

INSTRUCTIONS TO ELECTRONICALLY SUBMIT NOMINATION FORMS

The deadline to submit nomination forms is Close of Convention

Instructions for EXECUTIVE NOMINATION FORM UNION and EXECUTIVE NOMINATION FORM LABOUR ONLY

Once the form has been filled out, please SAVE the file and be sure to include the NAME of the candidate and the POSITION they are running for in the name of the file (for example: KKUPRYS secretarytreasurer.pdf) and EMAIL it to: afl@afl.org with AFL ELECTION in the subject line.

Instructions for OFFICER NOMINATION FORM and EXECUTIVE NOMINATION FORM EQUITY

These forms require signatures. There are 2 ways to submit them with the signatures:

- 1) Fill out the form (using free adobe acrobat software) without the signatures, print it, SIGN it, scan it (naming the document as above, with the name of the candidate and the position they are running for) and email it to afl@afl.org

OR

- 2) Fill out the form (using free adobe acrobat software), and use the 'Adobe Sign' option that comes free with adobe.
 - a. When you click on the 'signature' box – a screen will pop up – choose 'configure digital id'
 - b. On next pop up choose 'create a new digital id' (if you don't have one already saved)
 - c. Choose 'save to file' (to save your new signature to your computer)
 - d. And follow the prompts from there!

If the form requires 2 signatures and the signatories are not able to sign at the same time:

- i. after the first person fills out the form they can save 2 copies (name examples: KKUPRYS secretary treasurer signature 1, KKUPRYS secretary treasurer signature 2)
- ii. digitally sign the first one (using instructions above), send BOTH forms to the second signatory, who can then use Adobe Sign to sign the second one.
- iii. the second signatory must send BOTH forms to afl@afl.org. BOTH signed forms need to be submitted TOGETHER in ONE email submission (with AFL ELECTION in the subject line).