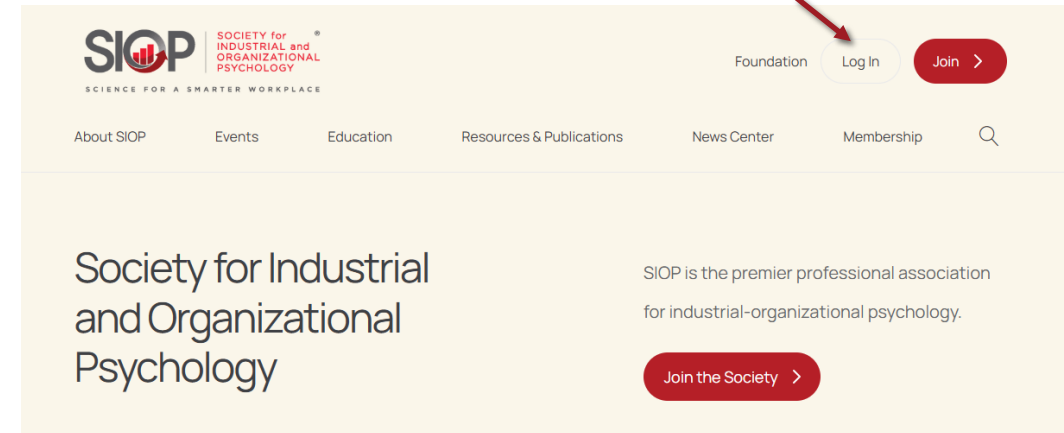




How To Submit Your Nominations for the Executive Board Election

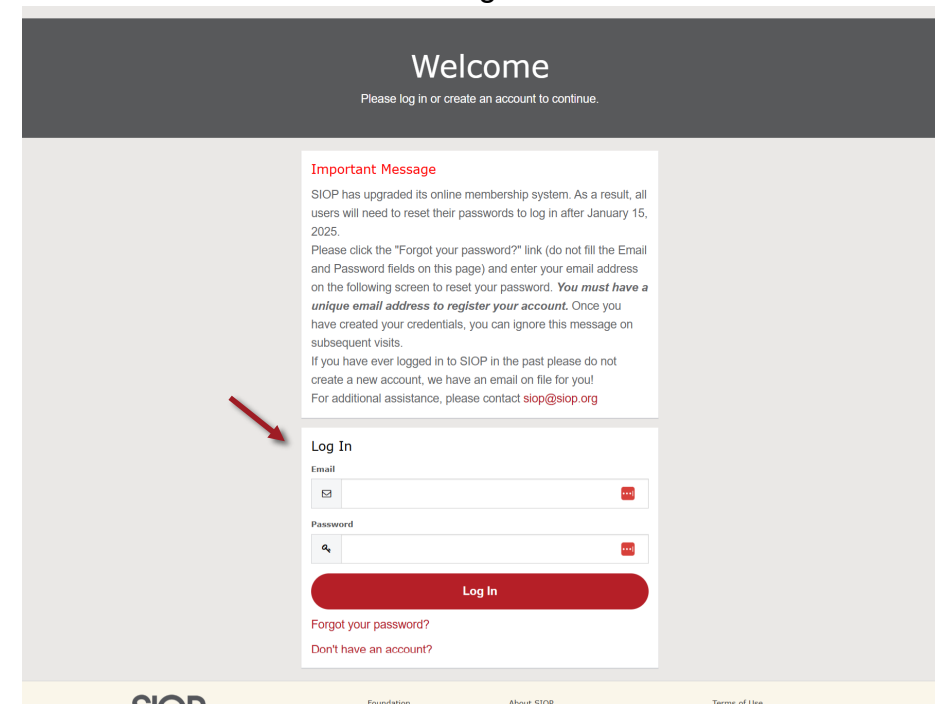
1. Go to <https://www.siop.org/>
2. Click the **Log In** button in the upper right-hand corner (see Image 1)

Image 1



3. Enter in your login information (see Image 2)
4. Click the red **Log In** button

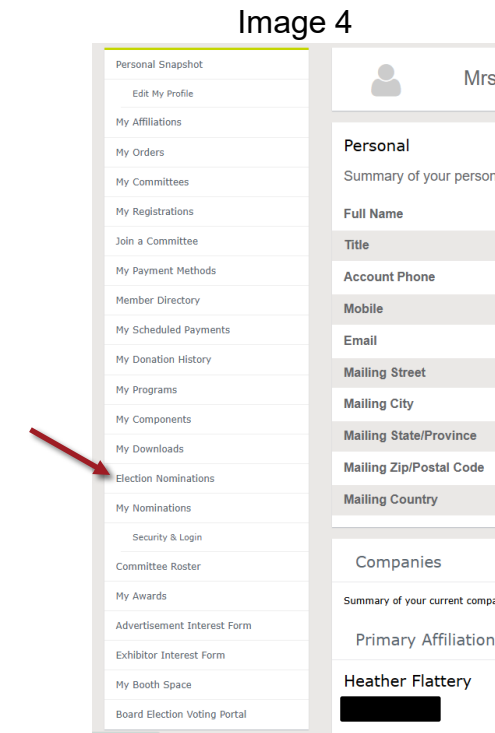
Image 2



5. Click on **My Account** in the upper right-hand corner.
(see Image 3)

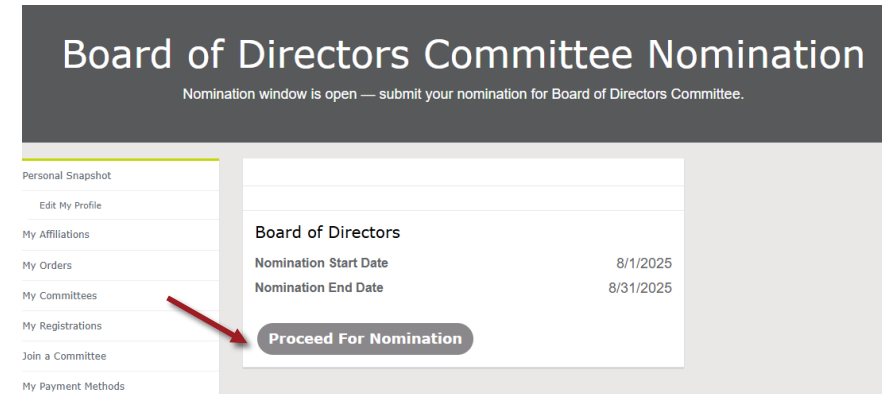


6. To start the nomination process, once you are on the page titled “Personal Snapshot”, select **Election Nominations** from the menu on the left-hand side.
(see Image 4)



7. Click **Proceed For Nomination**
(see Image 5)

Image 5



8. Next, select the **+Add Nomination** button.
(see Image 6)

Image 6

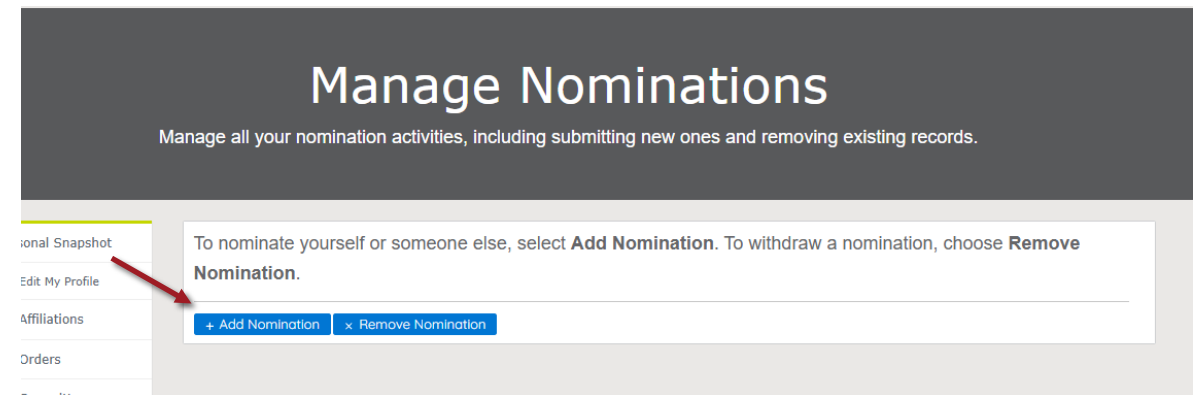
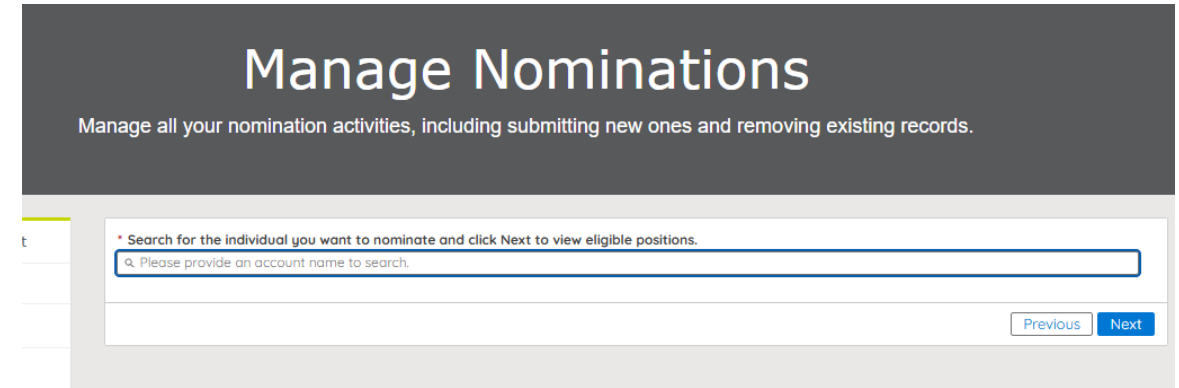


Image 7

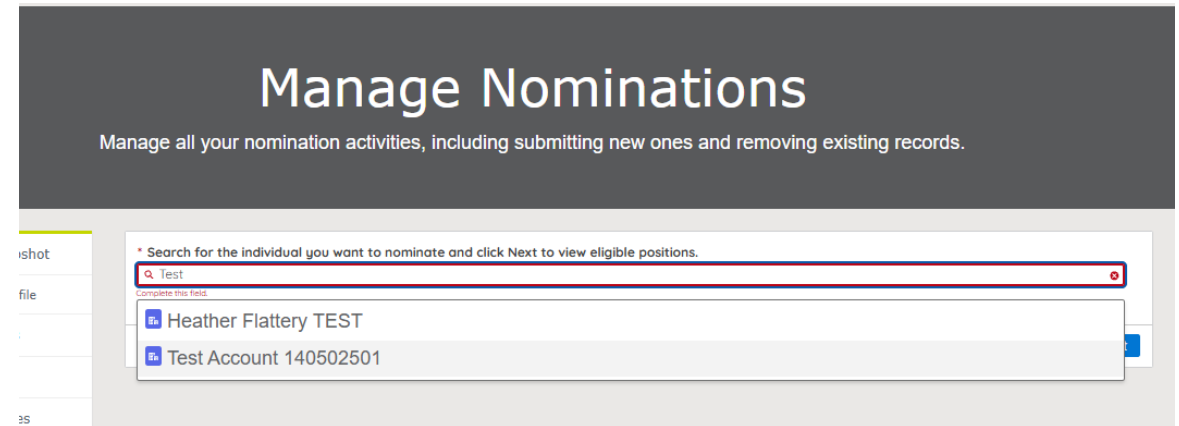
9. Use the search bar to search for the member you wish to nominate. *Please remember, only members with Member, Fellow, Retired Member or Retired Fellow membership are eligible for nomination. Nomination of yourself is permitted.*
(see Image 7)



The screenshot shows the 'Manage Nominations' page with a dark header. Below the header, there is a sub-header 'Manage all your nomination activities, including submitting new ones and removing existing records.' The main content area features a search bar with the placeholder text 'Please provide an account name to search.' and a 'Next' button.

Image 8

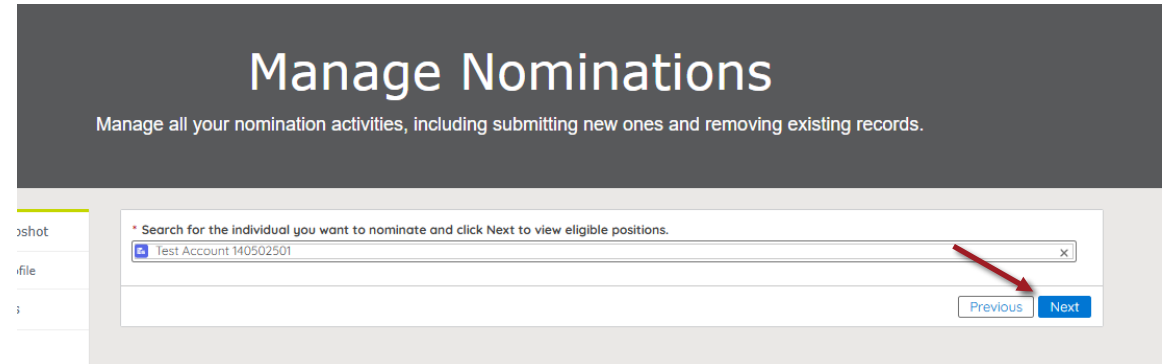
10. Start typing in the name of the member you wish to nominate, a menu will populate with the eligible names. Select the appropriate name from the list.
(see Image 8)



The screenshot shows the 'Manage Nominations' page with a dark header. Below the header, there is a sub-header 'Manage all your nomination activities, including submitting new ones and removing existing records.' The main content area features a search bar with the placeholder text 'Please provide an account name to search.' and a 'Next' button. Below the search bar, a dropdown menu is visible, showing two search results: 'Heather Flattery TEST' and 'Test Account 140502501'.

Image 9

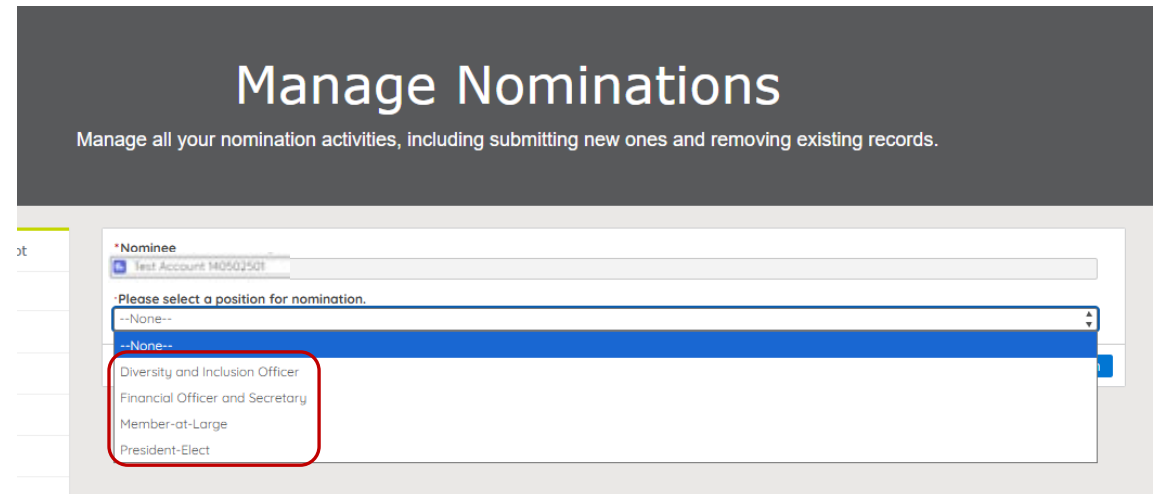
11. Once your nominee has been selected, click the blue **Next** button.
(see Image 9)



The screenshot shows the 'Manage Nominations' page. At the top, there's a dark header with the title 'Manage Nominations' and a subtitle 'Manage all your nomination activities, including submitting new ones and removing existing records.' Below the header, there's a search bar with the placeholder text '* Search for the individual you want to nominate and click Next to view eligible positions.' The search bar contains the text 'Test Account 140502501'. To the right of the search bar are two buttons: 'Previous' and 'Next'. A red arrow points to the 'Next' button.

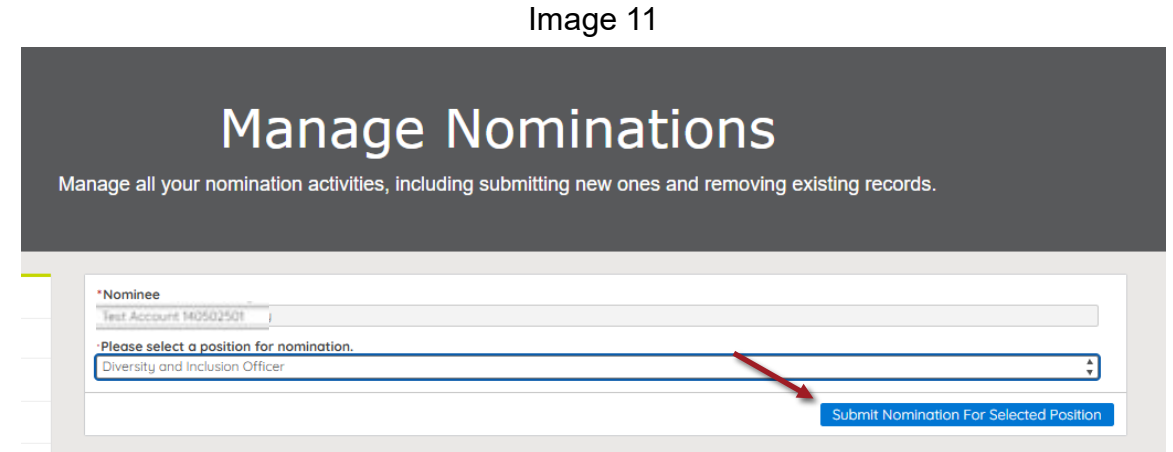
Image 10

12. You will then be presented with a drop down to select which position you are nominating for.
(see Image 10)



The screenshot shows the 'Manage Nominations' page. At the top, there's a dark header with the title 'Manage Nominations' and a subtitle 'Manage all your nomination activities, including submitting new ones and removing existing records.' Below the header, there's a search bar with the placeholder text '* Nominee' and the text 'Test Account 140502501'. Below the search bar, there's a dropdown menu with the placeholder text 'Please select a position for nomination.' The dropdown menu is open, showing a list of positions: 'Diversity and Inclusion Officer', 'Financial Officer and Secretary', 'Member-at-Large', and 'President-Elect'. A red box highlights the dropdown menu.

13. Once the position has been selected, click the blue **Submit Nomination for Selected Position** button.
(see Image 11)



14. You will then receive this confirmation message. Click **Go to Manage Nomination** to nominate again for the other open positions. Once you've placed all of your nominations, you can just log out of your account.
(see Image 12)

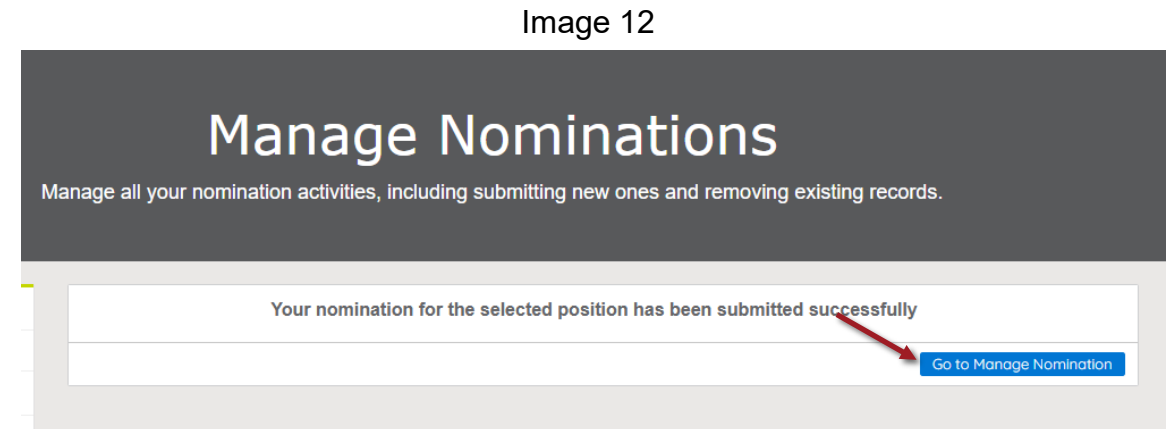


Image 13

15. If you want to remove or edit any nominations you have previously made, you can do so by clicking the **x Remove Nomination** button. *You can edit your nominations during the month of September while nominations are open.* (see Image 13)

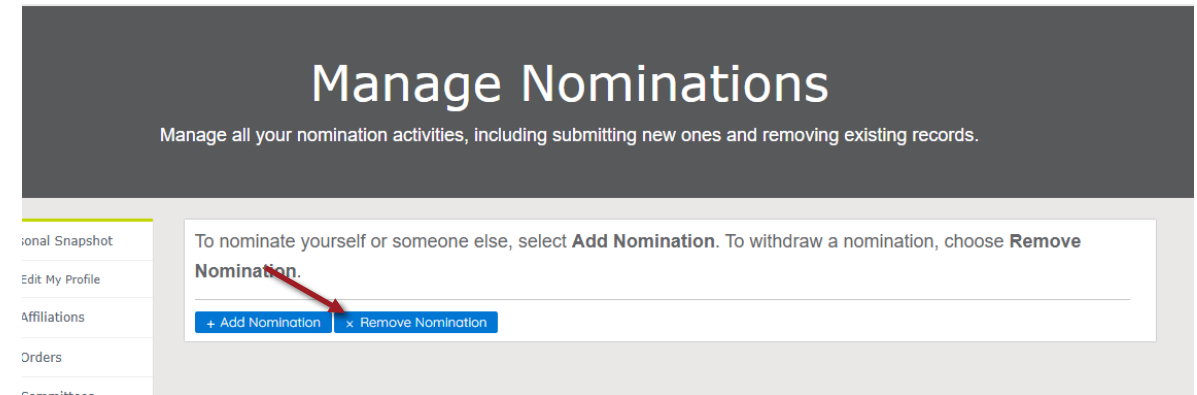


Image 14

16. A list of all of the nominations you have made so far will appear. (see Image 14)

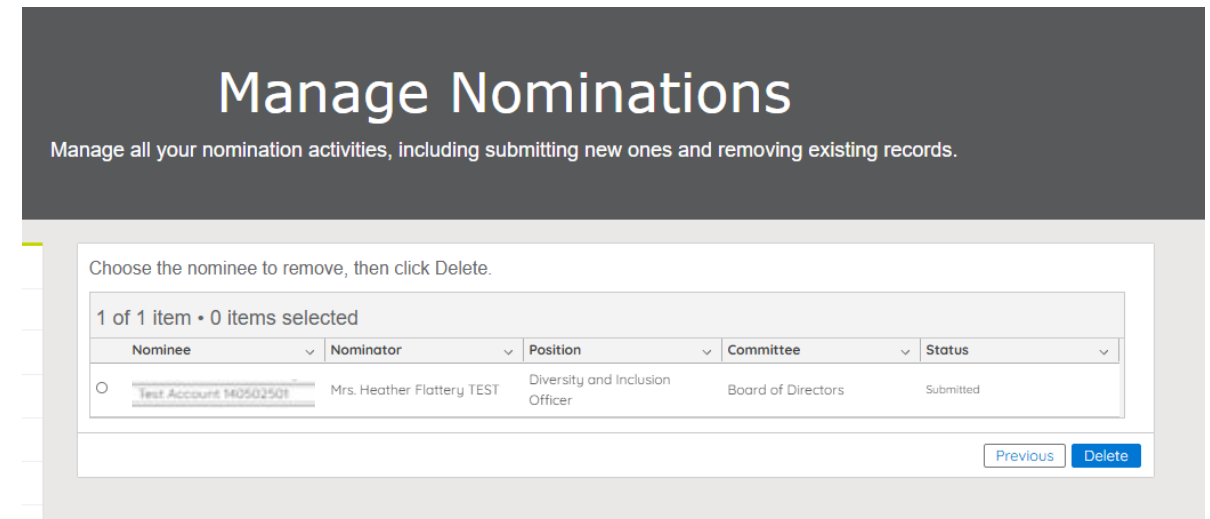


Image 15

17. To remove a nomination, click the radial button next to the name of the person you wish to remove.
18. Click on the blue **Delete** button. Once done, you can go back to step 5.
(see Image 15)

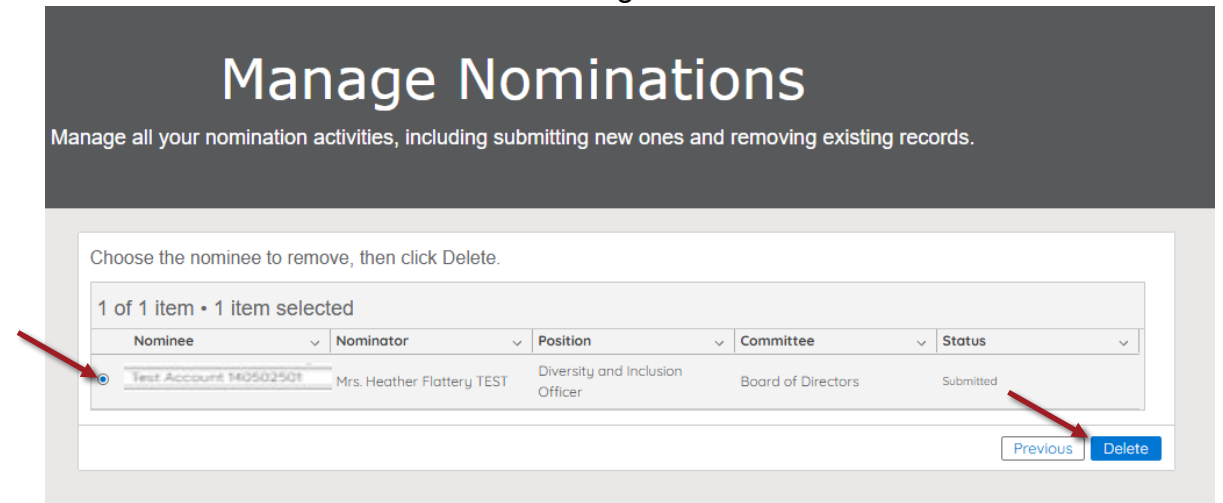


Image 16

19. You will then receive this confirmation message.
Click **Go to Manage Nomination** to nominate again for the other open positions or you may log off if you are done.
(see Image 16)

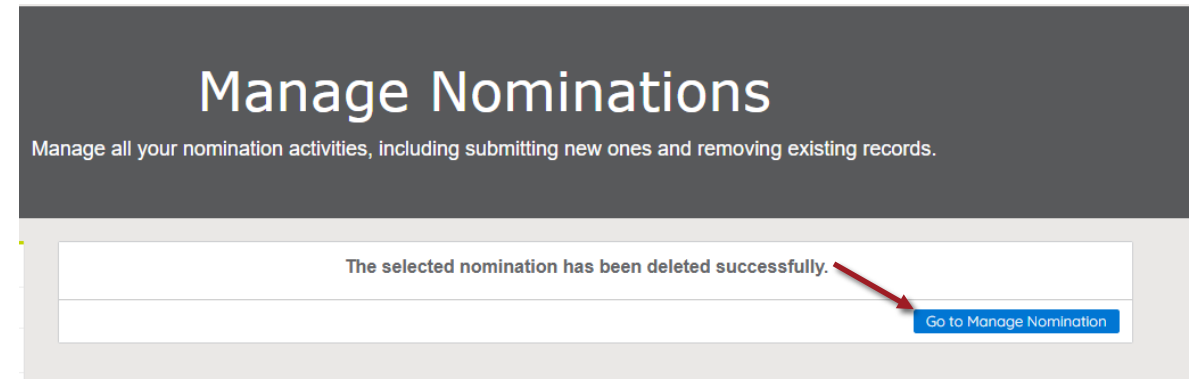


Image 17

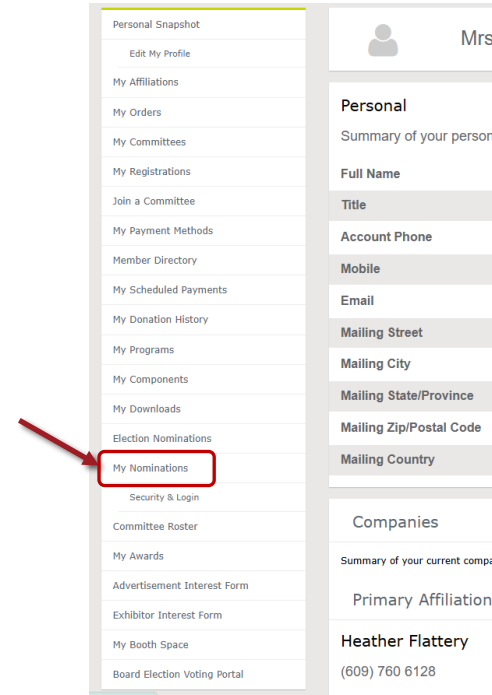
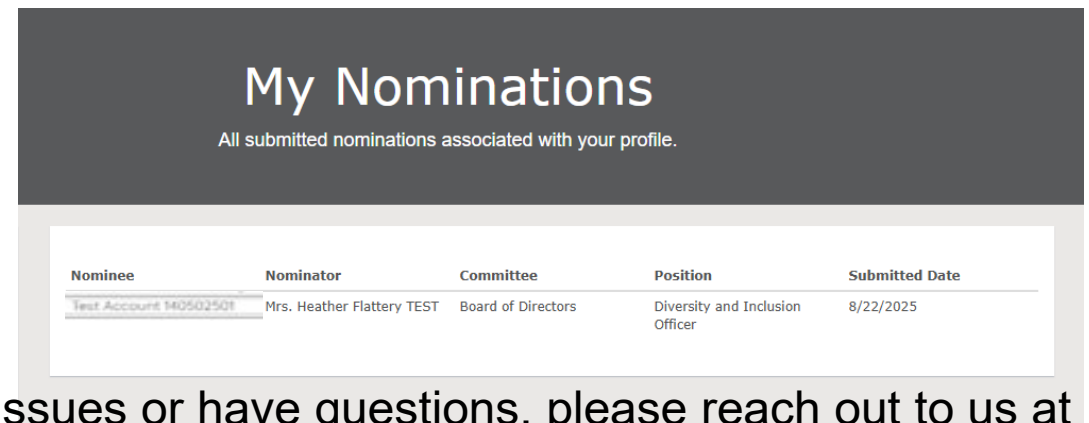


Image 18



20. If you wish to see a list of all the nominations you've made, you can choose **My Nominations** from the menu on the left-hand side.
(see Image 17)

21. A list of all the nominations you have submitted so far will show here. This is viewable only and you cannot manage your nominations from this option.
(see Image 18)

If at anytime during this process you encounter any issues or have questions, please reach out to us at siop@siop.org.