

CONSUL Democracy

User Guide for Election Coordinators

October 2026

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Checklist for testing CONSUL

The CONSUL Democracy testing phase for the SYP elections will take place between **Wednesday 14th October and Wednesday 21st October** (inclusive). During this phase, we encourage you to check you are familiar with how to carry out the following actions:

- ✓ Sign in to the CONSUL Democracy site using your own login details.
- ✓ Find your local authority's election pages.
- ✓ Check the constituency names and number of seats in your local authority are correct.
- ✓ Update custom text or images on each of the election phases.
- ✓ Update any custom image they want on the budget header (the descriptive image field on the Edit budget page).
- ✓ Check the candidate profiles.
- ✓ Test voting as a young person with a Young Scot number.
- ✓ Test voting as a young person with a temporary number.
- ✓ Change the election phase from 'Voting' to 'Reviewing voting'.

The following pages explain how to do each of these actions.

During the testing phase, please keep a note and screenshots of any questions or issues you come across while navigating the site. **Please email these to elections@syp.org.uk by Friday 23rd October 2026** so we can make any fixes and update the guidance before voting opens on 2nd November.

Signing in

Signing in to the test site

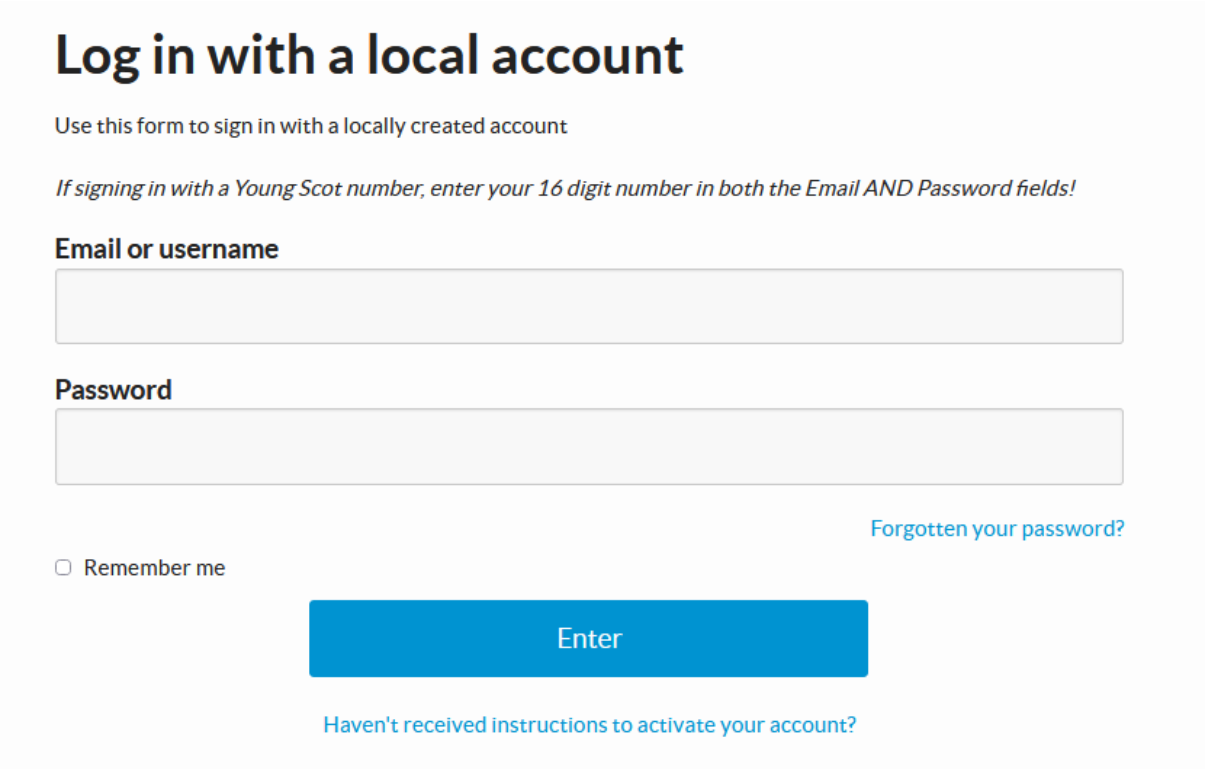
The CONSUL Democracy testing phase for the SYP elections will take place between **Wednesday 14th October and Wednesday 21st October (inclusive).**

The test site is available at: https://syp.communitychoices.scot/

To sign in to the test site, click on 'Sign In' (top right corner of the page), and enter the **test site** login details you have been issued:

- Your username will be in the format: syp_test followed by a 3- or 4-digit number.
- Your password will be an animal followed by a random 4-digit number.

Please note: test site login details have only been issued to Election Coordinators who are registered to coordinate the SYP elections in local authorities which have signed up to use CONSUL Democracy to facilitate voting this year.



Signing in to the live site

The CONSUL Democracy live site will be available from **Wednesday 28th October.** Login details will be sent to Election Coordinators for the live site after the testing phase has ended.

The live site is available at: https://vote.syp.org.uk/

To sign in to the live site, click on 'Sign In' (top right corner of the page), and enter the **live site** login details you have been issued:

- Your username will be in the format: sypXXXXXX followed by a 5- or 6-digit number.
- Your password will be an animal followed by a random 4-digit number – this will be a different password to the password you were issued for the test site.

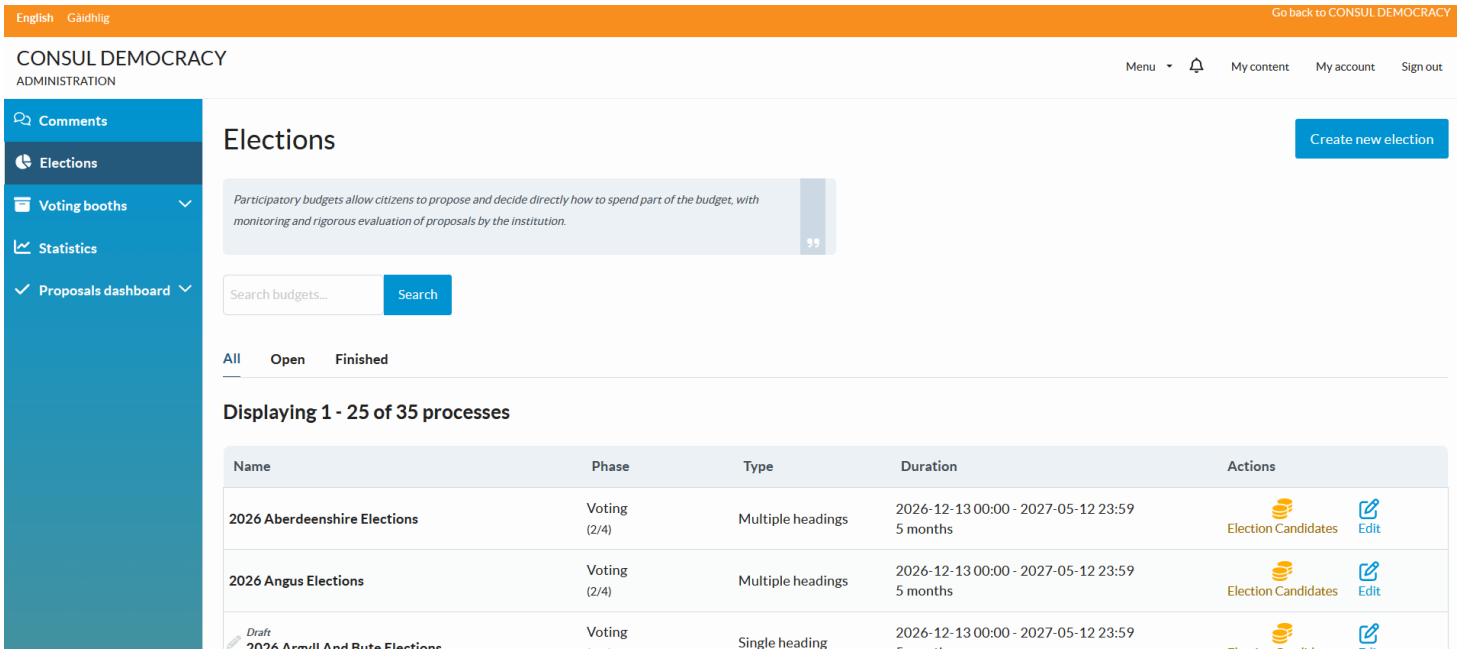
Navigating CONSUL

Finding your local authority's election pages

After logging in, click 'Menu' (top right corner) and select 'Manage Processes' This will take you to the Administration page.

Select 'Elections' on the left-hand side of the page – a list of elections will show on the screen. Find the Election for your local authority by either searching for your local authority in the search bar or scrolling down the list.

To access your election, click the blue 'Edit' button on the right-hand side of your local authority's election.



Checking the constituency names and number of seats

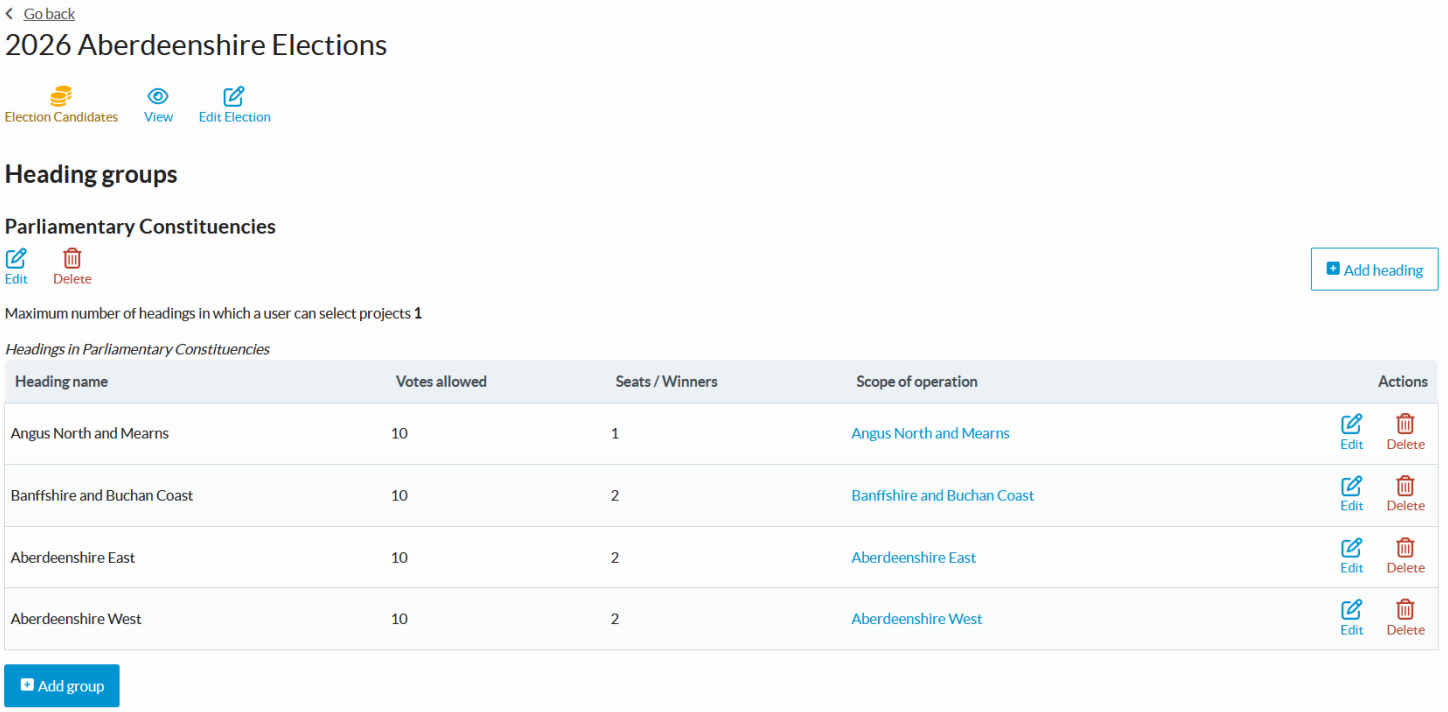
Find your local authority's election pages following the instructions on the previous page.

The list of constituencies in your local authority's election will appear at the top of your election page, in the 'Heading groups' section.

Check:

- ✓ Are the constituency names in your local authority correct?
- ✓ Is the number of seats / winners correct?

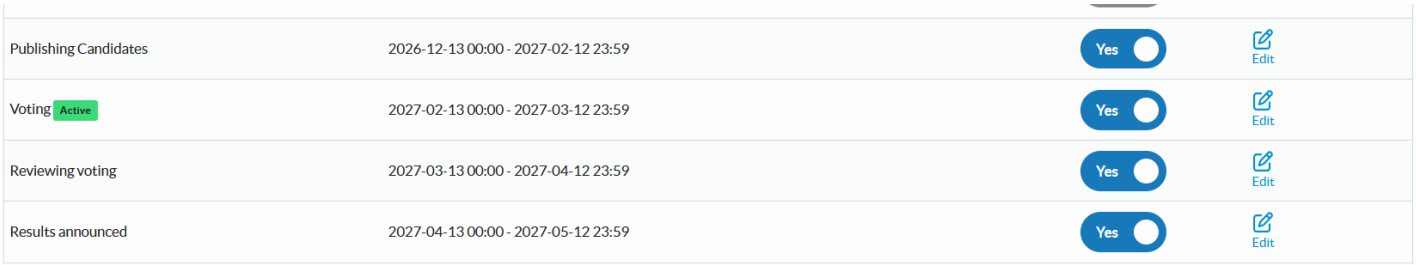
If these are not correct, please email elections@syp.org.uk no later than Friday 23rd October 2026.



Updating custom text or images on each of the election phases.

SYP has added standard text and images to each of the four election phases, which voters will see on the public side of the voting platform. Election Coordinators can edit the text and/or images on these pages to add local information or images.

Find your local authority's election pages following the instructions on the previous pages. Scroll down the page to the 'Phases' section. Four phases will be used for the SYP elections this year, and these should show as 'enabled'.

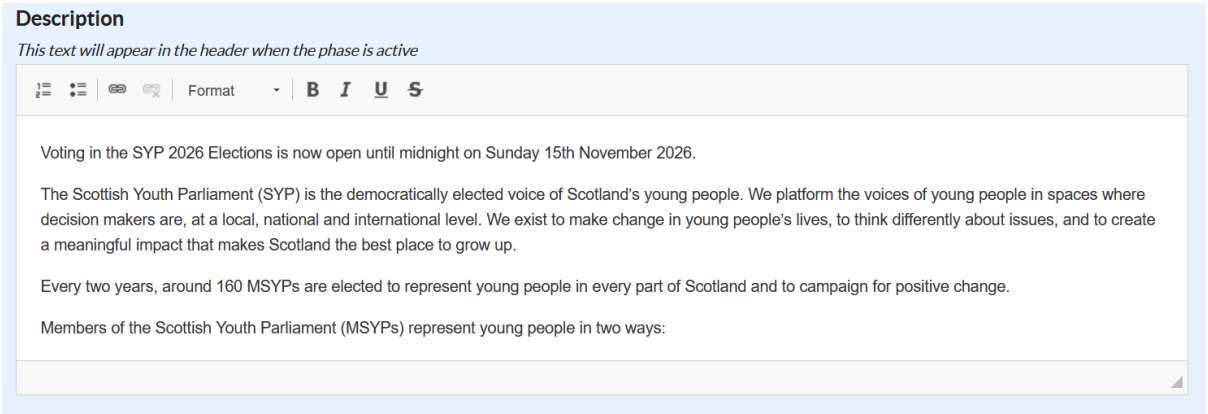


Please note: the dates for these phases on the test site do not reflect the actual dates of the SYP elections. The live site will show the correct dates for each phase, so you do not need to report these to SYP during the test phase.

To edit the text or images on each of the phases, select the blue 'Edit' button at the right-hand side of the phase you want to change.

Updating custom text

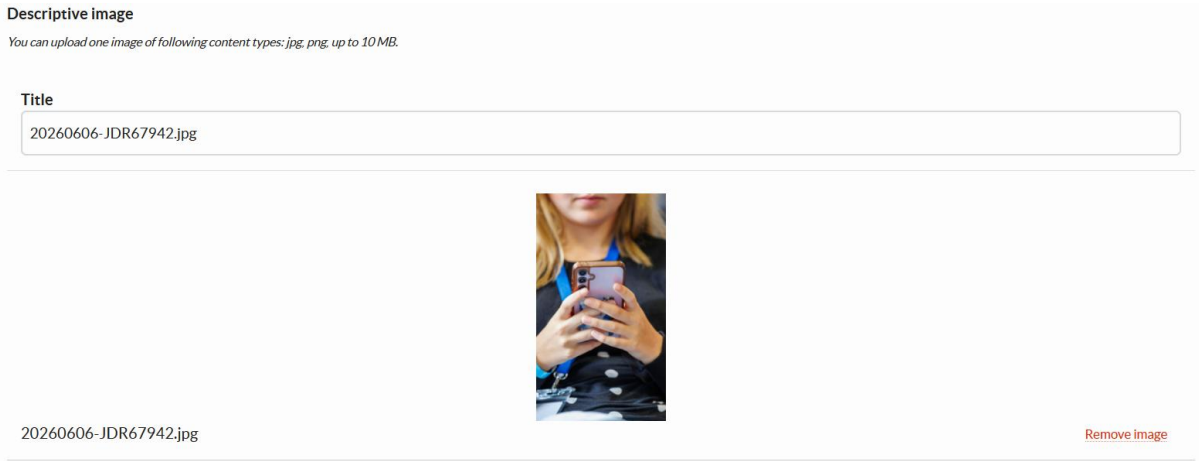
Scroll to the 'Description' section and add or change the text in this box. Scroll to the very bottom of the page, and click the green 'Save Changes' button to save your changes.



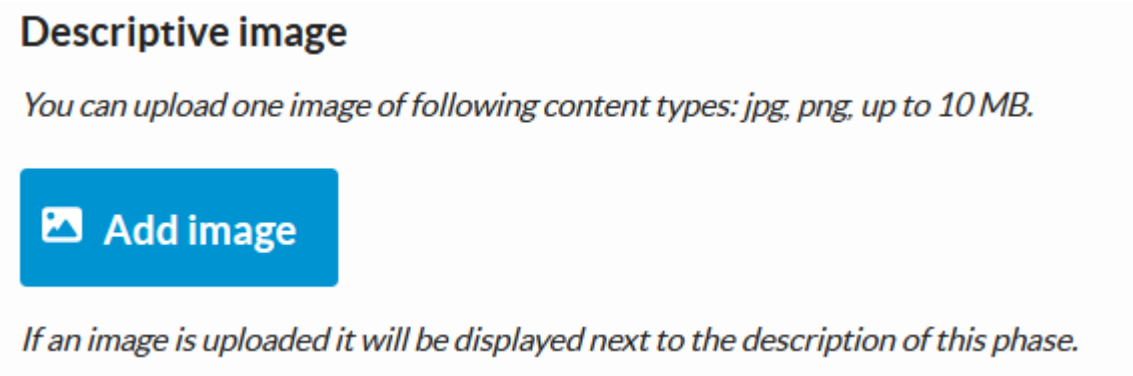
Updating images

Scroll to the ‘Descriptive image’ section at the bottom of the page.

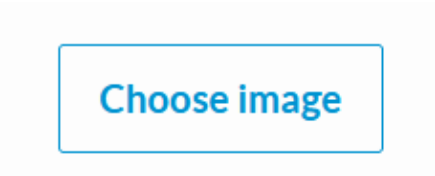
Remove the existing image by clicking the red ‘Remove image’ on the right-hand side beneath the image.



Then click the ‘Add image’ button which will appear when you have removed the existing image:



Click the ‘Choose image’ button and select an image from your own computer. *If you are using images of young people, please ensure they are not candidates in this election, and that you have consent from the young people to use their image.*



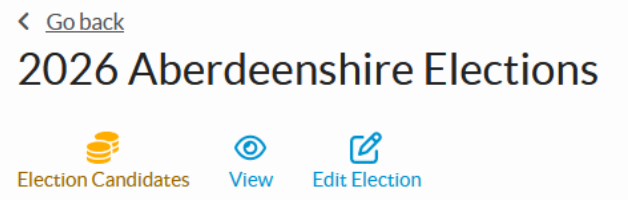
Wait for the image to load, and then click the green ‘Save Changes’ button at the bottom of the page to save your changes.

Updating custom images on the main page for your election

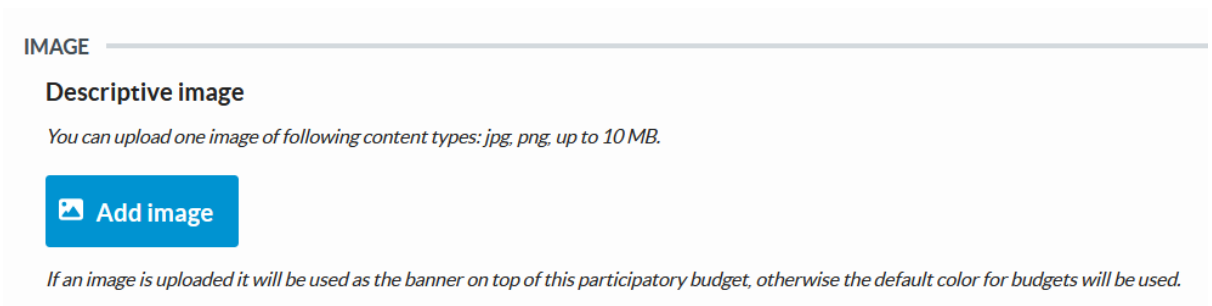
You can add a custom image on the main page for your election – this will appear behind the election title, as in the example below:



Go to your local authority's election page. Under the election title, select the blue 'Edit Election' button:



Scroll to the 'Descriptive image' section about halfway down the page.



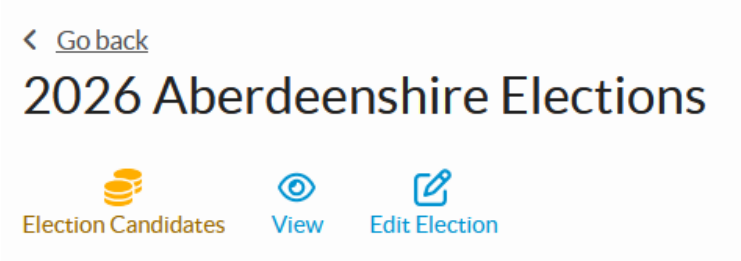
Click the 'Add image' button, then the 'Choose image' button which will appear. Select an image from your own computer. *If you are using images of young people, please ensure they are not candidates in this election, and that you have consent from the young people to use their image.*

Wait for the image to load, and then click the green 'Update budget' button at the bottom of the page to save your changes.

Checking candidate profiles

The test site shows example candidate profiles. SYP staff will upload all the candidate profiles submitted via the SYP Elections platform to the live site ahead of voting opening on Monday 2nd November.

Go to your local authority's election page. Under the election title, select the orange 'Election Candidates' button:



All candidates in your local authority will be listed as 'investments' (this is participatory budgeting language, which is what CONSUL Democracy was originally designed for).

ID	Title	Summary	Scope of operation	Selected	Votes
700	Aisha Galloway	I want to be an MSYP because I don't think young people should only be asked what they think after decisions have already been made. I want us to have a say from the beginning. I'm interested in mental health and the pressure young people can feel at school. I've seen friends struggle to get support or feel like adults don't understand what things are actually like for us. As an MSYP, I would listen to young people with lots of different experiences and take their ideas and concerns to the people who can make a difference. I also want young people to know what happened after they shared their views, even if the answer isn't always what we hoped for.	Angus North and Mearns	Selected	100
699	Rowan Doherty	I want to stand because every young person should be able to participate in decisions that affect them. I'm disabled, and I've had experiences where an opportunity was technically "open to everyone" but wasn't actually accessible to everyone. Accessibility can mean physical access, but it can also mean communication, confidence, sensory needs, cost and having the right support. I want to bring that perspective to the Scottish Youth Parliament, while remembering that my experience is only my experience. I can't speak for every disabled young person. That's why listening would be a really important part of the role for me. I want to use the position to create more opportunities for young people with different experiences to speak for themselves and influence the decisions that affect their lives.	Angus North and Mearns	Selected	88
698	Jamie Watts	Honestly, I'm standing because I think there should be more for young people to do. A lot of the time adults complain that teenagers are hanging around, but there aren't always affordable places where we can actually go. Not everyone wants to play organised sport either. I'd like to see more places where young people can meet friends, try different activities and just be themselves without spending loads of money. But I know there will be issues other young people care about more than I do. If I become an MSYP, I don't want to just campaign about my favourite topic. I want to find out what young people across my area think needs to change. I think becoming an MSYP would be a chance to turn complaining	Angus North and Mearns	Selected	114

- Candidate names will show in the 'Title' column.
- The 'Summary' column shows candidates' answers to the question 'why do you want to be an MSYP?'.
- The 'Scope of operation' column shows their constituency.
- The 'Votes' column shows how many votes have been cast for that candidate, *but* does not show the preferential ranking assigned to each candidate.

To preview each candidate's full profile, click on their name in the 'Title' column.

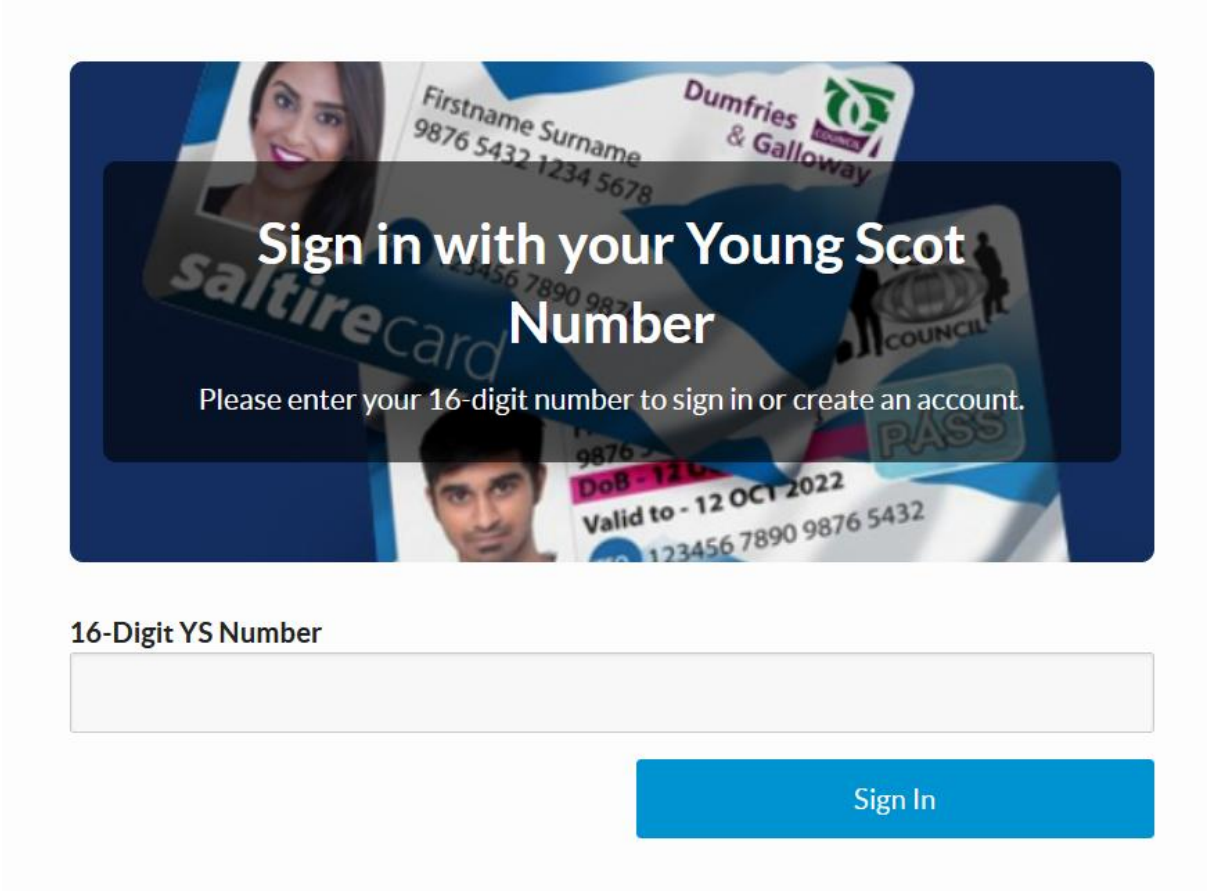
Voting

Test voting with a Young Scot number

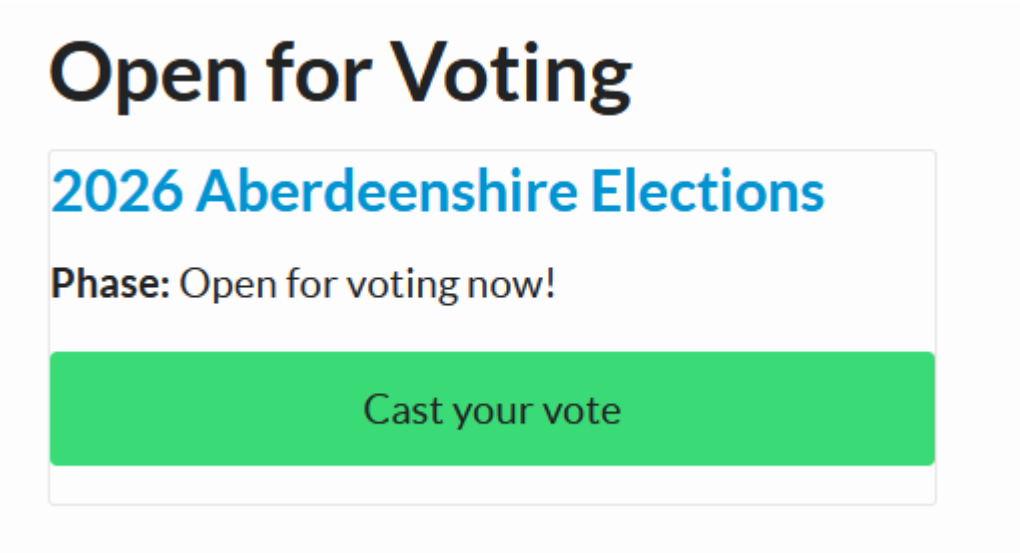
When SYP staff sent your login details for the test site, you will also have received a fake Young Scot number for your local authority. You can use that number to submit a test vote during the testing phase. That number must not be used on the live site. You can also ask young people who have a Young Scot card to submit test votes, but please ensure they understand this is a test and is not the real SYP election.

The test site is available at: https://syp.communitychoices.scot/

To sign in to the test site using a Young Scot card number, click on 'Sign in with Young Scot' (top right corner of the page), and enter the 16-Digit Young Scot number:

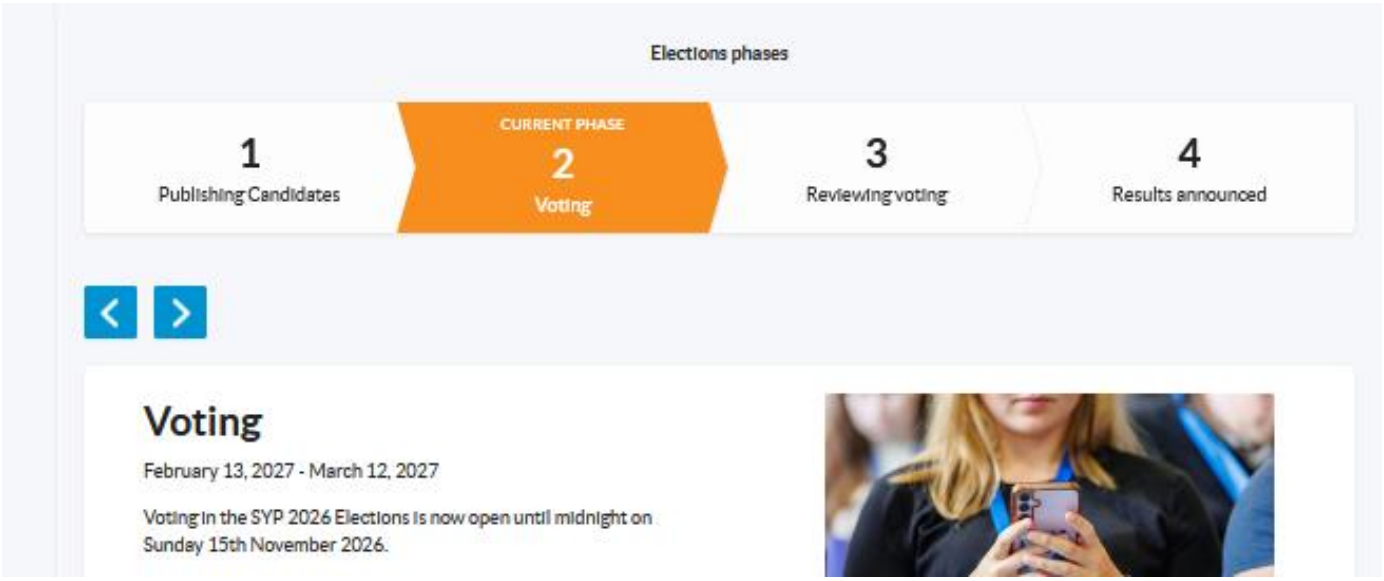


When you have logged in, you will be taken to a page which shows the live elections in your local authority. Scroll down to the section which shows the SYP 2026 Elections, and click the green ‘Cast your vote’ button:

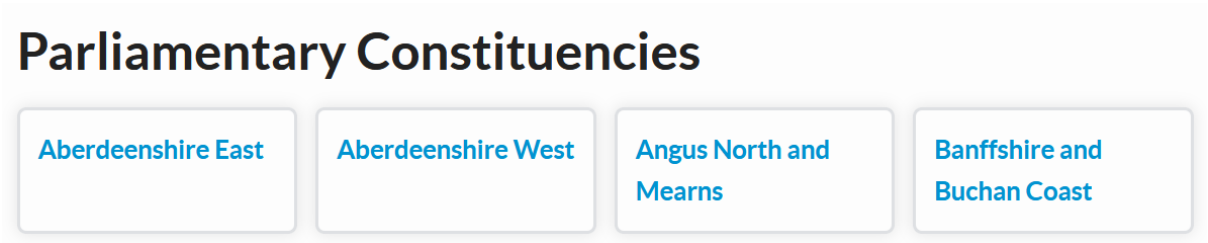


This will take you to the home page for your local authority’s election.

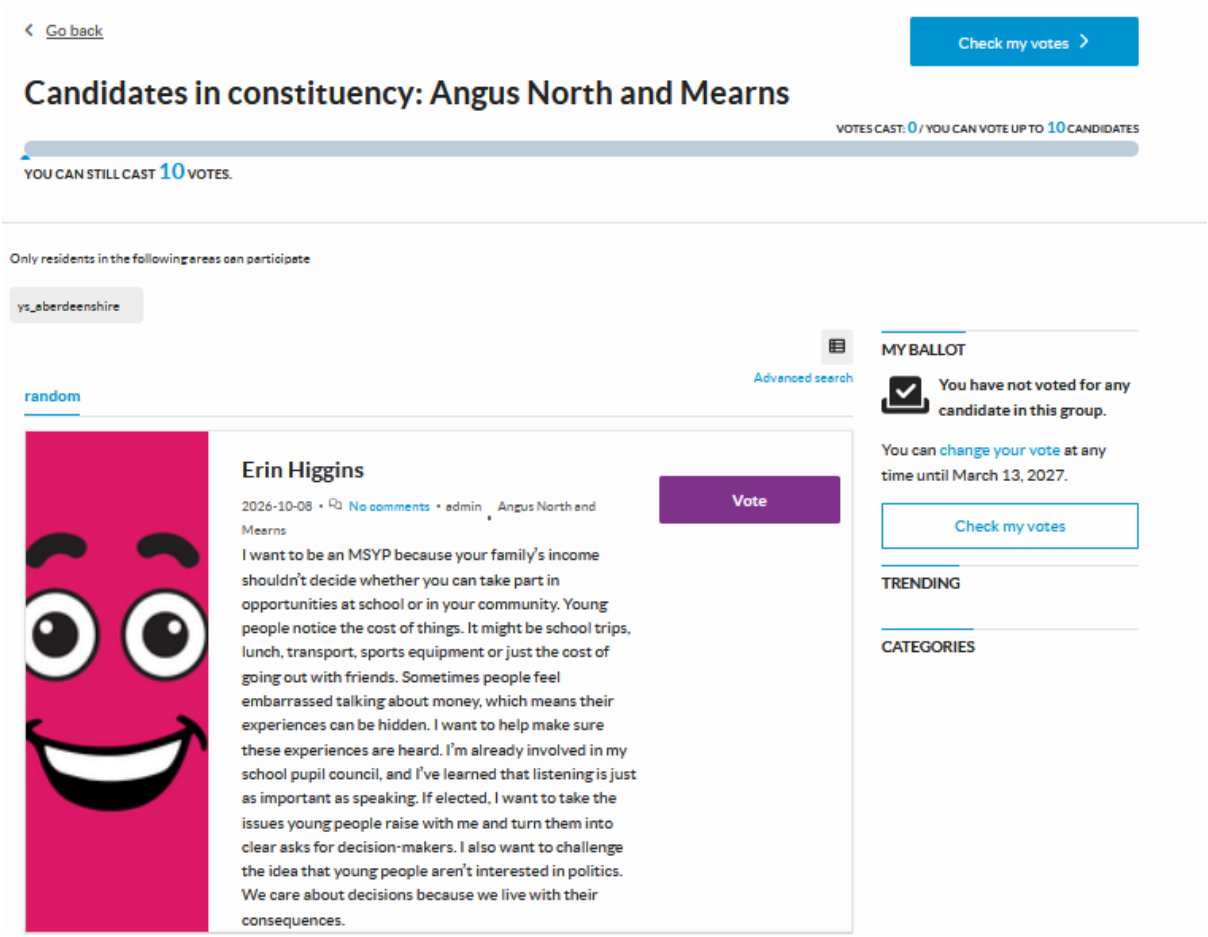
The current phase of the election will appear at the top of the page – voters can switch between each of the phases to see what has already happened and what will happen next by clicking on the blue arrow buttons:



Below this section, there will be a list of all constituencies where voting is taking place in your local authority. To view the candidate profiles and submit a vote, click on the constituency you want to vote in:



To read each candidate's profile, click on their name next to their profile picture:

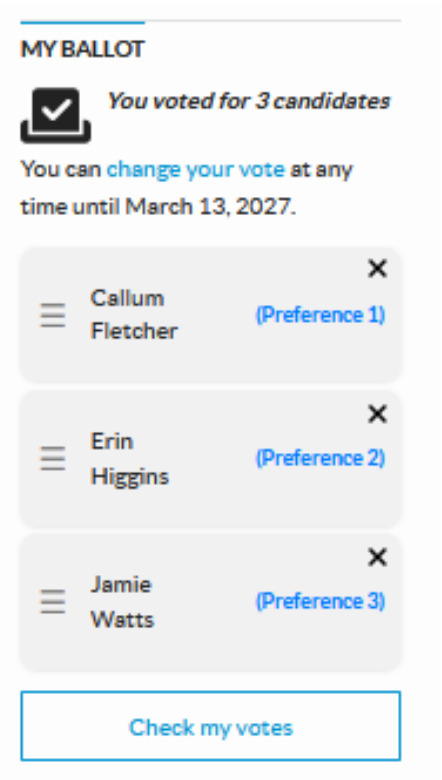


To vote for each candidate, click the purple ‘Vote’ button next to their profile. Their name will appear under the ‘My Ballot’ section on the right-hand side of the page, in the order you voted for them.

You can change the order of your votes by dragging the candidate’s tile up or down.

When you are happy with the order of your votes, click ‘Check my votes’. This will submit your ballot.

Voters can change their vote at any time until voting closes, by logging back in to the site using their Young Scot card number and moving candidate names around in their ballot card.



Test voting with a temporary number

When SYP staff sent your login details for the test site, you will also have received a fake temporary number for your local authority. You can use that number to submit a test vote during the testing phase. That number must not be used on the live site.

The test site is available at: https://syp.communitychoices.scot/

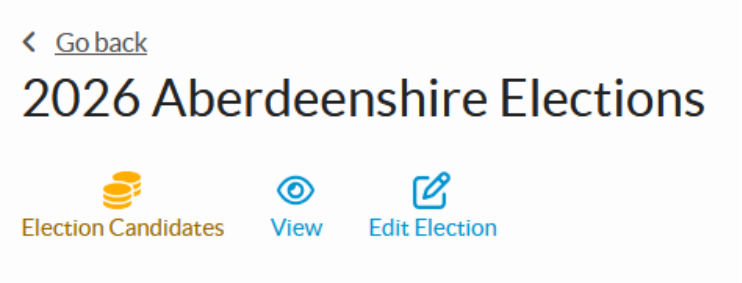
To sign in to the test site using a Young Scot card number, click on ‘Sign in with Young Scot’ (top right corner of the page), and enter the 16-Digit temporary number you have been issued. Follow the same process for test voting with a Young Scot number as outlined on the previous pages.

Please note: if you are voting with different Young Scot and/or temporary numbers on the same device, you will need to sign out after each person has cast their vote to allow the next person to sign in. Click ‘sign out’ in the top right corner of the screen.

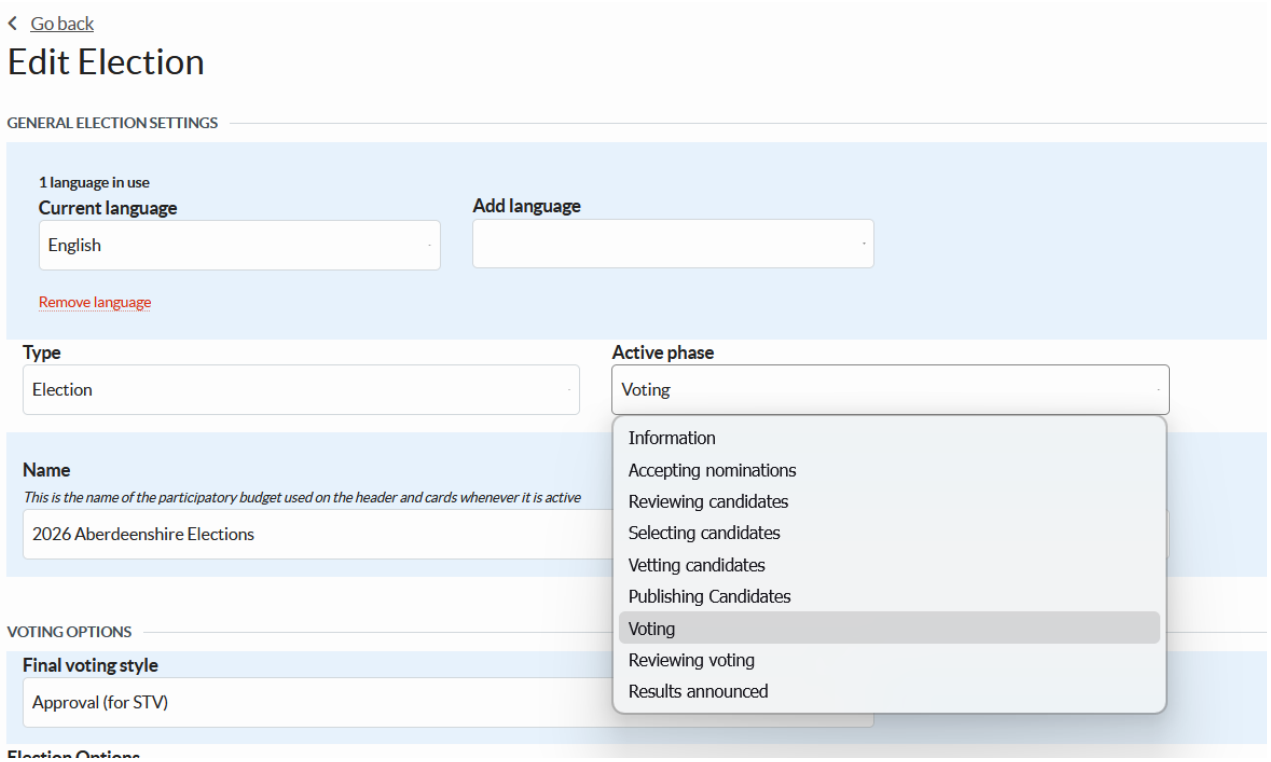
Changing the election phase from 'Voting' to 'Reviewing voting'

This action will close voting in your local authority. Please do not do this until after you have submitted test votes. When you are using the live site, please do not do this until after midnight on Sunday 15th November 2026. On the live site, SYP staff will close voting by changing this phase to 'reviewing voting' before 9am on Monday 16th November.

Go to your local authority's election page. Under the election title, select the blue 'Edit Election' button:



Under the 'Active Phase' line on the right-hand side of the page, click on 'Voting' and then select 'Reviewing voting' from the drop-down list. Scroll to the very bottom of the page, and click the green 'Update Budget' button to save your changes.





For more information, please visit

syp.org.uk/elections

Scottish Youth Parliament (SYP) is a charity registered in Scotland (No: SC032662) and a company Limited by Guarantee and registered in Scotland (No: SC227548).