Step by step plan to submit a list

Create a new list:

Log in with your username and password. Please note: this can also be your student id or personnel number.

The page to add a new list is displayed:

On this page you can submit a list for any of the faculty, university or service councils. There are some required fields where you must enter information in English and Dutch, such as the name of your list. All other information can be entered and changed at a later time, but before the list submission closing date.

When you finish editing, you can save the list and continue later. When you Submit a list, an e-mail will be sent to all candidates and supporters on your list, where they will be asked to support your list.

In order for a list to be visible to voters, you need at least five supporters.

Required fields are denoted by an asterix *.

Choose your council: *

Select council... ⌄

Choose a name for your list: *

Email address: *

Website:

Invite supporters:

Lists can only be approved if they are supported by at least five persons. Please add the names of these supporters in the fields below. Supporters can also be added after submitting your list.

✔ Search supporter

Please fill in the required fields (*)

Choose your council: *

Select council... ⌄

Choose a name for your list: *

Email address: *

Website:

Facebook:

LinkedIn:

Twitter:

Instagram:

Address:

Phone number: *

Enter the election text (a short text about your candidate list). You can also set a background image.

Header picture: Only the jpeg format is supported. Recommended resolution is 2000 x 700 pixels and a maximum size of 2 Mb.

Choose File   No file chosen

English promotion content:

Dutch promotion content:

Each list needs five supporters, they must belong to the same section but cannot be candidates.

Invite supporters:

Lists can only be approved if they are supported by at least five persons. Please add the names of these supporters in the fields below. Supporters can also be added after submitting your list.

✓ Search supporter

Add candidates.

Candidates

Add candidates to your list. Only individuals who have been given the right to vote for this council are visible. Are you a candidate on your own list? Please add yourself as a candidate. You can also add additional candidates after submitting your list.

⊙ | Search candidate |

Save list:

After filling in the required fields, you can choose one of 3 options to save your list.

- Save draft: save and stay on the current page.
- Save list and preview list.
- Submit list to central elections office: officially submit your list to the Central Elections Office.

Manage your saved drafts and lists from the 'list management' page

| Save draft |
| Save and preview list |
| Submit list to central elections office. Invite supporters and candidates. |

Edit submitted list:

Click on 'List Management' in the left menu. You will then see the list(s) you own and can edit or preview them.
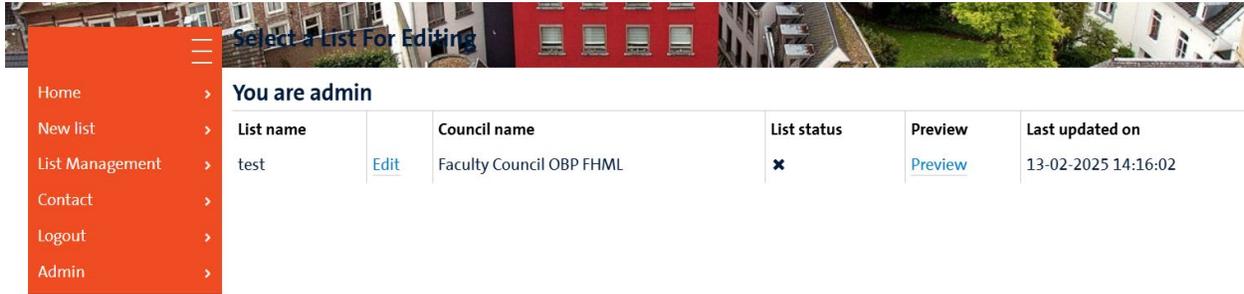
After submitting the list, candidates and supporters can be edited, deleted or added. Enter a (part of) the name and choose the correct one from the list that is shown.

test

Candidates

Position

Position	Name	Personal profile (updated)	Seat status	Send	Invitation seat	set valid	Remove

Invite additional candidates : (max=5)

Search candidate

Supporters

Name	Send	Status	set valid	Remove

Invite additional supporters : (max=10)

Search supporter

Important info

Faculty Council OBP FHML
Last moment to submit the list :
14-03-2025 23:59:00

Elections
From : 19-05-2025 08:00:00
Untill : 22-05-2025 17:00:00

Candidates accepted: 0
Candidates rejected: 0
Candidates no answer: 0

Editing the list can also be done here. It is possible to add text, photos or social media links.

Name of your list:

test

English promotion content:

Please add content here.

Dutch promotion content:

Gelieve hier een verkiezingstekst te plaatsen.

Url for your list:

test

https://elections.maastrichtuniversity.nl/vote/obp/f/

Change contact details

123 ;kjk

0431231231

Daniel.Huysmans@mumc.nl

Please choose a full URL (including http:// or https://)

Change the list header background photo (jpeg format only) :

Choose File   No file chosen

image must be a jpg and must be smaller than 2 MB, best scale 3 to 1

Save draft

Submit list to central elections office. Invite supporters and candidates.

Accepting candidacy:

A candidate receives an e-mail about the candidacy. After accepting the candidacy candidates can add their display name, a short text and a photo.

Kandidaten

Klik om uw op de lijst gebruikte naam te wijzigen

MyName

Klik op de tekstbox om uw Engelstalige persoonlijke verkiezingstekst te wijzingen

Klik op de tekstbox om uw Nederlandstalige persoonlijke verkiezingstekst te wijzingen

Klik op de rode save knop als je de tekst gewijzigd hebt.

Selecteer een .jpeg bestand

Upload file Choose File No file chosen

Administrator options:

As an admin you can view the lists with the preview option:

Lijst naam		Raad	Lijst status	Preview	Opties	Laatst gewijzigd
Test	Bewerken	Dienstraad MUO	✖ ✖	Preview	Verwijderen	07-02-2025 13:37:24

Test

Gelieve hier een verkiezingstekst te plaatsen.

📄 **Dienstraad MUO**

Contact

📞 0431231231

✉ ▮▮▮▮▮@maastrichtuniversity.nl

<< terug naar de lijst

▮▮▮▮▮▮

Pas uw persoonlijke profiel (teksten en foto) aan op de beheerpagina

As an administrator you also have the possibility to review the status of your list. It is possible to see if the candidates and supporters have accepted.

test

Kandidaten

Positie

Positie	Naam	Persoonlijk profiel (bijgewerkt)	Zetel status	Verstuur	Zetel uitnodiging	zet geldig	Verwijderen
1		Beheer profiel - ✖	*wacht op goedkeuring* zet geaccepteerd	✉ Herinnering	*kandidaat niet verkozen*	✔ zet ongeldig	Verwijderen

Nodig meer kandidaten uit: (max=8)

⊙ | Zoek kandidaat |

Steunbetuigers

Naam	Verstuur	Status	zet geldig	Verwijderen
	✉ Herinnering	*wacht op goedkeuring* Approve	✔ zet ongeldig	Verwijderen

Nodig meer steunbetuigers uit: (max=10)

⊙ | Zoek steunbetuiger |

Belangrijke informatie

Dienstraad MUO
Laatste moment om de lijst toe te voegen
7-5-2025 10:00:00

Verkiezingen
Van : 27-1-2025 08:00:00
Tot en met : 31-1-2025 13:00:00

If you have any questions, please contact the Central Elections Office:
verkiezingen@maastrichtuniversity.nl