

# Uploading your written statement, candidate photo and digital campaign poster

#### How do I upload my written statement?

1. Head to your application and click "upload"



2. You can type your statement in the text box. You can format this using the tool bar, when you're logged into your application - you can format the text, add headings, resize, use bullet points, etc. The word count for your written statement will be displayed above the text box.

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3. Remember to click "save"!

### How do I upload my digital campaign poster?

1. In the written statement text box, click the image logo on the toolbar



2. Click "browse server" to choose your file from your docs. It must be in jpeg or png format. We recommend you create a landscape, A4 size poster.

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We recommend that you type the text on your poster into the "Alternative Text" bar. This will allow people with screen readers and other assistive technology to read the text on your poster graphic.

Don't worry about the width / height boxes - we'll make sure these are all in line with the page afterwards.

When you're done, click ok.

### How do I upload my candidate photo?

- 1. Above the written statement text box is a photo section it's important that you upload a candidate photo, as this will appear on the ballot when people are voting.
- 2. To upload, click "choose file" and you'll be able to select your photo from your files. Make sure it's in a png or jpg format.
- 3. Click "upload"
- 4. You can change your photo until the deadline by clicking "remove photo" and then following the process again.



# Can I see what my statement / poster / photo will look like on my candidate page?

Yes! Click "Preview Manifesto" at the top of the page.

# Can I edit my written statement / photo after I submit my application?

Yes, you can edit both of these up to **4pm on 9<sup>th</sup> October 2024**.