



## **How to register as a candidate for the Online Branch Committee Elections**

Nominations opened on October 19th and will close on November 19th. After that date a Candidate's Booklet will be compiled in the same way as a full Equity Election.

**This is the very first Equity election to be carried out completely online.**

Being elected makes you part of the strategic team taking the branch forward into 2017 and beyond to support the growing numbers of Equity members opting to engage through digital technologies with the union.

**The short and sweet version with live links!**

Go to [Register as a Candidate](#) to complete your nomination for the Equity Online Branch Committee. Nominations close at 12 noon on 19 November 2016.

Please note that you, your proposer and your seconder must all be registered with the Equity Online Branch to take part in this election. [Follow this link to join the Online Branch.](#) Members wishing to vote MUST opt-in to the Online Branch to receive a voting link.

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**Here are 4 screenshots to guide you through to the completion your nomination.**

A Chat Room thread has been set up to help members with further questions and assistance in finding proposers and seconders if you have no Equity members in your off-line world to nominate you.

[Online Branch Chat Room Thread LINK](#)

**Please take time to read the text on each screen as your pass through each stage.**

**If you need a proposer and / or a seconder please contact the moderator who can help connect you with members who can support your nomination.**

**Any question please contact Caron Lyon the current Online Branch Moderator.**

[Moderator Contact Form LINK](#)

# A screenshot walkthrough for clarity.

On signing into Members Area the committee elections process begins by clicking Equity Online Branch Committee Elections 2016 at the top of the left-hand menu.

## Screenshot 01

The screenshot shows the Equity website's Members Area. At the top left is the Equity logo with the tagline 'Incorporating the Variety Artists' Federation'. To the right is a 'Contact Us' link and a search bar. Below the logo is a navigation menu with 'Members Area' highlighted. A large arrow points to the 'Members Area' link in the sidebar. The main content area is titled 'Members' Area' and contains a welcome message, a 'News updates' section with an article about the Best Practice Charter, and a 'Documents' section with a PDF titled 'BBC Agreement for Audio Artists 2016-17'. A right-hand sidebar contains sections for 'Your Specialist Interest Groups', 'Branches', 'Campaigns', 'Registers', 'Online Branches', and 'Committees'.

The following screen is accessed from the link shown above and also from the Elections tab in the left-hand menu from inside the Online Branch area too.

Thank you for your interest in the Equity Online Branch Committee. As well as the private, members only branch we have a [Twitter](#) and [Facebook](#) presence too.

## Screenshot 02

**Equity** Contact Us

Incorporating the Variety Artists' Federation Edit Details | Logout

What are you looking for?

**Campaigns** **Resource Centre** **News & Events** **Directory of Members** **Jobs & Career** **About us** **Members Area**

You are here: Home > Members' Area > Equity Online Branch Committee Elections 2016

### Equity Online Branch Committee Elections 2016

Go to [Register as a Candidate](#) to complete your nomination for the Equity Online Branch Committee. Nominations close at 12 noon on 19 November 2016.

Please note that you, your proposer and your seconder must all be registered with the Equity Online Branch to take part in this election. Go to the [Members Area home page](#) to register.

The More Information button below will give you access to the Rules governing this election. [You can download a complete copy of the Equity Online Branch rules here.](#)

#### Categories

Equity Online Branch Committee

Equity Online Branch Committee

**link to a summary of the Online Branch rules and a button to register as a candidate progressing to the screen grab below.**

**link to committee selection screen**

**More information about registering as a candidate**

**More information**

**Your Specialist Interest Groups**

**Branches**

**Campaigns**

**Registers**

**Online Branches**  
The Equity Online Branch

**Committees**

For more information about the candidate registration process click the “More information about registering as a candidate” from the the left-hand menu.

In case you're wondering? ...reading this through but not yet an online branch members.

**What is the Online Branch?** It is an area within the Members Area that has all the rights and powers of a geographic branch but you can visit it at any time you like from your own home or anywhere you have access to a computer, iDevice and the Internet. [You can read a guide for first-time users here.](#)

Thank you for your interest in the Equity Online Branch Committee. As well as the private, members only branch we have a [Twitter](#) and [Facebook](#) presence too.

## Screenshot 03

**Equity**  
Incorporating the Variety Artists' Federation

Contact Us  
Edit Details | Logout

What are you looking for? **Go**

**Campaigns** | **Resource Centre** | **News & Events** | **Directory of Members** | **Jobs & Career** | **About us** | **Members Area**

You are here: Home > Members' Area > Equity Online Branch Committee Elections 2016 > Equity Online Branch Committee election — register as a candidate

### Equity Online Branch Committee election — register as a candidate

**Use the drop-down menu below to select Equity Online Branch Committee then press Submit to be taken to a nomination form.**

Please note that you, your proposer and your seconder must all be registered with the Equity Online Branch to take part in this election. Go to the [Members Area home page](#) to register. You must enter the details of your proposer and seconder - Equity name, Equity number, Equity registered email address - exactly as they are registered with Equity for your nomination to be valid.

Once you have completed your form you will get an on-screen confirmation that your nomination has been submitted and your proposer and seconder will receive an e-mail inviting them to support you. **If you do not get an on-screen confirmation please contact Equity immediately on [elections@equity.org.uk](mailto:elections@equity.org.uk).**

**Please make sure that your proposer and seconder respond to those e-mails by the closing date for nominations of 12 noon on Friday 19 November 2016 otherwise your nomination will not be valid.**

[You can download a copy of the Equity Online Branch rules here.](#)

Equity Online Branch Committee

**Submit**

**select > Equity Online Branch Committee**  
**click > Submit**

**Your Specialist Interest Groups**

**Branches**

**Campaigns**

**Registers**

**Online Branches**  
The Equity Online Branch

**Committees**

Please take time to read the text on each screen as your pass through each stage

If you need a proposer and / or a seconder please contact the moderator who can help connect you with members who can support your nomination.

[Moderator Contact Form LINK](#)

You will need your Proposer's and Seconder's Equity Number and Email Address to progress beyond this point

Thank you for your interest in the Equity Online Branch Committee. As well as the private, members only branch we have a [Twitter](#) and [Facebook](#) presence too.

## Screenshot 04

It is advisable to write your Candidate Statement in a note or text document to prevent losing your statement should your connection with the Equity website 'timeout'.

This happens on many forum websites where lots of people are connecting regularly for short amounts of time. Its happened to me and is very frustrating. Take note!

On completing the form and clicking the submit button your proposer and seconder will be notified. Once they acknowledge the email Equity will be in touch regarding your nomination statement for inclusion in the Candidate Booklet.

**Equity Online Branch Committee Elections 2016**

Register as a candidate

> More information about registering as a candidate

My Personal Details

My Directory Listings

Member Resources

Forum

Public Liability Certificate

My Contracts

My Messages

### Nomination details

**Campaign Type**  
Equity Online Branch Committee

**Candidate Statement**

Maximum length 150 words approx 1000 characters

**Member Image**  
Choose File No file chosen

Please Upload a picture less than 3 Mb in size.

**Photographer**

### Proposer and Seconder information

**Proposer Equity Name**

**Proposer Equity Number**

**Proposer Email Address**

**Seconder Equity Name**

**Seconder Equity Number**

**Seconder Email Address**

**Please note:** When entering Equity numbers, please omit any initial letter and enter all the numerals, including zeros. Email addresses must be those registered with Equity for your nomination to go through.

**Submit**

**Your Specialist Interest Groups**

Branches

Campaigns

Registers

Online Branches  
The Equity Online Branch

Committees

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