

A guide to using the Academy of Medical Sciences' online e-Lect system.

E-Lect is an online system that supports the Academy's Fellowship election. This includes provision for proposing new candidates and for viewing and updating the material of existing candidates.

Logging in

If using e-Lect for the first time then you will need to know your username and password. To get these, look under 'activate your account' on the login page and under '1. Username' click on 'send your username to your email address'. Then enter your email address and your username will be sent to you.

Once you have your username then go to '2. Password' to set a password. You should then be able to log in.

Nominating a candidate

Once logged in, on the home page you will see a 'Candidates' tab at the top of the page. Click here to view the current candidates in the candidate pool. To make a new nomination follow the below steps –

- Click on 'Create new nomination'.
- You will be taken to the new nominations 'wizard' which will help guide you through the creating of a new nomination. It will also tell you what is required before a nomination is complete.
- There are 4 steps to complete in the first part of the nomination process. To start, select your role as Principal Nominator and click 'Next'.
- The following 3 steps allow you to enter data on your candidate. You will see some of the fields are marked with a red dot. These fields are mandatory and must be filled in.

TIP: If you do not wish to complete all the sections now or do not have all the information to hand then you can still create and save your new nomination and return to it later. Do this by entering any characters into the red dot fields and continuing.

- The first section is where you enter the personal details of the candidate e.g. name, job title, address, etc. Remember the red dot fields are mandatory. Click 'Next' when done.

- The next section is for the details about the candidates' nomination. Enter the 2 support nominators names, the committee you wish your candidate to be considered by, Fellowship type and if they're clinical or non-clinical (these fields are the only ones you can't change later so make sure you have this info to hand, contact the Fellowship Manager if anything needs to be changed later). Click 'Next' when done.
- The last step is where you enter your citation. Please read the information given here about writing your citation especially the notes around overseas candidates. Write your citation in the box keeping to the 300 word limit and then click 'finish'.

TIP: If you are not ready to write your full citation yet then just enter a few random characters in the box and click 'finish'. You can return at anytime to edit the citation.

Your nomination has now been created!

The details you have just entered have been saved and you can return at any time to edit or change these. To view your candidate's details page click 'Go to candidate's details page'.

On the candidate details page you will see the information you have entered for your candidate given as a summary. You will see a series of tabs next to the summary which contain all the information about your candidate. The first ones you will have already started and possibly completed – Personal details, Nomination, Citation. You can edit and change these at any time by going to the individual tabs and clicking edit.

The next steps in completing your nomination are to upload the candidate's **support documents**. These are entered in the Documents and Publications tabs.

- Go to the Documents tab to begin uploading your candidate's supporting documents.
- Please read the guidelines given about how these documents should be presented paying particular attention to word and page limits. There are instructions for each of the 4 documents to be uploaded – CV, summary of achievements, top 10 contributions list, and full publication list.
- Click in an empty field to upload a document into it.
- **All documents are to be uploaded as PDF only.** Word documents are not accepted in these fields.
- Do the same for each of the 4 support documents that are to be uploaded.
- If your candidate is an overseas candidate you will need to upload an additional document entitled 'Letter of contribution'. Please read the guidelines for this document and upload as for the other required documents.

The final documents to upload are copies of the candidate's top 10 **publications**.

- To upload publications go to the Publications tab.
- Please read the guidelines given for the publications including document size.
- Click in an empty field to upload a document.
- **All documents are to be uploaded as PDF only.**
- Repeat the above steps until all 10 publications are uploaded.

When you have finished entering all the data for your candidate and have uploaded all their support documents and publications then the final step is to download the **candidate acknowledgment form**.

On your candidate's details page you will see a blue button with 'download candidate acknowledgment form' written on it. Click on this to download the form. Send this form to your candidate for them to sign and return to the Academy by post as hard copy or scan and send by email.

NOTE: On e-Lect there is no final 'Submit' button or anything you need to tick to indicate you are finished with your nomination. The nomination will be marked with a red X under Complete until the Fellowship Manager has checked the nomination and received the signed candidate acknowledgment form. Once these have been done, the Fellowship Manager will mark the nomination as Complete, indicated with a green tick, and the candidate will be formally entered into the candidate pool. Even when the nomination is marked as complete, you can still change or edit the details of the nomination right up until the deadline.

For any queries about e-Lect or if any problems are encountered when using it then please contact Russell Crandon, Fellowship Manager on 020 3141 3204 or Russell.crandon@acmedsci.ac.uk