



# **National Conference Branch Secretary Submission Guide**

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# National Conference Branch Secretary Submission Guide

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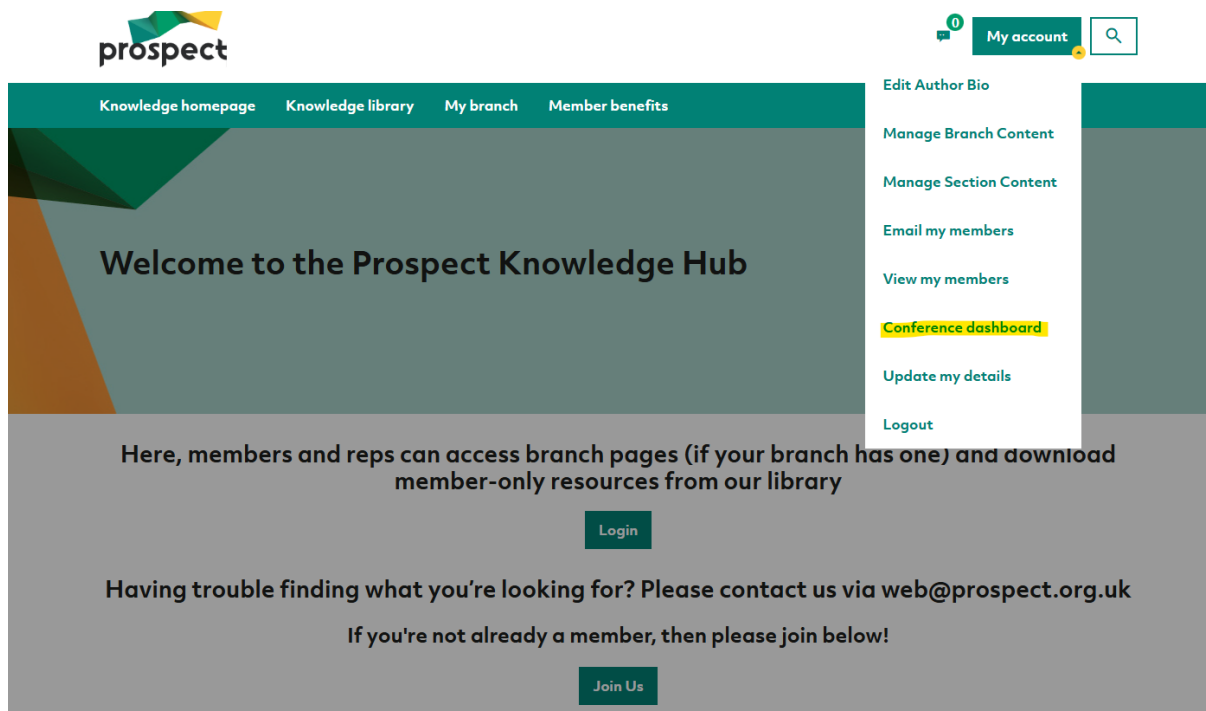
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# Accessing conference dashboard

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

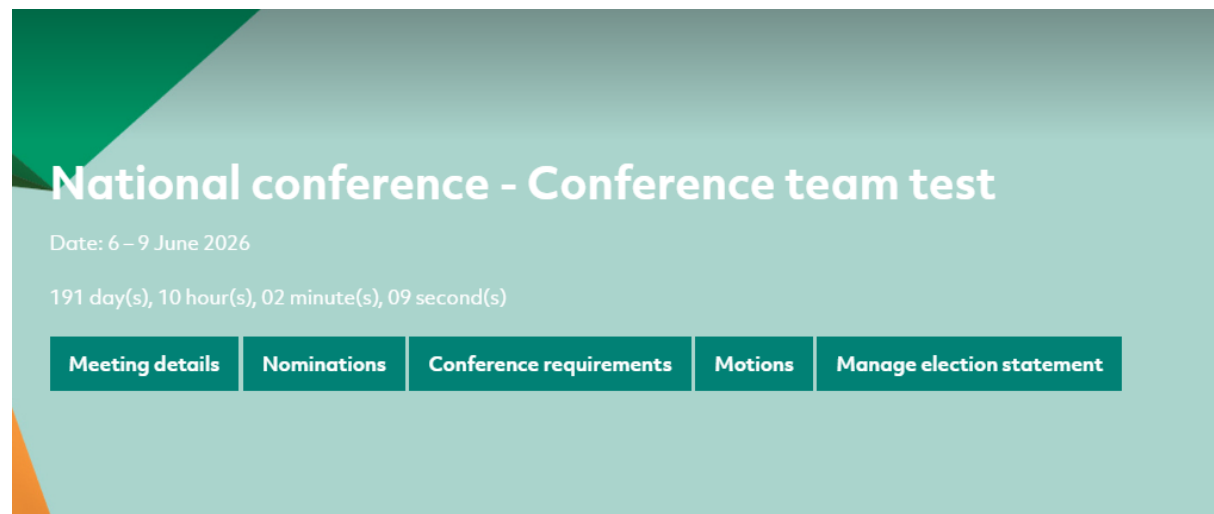


When the Branch secretary enters the Conference Webpage they will be sent a **“Verification code”** via email.

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

The image shows the 'Conference verification' page. At the top is the Prospect logo. A navigation bar contains links: Knowledge homepage, Knowledge library, My branch, and Member benefits. Below the navigation bar is a breadcrumb trail: Welcome to the Prospect Knowledge Hub > Conference verification. The main heading is 'Conference verification'. Below this is a form with a label 'Verification code \*' and an input field. At the bottom of the form are two buttons: 'Resend verification code' and 'Submit'.

Once 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:



The screenshot shows a dashboard for a 'National conference - Conference team test'. The background is a light teal gradient with a dark green triangle in the top left and an orange triangle in the bottom left. The title 'National conference - Conference team test' is in large white font. Below it, the date 'Date: 6 – 9 June 2026' is shown in a smaller white font. Underneath the date, a countdown timer displays '191 day(s), 10 hour(s), 02 minute(s), 09 second(s)'. At the bottom, there is a horizontal navigation bar with five teal buttons with white text: 'Meeting details', 'Nominations', 'Conference requirements', 'Motions', and 'Manage election statement'.

## National conference - Conference team test

Date: 6 – 9 June 2026

191 day(s), 10 hour(s), 02 minute(s), 09 second(s)

Meeting details	Nominations	Conference requirements	Motions	Manage election statement
-----------------	-------------	-------------------------	---------	---------------------------

# 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)

Membership total:

1882

Delegate entitlement:

8

Countdown to submission deadline:

99 day(s), 11 hour(s), 00 minute(s), 23 second(s)

Save Meeting

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

Page 5

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# Nominations page

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

## 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

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

### President

Person ID	Name	Branch	Employer	Submitted by	Date submitted
<div>Add nominee</div>					

### Vice President National

Person ID	Name	Branch	Employer	Submitted by	Date submitted
<div>Add nominee</div>					

### Deputy Vice President National

Person ID	Name	Branch	Employer	Submitted by	Date submitted
<div>Add nominee</div>					

### Standing Orders Committee

Person ID	Name	Branch	Employer	Submitted by	Date submitted
<div>Add nominee</div>					

Back to conference home

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](mailto: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).

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), 37 minute(s), 40 second(s)

Conference nomination

Conference delegate management

Conference motion

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.

Delegate

Add Delegate

Person ID	Name	Status	Submitted by	Date submitted	Actions
-----------	------	--------	--------------	----------------	---------

Deputy Delegate

Add Deputy Delegate

Person ID	Name	Status	Submitted by	Date submitted	Actions
-----------	------	--------	--------------	----------------	---------

Conference Helper

Add Conference Helper

Person ID	Name	Status	Submitted by	Date submitted	Actions
-----------	------	--------	--------------	----------------	---------

Back to conference home



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.

Add Delegate

Category

Delegate

Delegate \*

☐ New delegate?

Back

Add

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

Delegate

Add Delegate

Person ID	Name	Status	Submitted by	Date submitted	Actions
696217		Active	Admin	16/10/2025	Actions :
710515		Cancelled	Admin	16/	<div><div>Replacement Confirmed</div><div><div>Cancel</div><div>Cancel and request replacement</div></div></div>

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.

Are you sure you want to replace the following delegate?

This will cancel the delegate below and replace them with the one chosen by the dropdown. This action cannot be ur

Person ID

Name

Status

Active

Submitted by

Date submitted

16/10/2025

Replacement Delegate \*

Person ID


Name

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 Adams, C	Active	Admin	16/10/2025	<a href="#">Actions</a> :
<div>  Replacement Requested         </div>				

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	
<div>  Replacement Confirmed         </div>				

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:  
Branch:

Name of meeting:

Date of meeting:

Membership total:  
1882

Delegate entitlement:  
8

Countdown to submission deadline:  
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

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

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](mailto:nationalconference@prospect.org.uk)