Guildof **Students**

How to upload a photo for Officer Elections

You must upload a photo and a written statement for your nomination by the Application Deadlines (16th February, 4pm) in the Officer Elections to be approved.

Please contact **elections@guild.bham.ac.uk** 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.
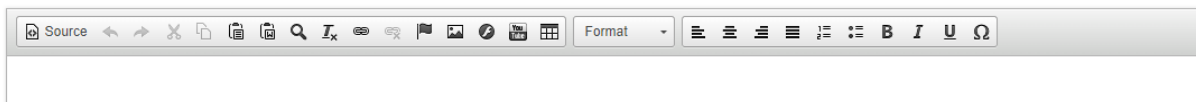
Upload Manifesto

Chair

Test Candidate

← Back to Candidate List

Photo

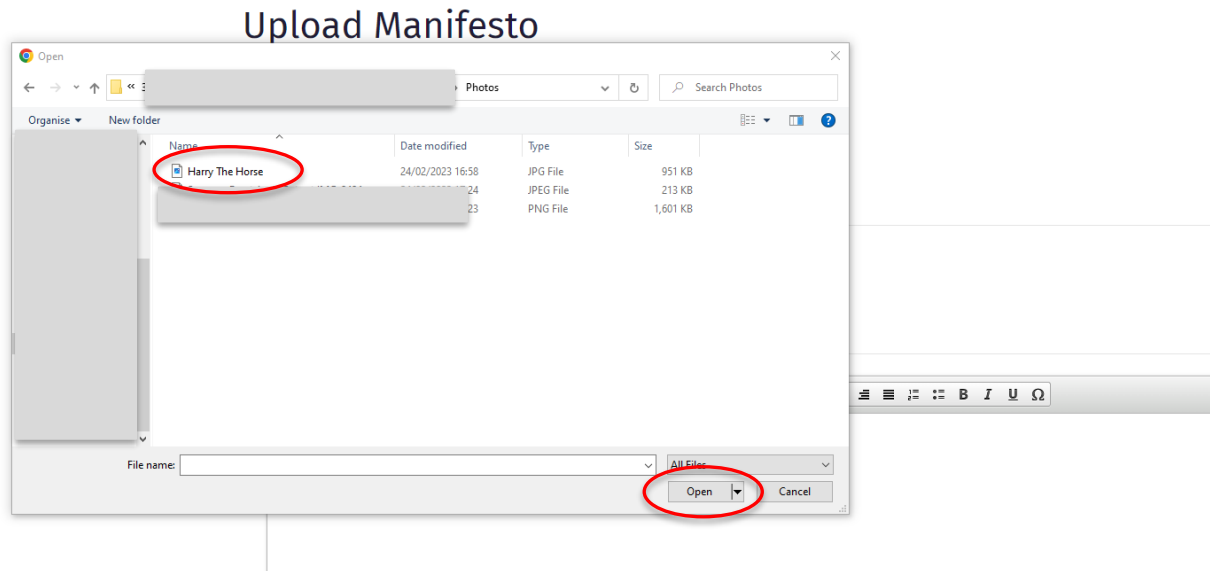Your photo will appear on the Candidate List and your manifesto page.

[Choose file] No file chosen

[Upload]

Manifesto

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

Step 3
Upload your photo by pressing the "Upload" button.
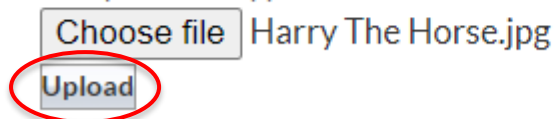
Step 4

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.