

## How to submit a resolution:

Deadline for resolutions is 8 March 2019, 12 pm (noon) CET, 4 weeks prior to congress.

### 1. Log into the resolution tool:

Follow this link <http://lymec.antragstool.de/members/new-resolution/>  
No password needed.

### 2. Fill in the resolution form

This will be the form you will see, please do as stated in the form below and decide which chapter your resolution shall be placed in. Don't forget to add which old resolutions the proposed resolution would archive.

## Submit New Resolution

>Submit new proposal for congress Antrag zum Spring Congress 05. - 07. April 2019

Proposal title:	<input type="text" value="Title of resolution"/>
Author:	<input type="text" value="Name of Organisation and person that will represent resolution to congress"/>
Category:	<input type="text" value="Chapter 1 - EU Institutions and Ir"/>
Proposal text:	<div><p><b>B</b> <i>I</i> <u>U</u>      Absatz     </p><p> </p><p>Put the text of your resolution</p></div>
Pfad: p	Wörter: 7

Preview

### 3. Check and submit the resolution

Click preview and a new form will open.

If you are happy with the preview, click the right button to submit the resolution.

If you want to edit it click the left button to go back.

Once you have submitted the resolution you can't make any more changes to it.

### Submit amendments to resolutions:

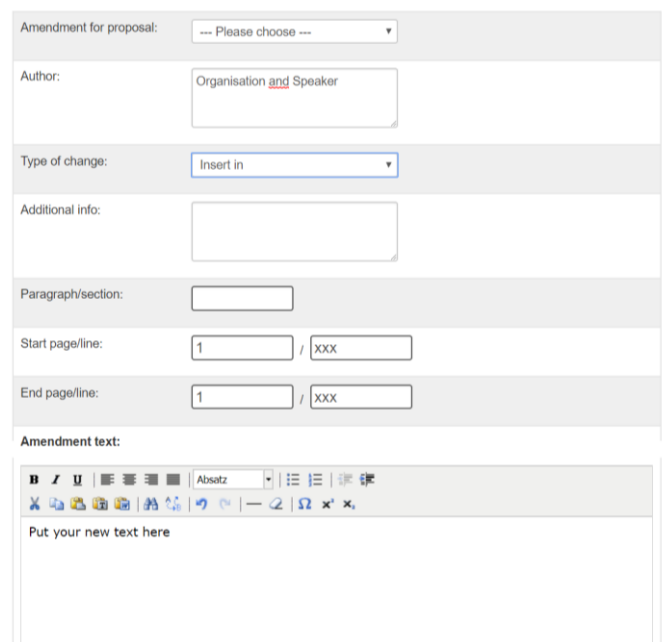
Deadline for amendments: 22 March 2019, 12 pm (noon) CET, two weeks before congress

Follow this link: <http://lymec.antragstool.de/members/new-amendment-v1/>

no log in data needed

## Submit new amendment for synopsis v1

### Amendment for Spring Congress



The screenshot shows a web form for submitting an amendment. It includes a dropdown menu for 'Amendment for proposal', a text input for 'Author' with a placeholder 'Organisation and Speaker', a dropdown for 'Type of change' set to 'Insert in', an 'Additional info' text area, a 'Paragraph/section' text input, and two rows for 'Start page/line' and 'End page/line', each with a text input and a dropdown set to 'xxx'. At the bottom is a rich text editor with a toolbar and the placeholder text 'Put your new text here'.

### Step-by-step:

1. Choose the resolution you want to amend
2. Put the organisation and the speaker as author
3. Chose if you want to delete; insert before, after or in a line; if you want to replace something or if you want to move something
4. You can give additional info like "I want this line to move to to line x"
5. Leave paragraph empty
6. Leave start and end line set to 1. Choose the start and end line as stated in the resolution book of the lines you want to amend
7. Put only your amendment text. Don't put the text you want to amend



7. Put only your amendment text. Don't put the text you want to amend
8. Click preview
9. Click the right (blue button) to submit. Click the left (yellow button) to go back and make changes
10. There is no confirmation, but when a fresh form to submit amendments shows up your resolution was successfully submitted
11. You can have a look at all submitted resolutions, amendments and amendments to amendments and urgency resolutions all the time if you take a look here:  
<http://lymec.antragstool.de/members/list-of-resolutions/>

## **Submit Urgency Resolutions**

Deadline 5 April 2019, 17 pm CET, at opening of congress – Note that it is only possible to submit urgency resolutions after the closing of normal resolution deadline which is 8 March 2019, 12:00 CET

Follow this link: <http://lymec.antragstool.de/members/new-resolution/>

**No log in data needed**

### **Step-by-step: (it is the same steps as submitting a normal resolution)**

1. Put the title
2. Put the Organisation and the speaker as author
3. Choose the category "Urgency Resolution"
4. Put only the plain text of your urgency resolution. No title, no explanation.
5. Click preview
6. Click the right to submit. Click the left to go back and make changes
7. There is no confirmation, but when a fresh form to submit resolutions shows up your resolution was successfully submitted
8. You can have a look at all submitted resolutions, amendments and amendments to amendments and urgency resolutions all the time if you take a look here:  
<http://lymec.antragstool.de/members/list-of-resolutions/>