



HOW TO RUN AN ONLINE ELECTION



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1. INTRODUCTION



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot displays the website for the Cardiff University Students' Union (Undeb Myfyrwyr Prifysgol Caerdydd). The page features a dark header with the organization's name and navigation icons. The main content area is divided into two columns. The left column contains a profile picture of a cartoon character with glasses and a pink shirt, a 'Current Tier Pending' badge with a question mark, and three social media links: 'Follow us on Twitter', 'Find us on Facebook', and 'Visit our website'. The right column is titled 'Web Design Society' and includes a greeting 'Hello people!'. Below this is a 'Committee Members' section with two boxes, each labeled 'President'. The first box shows a cartoon character and the name 'Joe Birkin', while the second shows a photo of a man and the name 'Samuel Cook'. A 'Membership' section below contains a yellow warning message: 'Sorry, there are no memberships available to purchase.' The 'Products' section is currently empty.

The end of the year is approaching and so the Web Design Society needs to elect its new committee.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot displays the website for the Cardiff University Students' Union (Undeb Myfyrwyr Prifysgol Caerdydd). The page features a dark header with the organization's name and navigation icons. The main content area is divided into several sections:

- Profile Picture:** A cartoon illustration of a man with glasses and a pink shirt, pointing upwards.
- Current Tier:** A badge with a question mark icon and the text "Current Tier Pending".
- Social Media Links:** Three buttons: "Follow us on Twitter" (blue), "Find us on Facebook" (dark blue), and "Visit our website" (pink).
- Web Design Society:** A section with the title "Web Design Society" and the text "Hello people!".
- Committee Members:** A section with the title "Committee Members" and two member profiles:
 - Joe Birkin:** President, with a cartoon profile picture.
 - Samuel Cook:** President, with a real-life profile picture.
- Membership:** A section with the title "Membership" and a yellow message: "Sorry, there are no memberships available to purchase."
- Products:** A section with the title "Products" and no visible content.

Elections need to be run online. It means we can check the elections and more people can vote.



Return to Menu

The screenshot shows the website for the Web Design Society. At the top, there is a dark header with the organization's name and a search bar. Below the header, the page is divided into several sections. On the left, there is a profile picture of a cartoon character with glasses and a pink shirt. Below the picture is a badge that says 'Current Tier Pending'. Underneath the badge are three buttons: 'Follow us on Twitter', 'Find us on Facebook', and 'Visit our website'. The main content area on the right starts with the title 'Web Design Society' and a greeting 'Hello people!'. Below this is a section titled 'Committee Members' which contains two boxes, each labeled 'President'. The first box features the cartoon character and the name 'Joe Birkin'. The second box features a photograph of a man and the name 'Samuel Cook'. Below the committee members is a 'Membership' section with a yellow warning message: 'Sorry, there are no memberships available to purchase.' At the bottom of the main content area is a 'Products' section.

Next Section

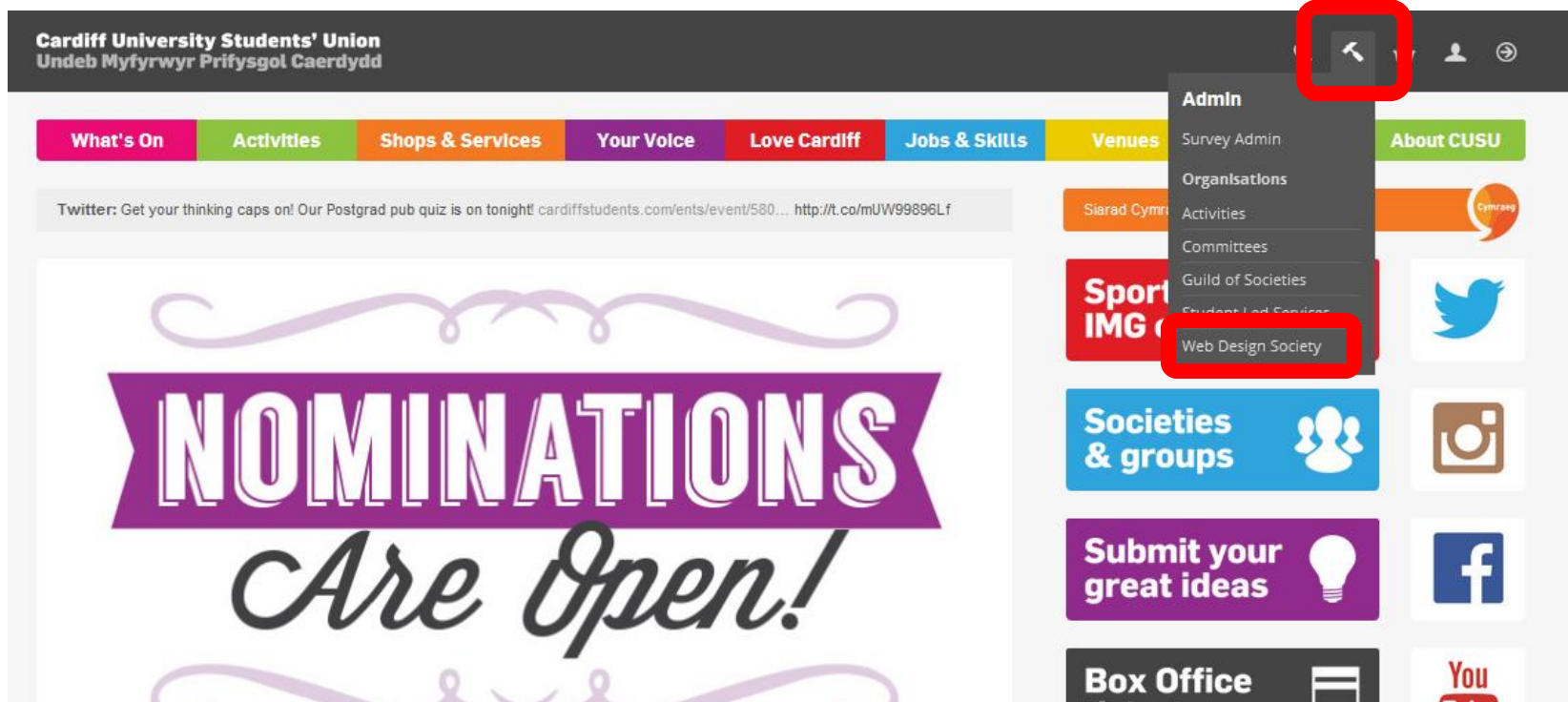
Elections are normally run between February and May, while by-elections can be run at any point in the year.



2. FINDING ELECTIONS ADMIN



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd



When you log-in to cardiffstudents.com, you should see a little hammer. Click here, then find your Group, e.g. Web Design Society.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd
















Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

What's On Activities Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help & Advice About CUSU

Admin tools

Go to home page

Web Design Society ([change](#))

 Edit Details	 Website pages	 News	 Events	 Tickets
 Messages	 Members	 Groups	 Signups	 Products
 Sales Reports	 Resources	 Edit Permissions	 Edit Surveys	 Edit Elections

Under Admin Tools, select Edit Elections.

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

What's On **Activities** **Shops & Services** **Your Voice** **Love Cardiff** **Jobs & Skills** **Venues** **Help & Advice** **About CUSU**

Attention!

Are you a committee member setting up an election?

Are you thinking "hey - let's make an election for each position on the committee!"?

Please don't. One election is enough for all positions! Under "posts" you can add all of the committee positions.

Also, make sure you choose the right role (not "all members" etc). Under the "group" field just select the committee role that you're going to be electing.

Elections Admin

Organisation: **Web Design Society** Status: All current and future elections **Clear**

To add a new

- Students For Life
- Surgical Society
- Tamil Society
- TCUPS - Purcell Singers
- Tea Society
- Teddy Bear Hospital
- Timothy Bible Study Group
- Traffic
- UKIP Young Independence
- UNICEF
- Web Design Society**
- Wildlife and Conservation Society

Key: 👤 Posts 👥 Candidates 📄 Reports 🔒 Admins 📄 Copy 🗑️ Delete

Status	Posts				
Nominations open	1	👤	👥	📄	🔒
Nominations open	2	👤	👥	📄	🔒

On Elections Admin, select the organisation you want to set up an election for (eg. the Web Design Society). Only your Groups should appear.

Return to Menu



Next Section

What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues

Attention!

Are you a committee member setting up an election?

Are you thinking "hey - let's make an election for each position on the committee!"?

Please don't. One election is enough for all positions! Under "posts" you can add all of the committee positions.

Also, make sure you choose the right role (not "all members" etc). Under the "group" field just select the committee role that you're going to be electing.

Elections Admin

Organisation: Web Design Society



Status: All current and future elections



Clear

[+ Create New Election](#)

There are no elections. Change the filter settings or create a new election.

Click on Create New Election.



3. COMPLETING THE ELECTIONS FORM



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Election

Title * 

Organisation Web Design Society

Display on Website *  →  


Description 

Give your election a name so people can find it.






Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Election

Title * 

Organisation

Display on Website *  →  

Description

Enter dates and times to determine when the election is visible to voters. We recommend starting when nominations open and finishing a week after voting closes.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Election

Title * ?

Organisation

Display on Website * → ?

Description

? ?

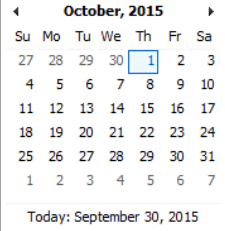
You can use our standard text for the Election Description

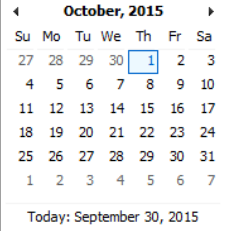


Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Nominations

Nominations Period 01/10/2015 12:00 → 15/10/2015 12:00

Online Manifesto Deadline * 

Paper Manifesto Deadline * 

Even if you're not accepting nominations, you should add a deadline to submit the form!

Allow States Allows Candidates to enter an optional state name of up to 20 characters

Max number of candidacies

Candidate terms and conditions

Open the nominations period as soon as possible. You should leave nominations open for two weeks. Use the pop-out calendar to help.



Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Nominations

Nominations Period →

Online Manifesto Deadline *

Paper Manifesto Deadline *

Even if you're not accepting paper manifestos you need to add a deadline to submit the form!

Allow Slates Allows candidates to enter an optional slate name of up to 20 characters

Max number of candidacies

Candidate terms and conditions

Add a manifesto deadline. It's a good idea to make both deadlines the same time as the close of nominations. You don't have to accept paper manifestos, but you need a deadline to submit.

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Nominations

Nominations Period * 01/10/2015 12:00 → 15/10/2015 12:00

Online Manifesto Deadline * 15/10/2015 12:00

Paper Manifesto Deadline * 15/10/2015 12:00

Even if you're not accepting paper manifestos you need to add a deadline to submit the form!

Allow Slates Allows candidates to enter an optional slate name of up to 20 characters

Max number of candidacies

Candidate terms and conditions

Use the Max Number of Candidacies to limit the number of roles a member can run for. If you don't want to set a limit, leave it blank.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Nominations

Nominations Period * 01/10/2015 12:00 → 15/10/2015 12:00

Online Manifesto Deadline * 15/10/2015 12:00

Paper Manifesto Deadline * 15/10/2015 12:00

Even if you're not accepting paper manifestos you need to add a deadline to submit the form!

Allow Slates Allows candidates to enter an optional slate name of up to 20 characters

Max number of candidacies

Candidate terms and conditions

If you have terms and conditions for candidates, you can use this box. We don't have a standard text for this.



Visibility

These settings control the visibility on election list widgets as well as overall access to the election's voting pages.

- i** Voting and standing are never available to non-logged in users. If Full or Basic is selected, a 'please log in' message will be displayed.
- i** If the Full (members only) or Basic options are selected, the 'Not Eligible' message will be displayed if the user does not meet the criteria.
NB: Even if the Full option is selected, eligibility to stand and vote is determined by the requirements on each individual post.

Not Eligible message

You may not be able to change the visibility of your election.



Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Visibility

These settings control the visibility on election list widgets as well as overall access to the election's voting pages.

Non-logged in users (public) *

- Full - show all information
- Basic - only show description and dates
- Hide

Logged in users *

- Full - show all information and allow participation
- Full (members only) - show all information, but only allow members of **Web Design Society** to participate
- Basic - show description and dates to all, but only allow members of **Web Design Society** to see all information and participate
- Hide - only show to members of **Web Design Society**

Not Eligible message

It appears that you are not eligible to vote in this election. You must be a member of the Web Design Society in order to vote. If you are a Web Design Society member and you are unable to vote, please contact Societies@cardiff.ac.uk with the subject "Web Design Society Elections".

If you can change visibility, we recommend going for Basic, so people are aware of the election.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Visibility

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Non-logged in users (public) *

- Full - show all information
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Logged in users *

- Full - show all information and allow participation
- Full (members only) - show all information, but only allow members of **Web Design Society** to participate
- Basic - show description and dates to all, but only allow members of **Web Design Society** to see all information and participate
- Hide - only show to members of **Web Design Society**

i If the Full (members only) or Basic options are selected, the 'Not Eligible' message will be displayed if the user does not meet the criteria.
NB: Even if the Full option is selected, eligibility to stand and vote is determined by the requirements on each individual post.

Not Eligible message

It appears that you are not eligible to vote in this election. You must be a member of the Web Design Society in order to vote. If you are a Web Design Society member and you are unable to vote, please contact Societies@cardiff.ac.uk with the subject "Web Design Society Elections".

If someone cannot vote in this election, they will receive a Not Eligible message. You can use our standard text. Remind everyone to join the Group if they haven't already, so they can vote.



Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Image

Browse [Select Image](#)

Profile page

This text appears on the Profile page for this election. You can use this to provide instructions about self-definition.

Help text

Filter post lists

You can upload an Election Image. This is not compulsory.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Image

Browse [Select Image](#)

Profile page

This text appears on the Profile page for this election. You can use this to provide instructions about self-definition.

Help text

[?](#)

All Cardiff Uni student members can nominate themselves and run in elections. Leave this section blank.




Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Filter post lists

If this election contains many posts, and users will only be eligible to stand or vote for a small subset, use this option to hide posts that the user is not eligible for. When this option is enabled, links are shown to allow users to view all posts regardless of eligibility.

 Use of this option is not recommended when self-definition requirements are in place, as posts will not be immediately visible unless the user has already self-defined.

Hide posts This applies to the Post list, the Nominations page, the Candidate list and the Voting start page.

Polling

Enter the open and close date / times for the polls. Leave the postal / proxy ranges blank to set them to the same as the e-voting range.

e-Voting * 15/10/2015 13:00  → 22/10/2015 13:00  

This box hides positions from certain members.
Leave this box blank.



Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Polling

Enter the open and close date / times for the polls. Leave the postal / proxy ranges blank to set them to the same as the e-voting range.

e-Voting * 15/10/2015 13:00 → 22/10/2015 13:00

Postal Voting 15/10/2015 13:00 → 22/10/2015 13:00

Proxy Voting 15/10/2015 13:00 → 22/10/2015 13:00

Voter terms and conditions
I confirm that I am voting of my own free will and that I am the rightful owner of this account.

Abstention confirmation text

Leave a gap between nominations closing and voting opening. This is so you can approve the candidate list before voting opens.

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Polling

Enter the open and close date / times for the polls. Leave the postal / proxy ranges blank to set them to the same as the e-voting range.

e-Voting * 15/10/2015 13:00 → 22/10/2015 13:00

Postal Voting 15/10/2015 13:00 → 22/10/2015 13:00

Proxy Voting 15/10/2015 13:00 → 22/10/2015 13:00

Voter terms and conditions
I confirm that I am voting of my own free will and that I am the rightful owner of this account.

Abstention confirmation text

You must approve the candidates list before voting opens. Make sure you put a reminder in your calendar to do this before voting opens!



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Polling

Enter the open and close date / times for the polls. Leave the postal / proxy ranges blank to set them to the same as the e-voting range.

e-Voting *	15/10/2015 13:00	→	22/10/2015 13:00
Postal Voting	15/10/2015 13:00	→	22/10/2015 13:00
Proxy Voting	15/10/2015 13:00	→	22/10/2015 13:00

Voter terms and conditions

I confirm that I am voting of my own free will and that I am the rightful owner of this account.

Abstention confirmation text

Ensure that your voting period starts after the nominations period closes, not at the same time. You don't need to accept postal and proxy voting.

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Polling

Enter the open and close date / times for the polls. Leave the postal / proxy ranges blank to set them to the same as the e-voting range.

e-Voting * 15/10/2015 12:00 → 22/10/2015 12:00

Postal Voting →

Proxy Voting →

Voter terms and conditions I confirm that I am voting of my own free will and that I am the rightful owner of this account.

Abstention confirmation text

You can use our standard text for the Voter Terms and Conditions.

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

The image shows a screenshot of an online election form. At the top, there is a header for 'Cardiff University Students' Union' and 'Undeb Myfyrwyr Prifysgol Caerdydd'. Below the header, there are three text input fields. The first field is labeled 'Abstention confirmation text' and is highlighted with a red rectangular border. The second field is labeled 'Voting completion text' and contains the text 'Thank you for voting in this election.'. At the bottom of the form, there is a pink button labeled 'Save Election'.

You don't need to include an Abstention Confirmation text. It appears if someone chooses not to vote for a particular role.



Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Default ballot rubric

Ballot rubric specified here is used for all posts unless overridden by post specific settings

Website (default) Polling App

B *I*

You have one vote.

Number the candidates in order of preference.

If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.

If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

Keep the default ballot rubric – this is the instructions on how to use STV, the voting method we use in all our elections.

Cardiff University Students' Union
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The screenshot shows a web form with three main sections. The top section is empty. The middle section is labeled 'Abstention confirmation text' and is also empty. The bottom section is labeled 'Voting completion text' and contains the message 'Thank you for voting in this election.' This section is highlighted with a red border. Below the form is a pink button labeled 'Save Election', which is also highlighted with a red border.



This message appears once someone has voted.
Don't forget to save the election!





4. ADDING POSITIONS TO BE ELECTED



Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

What's On | Activities | Shops & Services | Your Voice | Love Cardiff | Jobs & Skills | Venues | Help & Advice | About CUSU

Attention!
Are you a committee member setting up an election?
Are you thinking "hey - let's make an election for each position on the committee!"?
Please don't. One election is enough for all positions! Under "posts" you can add all of the committee positions.
Also, make sure you choose the right role (not "all members" etc). Under the "group" field just select the committee role that you're going to be electing.

Web Design Society

Edit Election

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

✓ Changes saved.

Election

Title *

Click on Posts, under Edit Election, to add a committee position to the election.

What's On

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Jobs & Skills

Venues

Help & Advice

About CUSU

Web Design Society By-Election

Edit Posts

[Elections Admin](#) | [Details](#) | **[Posts](#)** | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

[+ Add new post](#)

i There are no posts set up for this election. Click 'Add New Post' above."

Click on Add New Post.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Add Post

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Post

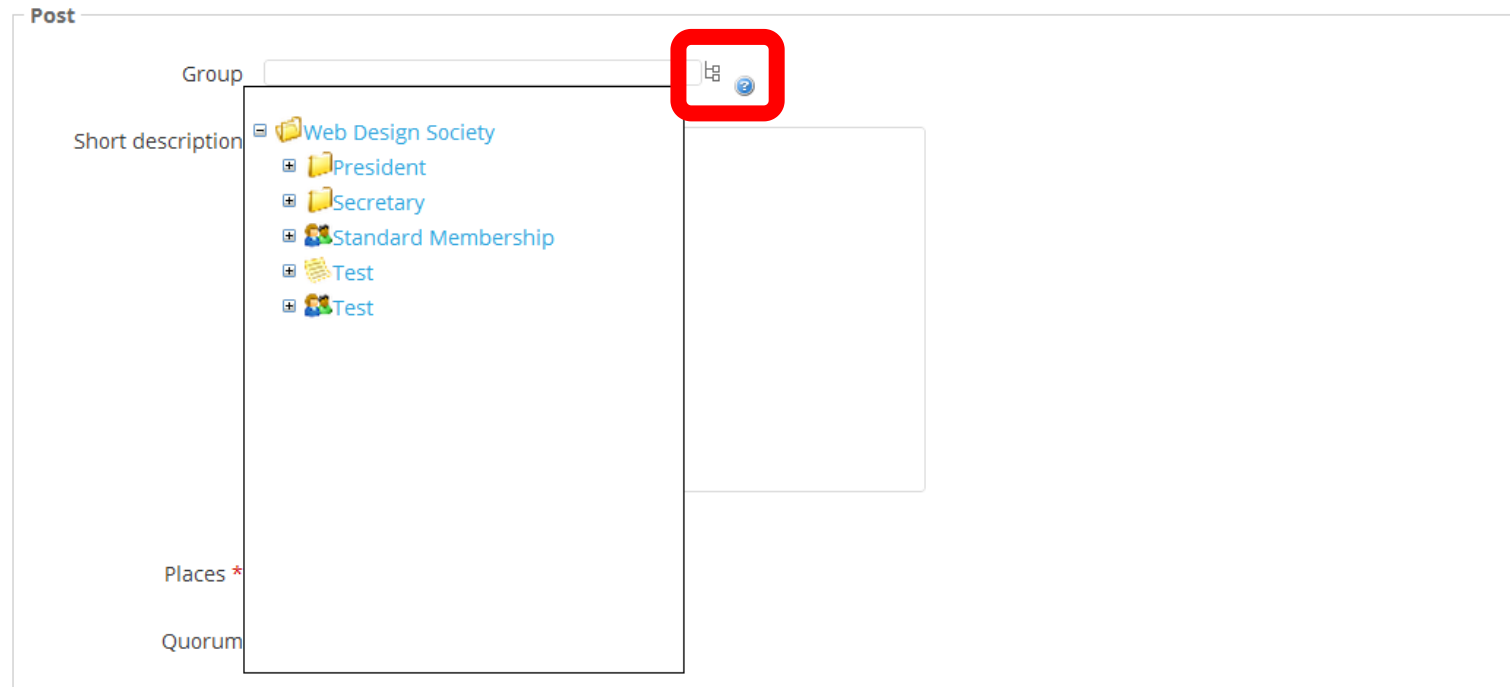
Group

Short description

- Web Design Society
- President
- Secretary
- Standard Membership
- Test
- Test

Places *

Quorum



Group is the position you wish to fill. You can find all existing positions using this drop-down.

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Add Post

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Post

Group

- Short description
- Web Design Society
 - Secretary**
 - Student Membership
 - Test
 - Test

Places *

Select the position you want from the drop-down list. Email Societies or the Athletic Union if you have missing positions.


Add Post

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Post

Group 

Short description

Places * 

Quorum 

Add a short role description to tell prospective candidates about each role.




Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

ADD POST

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Post

Group 

Short description

Places * 

Use this section to select how many people you want to elect for a role. Maybe you need two people to coordinate events, or have a tradition of co-presidents.

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd


Add Post

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Post

Group 

Short description

Places * 

Quorum

The Quorum is how many of your membership needs to vote for the election to be valid. You don't need to include a Quoracy.



Cardiff University Students' Union

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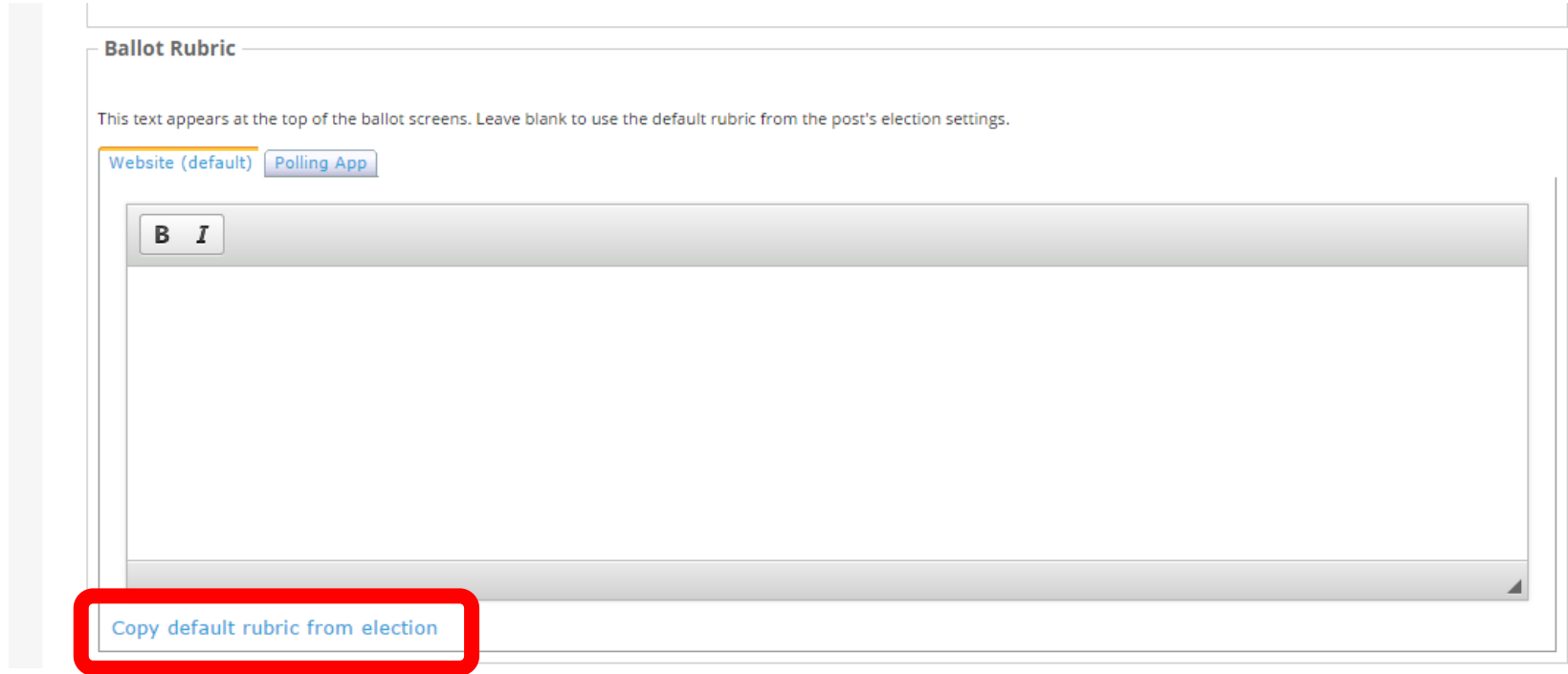
Ballot Rubric

This text appears at the top of the ballot screens. Leave blank to use the default rubric from the post's election settings.

Website (default) Polling App

B I

Copy default rubric from election



Copy the default rubric from earlier.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Options

Show organisation name ?

Number of proposers required ?

Use RON candidate ?

Require paper form ?

Withdrawal Only admins can withdraw candidates ?

Check the Show Organisation Name box. This allows us to quickly identify your election if you need us to. The effect of this is highlighted later.



Options

Show organisation name [?](#)

Number of proposers required [?](#)

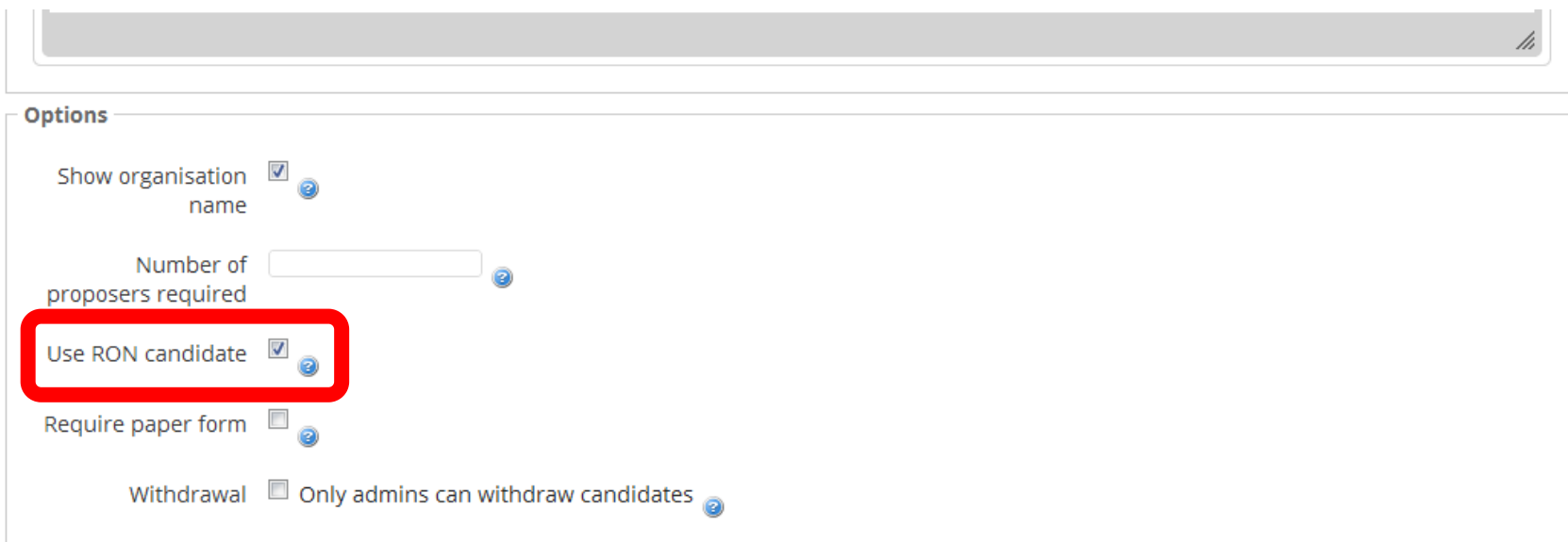
Use RON candidate [?](#)

Require paper form [?](#)

Withdrawal Only admins can withdraw candidates [?](#)

Do you want other members to approve a candidate before they can stand? If so, include the number of proposers here. You don't need to include any proposers and can leave it blank.





The image shows a screenshot of a web form titled "Options". The form contains several settings:

- "Show organisation name" with a checked checkbox and a help icon.
- "Number of proposers required" with an empty text input field and a help icon.
- "Use RON candidate" with a checked checkbox and a help icon. This option is highlighted with a red rectangular border.
- "Require paper form" with an unchecked checkbox and a help icon.
- "Withdrawal" with an unchecked checkbox and the text "Only admins can withdraw candidates" and a help icon.

You must include a RON candidate. If a voter doesn't think any candidates are suitable, they can select Re-Open Nominations. **Elections without RON will be voided.**



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Options

Show organisation name [?](#)

Number of proposers required [?](#)

Use RON candidate [?](#)

Require paper form [?](#)

Withdrawal Only admins can withdraw candidates [?](#)

You don't need to have a paper form to support candidates applications. Leave this blank.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Options

Show organisation name [?](#)

Number of proposers required [?](#)

Use RON candidate [?](#)

Require paper form [?](#)

Withdrawal Only admins can withdraw candidates [?](#)

If you check this box, candidates will only be able to withdraw from the election if they go via your committee. You can do either.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Manifesto options

Allow manifesto text [?](#)

Text max word count [?](#)

Allow photo [?](#)

Allow slogan [?](#)

Slogan max word count [?](#)

[Save](#)

We highly recommend having manifestos, as this is the best way for voters to get to know candidates and what they stand for. Allow manifestos, even if you do speech events or candidates questions.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Manifesto options

Allow manifesto text [?](#)

Text max word count [?](#)

Allow photo [?](#)

Allow slogan [?](#)

Slogan max word count [?](#)

Save

Always limit a manifesto to a set number of words. For the Main SU elections, we use a limit of 200 words.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Manifesto options

Allow manifesto text [?](#)

Text max word count [?](#)

Allow photo [?](#)

Allow slogan [?](#)

Slogan max word count [?](#)

Save

We highly recommend allowing photos, so that members can know exactly who each candidate is.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Manifesto options

Allow manifesto text [?](#)

Text max word count [?](#)

Allow photo [?](#)

Allow slogan [?](#)

Slogan max word count [?](#)

Save

We don't suggest including a slogan but you can if you want to make things more fun. If you do include a slogan, make sure you include a word limit.



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Web Design Society By-Election

Edit Posts

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+ Add new post

Post	Post group	Places
Web Design Society - Secretary		1
Web Design Society - Treasurer		1

Checking Show Organisation Name adds the Group Name here

Edit post groups

Page size 20

Use post groups to restrict the number of related posts a candidate can stand for.

+ Add new post group

There are no post groups.

Go back to the Posts section to view and edit positions and add new positions to elections.

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd



5. THE CANDIDATES



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

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Web Design Society By-Election

Edit Posts

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

[+ Add new post](#)

Post	Post group	Places
Web Design Society - Secretary		1
Web Design Society - Treasurer		1

Edit post groups

Page size

Use post groups to restrict the number of related posts a candidate can stand for.

[+ Add new post group](#)

There are no post groups.

Click on Candidates to find out who's running.

Web Design Society By-Election

Candidate Admin

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

List order

Candidate lists will be displayed in the following order:

Sort option

- Randomised
- Alphabetical (last name)
- Alphabetical (candidate name)
- Specified
- Randomised

Approval

Polling cannot begin until the candidate list is approved.

Current status

Unapproved

Update

How do you want candidates to be listed during elections? We recommend Randomised because it removes bias.



Web Design Society By-Election

Candidate Admin

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List order

Candidate lists will be displayed in the following order:

Sort option

Set

Approval status

Polling cannot begin until the candidate list is approved.

Current status

Approved
Unapproved
Provisionally approved
Approved

The candidate list needs to be approved before voting opens. Change the approval status here.

[What's On](#)[Activities](#)[Shops & Services](#)[Your Voice](#)[Love Cardiff](#)[Jobs & Skills](#)[Venues](#)[Help & Advice](#)[About CUSU](#)

Web Design Society By-Election

Candidate Admin

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List order

Candidate lists will be displayed in the following order:

Sort option

Set

Approval status

Polling cannot begin until the candidate list is approved.

Current status

Update

Review candidates

Don't forget to save changes!



What's On Activities Shops & Services Your Voice City Life Jobs & Skills Venues Help & Advice About CUSU

Web Design Society Fake Election

Candidates - Web Design Society - Secretary

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Candidates

There are no candidates.

Add candidate

⚠ Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate:
1204378 **Find Person**

Display name *

Approved 

Submit Candidate

If you take submissions in any other way, you can add people by searching their student number.



Web Design Society Fake Election

Candidates - Web Design Society - Secretary

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Candidates

There are no candidates.

Add candidate

⚠ Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate: [End Search](#) [Clear Search](#)

Search Results

[Select](#) (1204378) - Samuel Cook

Display name *

Approved

You can select the candidate that appears from the search list.

[What's On](#) [Activities](#) [Shops & Services](#) [Your Voice](#) [City Life](#) [Jobs & Skills](#) [Venues](#) [Help & Advice](#) [About CUSU](#)

Web Design Society Fake Election

Candidates - Web Design Society - Secretary

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Messages](#) | [Notifications](#) | [Reports](#)

Candidates

i There are no candidates.

Add candidate

w Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate: (1204378) - Samuel Cook

Change

Display name * SAM COOK

Approved **e**

Submit Candidate

You can change the display name if someone isn't known as the name on University records.



Web Design Society Fake Election

Candidates - Web Design Society - Secretary

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Candidates

There are no candidates.

Add candidate

⚠ Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate: (1204378) -

[Change](#) Samuel Cook

Display name * SAM COOK

Approved

[Submit Candidate](#)

You can approve candidates as you add them.
Hit submit to add the candidate.

[What's On](#)[Activities](#)[Shops & Services](#)[Your Voice](#)[City Life](#)[Jobs & Skills](#)[Venues](#)[Help & Advice](#)[About CUSU](#)

Web Design Society Fake Election

Candidates - Web Design Society - Secretary

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Messages](#) | [Notifications](#) | [Reports](#)

Candidates

Hide withdrawn and disqualified candidates

Ref #	Name	Status	Manifesto
1405	SAM COOK	Approved	No manifesto uploaded Edit

Add candidate

⚠ Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate:

 [Find Person](#)

Display name *

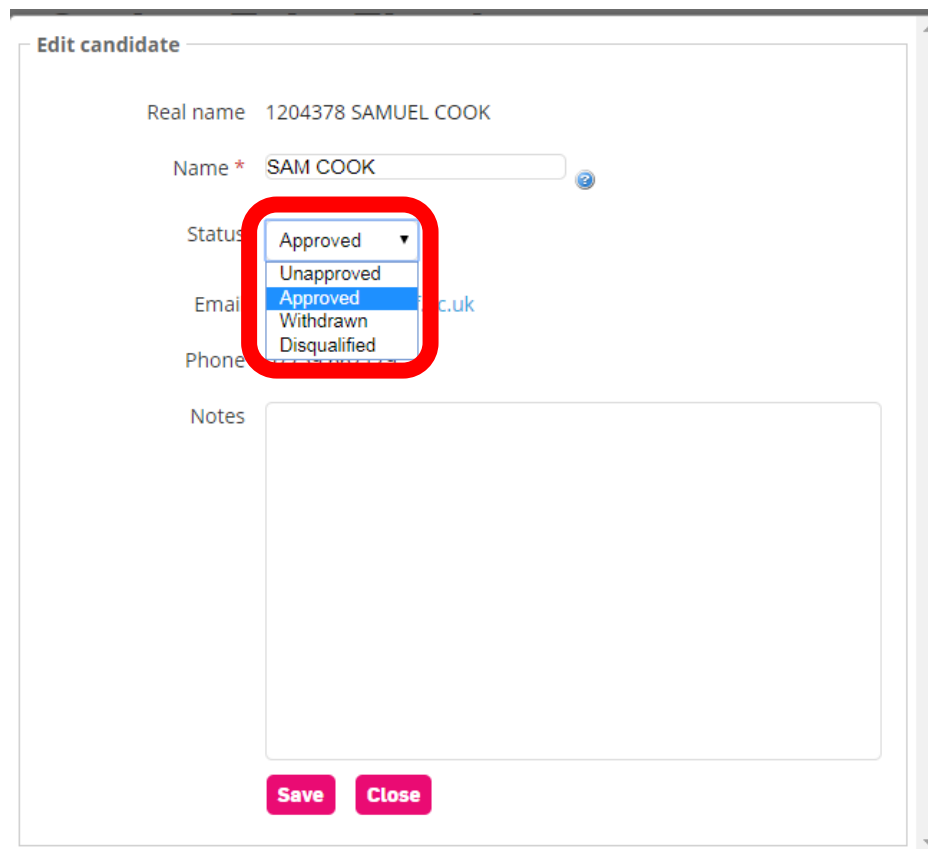
Approved

[Submit Candidate](#)

✓ Candidate added.

On the Candidates page, click on a candidate to edit their details.

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd



The screenshot shows a web form titled "Edit candidate". The form contains the following fields and options:

- Real name: 1204378 SAMUEL COOK
- Name *: SAM COOK
- Status: A dropdown menu with the following options: Approved (selected), Unapproved, Approved, Withdrawn, and Disqualified. This menu is highlighted with a red circle.
- Email: [redacted]@c.uk
- Phone: [redacted]
- Notes: A large empty text area.

At the bottom of the form, there are two buttons: "Save" and "Close".

You can edit display names, approve, withdraw and disqualify candidates and find contact details for them under Edit Candidate.



Web Design Society Fake Election

Candidates - Web Design Society - Secretary


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Candidates

Hide withdrawn and disqualified candidates

Ref #	Name	Status	Manifesto
14050	SAM COOK	Approved	No manifesto uploaded Edit

Add candidate

 Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate:

[Find Person](#)

Display name *

Approved 

[Submit Candidate](#)

 Candidate added.

You can upload a manifesto and a photo for a candidate by clicking on Edit.

Return to Menu

Next Section

Add candidate

⚠ Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate:

Find Person

Display name *

Approved



Submit Candidate

✓ Candidate added.

Bulk actions

ℹ Approve all non-approved, non-withdrawn and non-disqualified candidates.

Approve all candidates

You must approve all candidates before voting opens. Simply log into Elections Admin and click this button between nomination closing and voting opening.



6. ELECTIONS ADMINISTRATORS



Web Design Society Fake Election

Candidates - Web Design Society - Secretary


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Candidates

Hide withdrawn and disqualified candidates

Ref #	Name	Status	Manifesto
14050	SAM COOK	Approved	No manifesto uploaded Edit

Add candidate

 Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate:

[Find Person](#)

Display name *

Approved 

[Submit Candidate](#)

 Candidate added.

You can see who has admin access for the election by clicking on Admins.

Admin options

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Select admin option

- Anyone with Edit Elections permission for this election's organisation
- Specific people with Edit Elections permission for this election's organisation
- Specific groups that have Edit Elections permission for this election's organisation

Name	Info
Neil Alexander	Inherited permission from Activities - Guild of Societies
Alexander Bazley	Inherited permission from Activities - Guild of Societies
Joe Birkin	Inherited permission from MSL Membership System
Joe Birkin	Inherited permission from Guild of Societies - Web Design Society
Joe Birkin	Inherited permission from MSL Membership System
James Bonsall	Inherited permission from MSL Membership System
Dan Connolly	Inherited permission from MSL Membership System
Samuel Cook	Inherited permission from Guild of Societies - Web Design Society
Samuel Cook	Inherited permission from Activities - Guild of Societies
Andrew Cummings	Inherited permission from MSL Membership System
Paul Jones	Inherited permission from Guild of Societies - Web Design Society
Paul Jones	Inherited permission from Activities - Guild of Societies
Siwan Jones	Inherited permission from MSL Membership System

Admins lists everyone who can view and edit your elections settings.



Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Select admin option

- Anyone with Edit Elections permission for this election's organisation
- Specific people with Edit Elections permission for this election's organisation
- Specific groups that have Edit Elections permission for this election's organisation

Name	Info
Neil Alexander	Inherited permission from Activities - Guild of Societies
Alexander Bazley	Inherited permission from Activities - Guild of Societies
Joe Birkin	Inherited permission from MSL Membership System
Joe Birkin	Inherited permission from Guild of Societies - Web Design Society
Joe Birkin	Inherited permission from MSL Membership System
James Bonsall	Inherited permission from MSL Membership System
Dan Connolly	Inherited permission from MSL Membership System
Samuel Cook	Inherited permission from Guild of Societies - Web Design Society
Samuel Cook	Inherited permission from Activities - Guild of Societies
Andrew Cummings	Inherited permission from MSL Membership System
Paul Jones	Inherited permission from Guild of Societies - Web Design Society
Paul Jones	Inherited permission from Activities - Guild of Societies
Siwan Jones	Inherited permission from MSL Membership System

Committee members have access to your election to run the election.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Select admin option

- Anyone with Edit Elections permission for this election's organisation
- Specific people with Edit Elections permission for this election's organisation
- Specific groups that have Edit Elections permission for this election's organisation

Name	Permission
Neil Alexander	Inherited permission from Activities - Guild of Societies
Alexander Bazley	Inherited permission from Activities - Guild of Societies
Joe Birkin	Inherited permission from MSL Membership System
Joe Birkin	Inherited permission from Guild of Societies - Web Design Society
Joe Birkin	Inherited permission from MSL Membership System
James Bonsall	Inherited permission from MSL Membership System
Dan Connolly	Inherited permission from MSL Membership System
Samuel Cook	Inherited permission from Guild of Societies - Web Design Society
Samuel Cook	Inherited permission from Activities - Guild of Societies
Andrew Cummings	Inherited permission from MSL Membership System
Paul Jones	Inherited permission from Guild of Societies - Web Design Society
Paul Jones	Inherited permission from Activities - Guild of Societies
Siwan Jones	Inherited permission from MSL Membership System

Staff from Activities – Guild of Societies and Activities – Athletic Union can access your election to ensure your election is set up correctly and to help out if issues arise.



Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Select admin option

- Anyone with Edit Elections permission for this election's organisation
- Specific people with Edit Elections permission for this election's organisation
- Specific groups that have Edit Elections permission for this election's organisation

Name	Info
Neil Alexander	Inherited permission from Activities - Guild of Societies
Alexander Bazley	Inherited permission from Activities - Guild of Societies
Joe Birkin	Inherited permission from MSL Membership System
Joe Birkin	Inherited permission from Guild of Societies - Web Design Society
Joe Birkin	Inherited permission from MSL Membership System
James Bonsall	Inherited permission from MSL Membership System
Dan Connolly	
Samuel Cook	Inherited permission from Guild of Societies - Web Design Society
Samuel Cook	Inherited permission from Activities - Guild of Societies
Andrew Cummings	Inherited permission from MSL Membership System
Paul Jones	Inherited permission from Guild of Societies - Web Design Society
Paul Jones	Inherited permission from Activities - Guild of Societies
Siwan Jones	Inherited permission from MSL Membership System

MSL Membership System is our website software. Staff from MSL need to access your election if serious issues arise, or if we have problems at our end.





Admin options

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Select admin option

Specific people with Edit Elections permission for this election's organisation

Name	Info
<input checked="" type="checkbox"/> Neil Alexander	Inherited permission from Activities - Guild of Societies
<input checked="" type="checkbox"/> Alexander Bazley	Inherited permission from Activities - Guild of Societies
<input checked="" type="checkbox"/> Joe Birkin	Inherited permission from MSL Membership System
<input type="checkbox"/> Joe Birkin	Inherited permission from Guild of Societies - Web Design Society
<input checked="" type="checkbox"/> Joe Birkin	Inherited permission from MSL Membership System
<input checked="" type="checkbox"/> James Bonsall	Inherited permission from MSL Membership System
<input checked="" type="checkbox"/> Dan Connolly	Inherited permission from MSL Membership System
<input checked="" type="checkbox"/> Samuel Cook	Inherited permission from Guild of Societies - Web Design Society
<input checked="" type="checkbox"/> Samuel Cook	Inherited permission from Activities - Guild of Societies
<input checked="" type="checkbox"/> Andrew Cummings	Inherited permission from MSL Membership System
<input checked="" type="checkbox"/> Paul Jones	Inherited permission from Guild of Societies - Web Design Society
<input checked="" type="checkbox"/> Paul Jones	Inherited permission from Activities - Guild of Societies
<input checked="" type="checkbox"/> Siwan Jones	Inherited permission from MSL Membership System

If a current committee member is running again, you may want to remove their access. **Never remove anyone from Activities or MSL.**





7. HOW MANY VOTES?



[What's On](#)[Activities](#)[Shops & Services](#)[Your Voice](#)[City Life](#)[Jobs & Skills](#)[Venues](#)[Help & Advice](#)[About CUSU](#)

Web Design Society Fake Election

Candidates - Web Design Society - Secretary


[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Messages](#) | [Notifications](#) | [Reports](#)

Candidates

Hide withdrawn and disqualified candidates

Ref #	Name	Status	Manifesto
14050	SAM COOK	Approved	No manifesto uploaded Edit

Add candidate

 Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.


Select Candidate:

[Find Person](#)

Display name *

Approved 

[Submit Candidate](#)

 Candidate added.

Click on reports to see how many people are voting in your election once voting begins.

The screenshot shows a navigation bar with the following items: What's On, Activities, Shops & Services, Your Voice, Love Cardiff, Jobs & Skills, Venues, Help & Advice, and About CUSU. The main heading is "Web Design Society By-Election" with a sub-heading "Reports and voting stats". A breadcrumb trail includes: Elections Admin | Details | Posts | Candidates | Admins | Notifications | Reports. The "Voting stats" section contains three tables: "Election Details", "Vote Count by Post", and "Top 10 IP Addresses". The "Election Details" table shows 0 votes for the "Web Design Society By-Election". The "Vote Count by Post" table shows 0 votes for "Web Design Society - Secretary" and "Web Design Society - Treasurer". The "Top 10 IP Addresses" and "Last 20 IP Addresses" sections both state "There is no voting information." At the bottom, there is a link for a "Printable version of the information above." and two buttons for "Excel" and "PDF".

Web Design Society By-Election
Reports and voting stats

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Notifications](#) | [Reports](#)

Voting stats

Election Details						
Election Title	Number of Individual Voters	Total Number of Votes	Abstentions	Electronic Votes	Postal Votes	Proxy Votes
Web Design Society By-Election	0	0	0	0	0	0

Vote Count by Post			
Post Name	Quorum	Vote Count	Abstentions
Web Design Society - Secretary		0	0
Web Design Society - Treasurer		0	0

Top 10 IP Addresses

There is no voting information.

Last 20 IP Addresses

There is no voting information.

Printable version of the information above.

[Excel](#) [PDF](#)

You can see how many votes have been cast for each role and find out about voter demographics. You can download all the reports to share.





A member of staff must run the Election Count.
Email [Societies](#) or the [Athletic Union](#) to get your
elections results.

Return to Menu

