

GUIDE TO REGISTER YOUR CANDIDACY IN THE ELECTION SYSTEM

In the election system, you can register your candidacy by using the candidate registration module. The module gives you some different options:

1. **Create a candidate list, send invitations and submit the candidate list**
2. **Reply an invitation to stand for election on someone else's candidate list or reply to an invitation to be a nominator of a candidate list**
3. **Check the status of your list and invitations**

1. Create a list of candidates, send invitations and submit a list of candidates

You must stand for election on a list whether you want to stand for election on a list of your own or together with other candidates. The person who creates the list of candidates in the candidate registration module is "the list coordinator". As the list coordinator, you can invite other candidates to stand for election on the list you have created.

1.a) Log on to the candidate registration module

Log on to the candidate registration module: <https://e-vote.dk/e-valg-kandidatanmeldelse/faces/logon?lang=en> by using your AAU e-mail address and our usual password - choose "English" at the top. Select "Aalborg Universitet". You will maybe be asked for multifactor validation via your authenticator app. When you are signed in you can choose "In English" in the upper right corner of the screen.

1.b) Create a list of candidates

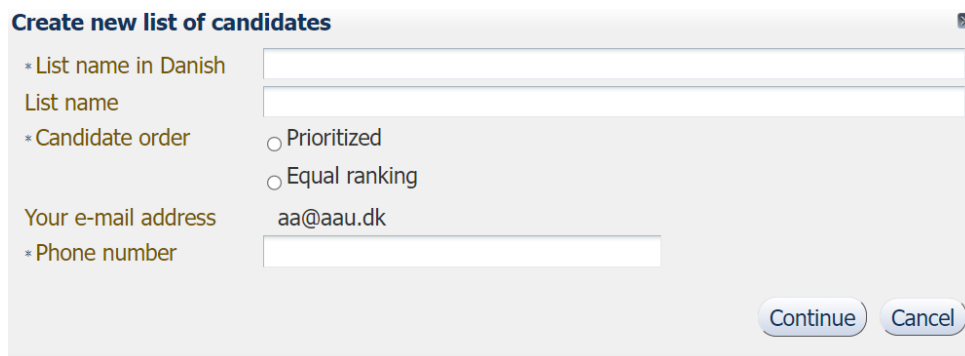
Select "*Create candidate list*" next to the election of which you want to create a list of candidates. Fill out all fields marked with*.

IMPORTANT:

- The name of the list cannot indicate which body the list is connected to. E.g. you cannot name your list "Study board of XXX", "Department of XXX" or any other known abbreviation thereof.
- If you want to stand for election on without any other candidates participating in the list, you can choose to name your list by your own name.

Candidate order:

- Prioritized - the candidates are ranked in prioritized order
- Equal ranking - the candidates are not ranked and they stand for election on equal terms



The screenshot shows a web form titled "Create new list of candidates" with a close button in the top right corner. The form contains the following fields and options:

- * List name in Danish: A text input field.
- List name: A text input field.
- * Candidate order: Two radio button options: "Prioritized" and "Equal ranking".
- Your e-mail address: A text input field containing the placeholder "aa@aa.dk".
- * Phone number: A text input field.

At the bottom right of the form are two buttons: "Continue" and "Cancel".

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You will as the list coordinator automatically be registered with status as accepted. If you choose a prioritized candidate order you are as the list coordinator automatically ordered as no. 1, but you can change that later.

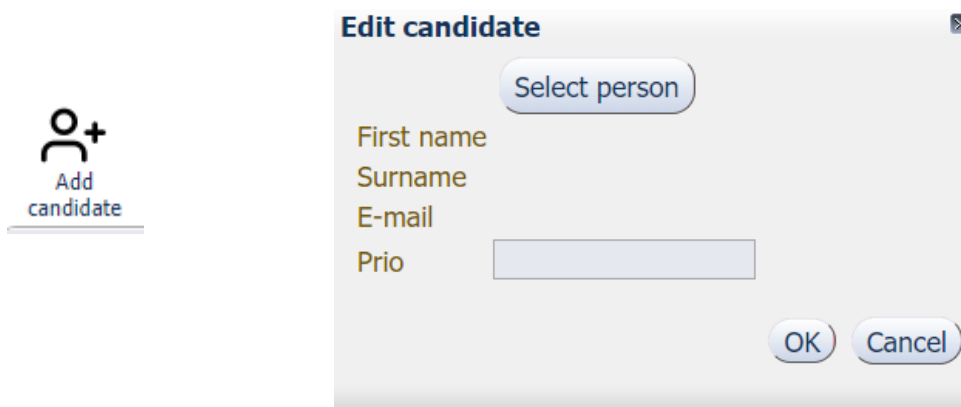
Welcome Anders Andersen

Organ	Categori Of People	Rep.Omr.	Status/Options
The University Board for AAU	Students	(not used)	Finish your list of candidates
Department Council of Energy	Students	(not used)	Create candidate list

When you have pressed "*Continue*", you will be navigated to front page, where you have to press "*Finish your list of candidates*". If you do not want to invite other candidates to participate on your list, you must press "*Submit list of candidates*" in the bottom right corner. Your list is now submitted. If you want to invite other candidates to participate on your list, go to chapter 1.c.

1.c) Add candidates to your candidate list

If you want to invite others to participate on your candidate list, press the button "*Add candidate*".



The image shows two parts of the user interface. On the left is a button with a person icon and a plus sign, labeled 'Add candidate'. On the right is a dialog box titled 'Edit candidate'. Inside the dialog box, there is a 'Select person' button at the top. Below it are four labels: 'First name', 'Surname', 'E-mail', and 'Prio', each followed by a text input field. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

Now press "*Select person*" and search for the candidate you want to invite to participate on your list. Click "OK" to add the person to your list. If you have chosen to create your list with a prioritized candidate order, you will be asked to state which priority the candidate should have. If you need to edit the information of the candidate, later, you can do so by pressing the button "*Edit candidate*".

If you want to stand for election for the University Board, please note the following: If you want to stand for election for the University Board, you must have a minimum of 10 nominators, who must have accepted your nominator invitation before the deadline. Choose the tab "*Nominators*" and press the button "*Add nominator*".

You can now press "*Select person*" and search for the person you want to invite to be a nominator for your list of candidates. Repeat this step until you have at least 10 nominators. Please note that you can't be a nominator at your own list. If you need to edit the information about the nominators later, you can do so by pressing the button "*Edit nominator*".

1.d) Send out invitations

The list coordinator must press "*Send out invitations*" and choose "Yes" on the confirmation pop-up. The invitations will now be sent to the invited candidates/nominators. You can also

add more candidates and send out invitations later. When you have submitted your list of candidates to the Election Secretariat, you can no longer add candidates to your list.

IMPORTANT: Please note that the invitations that you send to the candidates and nominators may end up in their spam mailbox.

1.e) Submit your list of candidates

The list coordinator must press "*Submit list of candidates*" and choose "Yes" on the confirmation pop-up. The list of candidates is now submitted to the Election Secretariat, and you can no longer edit the list. However, it is still possible for the invited candidates to accept or decline their invitation before the deadline.

2. Reply to an invitation

Invited candidates and nominators will receive an e-mail containing a link to the election system (the e-mail will be sent from noreply@aaau.dk). The link will lead you to the list of candidates where you can see the candidates, who are invited to participate in the list. Choose either "*Accept*" or "*Decline*" on your invitation and choose "Yes" on the confirmation pop-up. Please note that your invitation may end up in your spam mailbox if you can't find it.

3. See the status of your list of candidates and invitations

Log on to the candidate registration module to see status on the list you are list coordinator for or candidate at.

Contact information

You can contact the Election Secretariat on valgsekretariatet@adm.aau.dk if you have questions or if you need help with the candidate election system.

For further information about the election, the timetable for the election, rules regarding the election, and much more see <http://www.election.aau.dk>