

Candidate

USER GUIDE



About the School Elections Manager

The School Elections Manager website has been created to help de-stress and simplify the Board of Trustee Elections process. The tool is easy to use, and in a few simple steps schools can set up and manage their election all in one online space.

In real-time:

1. **Returning Officers** can set up an election website, approve nomination candidates, and publish election results.
2. **Candidates** can create and submit their nominations and view their progress.
3. **Everyone** can stay informed about key dates for nominations and voting and view the election results as soon as they are published. A great way to encourage community engagement!

As a **Candidate**, you can nominate yourself to be elected on to your school's Board. This user guide shows you how to create and submit your own online nomination using the School Elections Manager website.

This user guide will help you carry out the following steps:

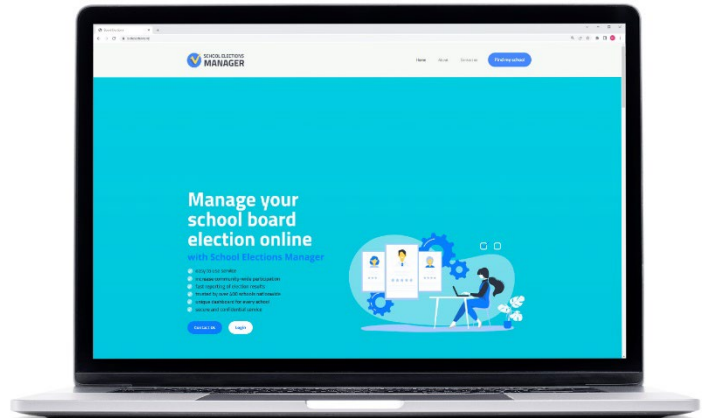
1. Find your school
2. Register for a school candidate account
3. Submit a nomination
4. Review your candidacy and election status
5. Contact the Returning Officer

For any or all enquires please contact:

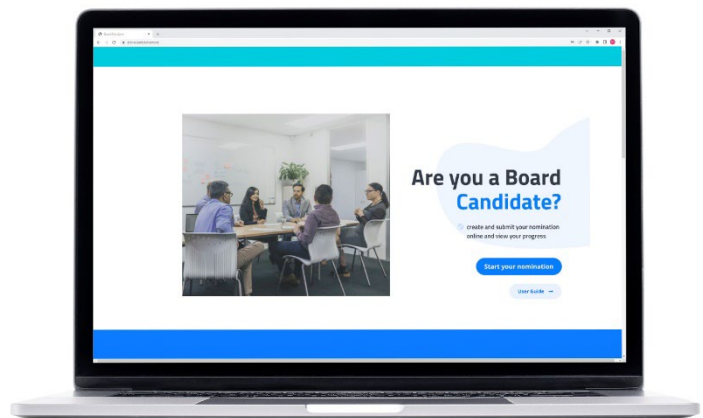
Email: returningofficer@cessl.org.nz Phone: 03 338 4444 Wayne Jamieson / Eric Yu.

1. Find your school

1. Go to the School Elections Manager home page at **boardelections.nz**.

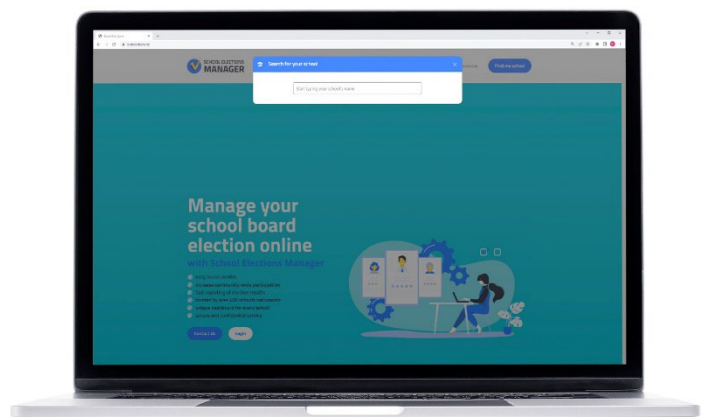


2. Scroll down to the Are you a Board Candidate? and select the Start your nomination blue button.



3. Under the blue pop-up **Search for your school**, type in your school name and select it from the drop-down list.

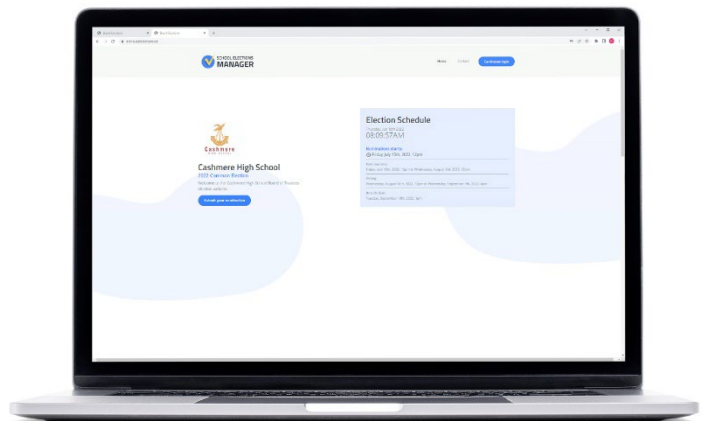
This will take you to your school's election homepage.



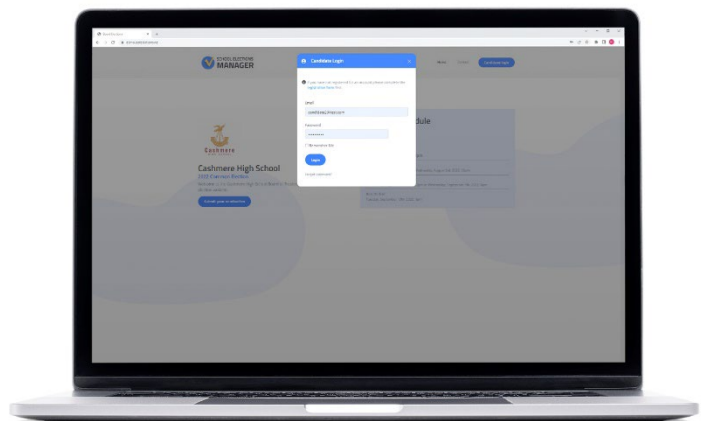
2. Register for a school candidate account

If you would like to submit a nomination for election, you must first register for an account on your School's election website.

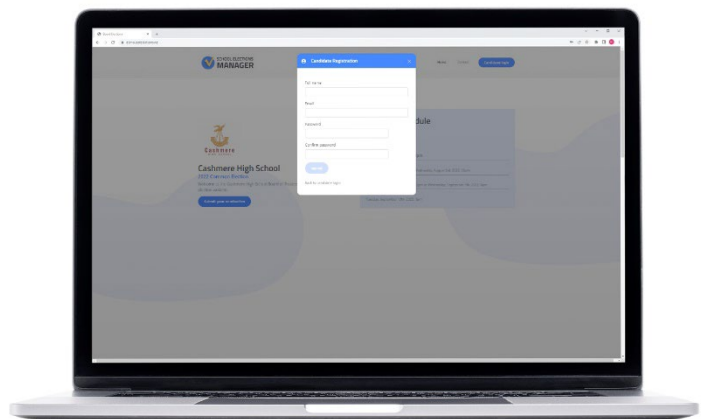
1. On your school elections page, select the blue **Submit your nomination** button.



2. In the Candidate Login pop-up box, select the blue text link **registration form**.



3. In the Candidate Registration box, type in your Full name, Email and create your own password. Select the **Submit** button when you are ready.



4. Once you submit your registration information, you will be sent a verification email with instructions on how to activate your account and access your nomination dashboard.

Hi Joe Soap,

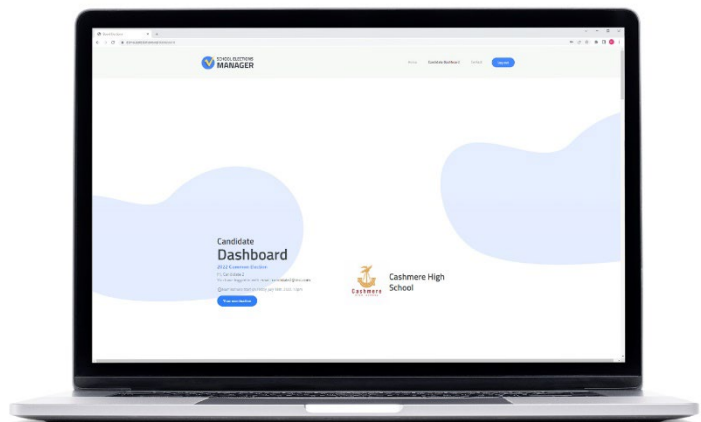
You are one step away from validating your registration and submitting your nomination for Your School.

[Validate Registration](#)

If you did not request this, no problem, you can safely ignore this email.

Regards,
Board Elections

5. Your nomination dashboard will display live information about your school's election, including dates for nomination, voting, and results, and details about your candidacy.

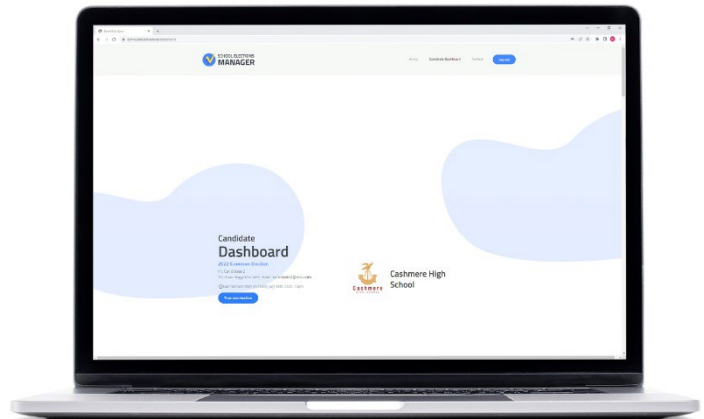


3. Submit a nomination

Now that you have an active Candidate account you create and submit a nomination.

You can save your nomination form and work on it later if you need to, just make sure you complete and submit it before the nomination period ends.

1. On your school elections page, select the blue **Your nomination** button.



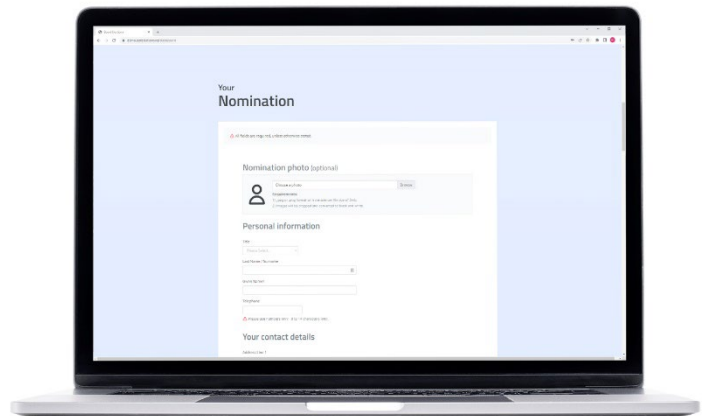
2. Fill out the form with the required information. You can also upload your own photo and candidate statement if you wish.



TIP

You can also save your nomination profile as a draft and submit it at a later stage.

Be sure to read and accept the [terms and conditions](#).



When you have finished, select **Submit nomination** to submit your nomination.

Navigate back to your dashboard and you will see an overview of your nomination and confirmation that it has been submitted.

Updating your nomination

If you wish to change any of the information on your nomination form, you can do so by clicking **Update your nomination** in your candidate dashboard.

Be sure to save any changes you make by clicking Save nomination at the bottom of the nomination form.

Note: Once your nomination has been reviewed and accepted by the Returning Officer (RO) you will no longer be able to make any changes.

Saving a draft of your nomination

If you wish to save your nomination and come back to it later before you submit it, select **Save as a draft and submit later** at the bottom of your nomination form. You will then be able to access your draft nomination form from your candidate dashboard.

When you are ready to submit your nomination, uncheck the Save as a draft box and click Save nomination.

Note: Your draft must be completed before the nomination period expires, otherwise your candidacy will not be eligible.

4. Review your candidacy and election status

Once you have submitted your nomination, it will need to be reviewed and accepted by the Returning Officer in order for your candidacy to be listed on the voting ballot.

You can check the status of your nomination and, after voting, your election result in your candidate dashboard.

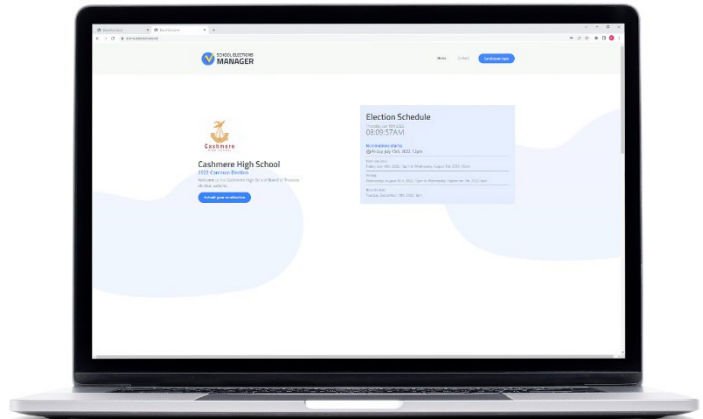
Note: If the same number of nominations are received as the number of spaces available on the BOT then there will be no vote and you will automatically be successful.

5. Contact the Returning Officer

You are able to submit enquiries to the Returning Officer from your election website's homepage.

1. Click on **Contact** in the top navigation menu of your election website's homepage.

This will take you to a submission form where you can enquire about your eligibility or other election information.



2. When submitting an enquiry form you can select one of the below reasons for your enquiry:
 - Your eligibility
 - Retract a nomination
 - Update nomination information
 - General enquiry

