Club & Society On-Line Committee Elections

How to Up-load your Manifesto to the Website

You must be a member of the Club/Society before you can stand in their election.

Before you start, make sure you have your manifesto and a photo (jpg) ready

Log on the Students' Union Website www.su.nottingham.ac.uk

Go to your Club/Society page and select 'Elections'

Select 'Stand in Election'

- **Please add your e-mail (should already be visible)**

- **Please add your mobile telephone number**

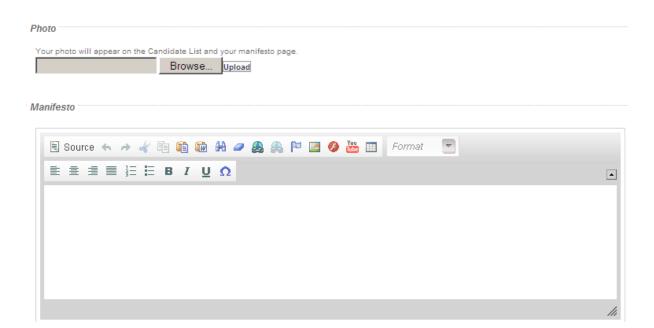- **Go to the position you wish to stand for and select 'Stand'**

Submit Nomination

Click the button to confirm your nomination.

Submit Nomination

Select 'Submit Nomination'

Status:	Your nomination is pending approval.
Form:	Print Form ⚠ Please return your nominations form
Deposit:	⚠ A £0.01 deposit is required for each post
Manifesto:	Upload
Action:	Withdraw

Select 'Upload'

Photo

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

[   ] Browse... Upload

Manifesto

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Browse to up-load your photo, and either type your manifesto in the box, or paste it form a word document.

If you have any problems, please contact angela.lee@nottingham.ac.uk