# Guidance for Members of the Public
## e-Petitions

**Wiltshire Council**
*Where everybody matters*

# Step-by-Step Guide

1. **Registration** -To start an ePetition through the Wiltshire Council Website, you must first register with us to use the service. Go to Wiltshire Council > Home > Council > Councillors, Committees and Meetings > ePetitions, click 'Submit a new ePetition and you will be prompted to register as a new user

## Register as a new user

To register please fill in this form and click **Register**

Your password must contain eight or more characters, including at least one digit.
Fields marked with an ' * ' are mandatory.

| | |
|---|---|
| * First name: | Enter first name |
| * Last name: | Enter second name |
| * Your email: | Enter Email |
| * Your password: | |
| * Confirm password: | |
| * Address: | Enter address |
| Address 2: | Continue address if required |
| * Town: | Enter town |
| * County: | Enter county |
| * Postcode: | Enter postcode |

Register

2. **Activate** - Upon entering your details into the fields pictured above, you will be prompted to activate your account. An email with activation link will automatically be sent to the email address specified in your registration, from *modern.gov@wiltshire.gov.uk*. Activate the account by logging into your email provider, and clicking the link in the message.

## Message from Wiltshire Council

From: **modern.gov@wiltshire.gov.uk**
Sent: 05 May 2010 14:39:20
To: Your Email Address

Thank you for registering on the Wiltshire Council website. Before logging on you must activate your account by clicking on the link below:

http://cms.wiltshire.gov.uk/mgAct.

Once you have activated you may login to your account as detailed below.

Username = Your.Name (you can also use your email address if you prefer)
Password = Your Password

Please click the link below to log on as          :

http://cms.wiltshire.gov.uk/i

3. **Set up your Petition** – You will then be able to log in with your account details by following the second link on the email, or by navigating to the e-Petitions page. Click 'Submit ePetition' and you will be prompted to fill in a title, and see if the issue involved is relevant to one already on our system:

**ePetition Submission**

Please enter a title for your ePetition. This should be a short descriptive title, for example: High street footpath condition. You will be able to enter more details in the next step.

Title

If your ePetition relates to an existing plan issue please select it from the list below:

Issue: (No relevant plan item exists)

(No relevant plan item exists)
Cost of Town and Parish Counci
Annual Governance Statement
Local Development Framework

Cancel

To avoid duplication, if the system detects that the title is similar to an existing petition, you will be directed to view the existing petition before going further:

**Matching Petitions**

The following ePetition have been identified as possibly dealing with the same issues as your proposed one. Please review them and only continue if your ePetition covers a new area.

This is a test petition

If your ePetition is not covered by any of the above please click Continue, otherwise please Cancel.

Cancel     Continue

You can then enter the details of your e-Petition

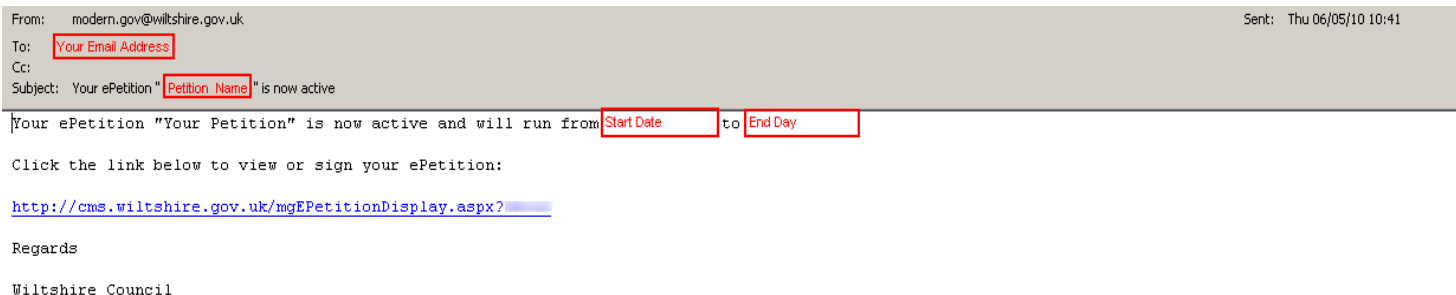**Request an ePetition**

Please enter the details of your ePetition below:

\* ePetition title:

\* We the undersigned petition the council to

\* More details about your ePetition:

Organisation (optional):

Cancel     Finish

4. **Confirmation from Wiltshire Council** – Every petition request will be reviewed by Democratic Services staff to check for inappropriate language and that the subject matter falls under that which can rightfully be subject to a petition under Wiltshire Council's Model Scheme for Petitions. If your petition is suitable, your petition will be made active, and an email sent confirming this *(see below)*. If the petition is unsuitable, or unclear, a similar email will be sent, detailing the reasons for refusal, or areas where the content/meaning of the petition is believed to be unclear. Any amendments can be agreed by e-mail and made by either staff at Wiltshire Council or yourself, by logging into the system.

From: modern.gov@wiltshire.gov.uk                                                      Sent: Thu 06/05/10 10:41
To: Your Email Address
Cc:
Subject: Your ePetition " Petition Name " is now active

Your ePetition "Your Petition" is now active and will run from Start Date to End Day

Click the link below to view or sign your ePetition:

http://cms.wiltshire.gov.uk/mgEPetitionDisplay.aspx?

Regards

Wiltshire Council

5. **Petition runs** – Once reviewed and accepted by Democratic Services the petition will be available for members of the public to view and sign, and will be displayed as shown below.

ePetition Details

Your Petition

Logon and sign ePetition

We the undersigned petition the council to

Petition details here

Extra Details

Any additional information here

This ePetition runs from Start Date to End Date.

1 person has signed this ePetition

Continue

6. **Notification & Alerts** – Notifications will be automatically sent out when the number of signatures on the petition surpasses certain numbers. Emails will also be sent when the allotted time period for the petition ends and it becomes closed to further signatures.

Depending on the support for, and content of the petition, it may be handled in different ways, in accordance with the Wiltshire Council Petition Scheme, and emails will be sent notifying the petition organiser of what actions are being taken in response to his/her petition.

**For further information or clarification please contact:**

**Democratic Services**
committee@wiltshire.gov.uk