

Elector8 Staffing Portal

The portal is a web platform where you can submit personal information, confirm your availability to work and accept offers for roles for working during an election.

You can access the portal here www.elector8.co.uk

Your username is your email address

Your password will remain the same as previous years. If required, please use the forgotten password button and a new password will be emailed to you.

New staff members will receive a separate email containing log in details.

The portal is divided into the following main screens;

Home - Any notifications/ announcements for you will be highlighted on this home page.

Details – To update your personal information.

Availability – This tab will display a calendar with various roles scheduled in.

Job Offers - The screen will display any job offers made to you. Click Accept or Reject as required.

Training Courses – Tab not in use. Training will be provided via another platform, please refer to your appointment letter.

Guidance - Under this tab, you can find guidance documentation.

Payments – Tab not in use. Please ensure you contact the Elections Office to give details.

History – This tab lists any changes you have made to your account. There is also a search field in the top right corner, the search is intuitive and will display results as you type.

Reset password - The password must meet the following criteria to be changed.

- Must be at least 8 characters and maximum of 20 characters
- Must contain at least one lower case letter, one upper case letter, one digit and one special character.

To confirm your availability. Click on the Availability tab.

The screenshot shows the 'Availability (3)' tab selected in a navigation menu. Below the menu are three filter buttons: 'All items (3)' (blue), 'Items marked as available (0)' (green), and 'Items marked not available or no availability recorded (3)' (pink). A calendar for September 2021 is displayed with columns for days of the week. Three dates are highlighted in pink: 11th (Count Day 1), 12th (Count Day 2), and 13th (Count Day 3). The calendar also shows navigation arrows, a month selector, and week/day view options.

In this screen you will be asked to confirm your availability to work on the dates within the schedule. You can use the **filters** at the top of the screen to see the job roles available:

This image shows a close-up of the filter buttons and their dropdown menus. The 'All items (3)' button is blue, 'Items marked as available (0)' is green, and 'Items marked not available or no availability recorded (3)' is pink. The dropdown for 'All items (3)' lists: 'Count Day 2 - 12/09/2021 10:00:00 to 12/09/2021 16:00:00', 'Count Day 3 - 13/09/2021 09:00:00 to 13/09/2021 16:00:00', and 'Count Day 1 - 11/09/2021 10:00:00 to 11/09/2021 16:00:00'. The dropdown for 'Items marked not available or no availability recorded (3)' lists: 'Count Day 2 - 12/09/2021 10:00:00 to 12/09/2021 16:00:00', 'Count Day 3 - 13/09/2021 09:00:00 to 13/09/2021 16:00:00', and 'Count Day 1 - 11/09/2021 10:00:00 to 11/09/2021 16:00:00'.

Pay close attention to the dates shown in this screen as polling and counting may be taking place on different dates.

Click on an item in the calendar for details and to confirm your availability. An Information box will appear.

Information ×

Schedule:
Local and CAM Elections 2nd May 2024

Instructions:
Please click into the dropdown menu marked 'Availability' and select either Available or Unavailable, and click Save. Please do this for each job role on the calendar.

Shift Name:
Polling

Location:

Start:
02/05/2024 06:30

End:
02/05/2024 22:00

Availability:
Choose Availability

Available

Unavailable

Previous
Next
Save

To indicate your availability, click into the **Availability** drop down menu and select either **Available** or **Unavailable**.

You can also record any **Notes** if required (this will be uploaded to Elector8)

Click **Save**.

You can also use the **Next / Previous** buttons to toggle to the next /previous job roles available to you.

The schedule will show the jobs you have marked yourself available for in **green**, and jobs you have marked yourself unavailable for or not recorded a response to in **Pink**.

Home Details **Availability (3)** Job Offers Training Courses **Guidance (1)** Payments History Reset Password

All items (3) - Items marked as available (2) - Items marked not available or no availability recorded (1) -

< September 2021 > Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19


Count Day 1 Count Day 2

Count Day 3

Job Offers

Should you be offered a job to work on the election. You will receive an appointment letter via email which will also advise you to log into the portal. Please check your junk mail regularly.


The screen will display any job offers made to you from the Elections Team. Click Accept or Reject as required.

Elector8Portal

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Please find below your job offers, this page is set up to confirm if you wish to accept the job offered to you.


Election	Job Offered	Location	Fee Applicable	Accept By	Offer Responded Date	Accept/Reject this Job
Local By-election on Thursday September 9 2021 (09/09/2021)	Polling Station Inspector		Default Payment £225.00	02/09/2021	NA	Accept Reject

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Election	Job Offered	Location	Fee Applicable	Accept By	Offer Responded Date	Accept/Reject this Job
Local By-election on Thursday September 9 2021 (09/09/2021)	Poll Clerk	NORTH WALNEY PRIMARY SCHOOL North Walney Primary School Duddon Drive Barrow-in-Furness LA14 3TN	Default Payment £150.00	02/09/2021	NA	You have accepted this job.

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