

Liaison Officer

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!

This guide is for a schools Liaison – where your School is using CES as Returning Officer.

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

1. Login to your election dashboard
2. Understand your dashboard
3. Contact the Returning Officer

You should be familiar with the contents and processes outlined within the NZSTA returning officers handbook.

For any or all enquires please contact:

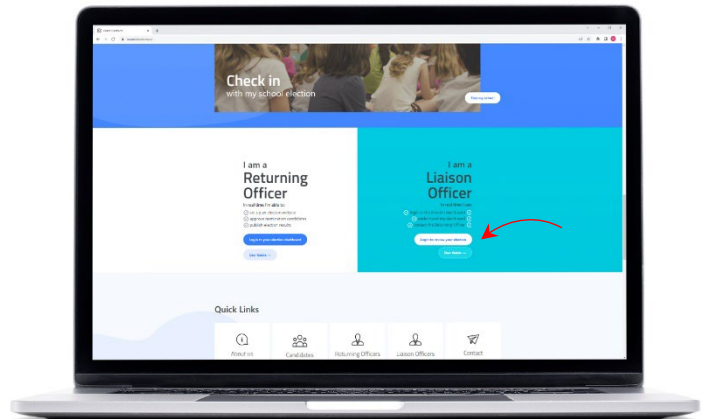
Email: returningofficer@cessl.org.nz Phone: 03 338 4444 Wayne Jamieson / Eric Yu.

1. Login to your Election Dashboard

Once your registration is approved by the School Elections Manager team you will receive email confirmation with access to your election website and dashboard.

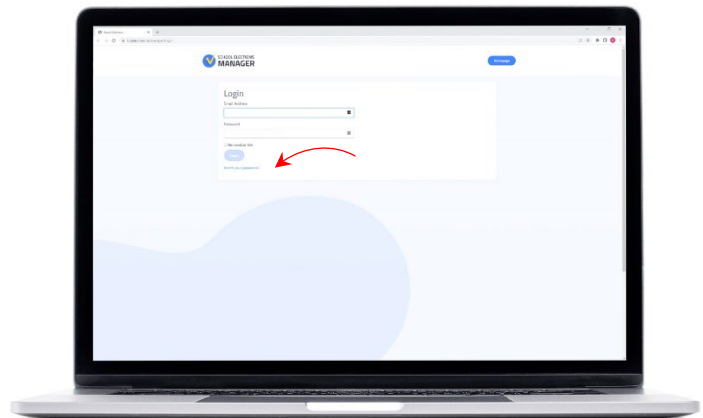
From your dashboard you will be able to set up and manage your school's election.

1. Scroll down to the I am a Liaison Officer section and click on the **Login to review your election** button. This will take you to the School Elections Manager login page where you can login using your email and password.



2. Enter your email address and password. Then click the **Login** button to login to your dashboard.

Important: If you have lost your password or are logging in for the first time you will need to click **Reset your password** underneath the Login button. If your email is on our records, you will be sent an email with instructions on how to reset your password.



3. Here is an example of the email you will receive. If you can't find it, check your trash or spam folder.

Hello!

You are receiving this email because we received a password reset request for your admin profile.

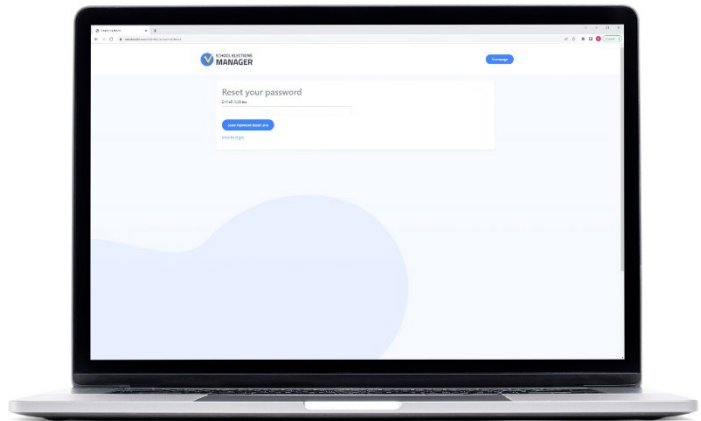
[Reset your password](#)

If you did not request a password reset, no further action is required.

Regards,
Board Elections

4. Click the blue **Reset your password** button to reset your password.

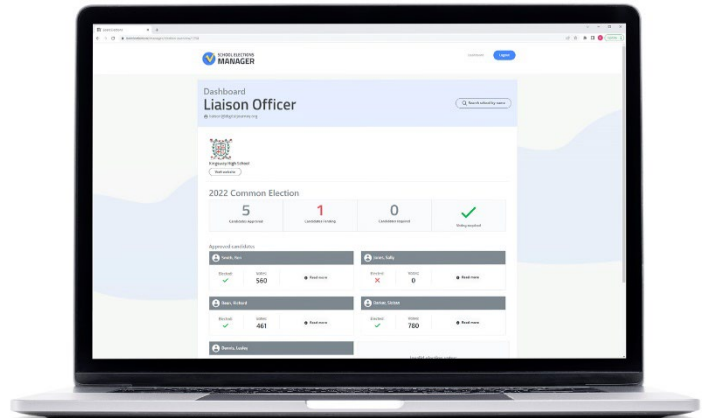
Note: You need to login using the same email address that you used on the page. Enter the email address you provided in your contact information **(this email address should be the same as provided to CES on your election sign up form)** and you will be emailed a password reset link. Once you've set up your password, you will be taken to your Election dashboard.



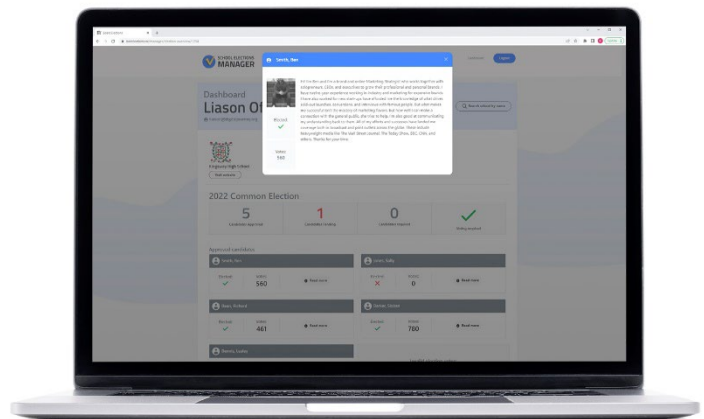
2. Understanding your Election Dashboard

1. On your dashboard, you can see your school's information and view the status of your election.

You can view how many nominations have been approved, how many nominations are still pending, and how many nominations are required for a Board to be formed.



2. You can view candidate statements by clicking the **Read more** button in the row underneath each Candidate's name.



3. Contact the Returning Officer

You are able to submit enquiries to the Returning Officer by clicking on the **Contact** in the top navigation menu of your election website's homepage. This will take you to a submission form.

Liaison officers who have registered can submit enquiries to the RO from inside their personal dashboard. When submitting an enquiry form you can select one of the below reasons for your enquiry:

- Candidate eligibility
- Retract a nomination
- Update nomination information
- General enquiry

