



School Elections Manager

Liaison Officer User Guide

About the School Elections Manager

The School Elections Manager is a digital platform that makes it a breeze for schools to setup and manage their BOT elections all in one online space.

Created to help de-stress and simplify the school's election process, the School Elections Manager encourages the whole community to get involved and stay informed.

In real-time:

- **Returning Officers** can set up an election website, approve nomination candidates, and publish election results.
- **Candidates** can create and submit their nominations and view their progress.
- **Everyone** can stay informed about key dates for nominations and voting and view the election results as soon as they are published.

Contents:

As a staff member in your school you have the opportunity to be a liaison officer.

This user guide will show you how to:

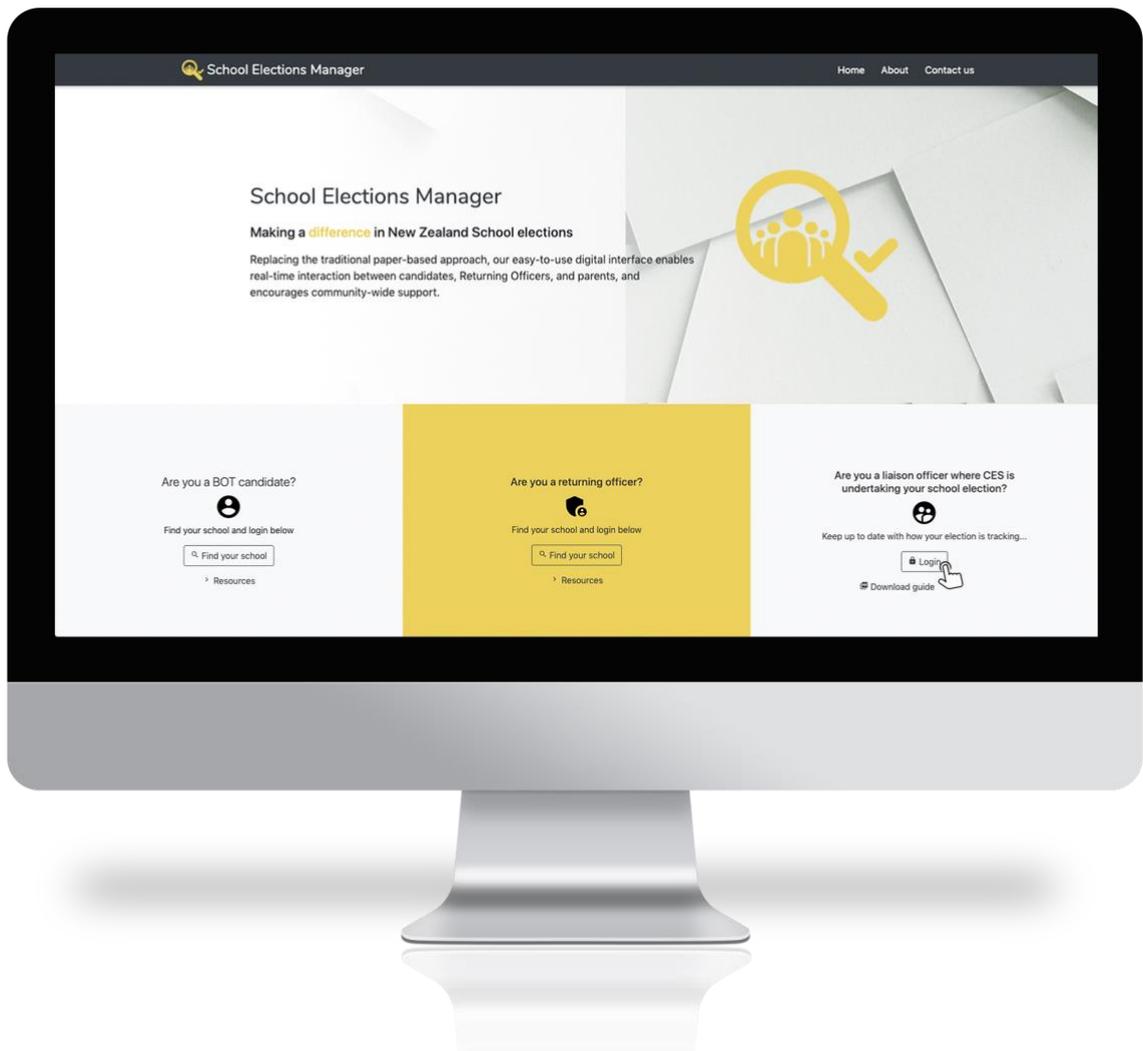
1. Login to your election dashboard
2. Understand your dashboard
3. Contact the Returning Officer

For any or all enquires please contact:

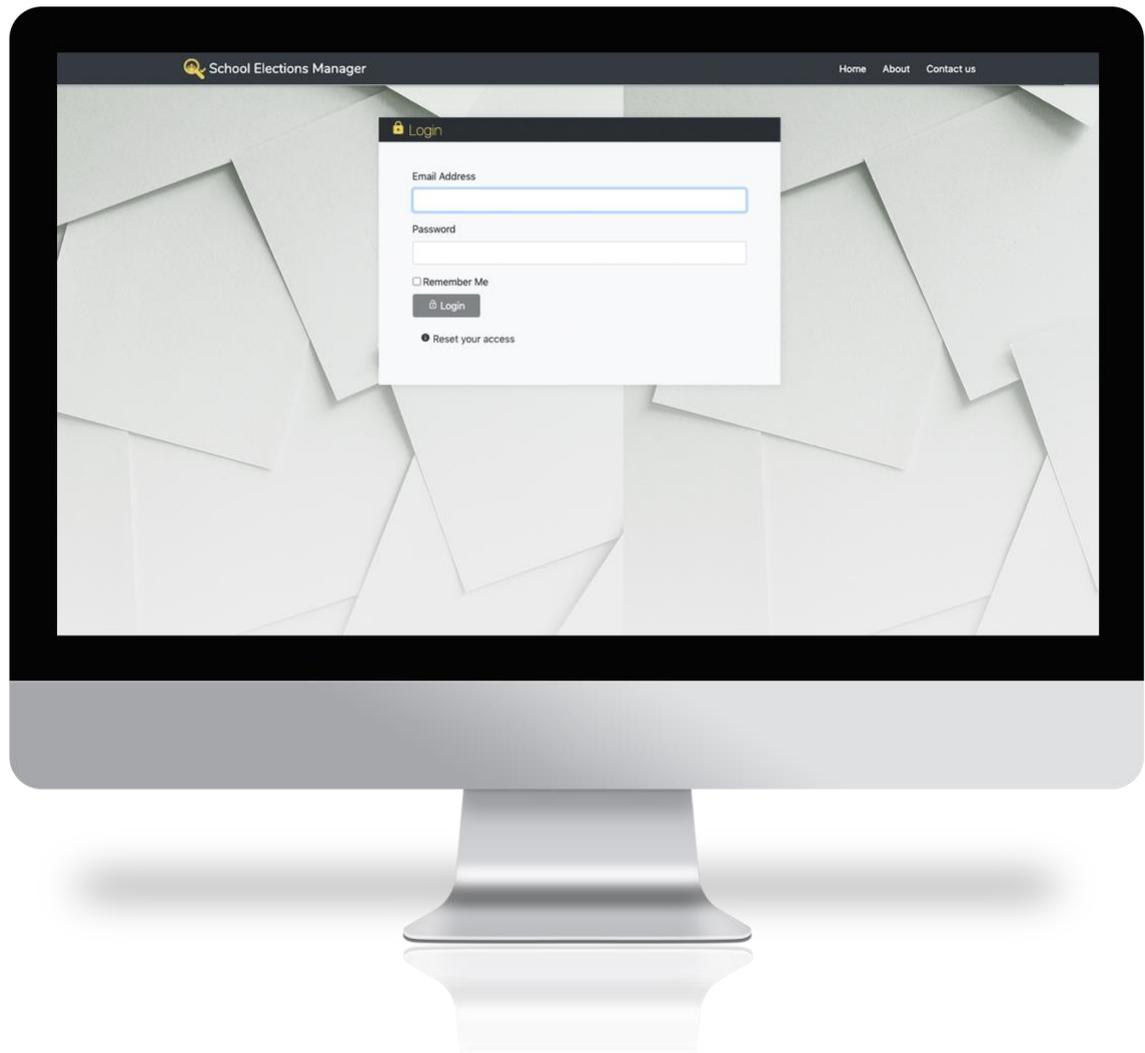
Email: returningofficer@cessl.org.nz Phone: 03 338 4444 Wayne Jamieson / Eric Yu.

1. Login to your Election Dashboard

1. Click on on the **Login** button found in the bottom right of the page of The School Elections Manager. 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 access** 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.

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.

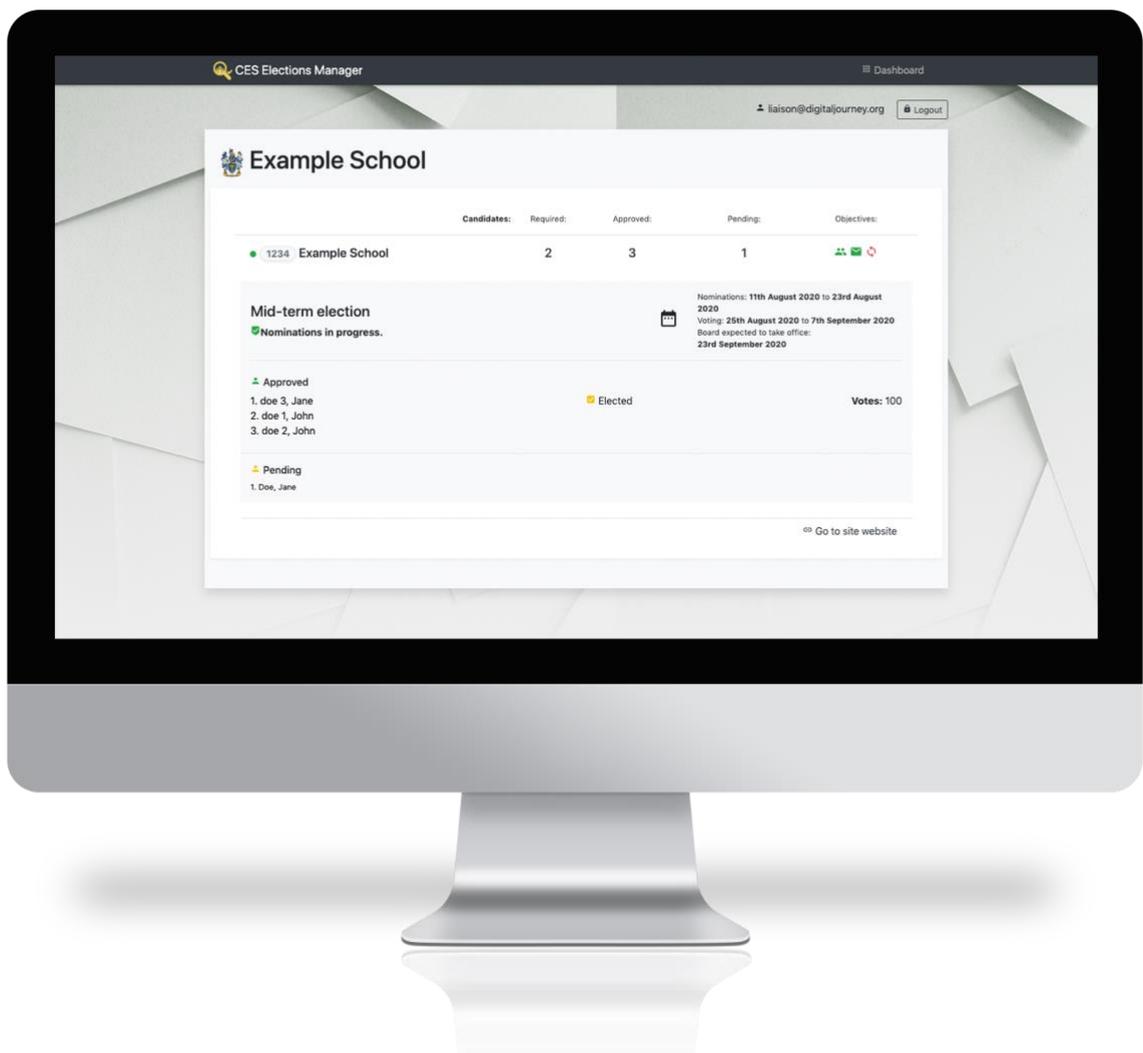
Regards,
Board Elections

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. Understand your Election Dashboard

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



2. 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.

3. You can download candidate statements by clicking **Candidate statements** at the bottom of the page. These will be downloaded for you to view.

DOE, Jane



Go over your candidate statements with a fine-tooth comb and make sure it's well organized, grammatically correct and free of spelling errors. Then enlist two additional people to do the same so nothing gets missed.

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DOE 1, John



Voters know who your candidates are, they know why they should consider voting for them, but what's in it for them? What do your candidates' accomplishments actually mean to voters? Candidates should share the impact of their work on the organization, community, etc., and really get voters invested in the idea of them in the position/office they're seeking.

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DOE 2, John



Now that voters have a sense of who your candidate is, have him/her spell out why they're the right person for the job/office. What have they done that qualifies them and should earn votes? Have candidates describe this succinctly and confidently.

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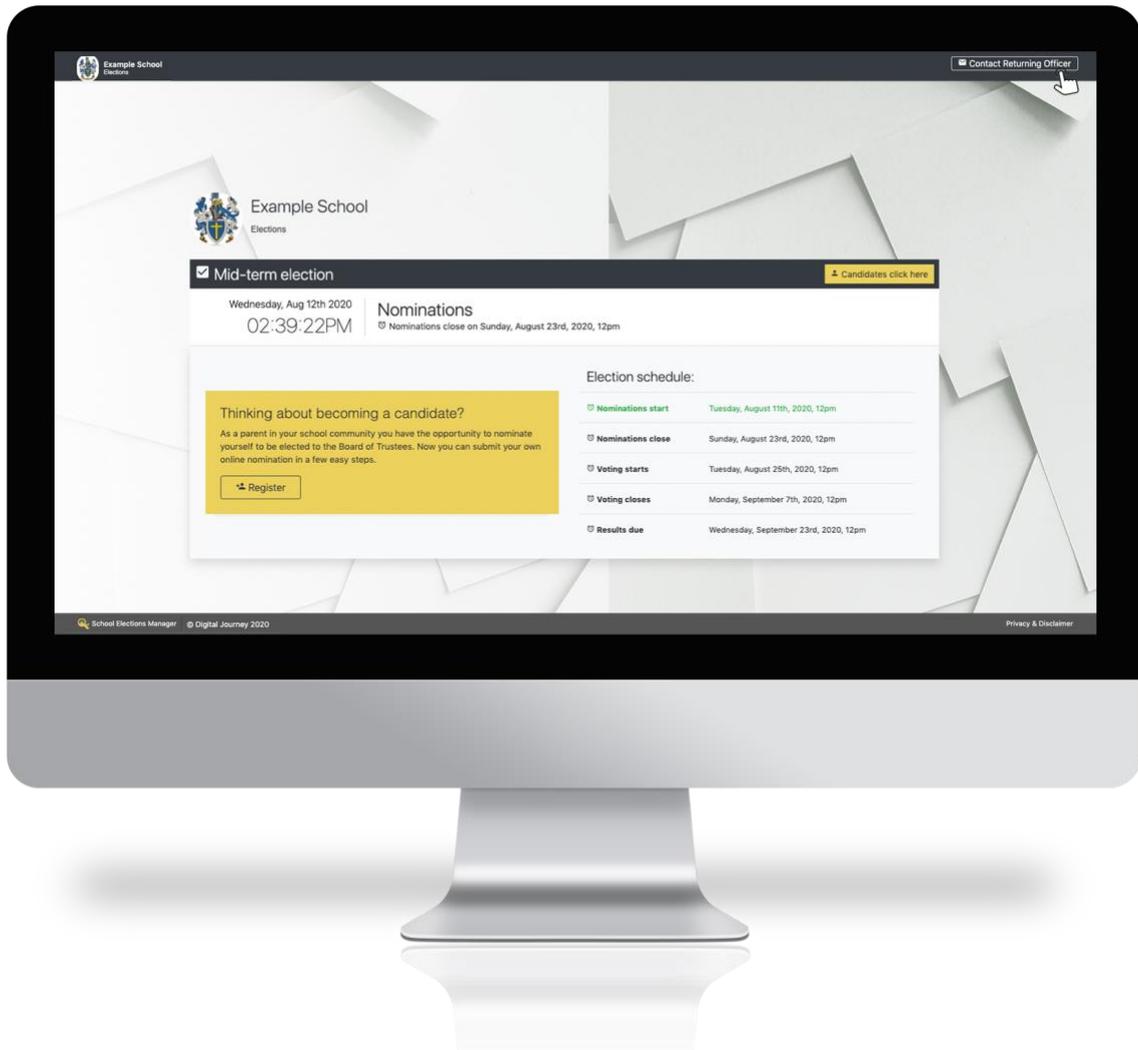
DOE 3, Jane



It's one thing for candidates to tell voters about themselves and their accomplishments, but voters aren't just going to take one person's word for it. Candidates should include any endorsements they've garnered, organizations they're part of, awards they've won and testimonials from reputable sources in the organization or community.

3. Contact the Returning Officer

You are able to submit enquiries to the Returning Officer by clicking on the **Contact Returning Officer** button in the 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

