



MEA Staff template guide – for amendment by administrators

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Mobile Election Application (MEA) - Overview

The Mobile Election Application (MEA) is a web-based application included as part of the Xpress Management system, which is used to run the elections by your authority.

One of the main advantages of using MEA is the ability to quickly communicate with the Elections Office through a secure portal. MEA is beneficial to you and the Elections Office as there is no need to print and send letters, any responses or changes made by you in MEA portal will update the main system in the Elections office.

The main features for staff

- you can self-serve and update your own details
- you can receive letters and requests through the portal, an email notifies you of this
- responses to communications can be sent back instantly to the Elections Office
- training sessions can be booked or notified using the portal

Any device that is portable and has a connection with the internet can be used. The layout is fully responsive and will resize to match the screen size of the device being used.

Creating an MEA account

Confirm Your Details

The first screen presented is to verify that the email has been sent to the intended user by verifying some basic information.

Please confirm your details below. You will the registration page where you will need to choo unique) and password.	
First Name	Required
Jimmy	
Last Name	Required
Stanway	
Postcode	Required
TE57 7TT	

Enter Your Email Address

After confirming your details, enter your email address and click the 'Send verification code' button. The verification code will be sent to your email address, as entered on this screen.

CIVICA
Account Creation
Verify Email
Enter an email address to register with MEA:
james.stanway@civica.co.uk
Send verification code

Enter Your Verification Code

After pressing the 'Send verification code' button, the screen will change, as below. The verification code can take up to five minutes to arrive in your email inbox. Make sure to check your junk mail folder as well if you have not received it.

After five minutes, if the code has not arrived, double check that your email address is correct on screen, amend if necessary, press the 'Send new code' button and check your email inbox again.

When you receive your verification code, enter it in the field below your email address and press the 'Verify code' button.

(CΛ
	Account Cr	
Verify	Email	
	ation code has been sent : e input box below.	to your inbox. Please copy
ja	nes.stanway@civica.co.uk	
12	3456	
	Verify code	
	Send new code	

Set Up Your Username and Password

Now create a username and password to access your account. There are constraints on both the username and the password. These can be viewed on screen by pressing the 'Username Requirements' or 'Password Requirements' buttons. Those constraints are also shown below, in this document. Press the 'Create Account' button to be taken into your new MEA account.

< Cancel
Account Creation
Account Credentials
Please enter a username / password below. You will use this to log into the MEA.
Username Requirements
jimmystanway123
Password Requirements
Create Account

Username Requirements

×

Characters Allowed:

• A - Z

r

L.

- a z
- 0-9
- #\$%^&*-_!+={}|\:\',.?/`~"();
- blank space

Username Restrictions:

- · A minimum of 1 character and a maximum of 64 characters.
- Usernames in email address format are not permitted.

Close

.



Password Requirements

 \times

```
Characters Allowed:
```

- A Z
- a z
- 0-9
- @ # \$ % ^ & * _ ! + = [] { } | \ : \', . ? / ` ~ " ();
- blank space

Password Restrictions:

- A minimum of 8 characters and a maximum of 16 characters.
- Requires three out of four of the following:
 - Lowercase characters.
 - Uppercase characters.
 - Numbers (0-9).
 - Symbols.

Ŀ.

CI	os	e

Your new MEA account will now open on the Home page. The username and password created will be needed each time you sign into MEA.

CIVICA MEA			Home Sto	If Profile Letters and Messag	es Help Sign Ou
Home					
Beverley Bird				Xpn	ess Council
Dashboard					
Staff Profile	28	Letters and Messages	e	Historic Elections	
More int	•0	Morel	nia 🖸		
		All Contant B			

NOTE: If two or more people are sharing one device to access their MEA accounts, they MUST log out of one account before opening the second one

NOTE: If you work for more than one council who use MEA you will need a separate MEA account for each council.



Signing back into the MEA website

The Elections Office will send you an email with a link to the MEA sign in screen each time they send communications to you through MEA. However, you can access MEA anytime if you need to update your details.

It is recommended to bookmark the website address in your browser, so you can access the site when needed.

The web address for the sign-in screen

https://mea.civica-xpress.co.uk/

Forgotten your username or password?

If you forget your username or password, go to the MEA site and use the Reset Username or Reset Password options at the top of the screen and then follow the instructions given.

CIVICA MEA

Sign In Reset Username Reset Password

If the account password needs to be reset and you can no longer access your email account, please contact the Elections Office.

Home Page

On Signing into to your MEA account it will open on the Staff Home page, the Staff Profile and Letters tiles are displayed in blue and are available for editing.

In the example shown below, the Historic Elections tile is displayed in grey, this is because if you have not used MEA before for a previous election there is no history to display.

CIVICA MEA			Home Staf	Profile Letters and Message	es Help Sign Out
Home					
John Smith				Xpix	ess Council
Dashboard					
Staff Profile		Letters and Nessages	- B	Historic Elections	B
More In	4 0	Mires	Hilo O		
			0 Civica 3008. read our privacy policy		

If a live election was ongoing this would be displayed as a separate tile on the home page.

Changing your details

After creating an MEA account you can update your personal details in the **Staff Profile** tile. The details are held within four tabs, General, Address, Employment and Bank Account.

The screen may not look the same as the screenshot below depending on the settings used by your Elections Office.

ZIVICEI MEA.	Home Staff Profile Letters and Messages Help Sign Dut
Ceneral Address Employment Bank Account	
Usemanne	Upload your photo
Title	
Forename	Choose File No file chosen
John	Date of Birth
Smith	01/01/1970
Email Address	NI Namber
john@snith.com	
Home Phone Number	Gender O Mole O Female O Not Specified
014822233333	Are you registered disabled?
Work Phone Number	Vite you registered associate
Mobile Number	If yes, please describe your claability and any special amangements that you require.

Some of the fields may be locked and you will not be able to edit them.

(1, 2)

Uservære Date of Bith jøhnomikh 01/01/1970 Forenære NI Number Jøhn Image: Serieth Samære Gender Serieth Mele <o not="" persele<o="" specified<="" td=""> Email Address Are you registered disabled? Jøhn@umith.com O Yes<i no<="" td=""> Hone Phone Number If yøn, please describe your disability and any special arrangements of you require. Mole Number If yøn, please describe your disability and any special arrangements of you require.</i></o>	General Address Employment Bank Account.	
Foresarie Ni Number Ni Number John Thi field is equired Sumaree Gender Smith O Male Pernale Imail Address Are you registered disabled? John@umikh.com O'Yes No Hoare Phone Number If yes, please describe your disability and any special arrangements of your require.	Username	Date of Birth
John Interface John Interface Summe Sender Smith O Male Draft Address Are you registered disabled? John@umith.com O Yes Home Phone Number If yes, please describe your disability and any special arrangements to you require.	johnsmith	01/01/1970
Sumanne Sumanne Sinith Smith Gender OMale O Pemale O Not Specified Are you registered disabled? Oftes No Home Phone Number Of 4822233333 Work Phone Number Work Phone Number	Forename	Ni Number II
Sumanne Smith Gender O Male O Pernale O Not Specified Are you registered disabled? O Yes I No Home Phone Number Fyon, Phone Number 014822233333 Work Phone Number	John	
Smith O Male O Remaile O Not Specified Email Address Are you registered disabled? John@wnith.com O Yes No Home Phone Number If yes, please describe your disability and any special arrangements to your require. 014822233333	Sumare	
Email Address Are you registered disabled? ohn@umith.com ○ Yes ● No Home Phone Number	Smith	
john@umikh.com ○ Yes No Home Phone Number If yes, please describe your disability and any special arrangements of your require. 014822233333 Work Phone Number	Email Address	
014822233333 you require.	john@umith.com	
D14822233333 Work Phone Number	Home Phone Number	
	014822233333	you require.
Mobile Number	Work Phone Number	
	Mobile Number	

Some fields may be mandatory and require details to be entered before information can be saved.

If after pressing the **Save General Details** button, a field on the screen is highlighted in red, the information must be completed in this field to be able to **Save General Details**

Work through each of the four tabs in the Staff Profile tile, amending details as required.

• General

1.

- Address
- Employment
- Bank Account

Use the Save buttons on each screen to save your changed information as you go along.



Work eligibility in staff profile

Your Elections office may ask you to send through proof of your eligibility to work in the UK.

To do this using MEA you will need to scan or photograph your proof (as instructed by your Elections Office) and save to your device.

- 1. Sign into your MEA account.
- 2. Select the Staff Profile tile or menu option.
- 3. Select the Employment tab
- 4. Use the **Choose File** button and go to where you have saved your copied evidence and open to upload the document.
- 5. In the **Document Type** field select the type of document being submitted.

General Address Employment Bank Account		
Are you employed? O Yes @ No #'yes, please state employers name	Work Eligibility You can upload a file by clicking the browse button below and clicking sove employment details Work Eligibility File Choose File Copy of my possport	
Do you own a drivers license?	Document Type	Document Type
Do you own a car?	Passport *	Passport ~
If yes, please provide the Vehicle Registration Number	Tax - New Starter Form You can upload a file by clicking the browne button below and clicking save employment details: Tax - New Starter File Choose File No file choose Creditor Number	Passport Birth Certificate National Identity Card Resident Permit Naturalisation Certificate Other
	Cancel Save Employment Details	

6. Press the Save Employment Details button

7. A note on screen will confirm that the eligibility evidence has been supplied. Additional evidence can be submitted by following the same process.

1 m 11	
ohn Smith	Xpress (01_CM)
/ly Profile	
General Address Employment Bank Account	
hre you employed? ⊇ Yes ● No	Work Eligibility
f yes, please state employers name	Tou have supplied a work eligibility form.
	You can upload an additional file by clicking the browne button
Do you own a drivers license?	below and clicking save employment details: Work Eligibility File
D Yes 🗯 No	Choose File No file chosen
Do you own a car?	
🗆 Yes 📲 No	Document Type
	Please select *

Tax - New Starter Form

- 1. Your Elections office may ask you to send a form from the HMRC called a New starter form or P46.
- 2. Access the form as instructed by your Elections office and copy the completed form to your device.
- 3. Sign into your MEA account.
- 4. Select the Staff Profile tile or menu option.
- 5. The Tax New Starter Form section appears in the Employment tab
- 6. Use the **Choose File** button and go to where you have saved the completed Tax New Starter Form on your device and open to upload the document.
- 7. Select the Save Employment Details button to submit the form.

General Address Employment Bank Account	
Ana you amployed? O Yes · · · No If yes, please state employers name	Work Eligibility You can uplead a file by clicking the browse button below and clicking save employment details: Work Eligibility File
Do you own a drivers license? O Yes @ No Do you own a car? O Yes @ No	Choose File No tile chosen Document Type Please soloct v
If yes, please provide the Vehicle Registration Number	Tax - New Starter Form You can upload a file by clicking the browse button below and clicking save employment details: Tax - New Starter File Choose File No file chosen Creditor Number
	Cancel Save Employment Details

MEA Availability requests

The Elections office may want to know if you are available to work at the upcoming election and will send you an MEA Availability Notification email.

The email will contain a link to the MEA sign in screen.

Once you have signed into your MEA account, a red circle indicates a letter is available in the Letter and Messages tile, and in the top menu.

CIVICE MEA			Home Staff	hofile Letters and Messages	Help Sign Out
Home					
David Cross				×	(press (01_CM)
Dashboard					
Staff Profile		Letters and Messages	 • 	Historic Dections	Ð
			_		
Mare in	fo 😋	Mon	i Info 😋		
			© Cirica 2520. read our privacy policy		

Click on the Letter and Messages tile or menu option to open the screen below.

CIVICA MEA				ŀ	lome Sta	ff Profile	Letters and Messages	0 Help	Sign Out
Home / Letters ar	nd Messages								
David Cross							:	Xpress	(01_CM
Letters and I Letters Show 10 a entries	5						Search		
Document Type	Received	ţ.	Election Description	Election Date	Job 14	View Letter	Response		Notes 1
Availability Request	26 November 2020 11:38		PCC and Local Elections	6 May 2021			Available Not Available		
Showing 1 to 1 of 1 e	etries					1	1	hevious	1 Next
Messages	Received		tion Description			- 1			
Subject					Election D			ew Messa	

Click on the **blue paper icon** in the View Letter column to view the letter as a pdf.

You must open and read the letter for the Available or Not Available options to become available.

Select Available or Not Available as required

Your Elections office may want you to select the roles you would be willing to fill at the election.

Type 1	Received	14 Description	Election Date	Job 💷	View Letter	Response		Notes 1
Availability Request	26 November 2020 11:38	PCC and Local Elections	6 May 2021		Ľ	Available Not Available		
Response Available								
Preferred Jobs			Notes					
Car Park Assistant Poll Clerk		Count Assistant	I don't n	rind worki	ing at any loca	tion. Looking forward	to it!	

Once the Submit button has been pressed, a note appears on screen to confirm the information has been saved.

The Response column shows the response made, this cannot be changed. **Contact the Elections Office directly if you have made a mistake or are no longer available.**

A notes field is available if you want to pass a comment to the Elections Office.

Letters and M							
Second Local Second	saccesonorg.						×
Letters Show 10 e entries						Search:	
Document Type	Received 1	Election Description	Election Date	Job 🗆	View Letter	Response 11	Notes
Availability Request	26 November 2020 11:38	PCC and Local Elections	6 May 2021		•	Available	Edit Notes
Showing 1 to 1 of 1 entri	es					Prev	ious 1 Next

MEA Job requests

If you are allocated to a role the Elections Office will send you an MEA Job Request Notification email.

The email will contain a link to the MEA sign in screen.

Once signed in a red circle indicates a letter is available in the letter and messages tile, and menu option.

CIVICA MEA			Home Staffs	Profile Letters and Messages +	ielp Sign Out
Home					
John Smith				Xpre	ss (01_CM)
Dashboard					
Staff Profile		Letters and Messages	8	PCC and Local Dections - 06 Mey, 2021	-
More Info	•	More	ivio O	More indo 🔘	
Historic Elections	C				

Click on the Letter and Messages tile or menu option to open the screen shown below.

CIVICA MEA			Han	ne Staff Profile	Letters and Messages	Help Sign (but.
Home / Letter	and Messages						
John Smith					1	(press (01_C	M)
Letters and Letters Show 10 # entr	d Messages				Search:		
Document Type	Received	Election Description	Election Date	Job III Let		Notes	
Job Request	27 November 2020 10:1	0 PCC and Local Elections	6 May 2021	ю	Accept D	cline	
Showing 1 to 1 of	1 ertries				P	revious 1 Ne	10
Messages							
Subject	Received	Election Description	Ek	ection Date	vi	rw Message	

Click on the blue paper icon in the View Letter column to view the letter as a pdf.

The letter must be read for the Accept or Decline options to become available.

If Accept or Decline is selected, the relevant response is shown in the screen and the Notes field becomes available. The response can still be changed at this stage.

The notes area can be used to send a general message to the Elections Office

CIVICA ME	A			Home	Staff Profile	Letters and Messages	Help	Sign Out
Home / Lette	rs and Messages							
John Smith						Хр	ress	Council
Letters an	d Messages							
Letters Show 10 ¢ en	tries					Search:		
Document Type î↓	Received îl	Election Description î↓	Election Date î↓	Job î↓	View Letter	Response	↑↓	Notes î↓
Job Request	20 January 2021 14:12	PCC and Local Elections	6 May 2021	PC		Accept Declin	е	
Response Accepted	1							
Notes								
I'm happy to p	pick up the keys from the boo	king agent again						
						Canc	el	Submit
Letters, documer	ts and requests which have	been sent to you.						
Showing 1 to 1 o	f 1 entries					Prev	ious	1 Next

Once the **Submit** button has been pressed the Response column shows the response you have made. The response cannot be changed once submitted. You must contact the Elections office directly if you have made a mistake or cannot work as required.

CIVICA MEA					Но	ne Safi	Profile 1	letters and Messages	Help	Sign Out
Home / Letters	and Messages									
John Smith								хp	ress (01_CM)
Letters and	i Messages									
Success : Dota	saved successfully.									×
Letters Show 10 e entr	in							Search:		
Document Type	Received	1	Election Description	Electio Date	• 	Job 11	View Letter	Response	Ne	tes 🗆
Job Request	27 November 2020 10:1	0	PCC and Local Elections	6 May 2	2021	PC		Accepted	ER	Notes
Showing 1 to 1 of	1 entries							Pres	lous	1 Next
Messages										
Subject	Received	Bec	tion Description		Elect	ion Date		View	Messag	e .

You can still add or edit a note using the Edit Notes option in the Notes column, press **Submit** to save the note

Other communications

The Elections Office may send you other communications

A Notification email will be sent to you containing a link to the MEA sign in screen.

Once signed in, a red circle indicates a letter is available in the letter and messages tile, and in the top menu.

CIVICE MEA			Home Staff	Profile Letters and Messages 😶 1	Help Sign Out	
Home						
John Smith				Xpre	ss (01_CM	
Dashboard						
Staff Profile	23	Letters and Messages	e •	PCC and Local Elections - 06 May, 2021		
More Info 🛇		More Info 😋		blore info O		
Historic Elections	5					

Click on the Letter and Messages tile or menu option to open the screen shown below.

INCO MEA					Home St	ett Profile	Letters a	nd Messages	Help Sign (
Home / Letter	s and t	idessages							
ohn Smith								Xpr	ess (01_C
etters and etters		essages						Search:	
Document Type		Received	п	Election Description	Election Date	Job 11	View Letter	Response 11	Notes
Job Request		27 November 208	0 10:10	PCC and Local Elections	6 May 2021	ю		Accepted	Edit Notes
Job Request		27 November 200	1 14:24	PCC and Local Elections	6 May 2021	PC		Accepted	Edit Notes
Election Docum	nent	29 November 200	10 12:06	PCC and Local Elections	6 May 2021		•	N/A	
howing 1 to 3 of	3 entr	in in the second se						Previ	cus 1 Ne
Aessages									

Unopened communications are highlighted in bold.

Click on the **blue paper icon** in the View Letter column to see the letter as a pdf.

When the letter has been read, it is no longer highlighted in bold text.

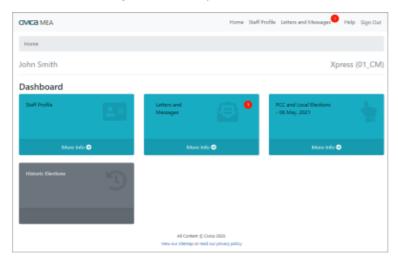
These types of communications are for information only and do not require a response.

Direct Messages

An email alerts you to sign in to MEA and read the message in your account.

The MEA Message email will be sent to you and will contain a link to the MEA sign in screen.

Once signed in a red circle indicates a communication is available in the **Letter and Messages tile** and in the **menu option** at the top of the screen. **Click on one of these options**.



New Messages appear in the Messages area highlighted in bold.

etters a	nd M	essages						
etters		5					Search	
Document Type		Received 1	Election Description	Election Date	Job 💠	View Letter	Response 11	Notes
Job Request		27 November 2020 10:10	PCC and Local Elections	6 May 2021	PC		Accepted	Edit Notes
Job Request		27 November 2020 14:34	PCC and Local Elections	6 May 2021	PC	1	Accepted	Edit Notes
Election Doc.	ment	29 November 2020 12:06	PCC and Local Elections	6 May 2021		•	N/A.	
howing 1 to 3		ries					Prev	ious 1 Ner
Messages Subject		aived	Election Description		Election	Date	Vie	w Message
Parking	29	November 2020	PCC and Local Elections		6 May 2	021		_

View the message by clicking on the **envelope icon** in the **View Message** column, the message instantly displays on the screen.

Edit Notes
Edit Notes
Edit Notes
tevious 1 New
/iew Message

The **Close** button will close the message.

The message will remain in the Letters and Messages tile and will no longer be highlighted in bold.

At the present time there is no facility to send a message back to the Elections Office, **please contact the Elections Office directly if required.**

Training, Ballot Box Collection and Job sessions

You may be required to attend a training session, pick up a ballot box or book into a postal vote opening session or count venue. The Elections Office will invite you to book onto these sessions.

Self-serve - Book a session

You will receive a Notification email containing a link to the MEA sign in screen.

When you have signed in a red circle indicates a letter is available in the **Letter and Messages** tile and the top **menu option**.

CIVICE MEA	Home Staff Pr	ofile Letters and Messages Help Sign Out
Home		
Tracy Brace		Xpress (01_CM)
Dashboard		
Sulf Profile	Letters and Messages	PCC and Local Bections - 06 May, 2021
More into O	More info O	More Info 😋
Historic Elections		

Select the Letters and Messages tile

Tracy Brace						Хp	ress (01_CM
Letters and M Letters Show 10 + entries	Aessages					Search	
Document Type	Received 1	Election Description	Election Date	Job 😳	View Letter	Response 1	Notes
Job Request	30 November 2020 10:16	PCC and Local Elections	6 May 2021	PO	•	Accepted	Edit Notes
Training Request	30 November 2020 10:33	PCC and Local Elections	6 May 2021		Ľ	N/A	

Click on the **blue paper icon** in the **View Letter column** to open the letter as a pdf.

Dear Mrs Brace	
PCC and Local Elections-Thursday 6 May 2021	
Training sessions are now available to book through MEA	
Please select the PCC and Local Elections Tile from the home Tile for further details.	screen and then the Training
If you require further information please contact the Elections Team	1.

Click on the Election Tile



and then select the Training Tile from within

Training	
More Info 🤿	

The Training page opens showing the Available Training Sessions at the bottom of the screen.

The location(s) of training sessions will display (use the drop-down arrow in this field to view if there are multiple locations where the training is being held), **select a location.**

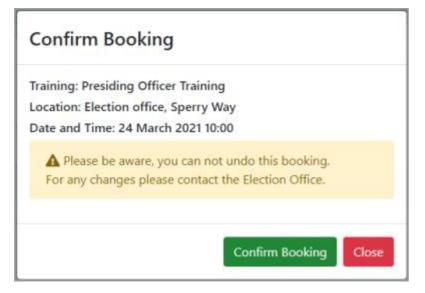
Next, select the drop-down arrow in the Select a Date/Time column, this reveals the dates and times of courses available.

Tracy Brace						Xpres	s (01_CN
Training							
O Please be aware that yo	u are unable to amend	any booked training a	mion. You will need	to contact the Elections o	fice to make	any char	ges.
Booked Training Se	ssions				Search		
Description	11	Location		Date and Time			
		No training sessio	ins are currently boo	ked.			
Showing 0 to 0 of 0 entries						Prev	ious Next
Available Training S	iessions				Search		
Description	Location			Date and Time		aces Ti	Actions
Presiding Officer Training	Election office, Sper	ry Way	۷	Select a Date/Time Select a Date/Time	v		Book
ihowing 1 to 1 of 1 entries			nt & Ovica 2020.	24 March 2021 10:00 24 March 2021 14:00		Previous	1 Ned
		No cons					

Select a date and time, the number of spaces available on the selected session will be displayed, select **Book**

Description 11	Location	Date and Time		Spaces 11	Actions 14
Presiding Officer Training	Election office, Sperry Way	24 March 2021 10:00	v	30	Book

A summary of the booking appears. Once this has been confirmed it cannot be undone using MEA and you would need to contact Elections Office to make a change.



Click Confirm Booking, or Close and choose another session.

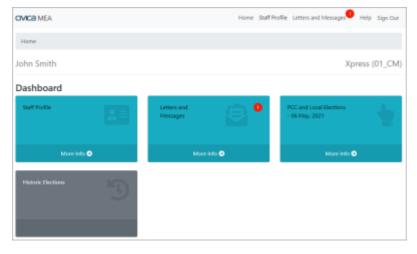
The booking details move to the Booked Training Sessions Area and will stay visible here until the end of the election.

Tracy Brace				Xpress (01_CM)
Training				
O Please be aware that you are unable to any	end	any booked training session. You will need to contact the E	lections office to mak	e any changes.
Booked Training Sessions			Search:	
STON TO B CHERES			Destor	
Description	11	Location	Date and Time	
Presiding Officer Training		Election office, Sperry Way, ,	24 March 2021 10:0	a
Showing 1 to 1 of 1 entries				Previous 1 Next

View the sessions allocated to you

A Notification email will be sent to you that will contain a link to the MEA sign in screen.

Once signed in, a red circle indicates a letter is available in the **Letter and Messages** tile and the top **menu option**.

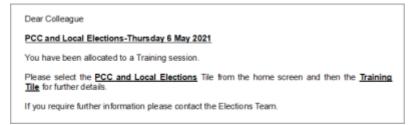


Select the Letters and Messages Tile

John Smith						Хр	ress (01_CM)			
Letters and Messages Letters Show 12 + entries Search										
Document Type	Received 1	Election Description	Election Date	Job 😳	View Letter	Response 11	Notes 11			
Job Request	27 November 2020 10:10	PCC and Local Elections	6 May 2021	PC	Ľ	Accepted	Edit Notes			
Job Request	27 November 2020 14:34	PCC and Local Elections	6 May 2021	PC	Ľ	Accepted	Edit Notes			
Election Document	29 November 2020 12:05	PCC and Local Elections	6 May 2021		Ľ	N/A				
Training Request	30 November 2020 15:10	PCC and Local Elections	6 May 2021		•	N/A				

The Document Type is shown as **Training Request**. Any unread messages are highlighted in bold.

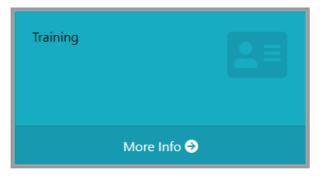
Click on the blue paper icon in the View Letter column to open the letter as a pdf.



Click on the Election Tile



and then select the Training Tile from within



The Training page opens showing the booked session in the Booked Training Sessions area.

CIVICA MEA		Home Staff Profile Letters and Messages Help Sign O
Home / POC and Local Elections /	Raining	
John Smith		Xpress (01_C)
Training		
O Please be aware that you are un	ble to amend any booked training session. You	will need to contact the Elections office to make any changes.
Booked Training Session Show 10 + entries		Search:
Description	1: Location	Date and Time
Poll Clerk Training	Election office, Sperry Way	25 March 2021 10:00
Showing 1 to 1 of 1 entries		Previous 1 Net
Available Training Session	5	Search
Description 11 Location		Date and Time Spaces Action
	You are booked on to all available	e training sessions.

Make a note of the date in your diary. If this time is not convenient contact the Elections Office.