

Instructions for enabling a submission to be saved as a draft and copied to others for reviewing

1. Register and log in

Although the Expressions of Interest process is set up as 'no log-in required' if you want to save your proposed response as a draft before submitting it – and make a copy of that to send to others to review – you will need to Register and Log-in (see instructions for this attached as Appendix 1).

2. When you've registered your details and used your new username and password to log in to Council's Consultation portal proceed to the "Expressions of Interest for Social Investment Funding" page, read the content on the landing page and click on the 'Start survey' button.

3. That will take you to a page with the privacy statement and Introduction. When you've read that click on the 'Next' button and continue on though the form adding your comments as appropriate and clicking on the 'next button at the bottom of each page when it is complete.



4. On the last page – where the 'Submit' option appears – use the 'Save as draft' option instead.



5. That will then take them to a page as below – from here they will need to click on the 'My Submissions' link which will take them to a page where they can save their draft submission as a pdf.

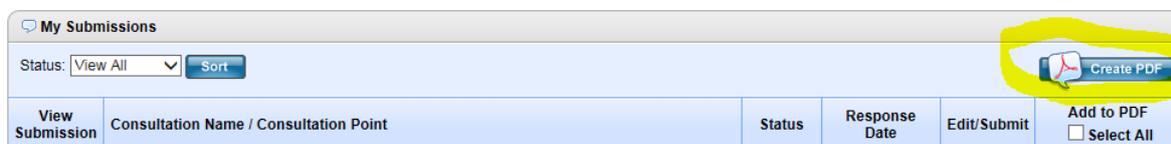


6. On the 'My Submissions' page you can tick the box in the far right hand column that corresponds to your draft submission (you'll probably only have one unless you've made previous submissions using the same log-in). Then click on the 'Create PDF' button at the top of that column. It'll take a few minutes to do that for you. You can then email that PDF to others to review.

Submissions

Listed here are your submissions.

Using the options below you may filter these submissions by status, view the submission(s), edit the submission(s) or create a PDF of the submission(s). To make a submission please click on the pencil icon, then navigate through the form completing all necessary fields. When you have finished click Submit and wait for the confirmation message. Please note you cannot edit submissions once they have been submitted.



Appendix 1:

Step 1: Registering

(Note: the registration process should take approximately 5 minutes.)

- a) When you have reached our online submissions page you will need to register by clicking on the Login/Register tab:

(Note: You will only need to go through this online registration process **once**. Thereafter you will have login access to Council submissions processes)



[Consultation Home](#)

Welcome to our Consultation Portal

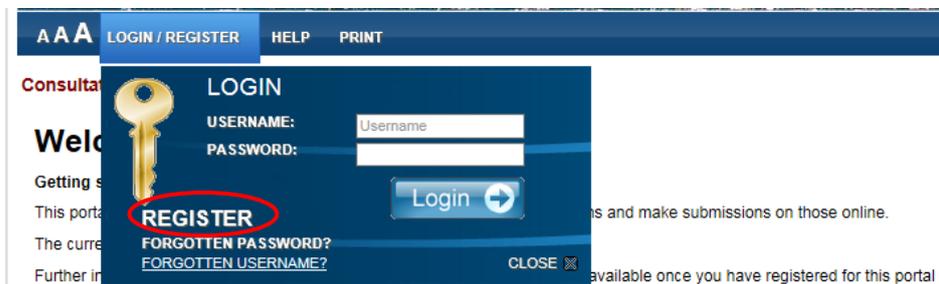
Getting started – making your submission

This portal allows you to access information about current Council consultations and make submissions on those online.

The current consultation showing below is for the 2015 Long Term Plan.

Further information on this consultation and supporting documentation will be available once you have registered for this portal and that are available in the attached [User Guide](#).

- b) A drop-down box will appear as below. This will enable you to choose to Login or Register. Choose 'Register' on your first visit. (Note: You will choose 'Login' after your registration is activated so that you can complete your online submission).



- c) You will then see a screen as below. Fill in your name, email address, enter a username and choose a password. This is the only mandatory information required to establish your login. **Please record your username and password as you will need this to Login shortly** (and for future online submissions).

AAA LOGIN / REGISTER WHO SAID WHAT? HELP PRINT

Consultation Home

Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

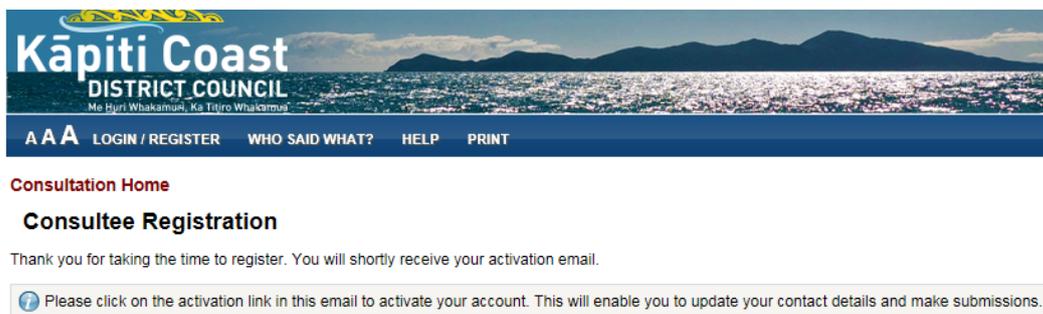
My Account	
Name & Email	
Title	<input type="text"/>
Given Name	<input type="text"/>
Family Name	<input type="text"/>
Email Address	<input type="text"/>
Username	<input type="text"/> <input type="button" value="Check"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
I agree to all of the Terms and Conditions of registering <input type="radio"/> Yes <input checked="" type="radio"/> No	

* denotes required field

- d) Please note our Terms and Conditions and Privacy Statement at the bottom of the registration page above. Click on 'OK' at bottom right when you've completed the above page.

Step 2: Acknowledging your account 'activation' email

- a) Once you have registered you will see a confirmation screen as below and the website will send an 'activation' email to your given email address as a security verification.



Kāpiti Coast DISTRICT COUNCIL
Me Hiri Whakamuri, Ka Tiro Whakamuri

AAA LOGIN / REGISTER WHO SAID WHAT? HELP PRINT

Consultation Home

Consultee Registration

Thank you for taking the time to register. You will shortly receive your activation email.

Please click on the activation link in this email to activate your account. This will enable you to update your contact details and make submissions.

- b) You now need to check your emails as your 'activation email' will arrive promptly to the email address you entered in the registration page (*the example below is indicative only*):

Kapiti Coast District Council: Consult Registration

consult@objective.com

Extra line breaks in this message were removed.

Sent: Thu 5/03/2015 10:51 a.m.

To: John Doe

Dear Mr John Doe

You are now registered on the Kapiti Coast District Council Consult system.

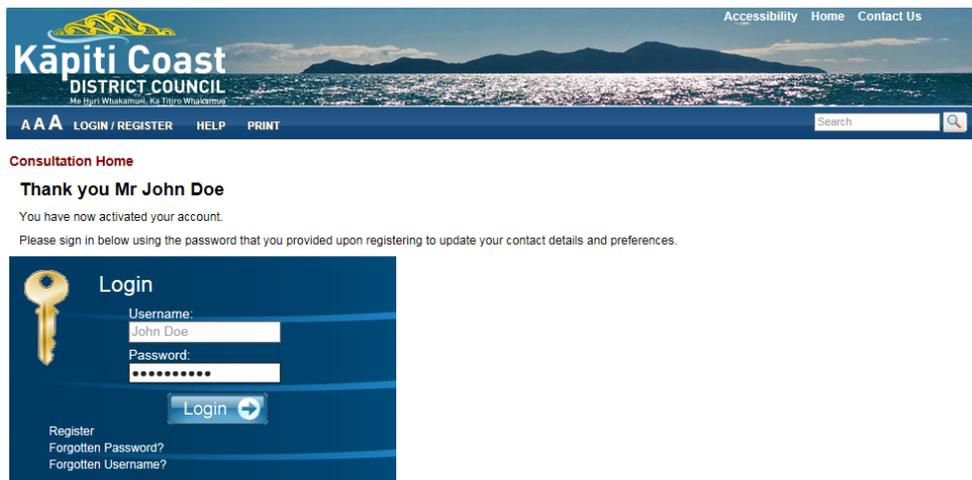
In order for your account to be activated please click the following link:

<http://consult.kapiticoast.govt.nz/common/activate.jsp?guid=DDDE388B-86EF-D485-E56F-231440D05514>

If the link appears to be broken, please try copying the entire link into the address bar on your web browser.

This e-mail has been automatically generated by the Consult software.

- c) You then need to click on the link in your email and it will take you to the Login page on the website as below:



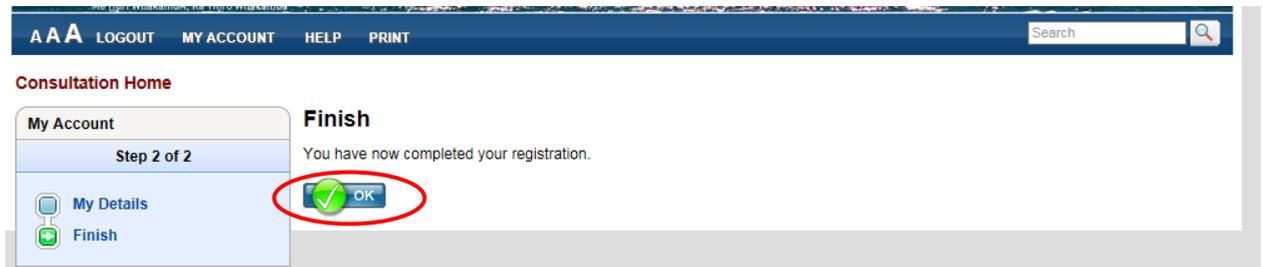
- d) Enter your username and password in the boxes provided (depending on your browser your username may already be showing) and click on 'Login'.

Step 3: Completing your registration

- a) You will then be asked to provide some details about yourself (see below). Please note most of this information is optional, however we do require contact details to enable us to reply to your submission. The red asterisk at the right of some boxes shows the required fields.

The screenshot shows the 'My Details' registration form. At the top, there is a navigation bar with 'AAA', 'LOGOUT', 'MY ACCOUNT', 'WHO SAID WHAT?', 'HELP', and 'PRINT'. Below this is a 'Consultation Home' section with a 'My Details' heading. The form contains several sections: 'My Account' with 'Organisation / Individual' options (radio buttons for 'Organisation' and 'Individual', with 'Individual' selected); 'Address' section with fields for 'Address Type' (Unspecified), 'Address Line 1' (Rimu Road, marked with a red asterisk), 'Address Line 2' (Raumati Beach), 'Address Line 3', 'Town/City' (Kapiti Coast, marked with a green checkmark), 'County/State', and 'Post Code' (5032, marked with a green checkmark); 'Other Contact Details' section with fields for 'Phone Number' (737), 'Mobile Phone Number' (0272033917), 'Fax Number', and 'Method of Contact' (Email); and 'Also Register Me With' section with a 'Partners' field. A legend at the bottom left states '* denotes required field'. A green checkmark icon and an 'OK' button are circled in red at the bottom right.

- b) When that screen is completed click 'OK'.
- c) The following screen will appear, you will then just have to click 'OK' to complete your registration.



You will now be able to proceed to click on the “Expressions of Interest for Social Investment Funding” process and complete the form following the instructions on the first page of this guide.