

How to successfully report your nomination contest to Elections Alberta via the Online Financial System (OFS) within 15 days after the contest.



1 Gather contest and contestant information



In order to complete the contest and contestant forms in OFS, you must have the following information.

Details for the contest

1. Electoral division
2. Date of official call and date of selection

Details for each contestant, including any who withdrew

1. Contestant's first and last name, full address, phone number, email address
2. Chief financial officer's first and last name, full address, phone number, email address
3. Contestant's effective date and what it is based upon: announcement, or first contribution, or first expense
4. Financial institution name and address, and signing officer(s) for the contestant's campaign account (required even if the campaign account is not opened)

Results of the contest

1. Name of the contestant who was selected for endorsement

2 Add contest



Log into OFS at <https://ofs.elections.ab.ca/> and proceed to the Main Menu. Click on the **Nomination Contests** tile, then click on the **Add New Nomination Contest** tile to display the form for entering contest information. All fields in the form are required. After entering the information click the 'Save' button. This will take you to the newly added contest screen.

3 Add contestants



Click on the **Add New Contestant** tile to display the form for entering contestant information. All fields listed below are required. OFS will consider the form valid if only the fields in **bold** are entered within the 15-day reporting deadline. A 'Partial' tag will display until the remaining fields are entered, which must be done within 30 days after the contest.

Nomination Contestant

- Effective date
- Effective date based upon
- **Name (First, Last)**
- **Email Address**
- **Street Address or PO Box**
- **City/Town/Village/Municipality**
- **Postal Code**
- **Phone (Primary)**

Chief Financial Officer

- **Name (First, Last)**
- **Email Address**
- **Street Address or PO Box**
- **City/Town/Village/Municipality**
- **Postal Code**
- **Phone (Primary)**

Financial Institution

- Financial Institution Name
- Street Address or PO Box
- City/Town/Village/Municipality
- Postal Code
- Signing Officers

After entering the information, click the 'Save' button. Repeat the process for each contestant.

Note: OFS will automatically notify the contestant and chief financial officer to verify their information and confirm their role. Any data entry error noted by the contestant or chief financial officer can be corrected by editing the contestant form. Confirmation by both the contestant and chief financial officer must be completed before OFS will allow you to specify the contest results in the next step.

4 Specify contest results



Specifying the contest results is a two-step process:

1. **Contestant Selection** - Click on the 'Specify Contest Results' button to display a form for selecting the winner. Make your selection from the 'Select Contestant' drop-down and click 'Okay'. If there is only one contestant the selection will be automatic and you need only click 'Okay'.
2. **Contestant Endorsement** - Click on the 'Review Contest Results' button to display a form for reviewing and endorsing the selected contestant. If the information appears correct, click the 'Accept and Endorse' button. This step is completed by a party representative who is authorized by the party to endorse candidates.

When both steps are complete, OFS will automatically notify Elections Alberta. Once Elections Alberta completes a review of the information, the contest status will change to 'Accepted' or 'Accepted-Partial'. A 'Partial' tag must be cleared within 30 days after the contest.