



Lighthouse Geek Sheet 11: Adding Candidates & Agents

This Guide is designed to help you quickly add who your agents and candidates are for elections. This is ideally done as soon as you know candidate & agent details and will allow HQ to make sure that people are properly supported and thanked for their work as a candidate or an agent.

By sharing this information with ALDC & HQ, we'll both be able to provide better support and advice to candidates and agents so you can improve your chances of winning in May and help the party avoid fines from the Electoral Commission.

Lighthouse can also be used to manage candidate selection processes and a fuller guide on how to use the Candidates section of Lighthouse can be found here:

www.libdems.org.uk/lighthouse-module-15

Adding an agent

1. Click on Candidates and then Elections
2. Either use the list view or the search bar to locate the area you're adding an agent for

FEDERAL PARTY > CANDIDATES > ELECTIONS

+ Add by-election Filter

Show 20

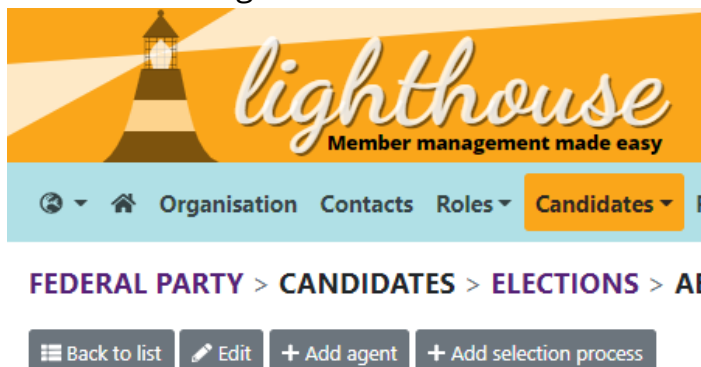
Type	Name	Constituency type	Vacancies	Nominations close	Date	Spending return due
By-Election	Abbey Wood	BY2021	Council Ward	1	31 Mar 2021	6 May 2021 16 Jun 2021

3. Click on the eye icon on the far left of the election you wish to add an agent for.

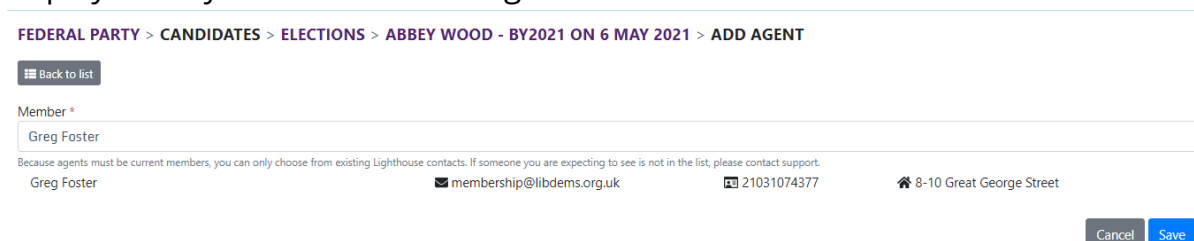
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- Click the "Add Agent" action button



- Search for the name of your agent in the box provided. Only members will display as only members can be agents.

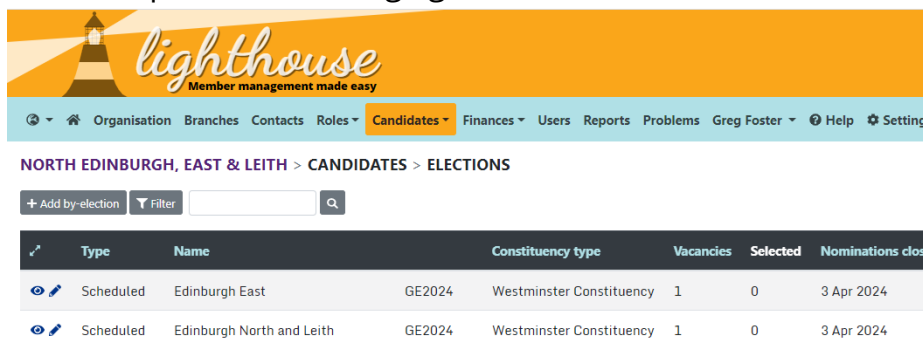


- Click save

Your agent is now recorded! If you need to change the agent at any point, just come back to the election and click the "Replace Agent" button. Only one person can be appointed as an agent at any one time.

Adding a candidate

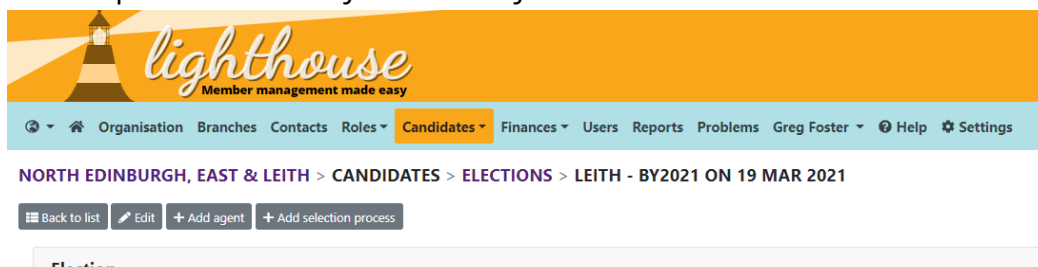
- Click on Candidates and then Elections
- Either use the list view or the search bar to locate the area you're adding a candidate for. Please note, you'll only be able to add selections for Council Elections - Parliamentary, Mayoral and PCC selections shouldn't be editable apart from adding agents.



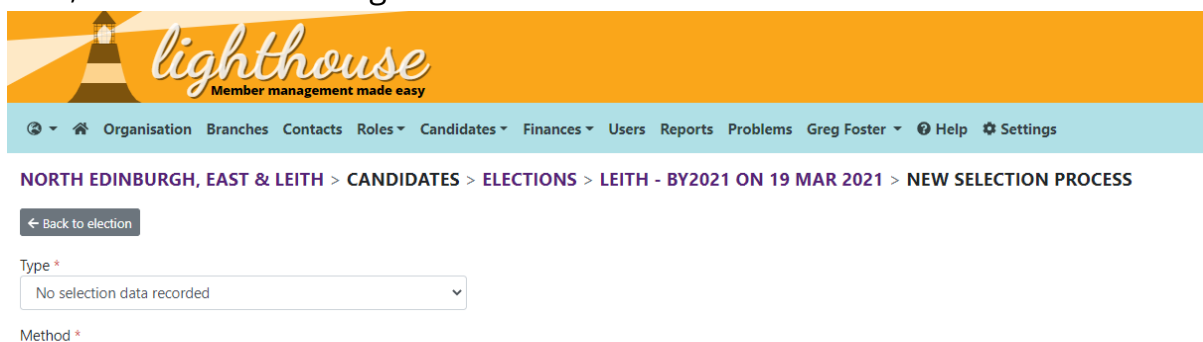
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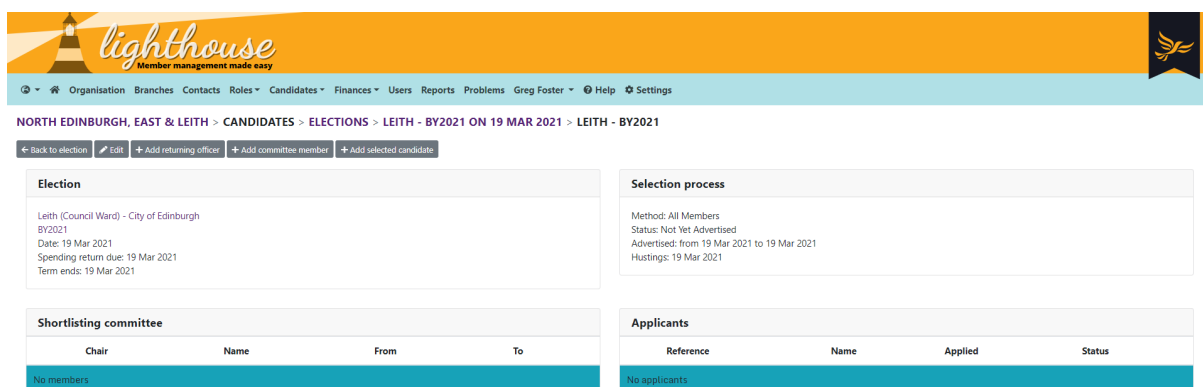
3. Click on the eye icon on the far left of the election you wish to add a candidate for.
4. Click "Add Selection Process" - don't worry, we won't have to go through the full process to add your already selected candidate.



5. Select the "No selection data recorded" selection type and leave the type as "All Members" - this allows you to bypass the full process. None of the other fields are required so can be left blank. Once you've done that hit save, it's at the bottom right.



6. Now you've got a selection process, you'll see this screen. Click "Add Selected Candidate"



7. Enter the name of your candidate in the top box. Candidates must be members to be added as a selected candidate. You can put the date they were originally applied/selected in as the date applied, or leave it as today.

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You can also leave comments if you need to. Hit save when you're done.

The screenshot shows the Lighthouse web application interface. At the top, there is a navigation bar with the Lighthouse logo and the tagline 'Member management made easy'. Below the navigation bar, there is a breadcrumb trail: 'NORTH EDINBURGH, EAST & LEITH > CANDIDATES > ELECTIONS > LEITH - BY2021 ON 19 MAR 2021 > LEITH - BY2021 > NEW SELECTED CANDIDATE'. A 'Back to selection process' button is located below the breadcrumb trail. The main form area contains three sections: 1. 'Member *' with a text input field and a note: 'Start typing the name or email of an existing member contact within Lighthouse to see suggestions. This selection process is open to all members. You can only choose from existing Lighthouse contacts. If someone you are expecting to see is not in the list, please contact support.' 2. 'Date applied *' with a date picker set to '19/03/2021' and a note: 'Set to: today / yesterday. The date the application form was requested, which could be today or in the past.' 3. 'Comments' with a large text area and a note: 'Provide any useful notes about this applicant here. Please be aware that comments may be made public in response to a subject access request.' At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

And that's it! You now have candidates and agents recorded on Lighthouse. Just repeat the process for each area you've selected for and you'll be all done!

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