

USER GUIDE FOR ELIGO PLC

The **Eligo PLC User Guide** provides step-by-step instructions for using **Eligo PLC**, the platform designed for presenting lists and candidates in the **UNITA Student Assembly elections**. This guide covers everything from logging into the system to managing lists, adding candidates, and subscribing to lists.

Whether you are a **list presenter, candidate, or subscriber**, this manual ensures you understand the platform's rules and functionalities. Please read carefully, as some actions—such as presenting a list or subscribing—are **irreversible**.

This guide ensures a smooth experience in participating in the UNITA Student Assembly elections through Eligo PLC.

1. TYPES OF USERS IN ELIGO PLC

Accessing Eligo PLC as a student allows you to become a List Presenter, Candidate, and Subscriber by performing specific actions.

List Presenters are responsible for creating a list and choosing the list candidates for the elections. A presenter may add themselves as a candidate in their own list. However, they are not allowed to subscribe any list and cannot be added as a candidate to other lists. They must ensure that the list details, including the name, logo, and candidates, are correct before submission, as lists cannot be deleted or modified once created.

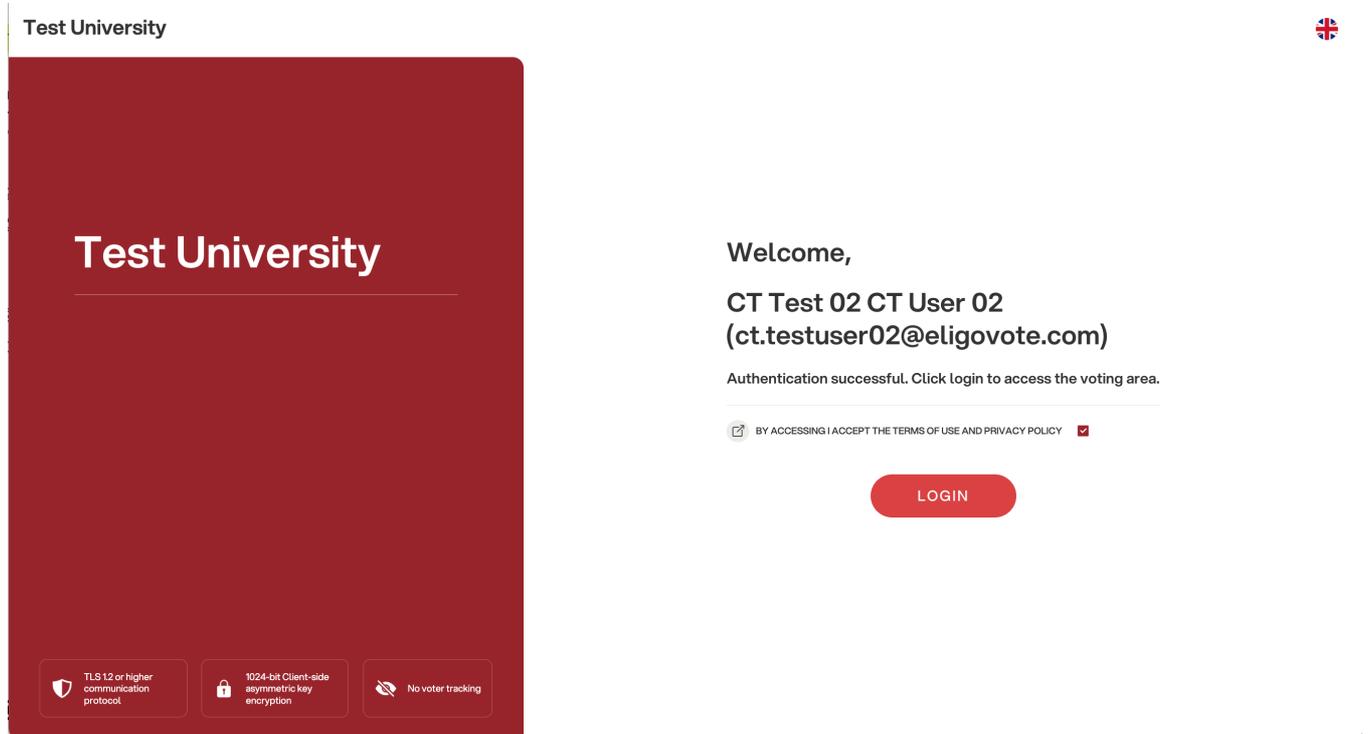
Candidates are individuals added to a list by the presenter. Upon being added, they must log in to Eligo PLC to either accept or reject their candidacy. If accepted, they cannot be part of any other list as a candidate, presenter, or subscriber. Candidates can also be managed by the presenter, who can assign optional nicknames and remove them if necessary.

Subscribers are users who support a presented list. Unlike presenters and candidates, subscribers do not actively participate in list management but play a crucial role in validating lists for elections. Subscription is irreversible, meaning users must carefully select which list to subscribe to before confirming their choice. Subscription of multiple lists is allowed. Subscribers are not allowed to subsequently present a list or be added as a candidate.

2. LOGIN

To log on to Eligo PLC, use the link provided by your university and access using your university credentials.

Once authenticated, accept the privacy policy and click login to access your Dashboard.



Test University

Test University

Welcome,
CT Test 02 CT User 02
(ct.testuser02@eligovote.com)

Authentication successful. Click login to access the voting area.

BY ACCESSING I ACCEPT THE TERMS OF USE AND PRIVACY POLICY

LOGIN

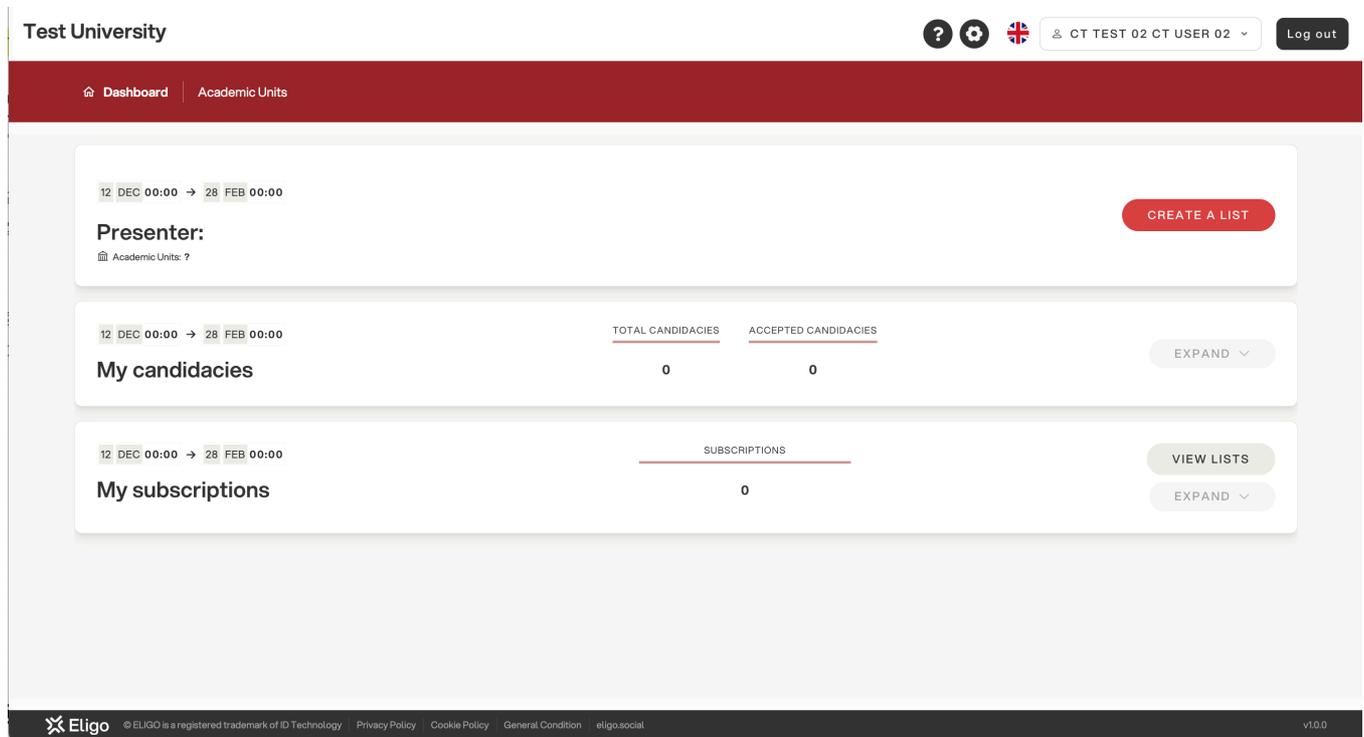
TLS 12 or higher communication protocol

1024-bit Client-side asymmetric key encryption

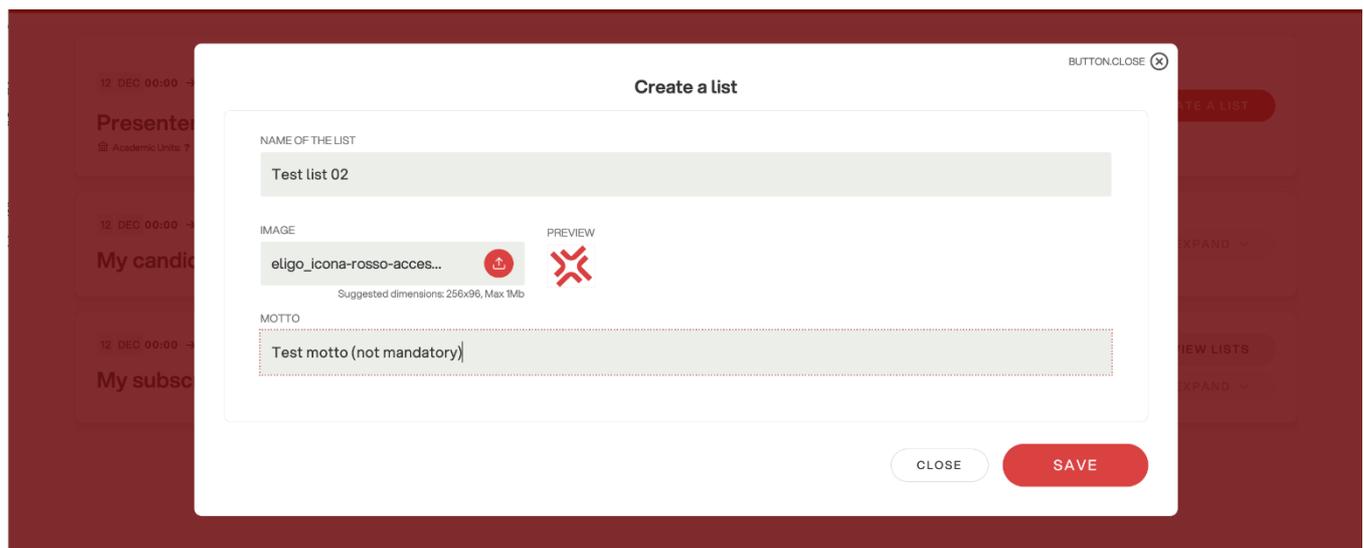
No voter tracking

3. PRESENT A LIST

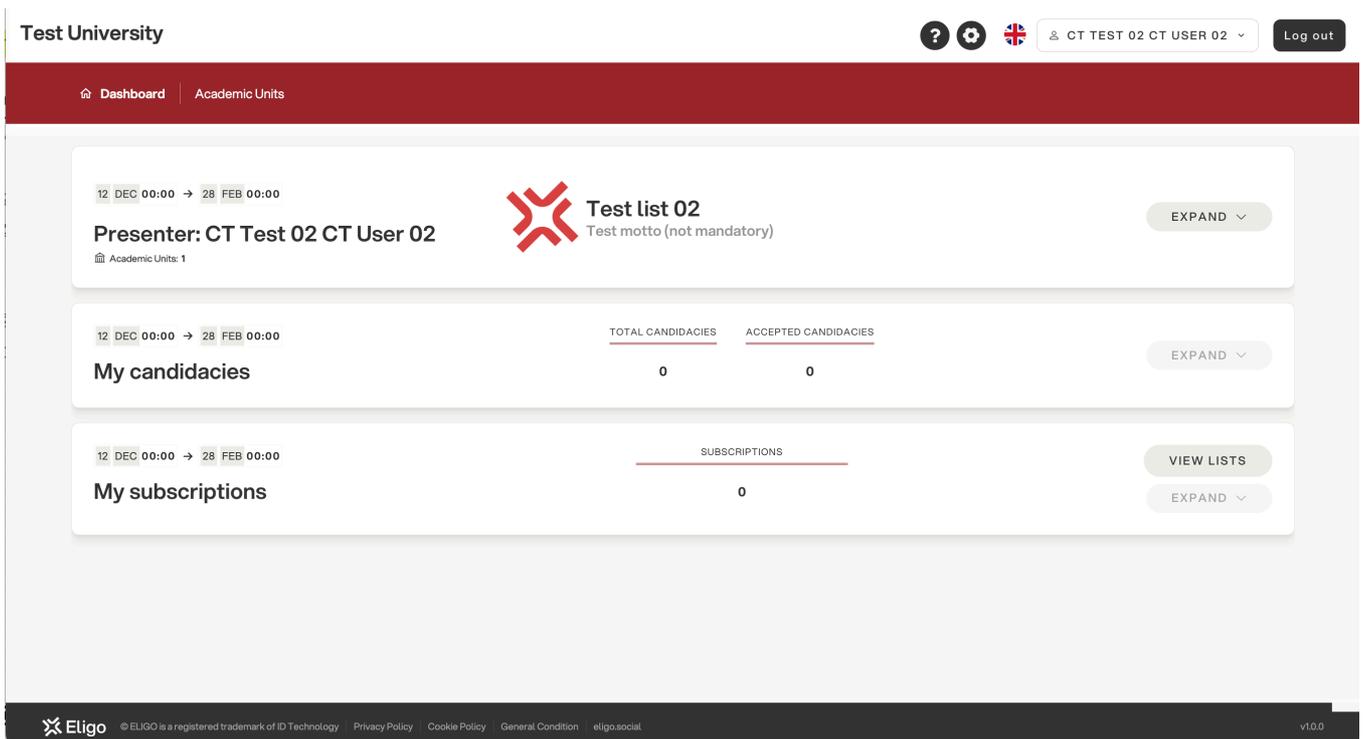
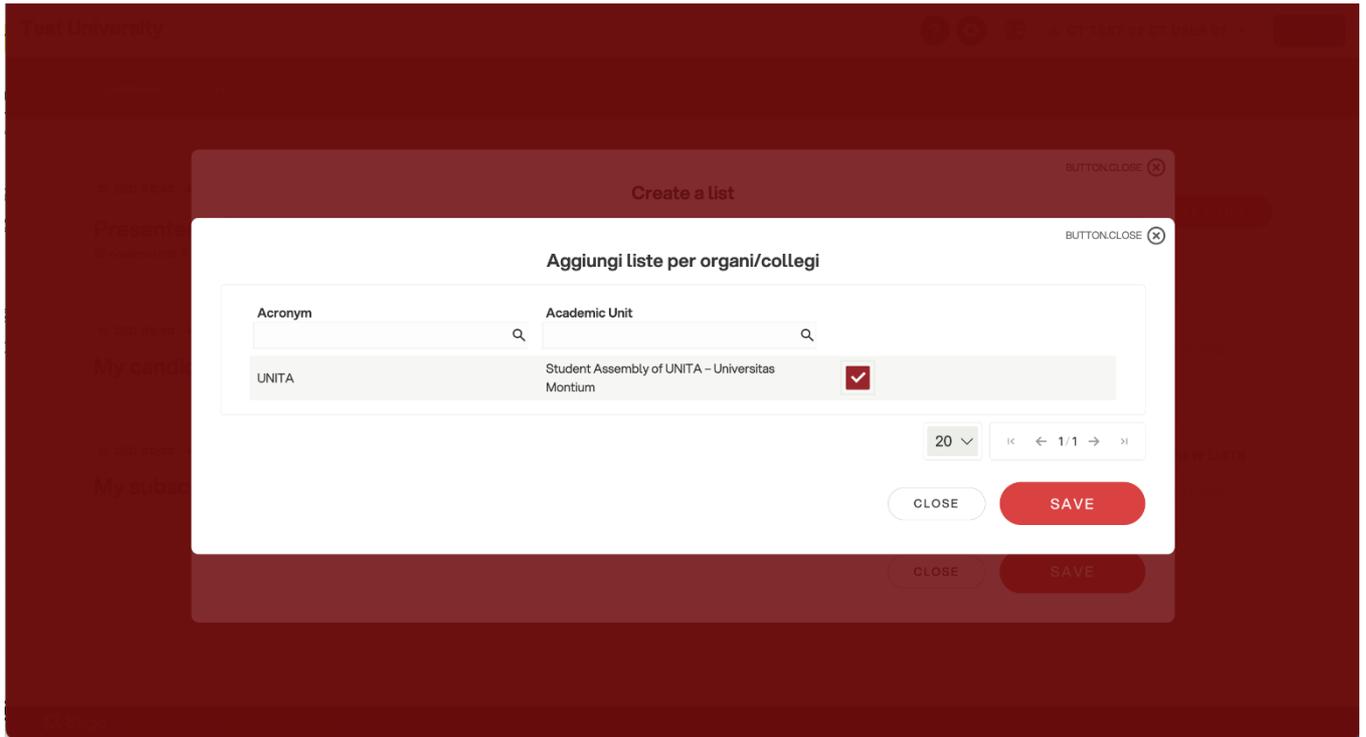
To present a list, click on the **“Create a List”** button on the List Card of your Dashboard, this will open the list creation Modal. Once created, a list cannot be deleted and you will become a List Presenter and therefore cannot become a candidate or a subscriber for another list, so please ensure you enter the correct information before creating your list.



Choose the name of your list, upload a logo (mandatory) and, if you want, add a motto. Click **“Save”** to proceed to the next step.

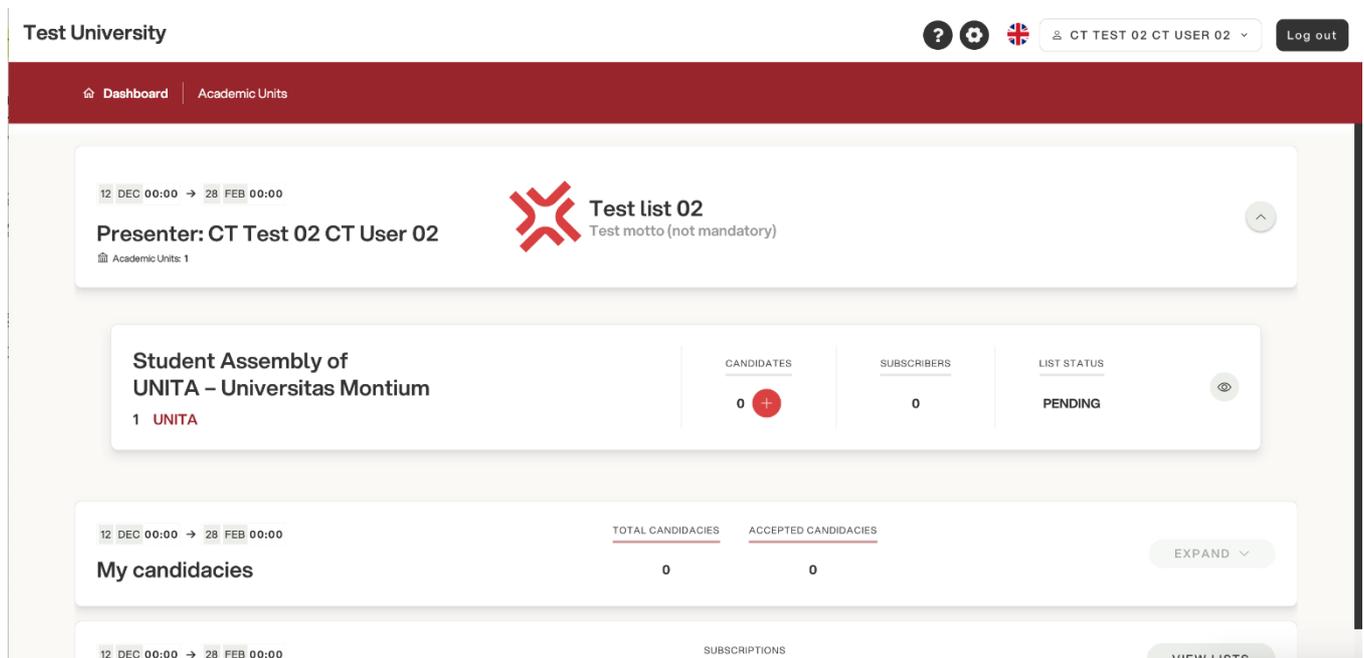


Select the UNITA Student Assembly flag and click **“Save”** to return to the Dashboard where your list will now be present in the List card.

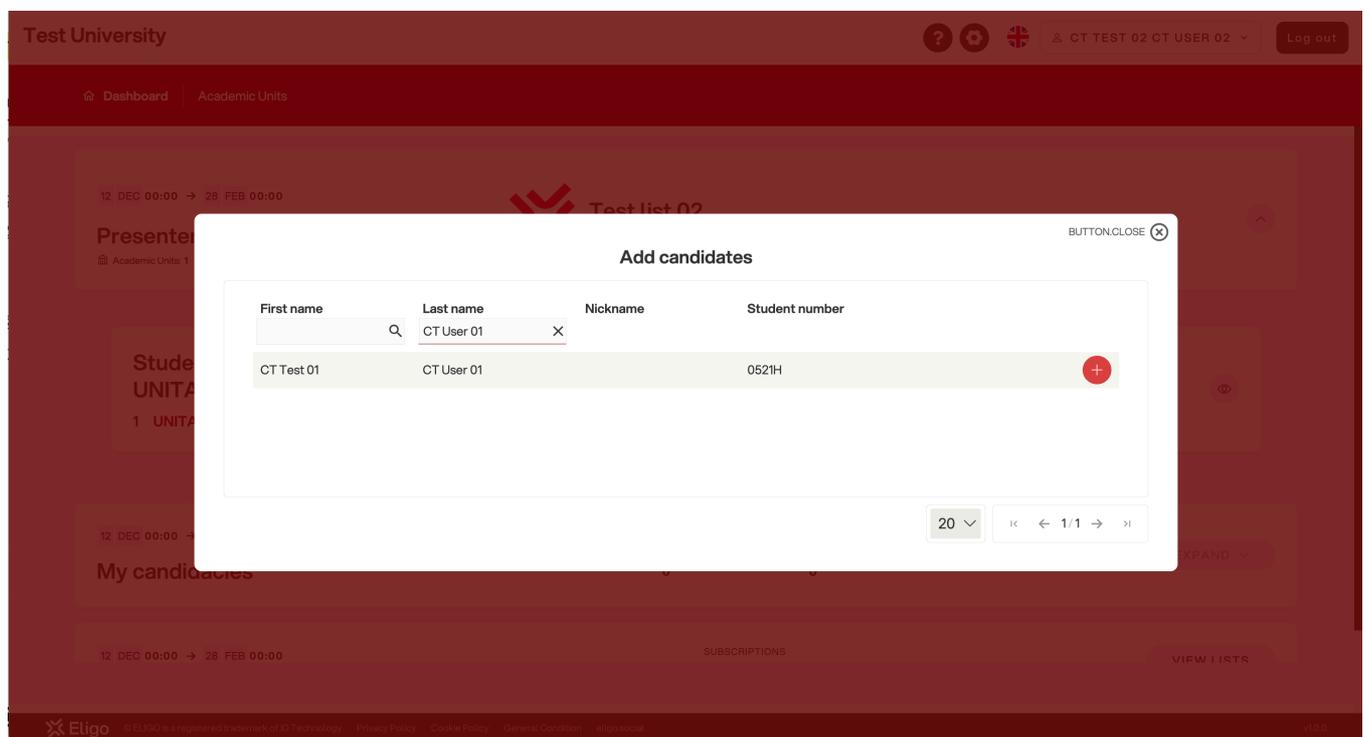


3.1 ADD A CANDIDATE

To add candidates to your list, click *“Expand”* to manage the list for the UNITA Student Assembly and then click the *“+”* button, this will open the Search Candidates table.



Search for the name or last name of your candidate to find them. The search will only be activated if you input at least 3 characters. We advise you to keep searching until the only result is the candidate you want. Click on the *“+” icon* to add the candidate to your list.



You can add more candidates by clicking on the action button and selecting the option *“Add candidate”*.

12 DEC 00:00 → 28 FEB 00:00

Presenter: CT Test 02 CT User 02
Academic Units: 1

Test list 02
Test motto (not mandatory)

Student Assembly of UNITA – Universitas Montium
1 UNITA

	CANDIDATES	SUBSCRIBERS	LIST STATUS
	2	0	PENDING

+ ADD CANDIDATE

☑ MANAGE CANDIDATES

12 DEC 00:00 → 28 FEB 00:00

	TOTAL CANDIDACIES	ACCEPTED CANDIDACIES	
My candidacies	1	0	EXPAND

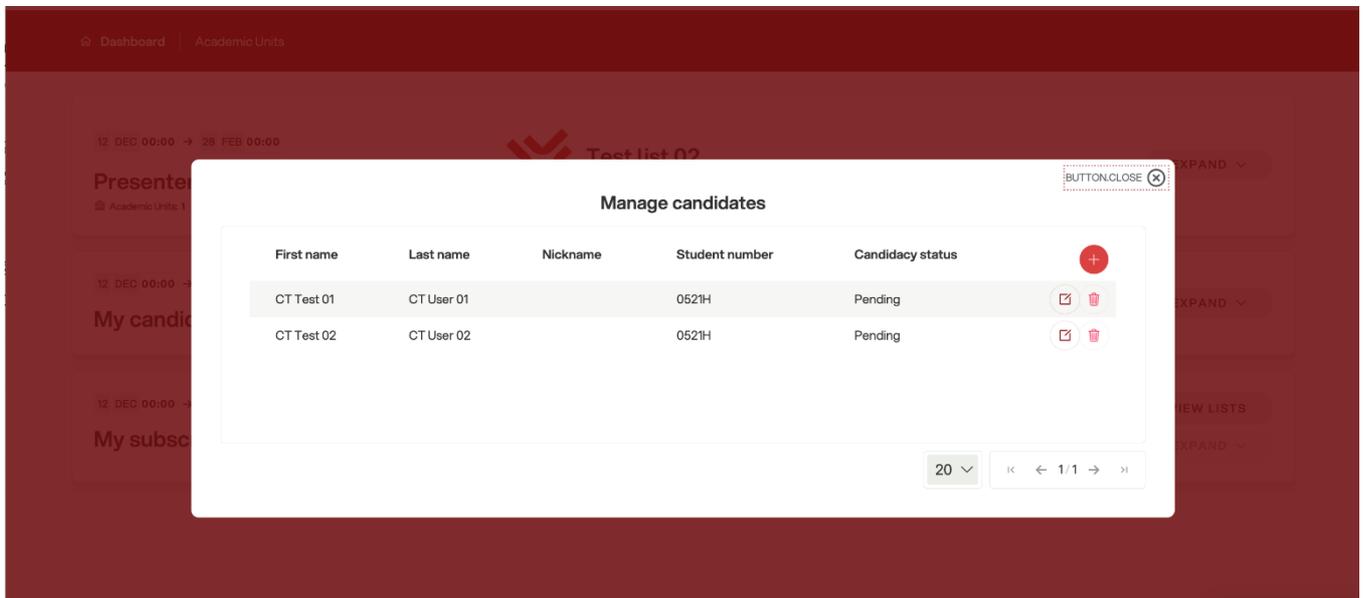
12 DEC 00:00 → 28 FEB 00:00

SUBSCRIPTIONS

If a student is **already** a presenter, candidate, or subscriber in another list or if they don't possess the necessary prerequisites for the candidacy, the system will not allow you to add them as a candidate in your list.

3.2 MANAGE CANDIDATES

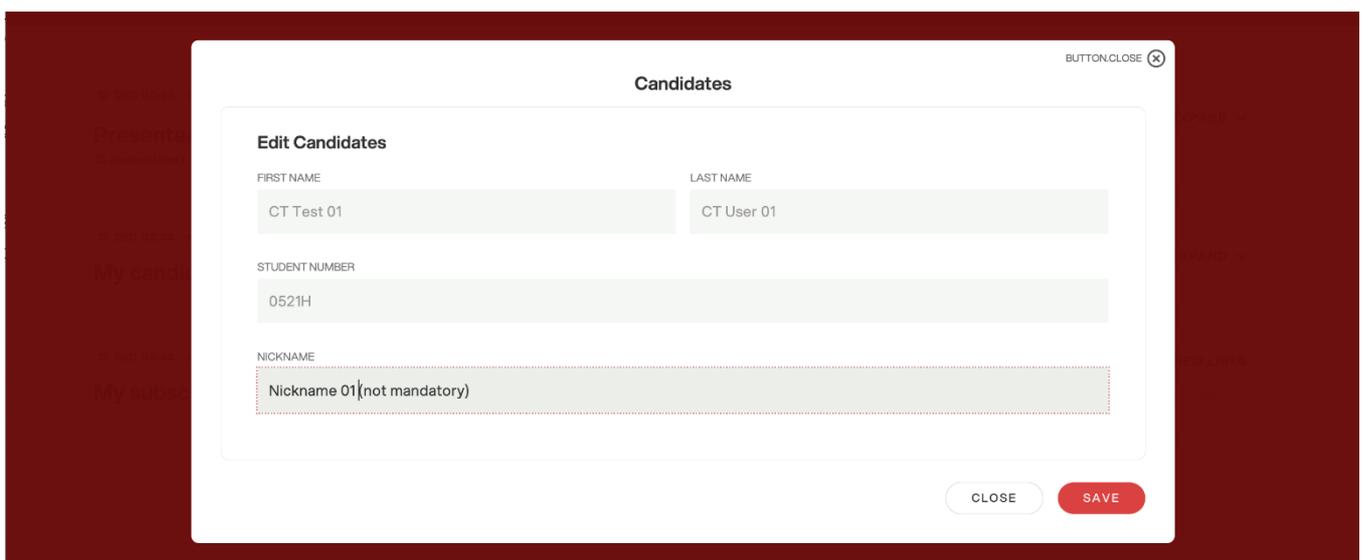
You can manage the candidates in your list by clicking the action button and selecting the option *"Manage candidates"*. This will open the Manage Candidates modal.



Here you can view the full information of the candidates you added to your list, check on the status of their candidacy to see whether they have yet to accept or reject the candidacy, and add an optional nickname.

You can add a nickname by clicking the edit for the corresponding candidate.

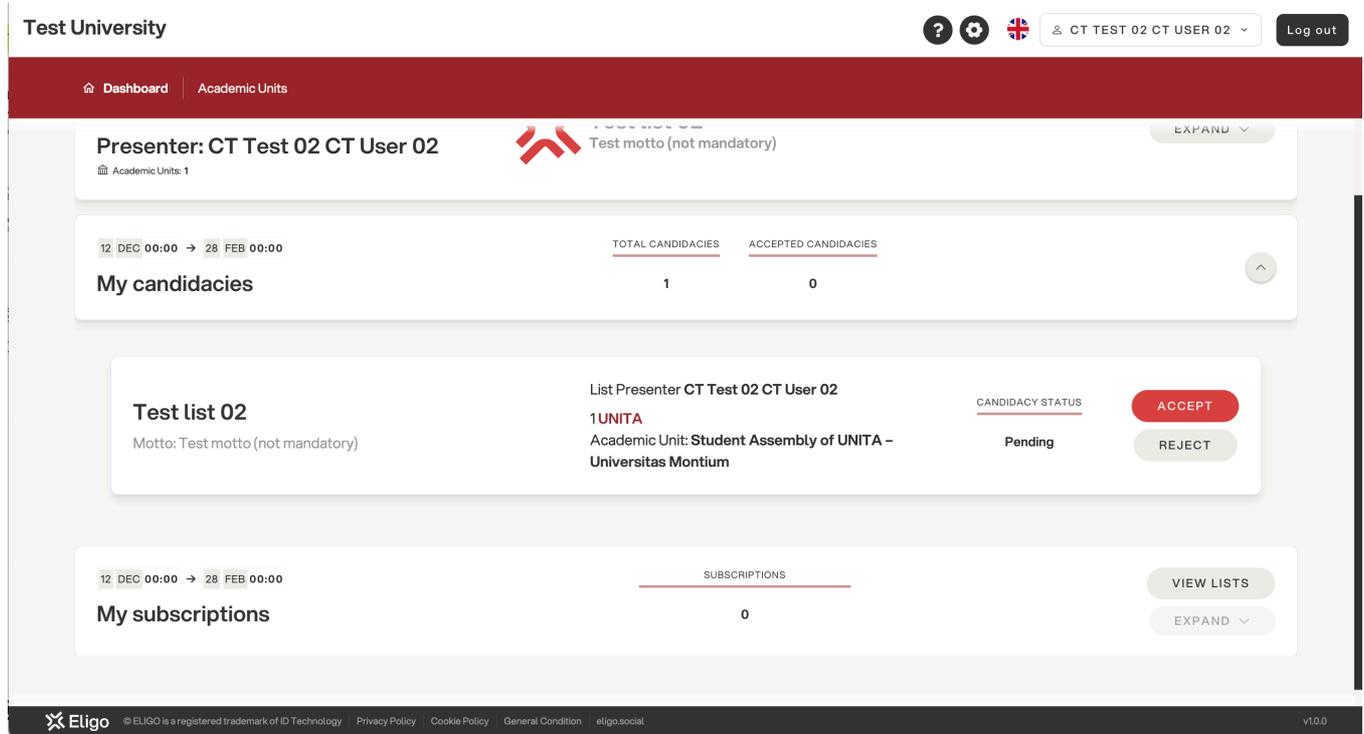
Input the nickname for them and click *"Save"*.



If a candidate has rejected their candidacy, or if you added the wrong person by mistake, you should remove the candidate by clicking the wastebasket button from the Manage Candidates table.

4. ACCEPT A CANDIDACY

If a list presenter has added you as a candidate to their list, after logging in you will see the candidacy in your Candidacy card. *“Expand”* the card to see in which list you have been added as a candidate and *“Accept”* or *“Reject”* your candidacy by clicking on the corresponding button and confirming.



The screenshot shows the Eligo interface for a user named 'CT Test 02 CT User 02'. The user is logged in, and the interface displays their candidacy for 'Test list 02'. The interface includes a navigation bar with 'Dashboard' and 'Academic Units', a user profile section with 'Presenter: CT Test 02 CT User 02' and 'Academic Units: 1', and a main content area with three sections: 'My candidacies', 'Test list 02', and 'My subscriptions'. The 'My candidacies' section shows 1 total candidacy and 0 accepted candidacies. The 'Test list 02' section shows a candidacy status of 'Pending' and provides 'ACCEPT' and 'REJECT' buttons. The 'My subscriptions' section shows 0 subscriptions and provides 'VIEW LISTS' and 'EXPAND' buttons.

Acceptance or Rejection are not reversible, so please choose the correct button.

If you Reject a candidacy, please notify the list presenter to ensure they also remove you from their list.

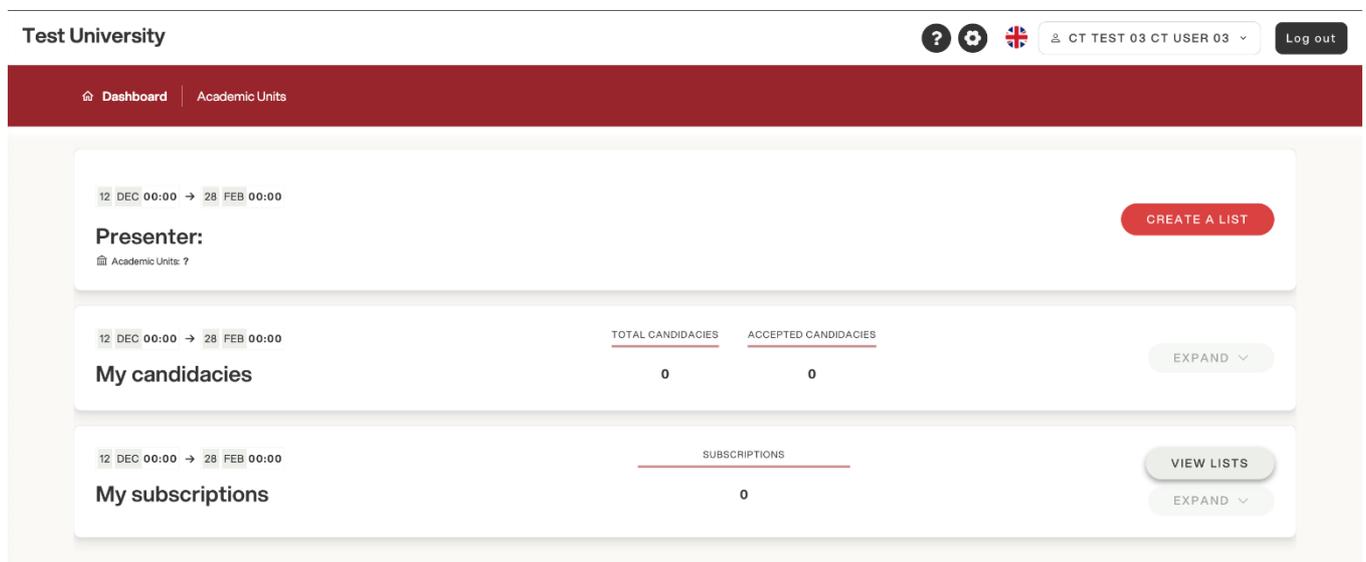
If you are added as a candidate, you cannot subsequently present, subscribe or be a candidate for any other list.

5. SUBSCRIBE A LIST

If you are neither a List Presenter nor a Candidate, you can subscribe to all presented lists for the UNITA Student assembly. List subscription is not reversible, so please ensure you subscribe to the correct list or lists before continuing. If you subscribe one or more lists, you cannot subsequently present or be a candidate for any list.

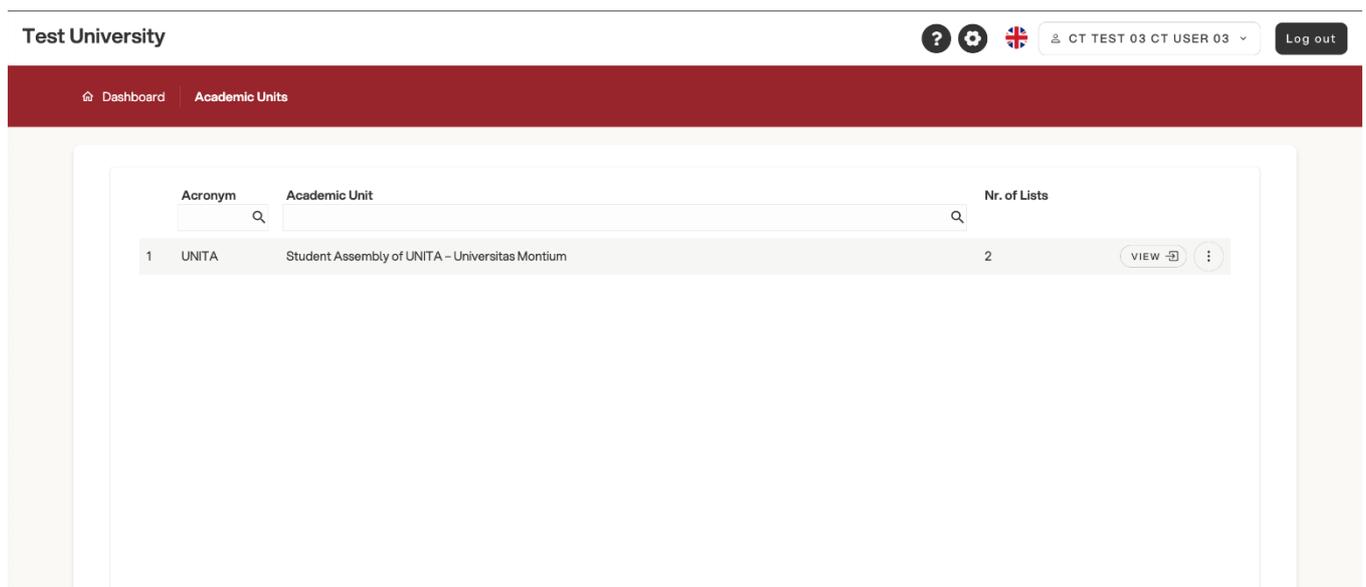
There are **two valid flows** to subscribe to a list:

- **Option 1:** Scroll down to your **Subscription card** and click **"View Lists"**.
- **Option 2:** Click on the **"Academic Units"** menu in the top bar, then select the **"View"** button in the **UNITA Student Assembly** row.



The screenshot shows the 'Academic Units' dashboard. At the top, there is a navigation bar with 'Dashboard' and 'Academic Units'. The main content area is divided into three sections, each with a date range '12 DEC 00:00 → 28 FEB 00:00'.

- Presenter:** Includes a 'CREATE A LIST' button and a dropdown for 'Academic Units: ?'.
- My candidacies:** Shows 'TOTAL CANDIDACIES' and 'ACCEPTED CANDIDACIES' both at 0, with an 'EXPAND' button.
- My subscriptions:** Shows 'SUBSCRIPTIONS' at 0, with 'VIEW LISTS' and 'EXPAND' buttons.

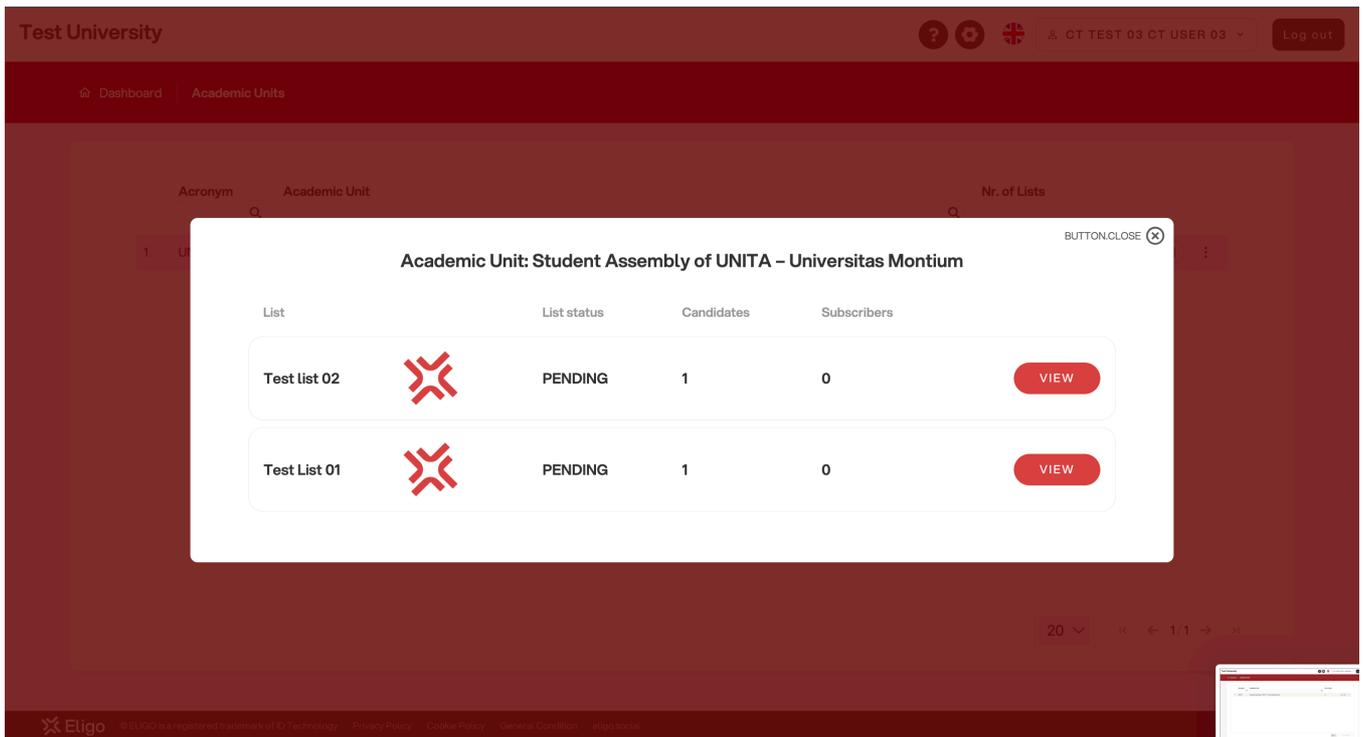


The screenshot shows the 'View Lists' modal. It features a search bar and a table with the following data:

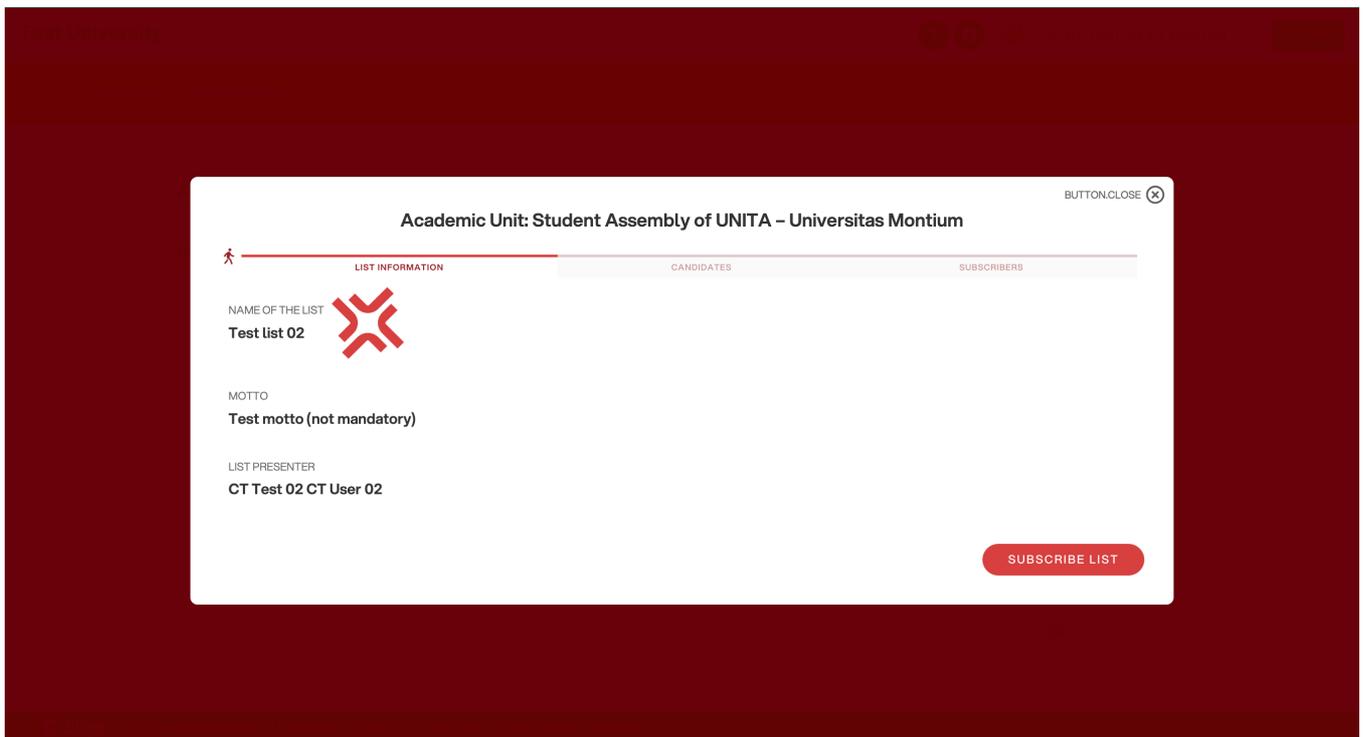
Acronym	Academic Unit	Nr. of Lists
1 UNITA	Student Assembly of UNITA – Universitas Montium	2

Each row in the table has a 'VIEW' button and a menu icon.

This will open the View Lists modal, where you can find an overview of the lists, the number of candidates and the number of current number of subscribers for each list.



You can view the full list information, as well as the candidates for that list by clicking on the *“View button”* of the list of your choosing.



If you choose to subscribe that list, click *“Subscribe List”* and then *“Confirm”*. List subscription is not reversible, so please ensure you subscribe the correct list or lists before continuing.

Academic Unit: Student Assembly of UNITA – Universitas Montium

LIST INFORMATION CANDIDATES SUBSCRIBERS

Confirm subscription

You are about to subscribe to this list. This action is not reversible. Click Save to proceed.

CANCEL SAVE

SUBSCRIBE LIST