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System instructions for providing election result data to the EMB

The platform has been designed to allow you to manually enter your election result data directly into the system.

The data you will enter into the system is the same information that you will publish on the Declaration of results for the constituency.

Please check that you have access to the system before your count so that any access issues can be resolved ahead of the day.

If you want to test the system, then please feel free to do so. However, this is the live system so please do not submit results.

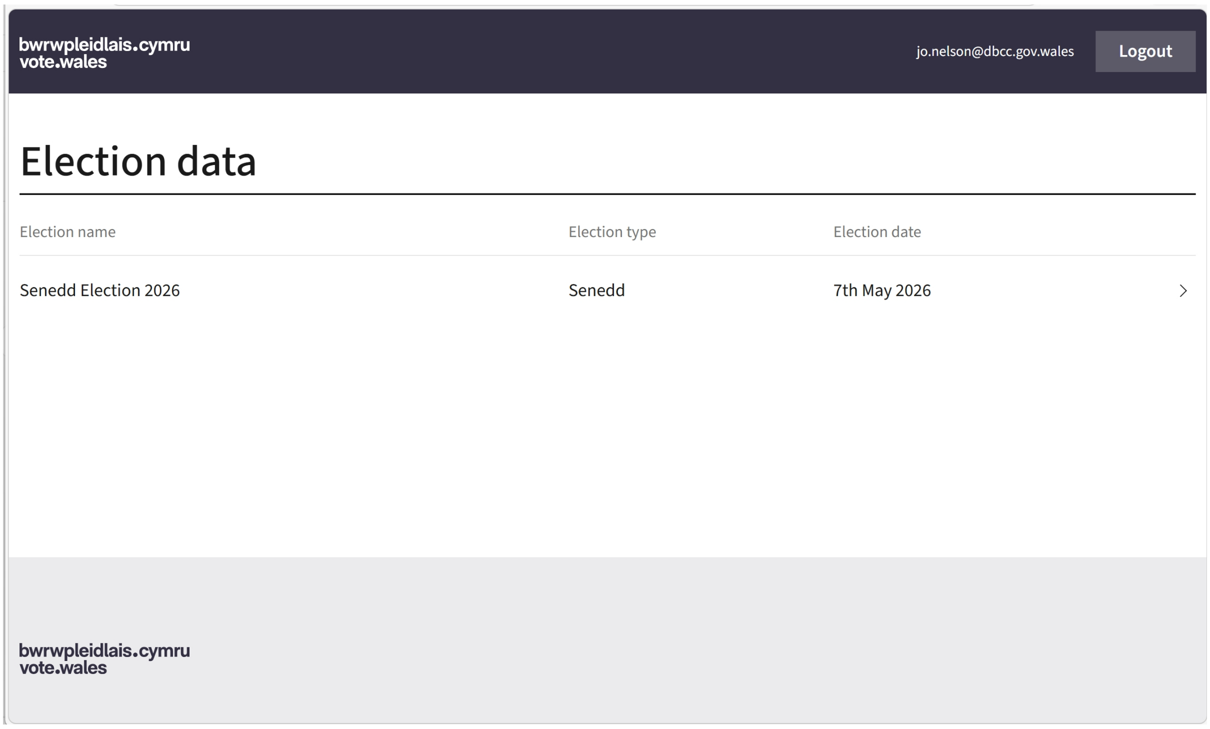
Step 1 – Log into the platform

Log onto the admin app www.cand-admin.vote.wales.

The process is the same one that you used for logging into to the platform to upload your candidate data earlier in the election timetable.

Note: Log in will be permitted for those people who have previously provided their email addresses to the EMB for the purpose of uploading candidate data.

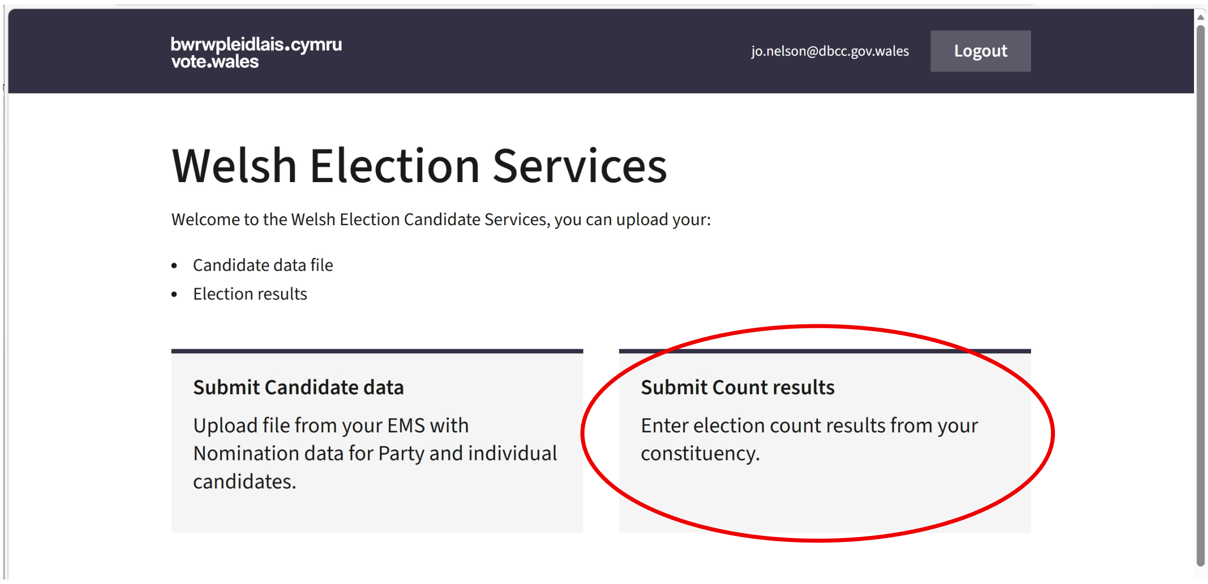
Once you have logged in, you will see the screen shown below.



Click on Senedd election 2026.

Step 2 – Starting the process for submitting election results to the Welsh Elections Information Platform

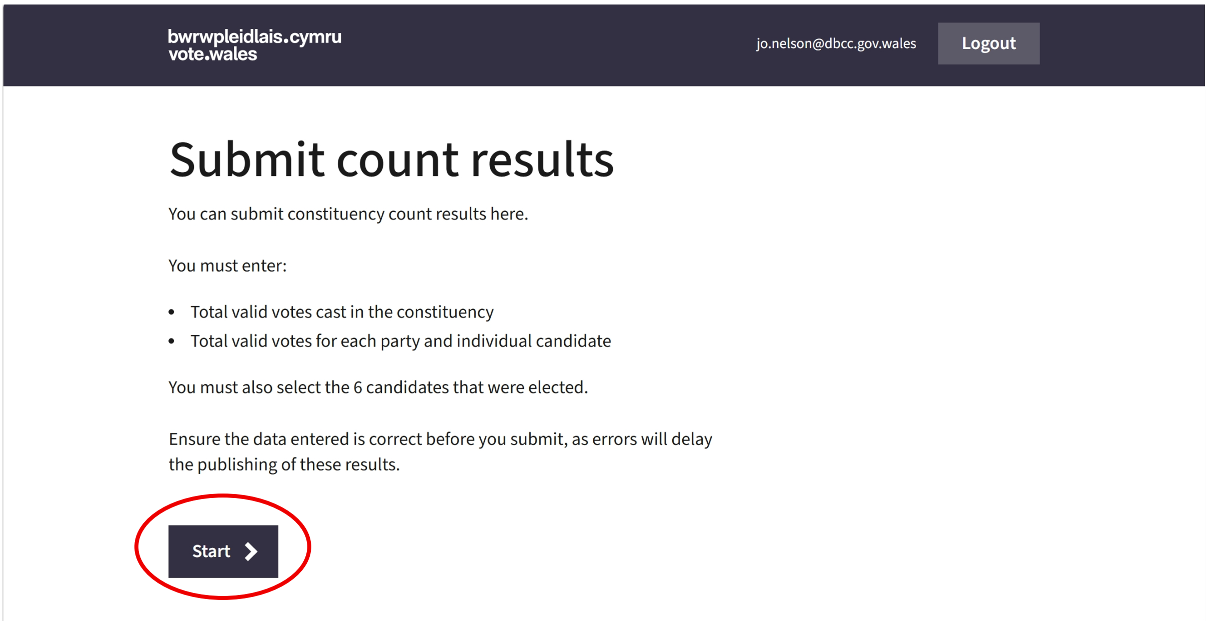
To start the process of submitting your election result, click on the submit count results box.



If you are RO in more one than one constituency, they will be listed on the next screen. Click on the constituency for which you are submitting election results data before proceeding to step 3.

Step 3 – Continuing the process for submitting election results to the Welsh Elections Information Platform

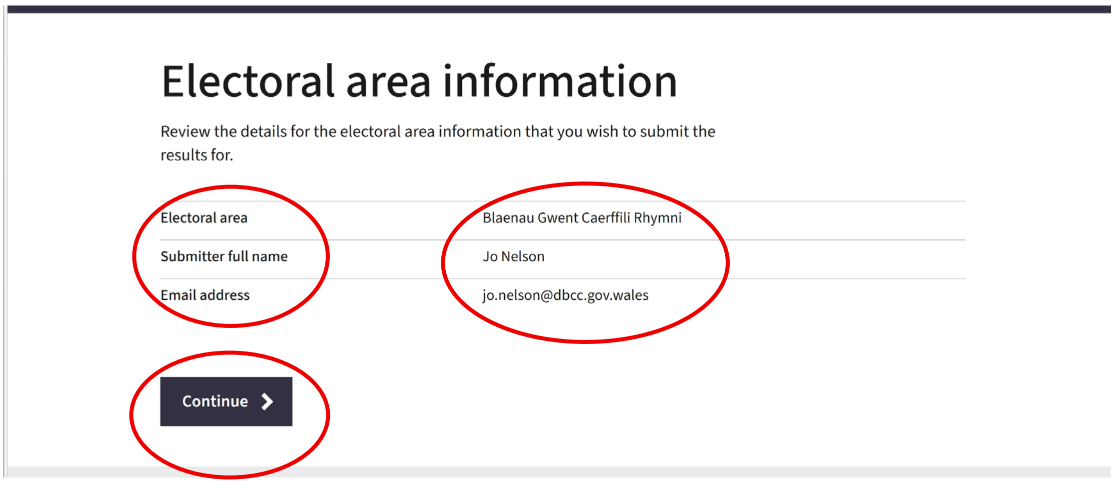
The next screen sets out the data that you need to enter onto the platform.



When you are ready, click on the start button.

Step 4 – Confirming the electoral area and the person submitting the election results

The next screen is the final check point before submitting the data.



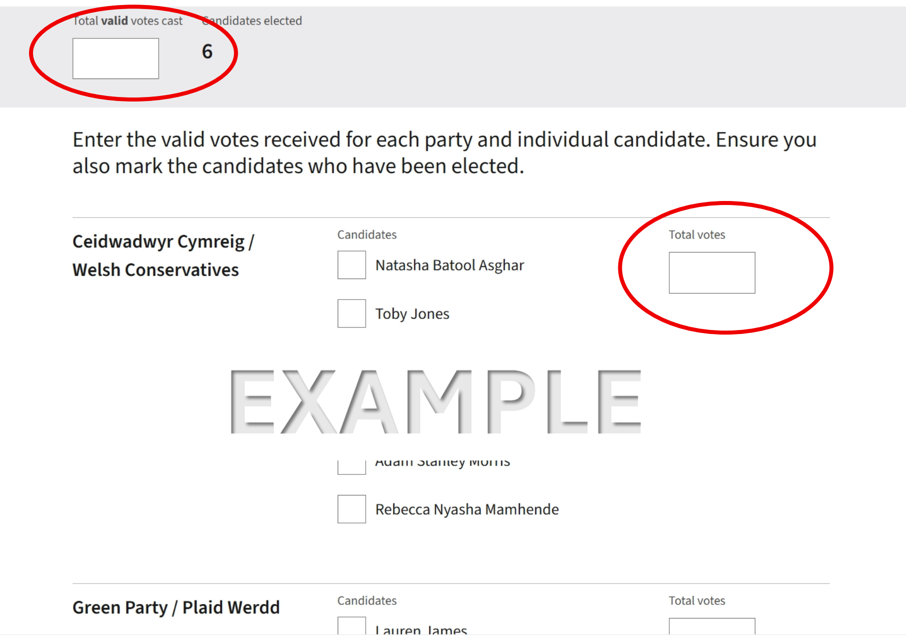
Check that the electoral area shown is the constituency you are uploading result data for and the name and email address of the person submitting the election results data is correct.

If the information is correct, click continue.

If the information is incorrect, contact the EMB emb@dbcc.gov.wales

Step 5 – Inputting the election results

The next screen is where you will input the election results. The example below is taken from the EMB test environment.

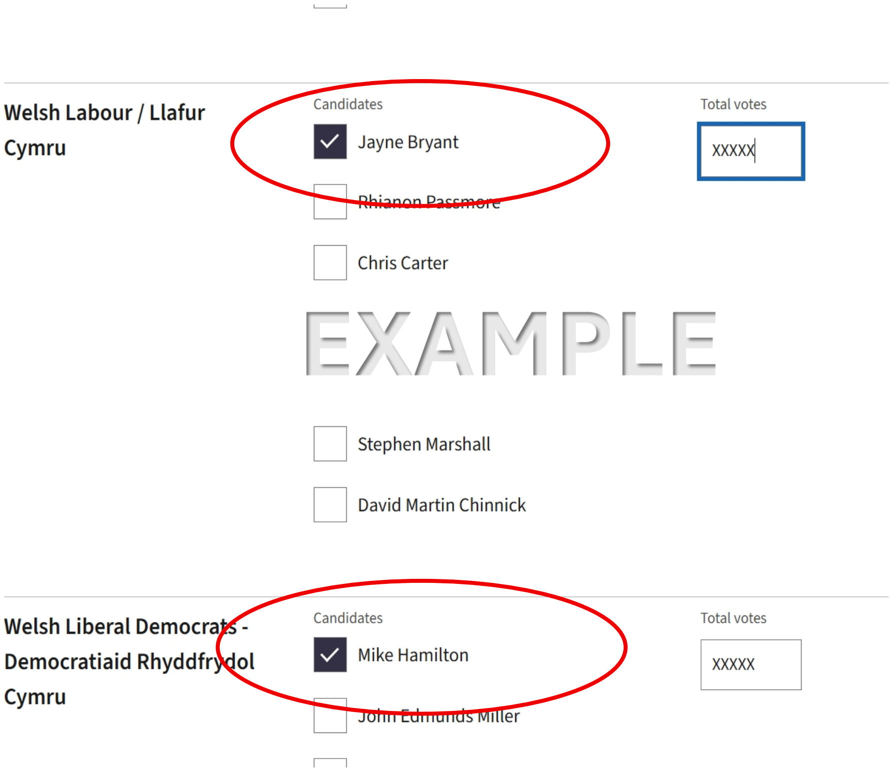


You must enter the total number of valid votes cast in the box at the top left of the screen. This should not include your rejected votes.

The political parties together with their party list candidates and independent candidates will be listed on the screen in the order they appear on the ballot paper.

Enter the valid votes received for each party and individual candidate into the box on the right hand side of the screen.

Click the box next to the names of the 6 candidates who have been elected.



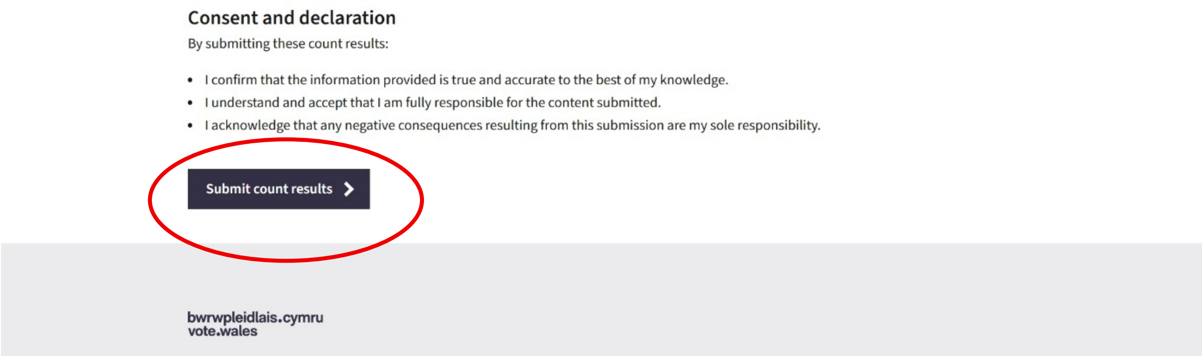
You will be able to submit the elections results once you have entered:

- the total number of valid votes cast in the box at the top left of the screen
- for each party and individual candidate - the valid votes received into the boxes on the right hand side of the screen
- clicked the box next to the names of the 6 candidates elected

Before you submit, you should conduct a double check on the totals you have provided into the platform to identify any typing errors.

Step 6 – Submitting the election results data for publication on the Welsh Elections Information Platform

Once you have entered all the election results data and checked them, read the consent and declaration and click the submit count results button at the bottom of the page.



If you do not enter all of the required data, the platform will prompt you that there is data missing and you will need to review the data you have entered.

Once you have successfully submitted your results, you will see a confirmation screen and will receive a confirmation email.

The EMB will check the data submitted against the declaration of result notice you publish. We will then publish the election results data on the platform. Please note that if there are any discrepancies we will try and contact you to confirm the results. If we are unable to contact you, then we will amend the results to match your published declaration of results notice.

If after submitting the election result data you find any mistakes, please contact the EMB asap - emb@dbcc.gov.wales so that the data can be corrected on the platform.

Email of Declaration of results notice

Please also remember that you are required to email your declaration of results notice to the EMB. We recommend you do this at the same time as you submit your count results.

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Cyfarwyddiadau ar y system ar gyfer darparu data canlyniadau etholiad i'r Bwrdd Rheoli Etholiadol (BRhE)

Dyluniwyd y platfform i'ch galluogi i gofnodi'ch data canlyniadau etholiad yn syth ar y system â llaw.

Y data a gofnodwch ar y system fydd yr un wybodaeth y byddwch yn ei chyhoeddi ar y Datganiad o Ganlyniadau ar gyfer yr etholaeth.

Gwiriwch eich bod yn gallu cael at y system cyn y diwrnod cyfrif fel y gellir datrys unrhyw broblemau cyn hynny.

Os ydych eisiau profi'r system, mae croeso i chi wneud hynny. Fodd bynnag, dyma'r system fyw, felly peidiwch â chyflwyno canlyniadau.

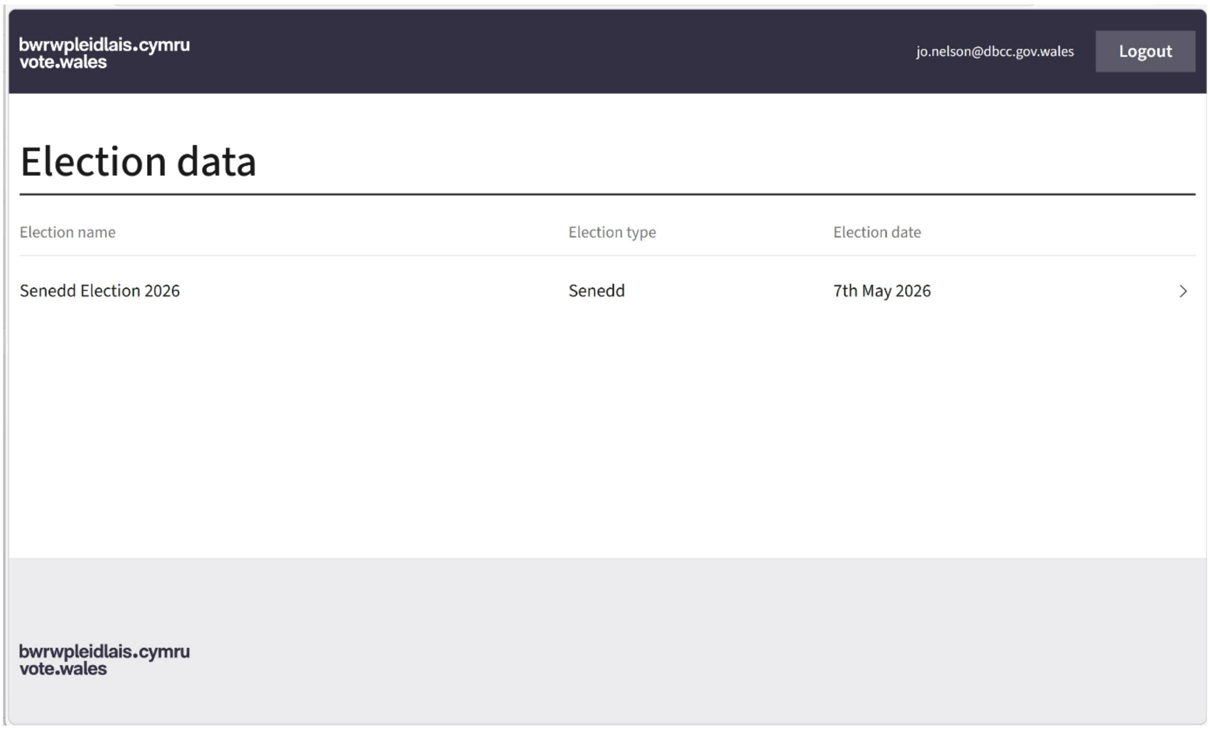
Cam 1 – Mewngofnodi i'r platfform

Mewngofnodwch i'r ap gweinyddol www.cand-admin.vote.wales.

Mae'r broses yr un fath â honno a ddefnyddioch i fewngofnodi i'r platfform i lanlwytho'ch data ymgeiswyr yn gynharach yn amserlen yr etholiad.

Sylwer: Caniateir i'r rhai sydd wedi darparu eu cyfeiriadau e-bost i'r BRhE yn flaenorol ar gyfer lanlwytho data ymgeiswyr fewngofnodi.

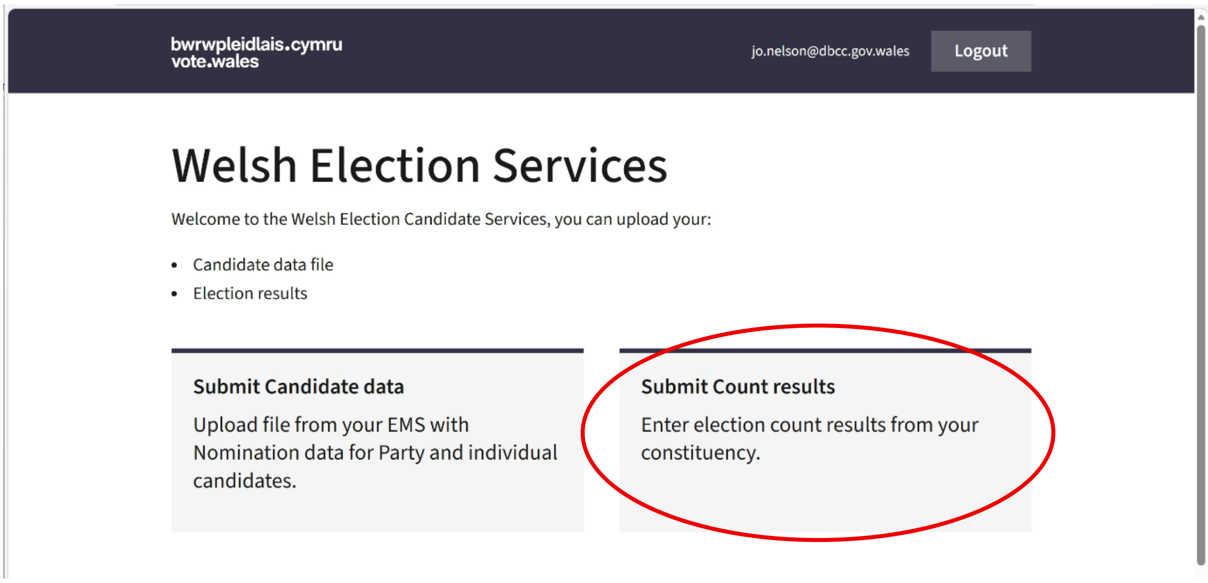
Pan fyddwch wedi mewngofnodi, fe welwch y sgrin a ddangosir isod.



Cliciwch ar Etholiad y Senedd 2026.

Cam 2 – Dechrau'r broses ar gyfer cyflwyno canlyniadau etholiad ar y Platfform Gwybodaeth am Etholiadau Cymreig

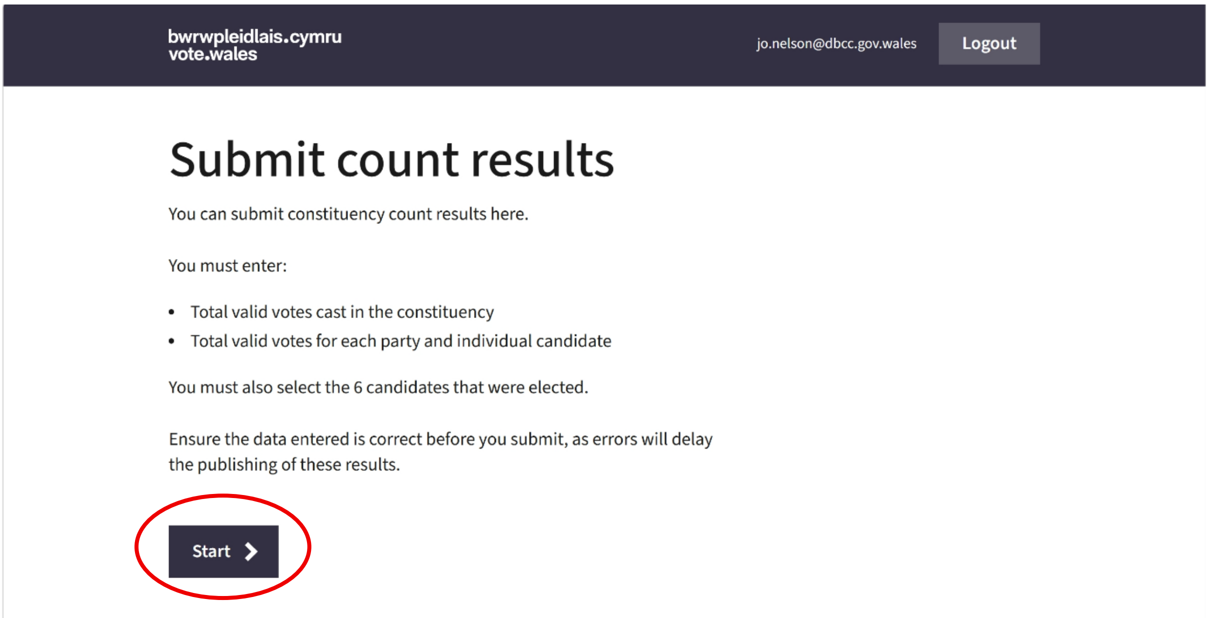
I ddechrau'r broses o gyflwyno'ch canlyniadau etholiad, cliciwch ar y blwch cyflwyno canlyniadau cyfrif.



Os ydych yn Swyddog Canlyniadau mewn mwy nag un etholaeth, byddant wedi'u rhestru ar y sgrin nesaf. Cliciwch ar yr etholaeth yr ydych yn cyflwyno data canlyniadau etholiad ar ei chyfer cyn symud ymlaen i gam 3.

Cam 3 – Parhau â'r broses ar gyfer cyflwyno canlyniadau etholiad i'r Platfform Gwybodaeth am Etholiadau Cymreig

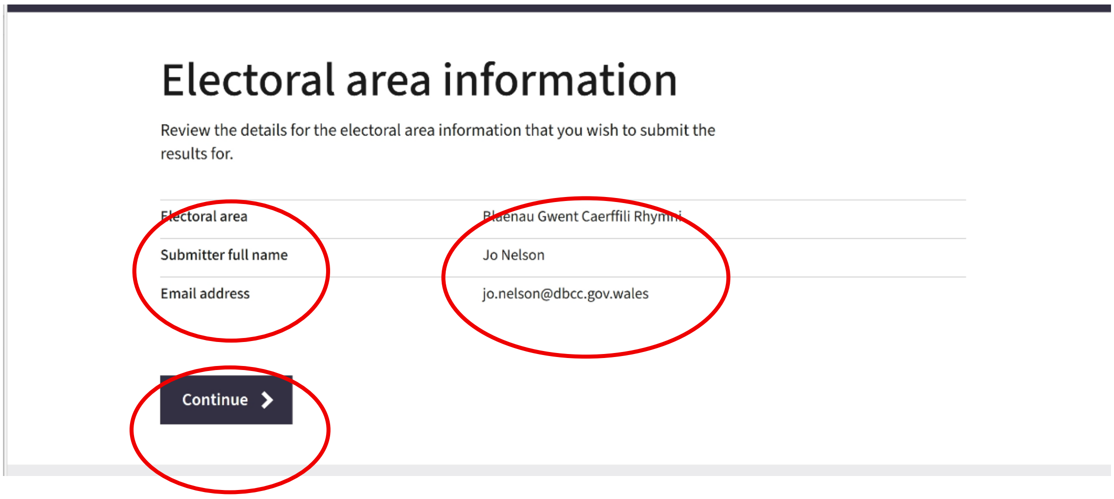
Mae'r sgrin nesaf yn amlinellu'r data y mae angen i chi ei gofnodi ar y platfform.



Pan fyddwch yn barod, cliciwch ar y botwm ‘dechrau’.

Cam 4 – Cadarnhau’r ardal etholiadol a’r unigolyn sy’n cyflwyno canlyniadau’r etholiad

Y sgrin nesaf yw’r gwiriad olaf cyn cyflwyno’r data.



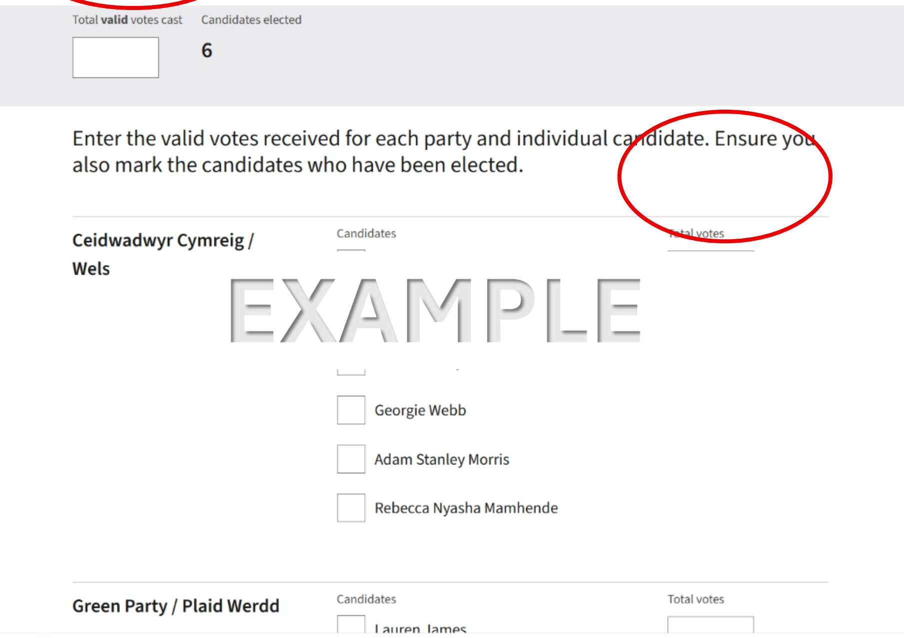
Gwiriwch mai’r ardal etholiadol a ddangosir yw’r etholaeth yr ydych yn lanlwytho data canlyniadau ar ei chyfer a bod enw a chyfeiriad e-bost yr unigolyn sy’n cyflwyno’r data canlyniadau etholiad yn gywir.

Os yw’r wybodaeth yn gywir, cliciwch ar y botwm ‘parhau’.

Os yw’r wybodaeth yn anghywir, cysylltwch â’r BRhE emb@dbcc.gov.wales

Cam 5 – Cofnodi canlyniadau'r etholiad

Byddwch yn cofnodi canlyniadau'r etholiad ar y sgrin nesaf. Mae'r enghraifft isod yn dod o amgylchedd profi'r BRhE.

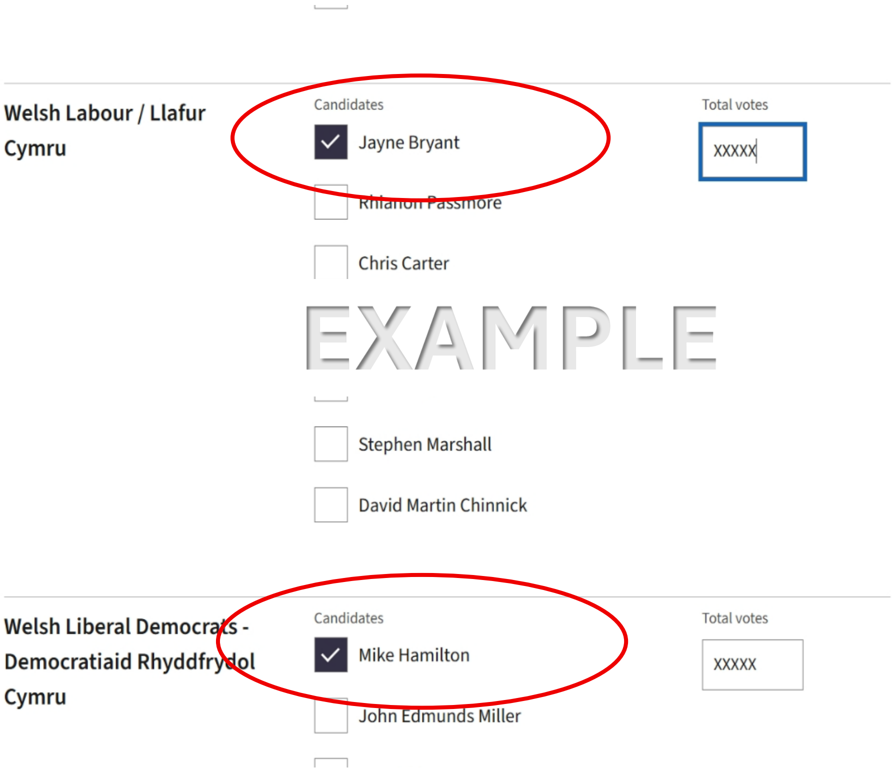


Mae'n rhaid i chi gofnodi cyfanswm nifer y pleidleisiau dilys a fwriwyd yn y blwch ar ochr chwith uchaf y sgrin. Ni ddylai hyn gynnwys eich pleidleisiau a wrthodwyd.

Bydd y pleidiau gwleidyddol ynghyd â'u hymgeiswyr rhestr plaid ac ymgeiswyr annibynnol wedi'u rhestru ar y sgrin yn y drefn maen nhw'n ymddangos ar y papur pleidleisio.

Cofnodwch y pleidleisiau dilys a dderbyniwyd ar gyfer pob plaid ac ymgeisydd unigol yn y blwch ar ochr dde'r sgrin.

Cliciwch ar y blwch nesaf at enwau'r 6 ymgeisydd sydd wedi cael eu hethol.



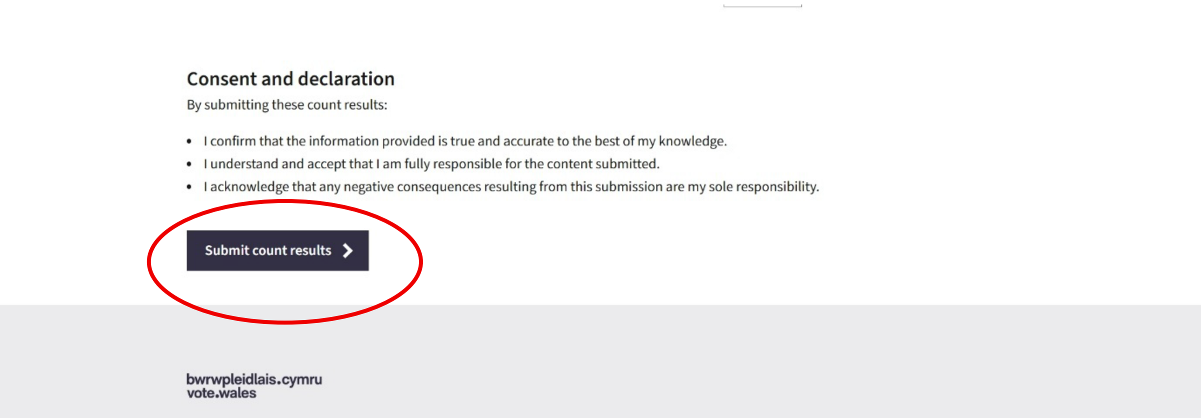
Byddwch yn gallu cyflwyno canlyniadau'r etholiad pan fyddwch wedi cofnodi:

- cyfanswm nifer y pleidleisiau dilys a fwriwyd yn y blwch ar ochr chwith uchaf y sgrin
- ar gyfer pob plaid ac ymgeisydd unigol – y pleidleisiau dilys a dderbyniwyd yn y blychau ar ochr dde'r sgrin
- clicio'r blwch nesaf at enwau'r 6 ymgeisydd sydd wedi cael eu hethol

Cyn i chi gyflwyno, dylech ailwirio'r cyfansymiau a gofnodoch ar y platfform i weld a oes unrhyw wallau teipio.

Cam 6 – Cyflwyno'r data canlyniadau etholiad i'w gyhoeddi ar y Platfform Gwybodaeth am Etholiadau Cymreig

Pan fyddwch wedi cofnodi'r holl ddata canlyniadau etholiad a'i wirio, darllenwch y cydsyniad a'r datganiad a chliciwch y botwm cyflwyno canlyniadau cyfrif ar waelod y dudalen.



Os na fyddwch yn cofnodi'r holl ddata sy'n ofynnol, bydd y platfform yn rhoi gwybod i chi fod data ar goll a bydd angen i chi adolygu'r data rydych wedi'i gofnodi.

Pan fyddwch wedi cyflwyno'ch canlyniadau'n llwyddiannus, byddwch yn gweld sgrin gadarnhau ac yn cael neges e-bost gadarnhau.

Bydd y BRhE yn gwirio'r data a gyflwynwyd yn erbyn y datganiad o ganlyniadau a gyhoeddir gennych. Yna, byddwn yn cyhoeddi'r data canlyniadau etholiad ar y platfform. Sylwch, os bydd unrhyw anghysondebau, byddwn yn ceisio cysylltu â chi i gadarnhau'r canlyniadau. Os na allwn gysylltu â chi, byddwn yn diwygio'r canlyniadau i gyfateb i'ch datganiad o ganlyniadau cyhoeddedig.

Os byddwch yn sylwi ar unrhyw gamgymeriadau ar ôl cyflwyno'r data canlyniadau etholiad, cysylltwch â'r BRhE cyn gynted â phosibl - emb@dbcc.gov.wales fel y gellir cywiro'r data ar y platfform.

Anfon datganiad o ganlyniadau drwy e-bost

Cofiwch hefyd fod rhaid i chi anfon eich datganiad o ganlyniadau at y BRhE drwy e-bost. Argymhellwn eich bod yn gwneud hyn ar yr un pryd â chyflwyno'ch canlyniadau cyfrif.