INSTRUCTIONS FOR CREATING AN ELECTRONIC PETITION

1. Go to www.ala.org → About ALA → ALA Election Information
2. Scroll down to the link for the Electronic Petition Form
3. Login using your ALA member ID and password. It will bring you to the e-peitions home page:
4. Select “ALA” → Create new e-petition
5. That will bring you to a page reading “Build an e-petition for ALA – Fiscal year XXXX. Select the position for which you wish to petition.”
6. The form will be pre-populated with your name, title, institution and address. You must enter your name as you want it to appear in the signature line of the petition. Click “Preview petition.”
7. The next screen will show you how the petition will appear to the people who want to sign it. If all appears satisfactory, click “Create e-petition.”
8. That will bring you back to the e-petition home page and your name will appear in the list of the other petitions that have been created.

9. You will receive an email that says:
   “Your petition for [position] was just created. If you would like to directly access it or share with colleagues, simply click or forward the following link: [link]. Only current members of ALA will be able to access your petition.”

10. You may then forward that link to all of the individuals whom you would like to sign your petition. They will click “Sign petition” and will be brought to the signature page where they will be requested to enter their ALA member ID and name.

11. ALA staff will receive an email alerting them that your petition has been created and they will receive a second email once 25 signatures have been affixed to your petition.