AtmySenate Guide: How to Accept a Nomination

Step 1: Log in to atmysenate.ucla.edu.

Step 2: Click the Elections tab. Under the ‘I’ve Been Nominated For’ heading, click the Seat in Committee (e.g. Vice Chair) link to open the nomination.
Step 3: To accept the nomination click Yes else click No.
Step 4: After accepting the nomination you will be able to edit the Statement and Summary of Service (if applicable to the nomination). Make your changes by clicking in the edit box. Please do not exceed the word limit (Summary of Service not to exceed 2500 characters and Statement not to exceed 3000 characters).
Step 5: Click **Save** to apply the changes. Click **Cancel** to ignore the changes.

Step 6: After you have accepted the nomination, the form will ask you if you would like to invite second nominators. The nominee and the nominator can both invite second nominators. To invite second nominators, scroll down to the bottom of the form.

   a. Make a selection by clicking the ‘**Invite Second Nominators**’ dropdown list.
   b. Click the add icon 📌. After clicking the said icon the second nominator will be added in the grid. To delete a second nominator, click the delete icon 🗑️. You can only delete a second nominator that has not approved/denied the nomination yet.

Step 7: When the required number of second nominators have seconded the nomination, it will automatically move to a completed status.