ONE
VOICE

Hello!

**Rebecca Butler – Community Manager
Adam Bardsley – UnionCloud Product Owner
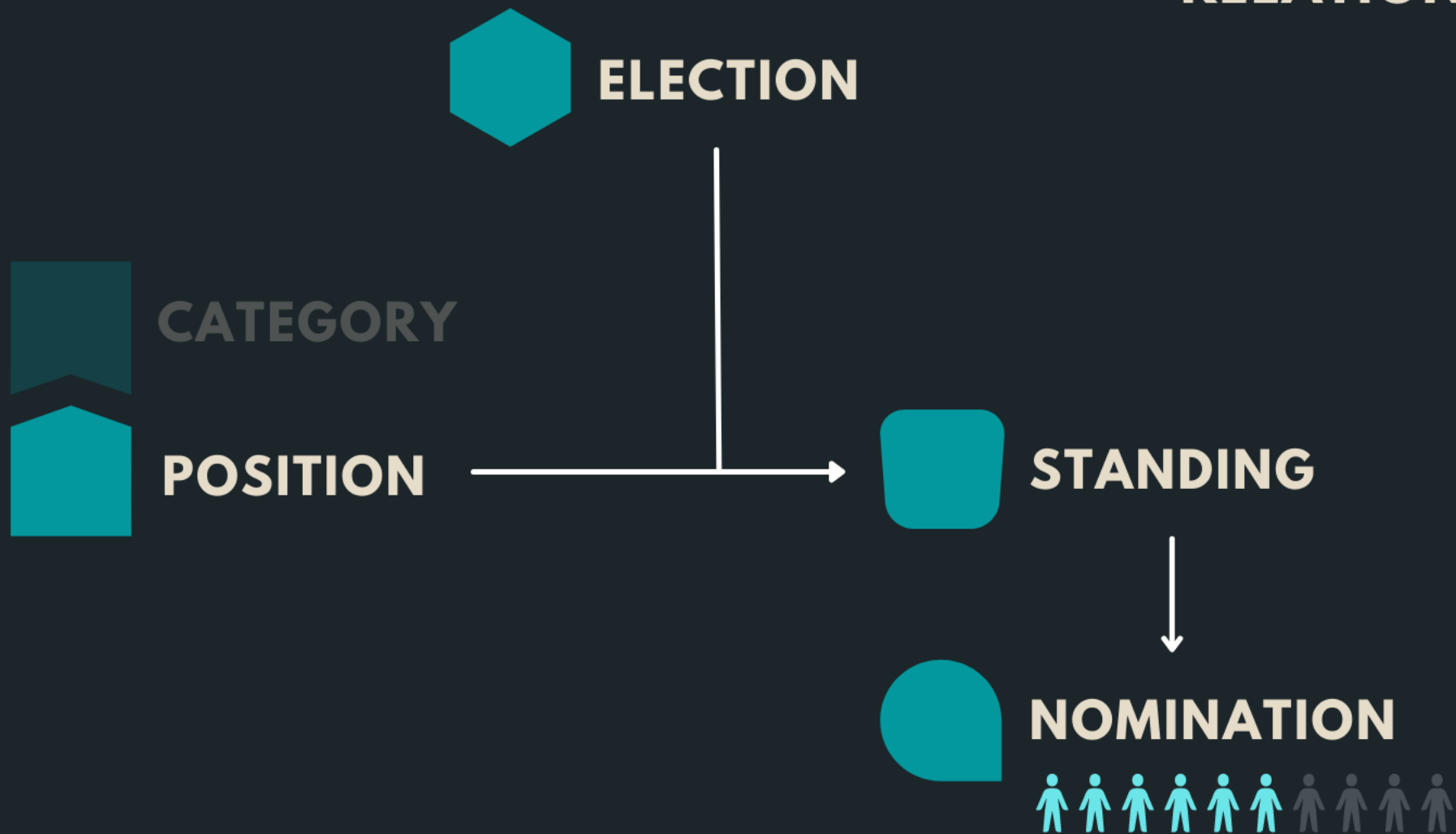Amy Dowling – Community Executive**

ONEVOICE

- 10.30: Welcome (and voting check)!
- 10.35: Election dates confirmation
- 10.40: Questions from election demo videos
- 10.55: Election run through
- 11.40: Elections support and DATA
- 11.55: Close of session/questions

ONEVOICE

RELATIONSHIPS

FULL TIME OFFICERS

PRESIDENT → PRESIDENT
2022 - 2023

NOMINATION(S)

ADAM
ALICE
ANDREW
ANITA
ATTIKANA
AZZA

Election Setup

Create a number of categories;

- Example society 1
- Union Officers

Create a number of positions, adding them to relevant category as created;

Category	Position
Example Society 1	Example Society 1 - President
Example Society 1	Example Society 1 - Treasurer
Example Society 1	Example Society 1 - Secretary
Union Officers	Union President
Union Officers	Union Vice-President

ONEVOICE

Set up Election Order

1. Enable PWA
2. Reorder Positions/Categories
3. Election Dates
4. Pick Setup Options;
   1. RON, Modify, Spoil, Polling Times etc.
5. Set Election Period
6. Add Categories
7. Add Positions
8. Set Nomination Period
9. Set Additional info for Self-Nomination
10. Customise and trigger fast track emails

ONEVOICE

Election LIVE!

Elections Support

unioncloud
SUPPORT

▪ **UnionCloud's knowledge base**

　- How to docs
　- Webinars
　- Log day to day support tickets

▪ **UnionCloud Wiki**

　-Direct links from backend of site to step by step support

Online Help
- ▪ Knowledge Base
- ▪ UnionCloud Wiki

Contact the Helpdesk
- ▪ Raise a ticket with our live support team

URGENT Support
CONTACT Elections Helpline
- ▪ Working Hours: **07594 515 648**
- ▪ Non-working hours: **07849 624 816**

https://help.unioncloud.org/support/home

ONEVOICE

1. **Promote your election**

2. **Use the self nomination functionality**

3. **Use fast track e-mails**

4. **Use Dynamic Usergroups**

5. **Use the elections dashboard**

6. **If you have SSO consider using the SSO re-direct**

ONEVOICE

Importance of DATA (in managing CSV uploads)

- Make sure you receive the latest student information from your institution in enough time before your election

- Verify the data sent by the institution

- Your data is clean (making sure your data is accurate, up to date, no duplicates etc)

- If you're creating usergroups for your elections-create these in advance <u>(5 days recommended)</u>

- Folder your usergroups (loads faster)

ONEVOICE

THANK YOU FOR YOUR TIME!

Any questions?

Please leave us your feedback:

https://form.jotform.com/220182463135044

ONE
VOICE