



How to register as a candidate

DTU E-election

Important

- You must register your candidacy between October 20 and November 3 no later than 12:00 PM.
- You can run as the only candidate on a list or together with others.
- One person is the “list creator” in the election system.
- To be eligible to run as a candidate, you need three nominators to support your candidacy (yourself plus two others).
- If you create a list with three candidates or more, you do not need nominators, as you can support each other’s candidacies.
- Your nominators and/or fellow candidates must accept the email invitation they receive from the system before you can press ‘Submit list’.
- If your fellow candidates do not accept your email invitation to run on your list, before you press ‘Submit list’, they will not be transferred to the electoral list (and you might also lack the required number of nominators).
- If you have questions or problems, contact us at valg@adm.dtu.dk.

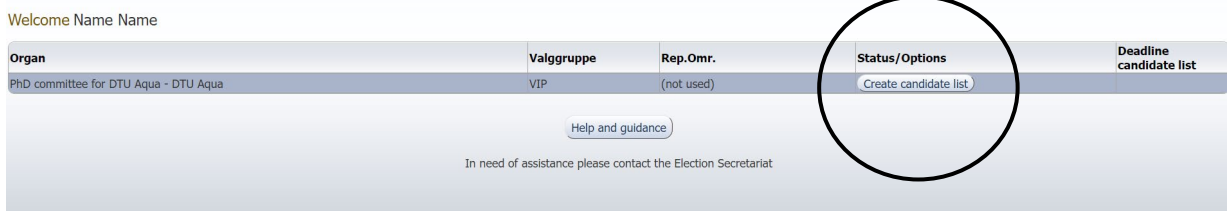


1. Follow this link: <https://e-vote.dk/e-valg-kandidatanmeldelse/faces/adf.task-flow?adf.tfDoc=%2FWEB-INF%2Fkandidat-anmeld-flow.xml&adf.tfId=kandidat-anmeld-flow> and login.

2. Choose your preferred language in the right corner.



3. Find the election you want to run for and press 'Create candidate list' - also if you run alone.





4. Type in the name of your list, choose if it is prioritized or equal ranking, type in your phone number and press continue.

The screenshot shows the DTU E-election interface. At the top, there is a red header with the text "DTU E-election". Below this is a table with the following columns: "Valggruppe", "Rep.Omr.", and "Status/Options". The first row of the table has the following values: "TU Aqua", "VIP", and "(not used)". A button labeled "Create candidate list" is located in the "Status/Options" column of the first row. Below the table, there is a "Help and guidance" button. A dialog box titled "Create new list of candidates" is open in the center of the screen. The dialog box contains the following fields and options:

- List name in Danish: [Text input field]
- List name: [Text input field]
- Candidate order:
 - Prioritized
 - Equal ranking
- Your e-mail address: kjela@dtu.dk
- Phone number: [Text input field]

At the bottom right of the dialog box, there are two buttons: "Continue" and "Cancel".

5. Press 'Finish your list of candidates'.

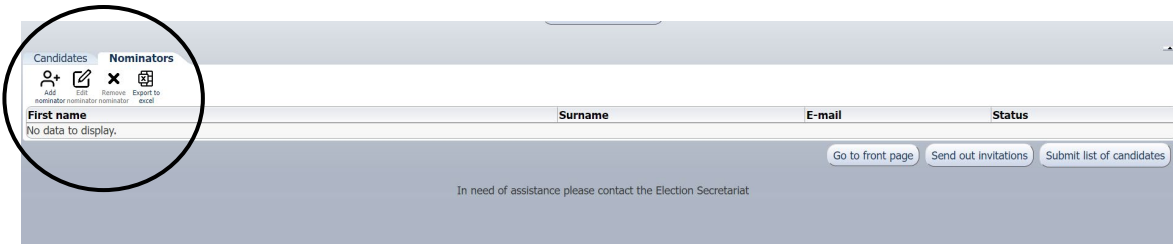
The screenshot shows the DTU E-election interface. At the top, there is a red header with the text "DTU E-election". Below this is a table with the following columns: "Valggruppe", "Rep.Omr.", "Status/Options", and "Deadline candidate list". The first row of the table has the following values: "VIP", "(not used)", "Finish your list of candidates", and an empty cell. A black circle is drawn around the "Finish your list of candidates" button in the "Status/Options" column of the first row.

Valggruppe	Rep.Omr.	Status/Options	Deadline candidate list
VIP	(not used)	Finish your list of candidates	

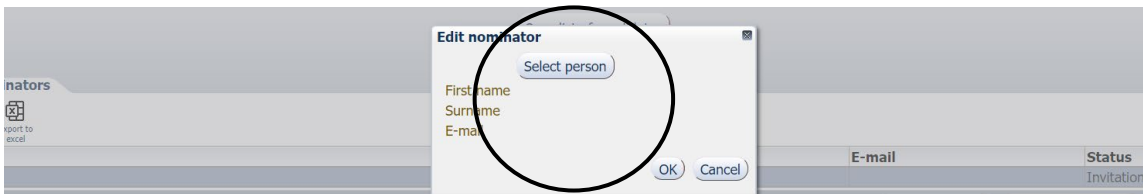


6. If you run alone, you need two other nominators to support your candidacy (you automatically nominate yourself).

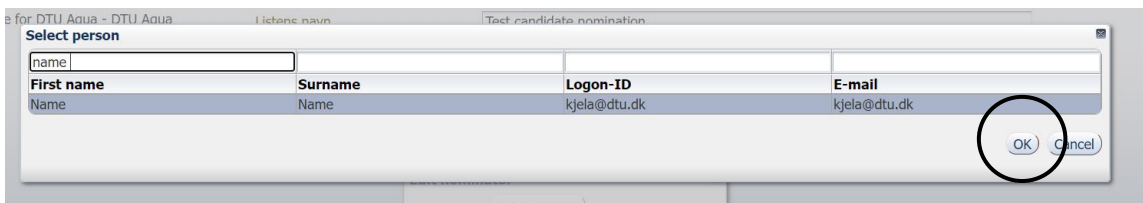
Press 'Nominators' and then 'Add nominator'.



Press 'Select person'

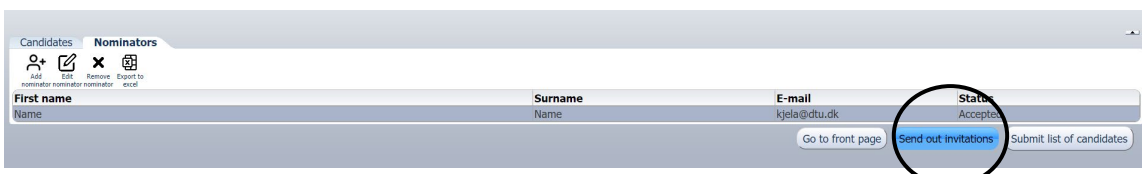


Search for the names of your nominators, and press 'OK', and 'OK' again.



When you added them, press 'Send out invitations'.

Now your nominators will receive and invitation to support you by email.



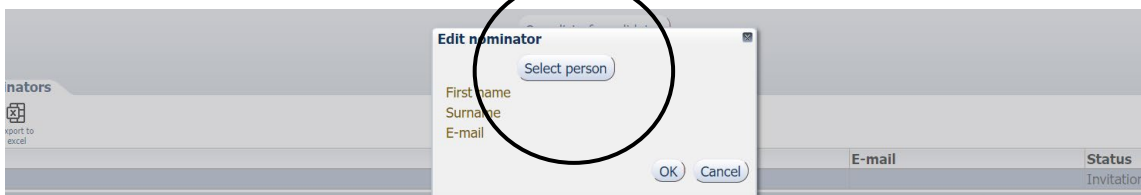
Once all nominators have accepted, you can click 'Submit list of candidates.' Only candidates whose nominators have accepted the invitation will be added to the electoral list.



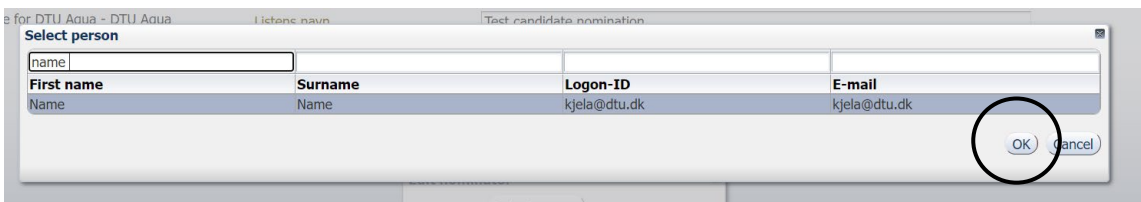
7. If if you are several candidates running on the same list (and you are the list creator), add your fellow candidates. Candidates count as nominators, so if you are more than three on a list, you do not need other nominators.



Press 'Select person'



Search in the name, and press 'OK', and 'OK' again.



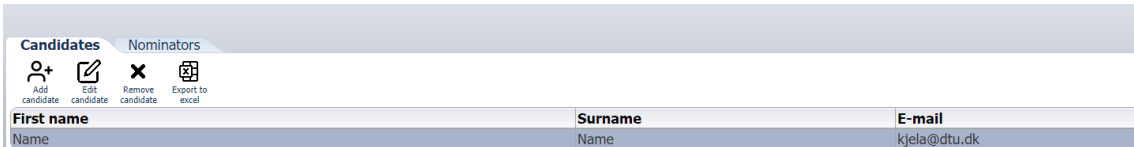
Once all candidates are added, press 'Send out invitations'. Now your fellow candidates will receive an email invitation, which they need to accept, to run as candidate on this list.



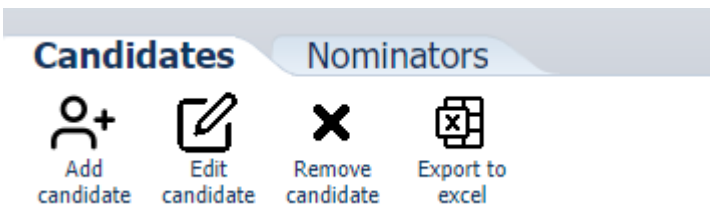
Once all candidates have accepted, you can click 'Submit list of candidates'. Only candidates who have accepted will be added to the electoral list after you submit the list.



8. If you need to edit or delete a nominator or a candidate, mark the person:



And press one of these:



9. On the front page, you can check the status of your list/candidacy - and when it has been approved.



10. If you have questions or problems, contact us at valg@adm.dtu.dk.