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National Conference Branch Secretary Submission Guide

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National Conference Branch Secretary Submission Guide

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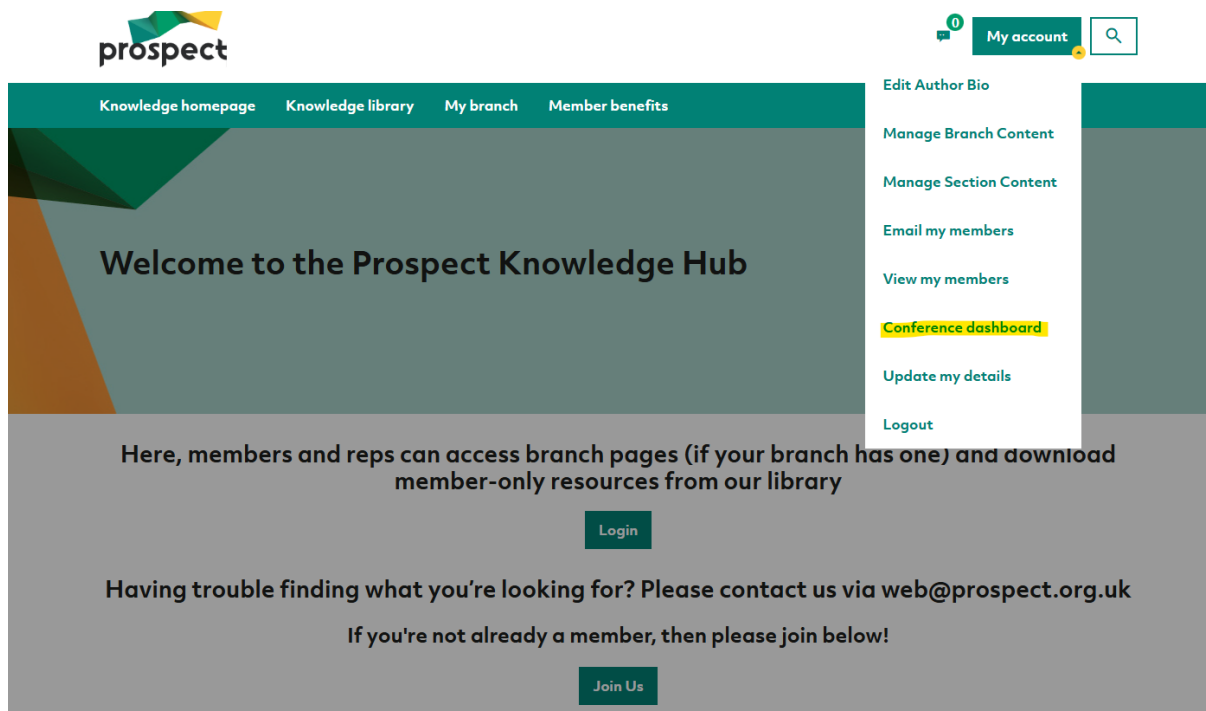
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prospect.org.uk

Accessing conference dashboard

You will find the Conference Site on the website homepage, in the drop-down menu as **"Conference Dashboard"**
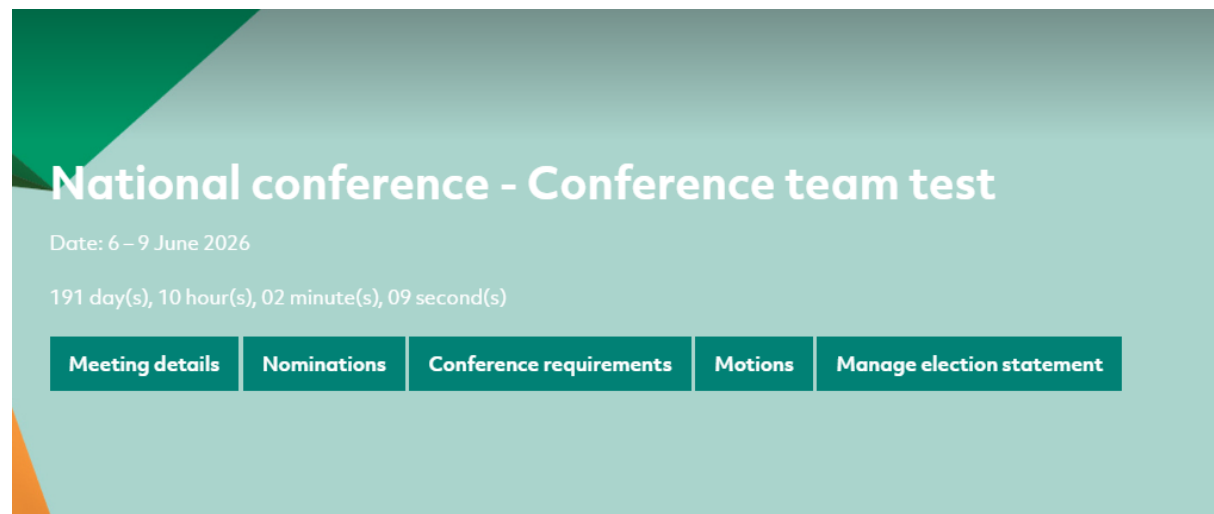

When the Branch secretary enters the Conference Webpage they will be sent a **"Verification code"** via email.

Once this has been received, enter the code into the section below and click "**Submit**" to gain access to the Conference site.

One you have successfully logged in, you will be able to view your Conference Dashboard with the relevant conferences. Please select the name of the Conference to enter:

Submitting branch meeting details for conference

If it is your first time accessing the conference, you will be prompted to fill out the branch meeting details before you are able to access the nominations, delegates, and motions page. You will need to enter the name, description and date of the branch meeting where the conference decisions were made and click "**Save Meeting"**.

Add Branch Meeting

Meeting Name * *(required)*

Description * *(required)*

Meeting Date * *(required)*

Save Meeting

Membership total:
1882

Delegate entitlement:
8

Countdown to submission deadline:
99 day(s), 11 hour(s), 00 minute(s), 23 second(s)

You should now see the below page; the right-hand side of the page displays the number of members in the branch, the branch delegate entitlement and the countdown till the nomination and motion deadline. The left-hand side displays your branch meeting details and below are the various accompanying pages for nominations, delegate management and motions.

Branch Meeting Details

Meeting details:
Branch:

Name of meeting:

Date of meeting:

Membership total:
1882

Delegate entitlement:
8

Countdown to submission deadline:
99 day(s), 10 hour(s), 54 minute(s), 28 second(s)

Conference nomination

Conference delegate management

Conference motion

Nominations page

To enter a new nomination, click on the "**Conference nomination"** tab

Click on the **Add nominee** button to add your nominee:

The branch secretary can search for a member either by name, the system will auto populate a list of members matching that name and their branch.

Once a member has been selected, the branch secretary must tick the **signature box** and **nominee agreement** and then click the **Add Nominee button to progress.**

Add nominee

Position
President

Nominee *

Signature *
☐ Tick to confirm you are adding this nominee

Nominee agreement *
☐ Tick to confirm the person selected has agreed to be nominated

Back   Add nominee

All nomination positions which were entered will be displayed on the "conference nomination" home screen.

If you need to make any changes, please contact: **nationalconference@prospect.org.uk**

Click "**Back to Conference home"** to return to the Conference homepage.

Deputy Vice President National

Person ID	Name	Branch	Employer	Submitted by	Date submitted

Add nominee

Standing Orders Committee

Person ID	Name	Branch	Employer	Submitted by	Date submitted

Add nominee

Back to conference home

Delegates, Deputies and Conference Helpers

To enter a Delegates, Deputies or Conference Helpers click on the **"Conference delegate management"** tab (see below screenshot).

This page allows the Branch Secretary to view, add, cancel and replace delegates deputies, trainee delegates and helpers.

To add a new delegate, deputy delegate or conference helper, click on the green "**Add**" button.

Enter the membership number or surname of the delegate required. Please note delegates will only be displayed if they are in the same branch as the branch secretary.

The new delegate box should be ticked, if the delegate has NOT attended a Conference before.

Once complete, click **Add** to return to the Delegate page. The process is the same for **Deputy Delegates**. The deputy delegate should be entered if the maximum number of delegates allowed has been reached, and deputies can replace a cancelled delegate, by the conference administrator.

Cancel or replace a delegate

If you would like to cancel or replace a delegate click the "actions" button on the right and side on the delegate you wish to cancel or replace. Select either the "cancel" button or the "cancel and replace" button listed.

Add the name of the person you would like to replace the existing delegate with; this can be a deputy delegate or another member from your branch.

Once the replacement delegate has been submitted click the "cancel and replace" button.

Cancel and request replacement

You should now see a pop up under the delegate's name you have request to replace (see screenshot below).

Name	Status	Submitted by	Date submitted	Actions
Dr Adam Casey,	Active	Admin	16/10/2025	Actions ⋮
⚠ Replacement Requested				

If you had selected a deputy delegate to replace the pervious delegate, they will still appear in the deputy delegate section until the replacement has been confirmed by Prospect staff. Once approved the deputy delegate will move out of the deputy delegate section and into the delegate section.

Once prospect staff have confirmed the replacement request the box under the cancelled delegate will read "replacement confirmed" and the status will read cancelled.

		Cancelled	Admin	16/10/2025
	⚠ Replacement Confirmed			

If you had only requested to cancel a delegate then once approved the status will change to cancelled.

Conference helpers

For Conference helpers click on the **Add Conference Helper** button and type the name of the helper you wish to add. The system will auto-populate the name/s of the member you have typed and will show their branch.

Conference Helper

Add Conference Helper

Person ID	Name	Status	Submitted by	Date submitted	Actions

Back to conference home

Add Conference Helper

Category
Conference Helper

Helper *

[   ]

Back   Add

Once complete, click **Add** to return to the Delegate page.

Motions

To enter Motions click on the **Conference motion** tab

Branch Meeting Details

Meeting details:	Membership total:
Branch:	1882
	Delegate entitlement:
Name of meeting:	8
	Countdown to submission deadline:
Date of meeting:	99 day(s), 10 hour(s), 32 minute(s), 49 second(s)

Conference nomination	Conference delegate management	**Conference motion**

Click on **Add motion** to enter a motion:

Motions

There are currently no motions submitted.

Add a Motion

Back to conference home

The motion must have a Motion Name and up to 4,000 characters in the motion text box. Please specify if this motion is a rule change in the motion name field, for example write "rule change" - the actual name of motion. In the motion text please quote the rule you are requesting to change.

Submit a Motion

Motion Name * *(required)*

Motion * *(required)*

Authorised by

Branch name

Supporting Document

[   ] **Browse**

Back   **Submit Motion**

Any supporting documents can be attached to the motion by clicking on the **Browse** button. If

Submit a Motion

Motion Name * *(required)*

Motion * *(required)*

Authorised by
Miss Julie Fortune

Branch name

Supporting Document

[Browse]

[Back]   [Submit Motion]

Once the motion is ready to be submitted, press the **Submit Motion** button.

Submit a Motion

Motion Name * *(required)*

Motion * *(required)*

Authorised by
Miss Julie Fortune

Branch name

Supporting Document

[Browse]

[Back]   [Submit Motion]

You can add as many motions as you like.

Please note the following procedures need to be followed:

Standard Policy Motion

- Must include the words in the motion text - "***Conference instructs the NEC to…***"

Reference Back

- Must include the words in the motion text - "***The document is referred back because…. Therefore, Conference instructs the NEC to …***"

Rule Change Motion –

- Must include the reference rule in the Motion Title - ***i.e. Update Prospect rule 8.2***
- Must include the words in the motion text:
  "***Conference resolves to amend the Rule Book as follows ... / Update/Replace rule n.n … / Updated rule to read:….***"
- Reference other rules impacted by this change and relevant amendments (if any)

If you have any questions please contact: **nationalconference@prospect.org.uk**