Guidelines on how to submit your application (to be watched read in conjunction with the video called 'how to submit your application and manifesto)

1. Go to this url: https://www.londonmetsu.org.uk/elections/

2. Log-in to this site via the top-right corner. Log-in as Student Login, using your usual username and password.

3. Once logged in, scroll down page and click 'stand in election'

4. Check the details (name etc) are all correct. Your may edit them if you need including your name. Once done click the save button.

5. Scroll down to the position you wish to stand for and click 'stand.'

6. Next you need to add the details of your two 'proposers.' These must be current London Met student who you have spoken to and have agreed to 'propose' you. This means to support, publicly, your application. Type their Student ID number or name. Student ID number is best. This is the eight-didgit number on their card. If you use their name, it must be their name exactly how it appears on their Student ID card. When the system finds them click 'select.'

7. Please note all applicants 'status' will say *'your nomination is pending approval'* until after the close of applications on 9th February. It will be approved once we have checked you are an enrolled student.

8. Next you need to do your manifesto. Click 'upload' manifesto. Scroll down. Firstly, browse your computer for a suitable head and shoulders photograph and upload it.

9. Next type your up-to four-word slogan slogan into the space provided.

10. Next submit your manifesto into the space provided. You may use any of the tools provided. You may also prepare your manifesto before-hand and then upload it into the space as an image.

11. Click save

12. Log out – all done!

Deadline for all Applications: Friday 9th February 5:00pm

Deadline for Manifesto, photo and slogan: Monday 19th February 09:00am. (you may edit these until this date if you wish)