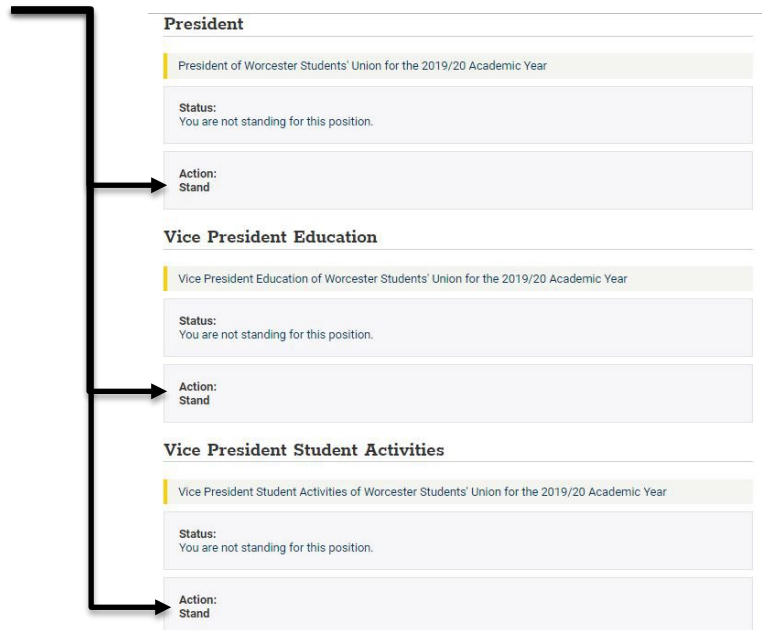
www.worcsu.com/yourvoice/elections/.

Click "Save" to confirm your details and confirm you will abide by the Terms and Conditions.

4) You will then be presented with the option to choose which position you wish to stand for.

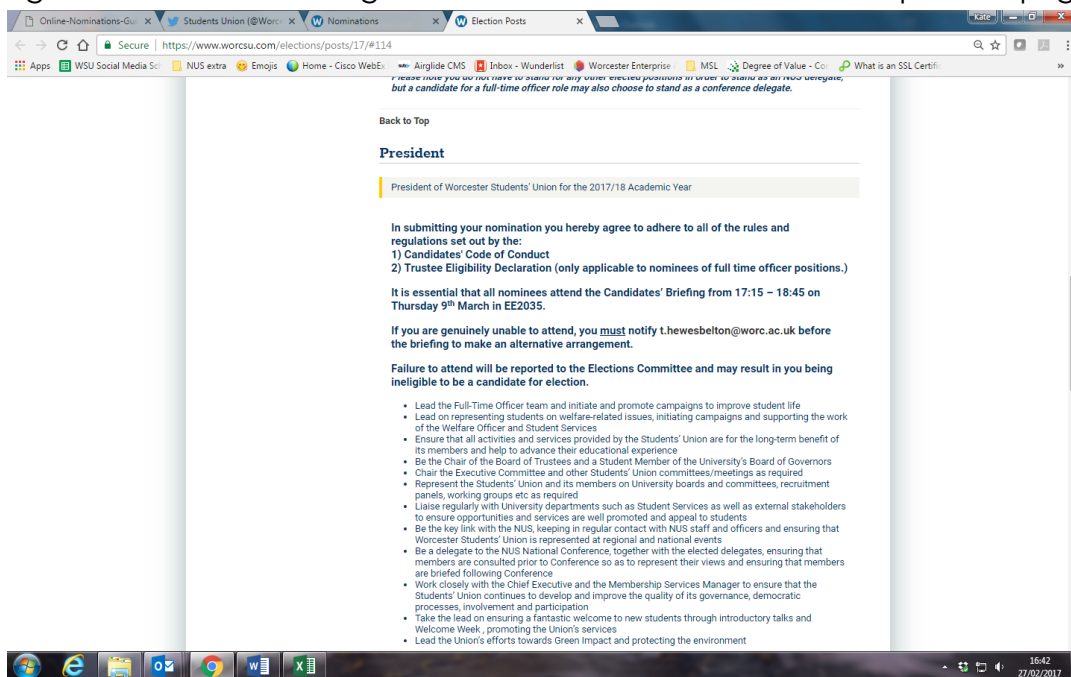
Please note that you will **only** be able to stand for **one** of the Full Time Officer positions (President, Vice President of Education or Vice President of Student Activities).

To stand for the Union position click **"Stand"**.

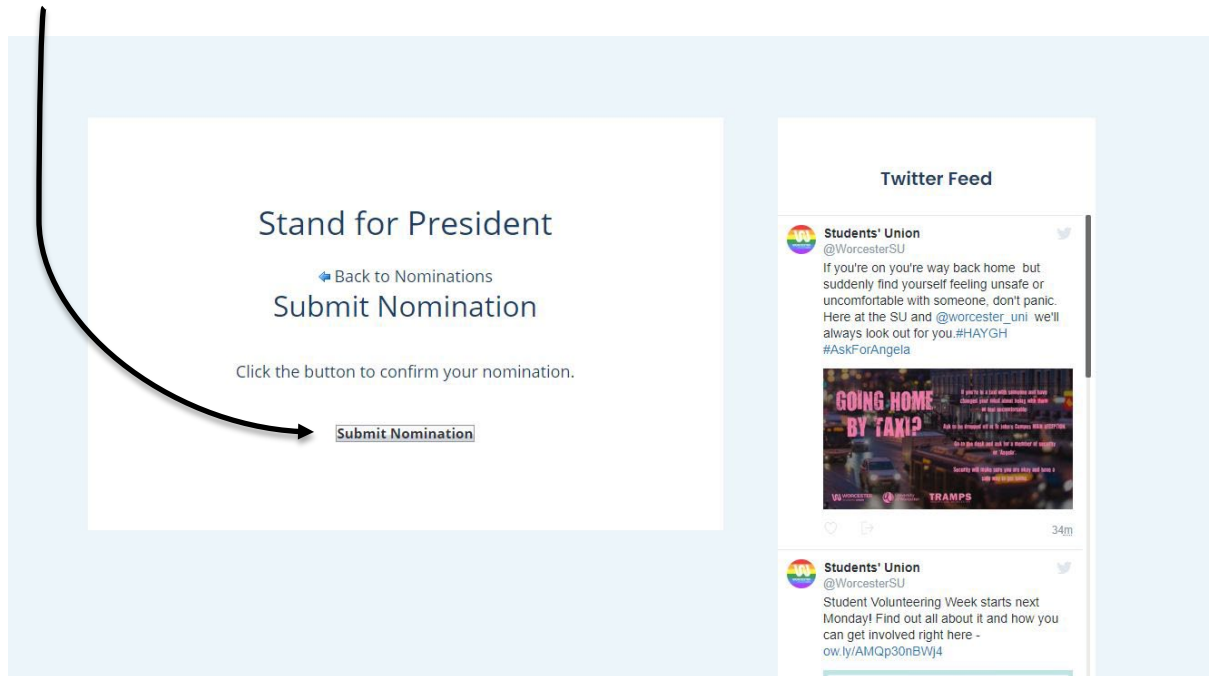


5) For more information on each role, click the role title.

To get back to the standing screen click **"Stand"** towards the top of the page.



- 6) You will then be asked to confirm your nomination.
Click **"Submit Nomination"** if you wish to proceed and you will be redirected back to the page with the officer roles on it.



- 7) You should then return to the stand in election page. Scroll down until you find the details of the position you are standing for again

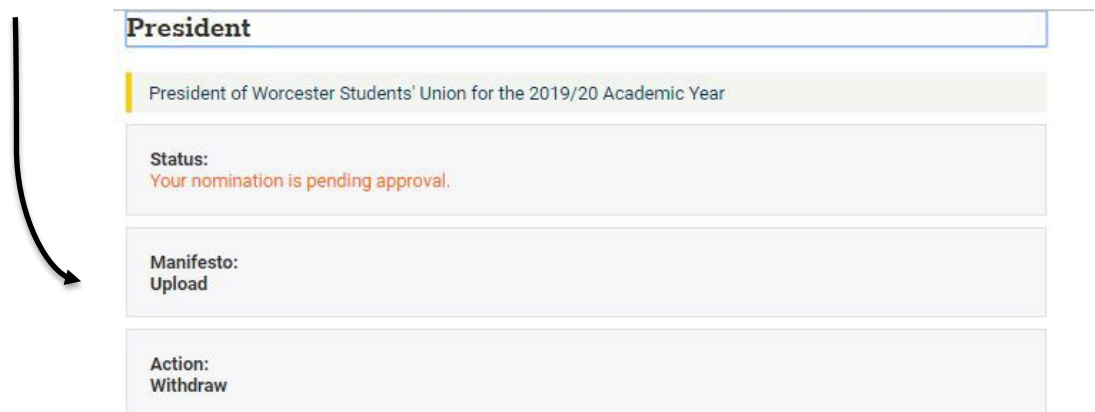
- 8) **Submit your manifesto.** Students **must** submit a manifesto to be candidates in the election.

This states what you will undertake to do in your year in office should you be elected.

For more information of the manifesto content take a look at the **Campaign to Win guide** in the Elections Resources Hub:

<http://www.worcsu.com/yourvoice/elections/hub/>

Click on **"upload"** to add your manifesto.



- 9) Before you enter the text for your manifesto you must enter your campaign slogan (maximum 500 characters). **DO NOT UPLOAD A PHOTO AS WE WILL ARRANGE THIS WITH YOU SEPARATELY.**

← Back to Candidate List

Photo

Your photo will appear on the Candidate List and your manifesto page.

Choose file No file chosen Upload

Slogan

Maximum word count is 20.

TYPE A REALLY GREAT SLOGAN HERE

31/500

Your slogan will appear on the Candidate List and your manifesto page.

- 10) Then scroll down and enter your main manifesto text

- 11) **Please note that the word limit for manifestos is 250.** Therefore, be concise as possible. You can type in the text box directly, copy and paste from a word

document or upload it as a pdf/picture. Please note that if you upload over 250 words your manifesto will be cut off at the 250-word limit without any editing, so it might be in the middle of a sentence.

Manifesto

Maximum word count is 250.

TYPE YOUR MANIFESTO HERE

SEND GRAPHIC DESIGN TO J.STILGOE@WORC.AC.UK

body p

Save

- 12) **Graphically designed manifestos are excellent at grabbing voters' attention. If you want to upload one of these please send it to j.appleby@worc.ac.uk before the deadline. You will still need to upload a text copy yourself!!**

- 13) When you are totally happy with your manifesto click **"save"**. Make sure you have re-read it in case of spelling mistakes. This is especially important if you are sending us a graphically designed manifesto as it is more difficult to change

Once you have stood and uploaded the manifestos of the role(s) you are standing for the nominations process online will be complete.

Nominations close at 12 noon on Monday 27th February