

GUIDE ON HOW TO SUBMIT A COALITION LIST

It is in the election system's [coalition list module](#) that you can create a coalition list. This guide describes the various steps for creating a coalition list, sending notifications to candidates, and submitting the coalition list for approval.

Entering coalition list

Coalition lists are created by a **list coordinator** for an approved candidate list logging into the election system, creating a coalition list and adding other approved candidate lists to the coalition list.

1. Log into the election system's coalition list module:

Log into the coalition list module via <https://e-vote.dk/e-valg-forbundanmeldelse/faces/ForbundAnmeld?lang=en> with your usual username (AAU e-mail) and password. Select "Aalborg University" from the list. You may now be prompted for multi-factor validation to log into the system.

2. Create coalition list

Select "*Create coalition list*" next to the body for which you want to create a coalition list and fill in the fields with *.

Please note that the name of the coalition list must not indicate which body is involved. For example, it is not allowed to call your coalition list "*Study Board of xxx*" or "*Department Council of xxx*" or a known abbreviation for this.



The list coordinator who creates the coalition list is automatically the coordinator/contact person for the list. You can subsequently edit the information about the coalition list by selecting "*Edit list association*" or delete the list association completely by selecting "*Delete list association*".

Edit coalition list

Delete coalition list

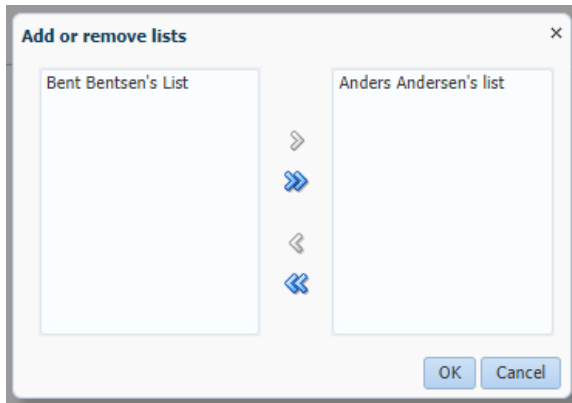
3. Add candidate lists to the coalition list

Select "*Add/remove lists*" next to the coalition list to which you want to add other candidate lists. You will now see an overview of the candidate lists that exist for the selected body. By

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clicking on the individual candidate lists, you can now add and remove lists to the coalition list by pressing ">" and "<" respectively.

When you have transferred the candidate lists you want to include in the coalition list, press "OK"



Please note that you cannot remove your own candidate list from the coalition list. Your own list must be included in the coalition list.

4. Send out notifications

It is very important that the coordinator of a coalition list subsequently sends out notifications about the coalition list by selecting "Send notifications" and selecting "Yes" on the confirmation popup. This will send an email to candidates on all lists included in the coalition list.

Send notifications

The email will state which candidate lists are included in the coalition list, and that an objection must be made to the Election Secretariat or the coordinator of the coalition list if there are any objections to joining this coalition list. Thus, it is not necessary for the individual candidate to give his or her consent to entering into a coalition.

It will be possible for each coalition list to see whether or not notifications have been sent. It will be possible to send notifications for the same coalition several times. This may be relevant if there is a change in the coalitions lists' composition.

5. Submit coalition list to the election administration

The coordinator of the coalition list selects "*Submit coalition list to admin.*" and select "Yes" in the confirmation pop-up. The coalition list is then submitted to the Election Secretariat, and it is no longer possible to make corrections to the coalition list. Please note that you will not receive an automatic receipt for submitting the list, but once the coalition list is submitted, the button will change colour from blue to grey as shown below:

Submit coalition list to admin.

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Remember to submit the coalition list before the deadline!