

## Step by Step Guide to the 2017 LETR International Executive Council Election Nominations

Before commencing the On-Line Election Nomination process, please ensure that the Internet Browser you are using is one of the following:

**GOOGLE CHROME - MOZILLA FIREFOX - SAFARI**

**DO NOT USE MICROSOFT INTERNET EXPLORER**

*(Both Google Chrome and Mozilla Firefox are free downloads available on the internet – Safari is an Apple product that comes pre-installed on Macs and iPads)*

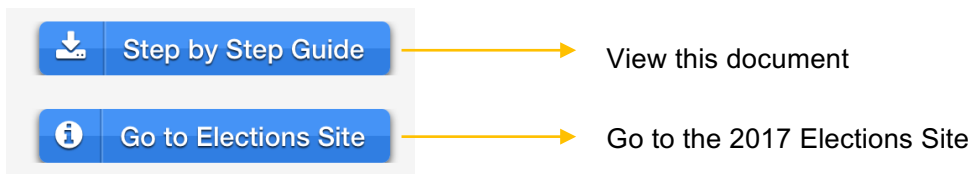
1. Go to the LETR website <http://www.lettr.org> and click on the Elections, Awards & Returns link



2. There are three tabbed sections on the page – ELECTIONS, AWARDS and YEAR-END REPORTS. Click on the ELECTIONS tab.

This section contains general information about the election process including commencement and closing dates for nominations.

At the bottom of this section are two buttons as shown below:



3. Click on the 'Go to Elections Site' button where additional information about the election process is provided, including access to the Election Information Package and Election Nomination Form.

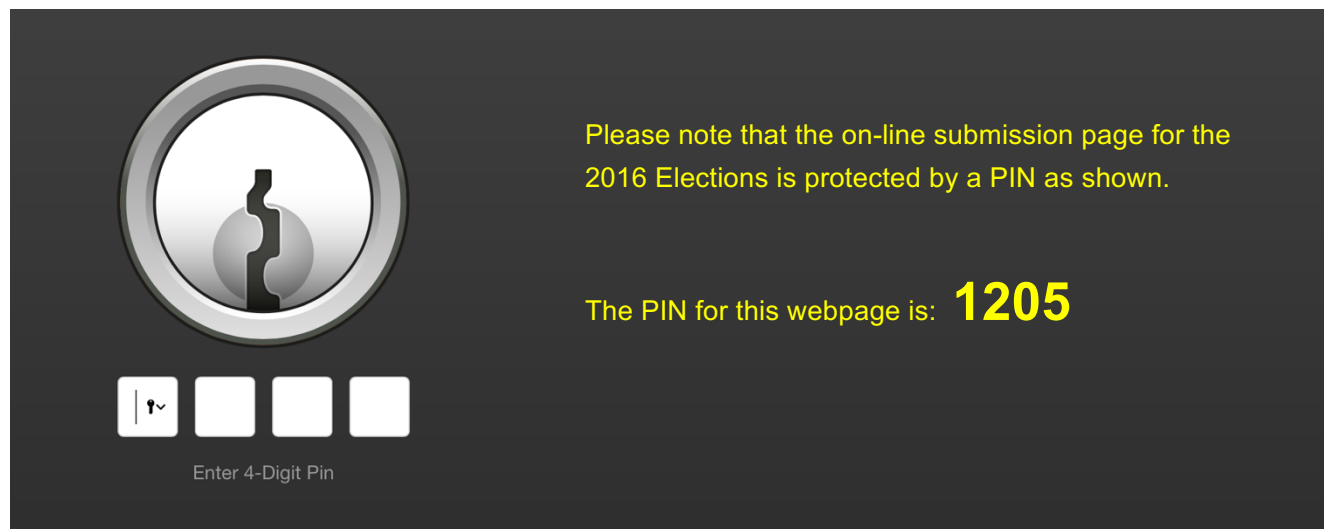
Please download the Election Information Package and Nomination Form and read both thoroughly before commencing the on-line nomination submission.



4. When the Election Nomination Form has been completed and all supporting documentation gathered, click on the 'Nominate for a Position' button to commence the submission.

You will be taken to a page which looks like that displayed below. Please note that the page is protected by a PIN.

The PIN for this webpage is shown below.



5. The on-line submission process has been designed to be as easy as possible. You will be required to enter basic details about yourself and to add the Nomination Form, Letter of Support, References and other documentation as attachments. Once complete, click on the SUBMIT button. You should receive a pop up message, followed shortly afterwards by a confirmation email.

### **PROBLEMS WITH ON-LINE SUBMISSION?**

If you did not receive either the pop up message or the confirmation email, you should assume that your submission did not go through.

### **THINGS TO THINK ABOUT**

What Browser are you using?

Did you complete all mandatory fields in the form?

Was your email address correctly entered?

### **NEXT STEPS**

Try submitting the form once again.

If that fails, try from a different computer and see what happens.

If you are still having no luck, please contact Scott Whyte by email and he will do his best to troubleshoot the problem with you.

To contact Scott, send an email to:

[scott.whyte@letr-council.org](mailto:scott.whyte@letr-council.org)