

How to upload a photo for Student Rep Elections

You must upload a photo and a written statement for your nomination by the Application Deadlines (3rd June, 10am) in the Student Rep Elections to be approved.

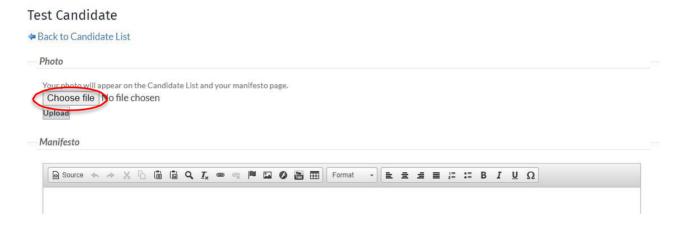
Please contact <u>studentreps@guild.bham.ac.uk</u> if you have any questions or issues with uploading a photo.

Step 1

Go to your candidate profile in the Election Nomination Platform. Click on the "Chose file" button.

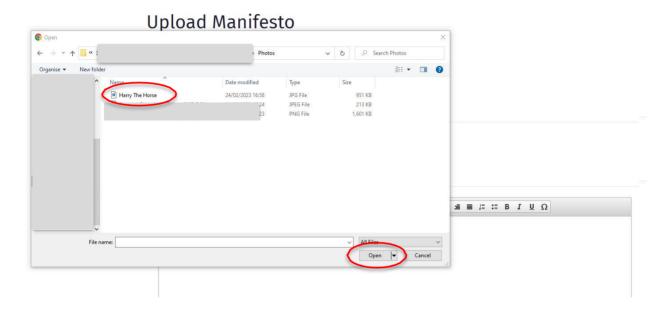
Upload Manifesto

Chair





Step 2Chose the photo that you want to upload. Press the "Open" button.



Step 3Upload your photo by pressing the "Upload" button.

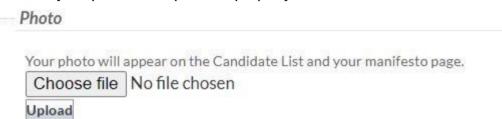
Test Candidate

♣ Back to Candidate List
Photo
Your photo will appear on the Candidate List and your manifesto page.
Choose file Harry The Horse.jpg
Upload



Step 4

Check that your photo has uploaded properly.





Step 5

Check that your photo isn't too large to be uploaded. If your photo is large than 1MB you will see a red warning banner.



Shrink your photo so that it's small enough to be uploaded and redo steps 1 to 4.

Step 6

Scroll down the page and save your changes.

