Instructions for Creating an e-Petition

Step 1: Click on this link http://www.ala.org/CFApps/epetition/index.cfm

Step 2: Click on drop down menu >> ALA >> Choose
Step 3: Click “New e-petition”
Step 4: Select the type of e-petition in the drop down menu >> Choose
Step 5: Your member information will be prefilled based on information in your member record.

Type your name in as you want it to appear in the signature line of the petition.

Then Click “Preview Petition”
Step 6: Review your petition, then click “Create e-petition”

Note: you must complete

1) the e-petition for signatures; and
2) the candidate biographical form https://nom.election-america.com/ALAElections/SSOLogin
Step 7: After creating your e-petition, a dashboard will appear listing e-petitions for signatures. Click on “Signers”.
**Step 8:** This page will list the signatures you received during the petition period. You may grab the link on the page to start distributing to your networks for signatures (note: signers must be ALA members)

![Signed Petition list](image)

<table>
<thead>
<tr>
<th>Signers name</th>
<th>E-Signature</th>
<th>Date Signed</th>
</tr>
</thead>
</table>

Election - Petition deadline is: 12/31/2023

American Library Association

*Only the creator of this petition is able to see this page.*

This petition has received 0 of the 25 required signatures.

If you would like to directly access it or share with colleagues, simply send them the following link: [https://www.ala.org/CFAapps/epetition/index.cfm?pid=8619F8E8CD66E6D2](https://www.ala.org/CFAapps/epetition/index.cfm?pid=8619F8E8CD66E6D2)

Only current members of ALA will be able to access your petition.
Step 9: An e-mail confirmation will be sent to you that your petition was created.

Your Petition was created

noreply@ala.org

Your petition for Councilor-at-Large was just created.

If you would like to directly access it or share with colleagues, simply click or forward the following link:
https://www.ala.org/CFAApps/epetition/index.cfm?pid=B619F8E8CD66E6D2

Only current members of ALA will be able to access your petition.