

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



The screenshot shows the top navigation bar of the ALA website with various logos including AASL, ACRL, ALA eLearning, ALAstore, valsc, Core, giveALA, Public Library Association, RUSA, United for Libraries, and YALSA. Below the navigation bar is the heading "e-Petitions home". A paragraph explains that the dropdown menu lists available units of ALA for signing or creating e-petitions. The form includes a label "Select ALA or a division:", a dropdown menu with "Select ALA or division below" and a list of "Divisions" (ALA, Round tables), and a "Choose" button. Red arrows point to the "ALA" option in the dropdown and the "Choose" button. At the bottom, there are links for "Return to Petition Home" and "Return to ALA Home", and a note to contact ALA IT Staff for questions.

Determined via your login information, the dropdown menu will list the available units of ALA to which you have access for signing or creating e-petitions. Use the menu to choose ALA or a division with which to begin. You will be able to switch to other choices in subsequent pages.

Select ALA or a division:

Select ALA or division below ▾

Select ALA or division below

Divisions

ALA

Round tables

Choose

[Return to Petition Home](#) | [Return to ALA Home](#)

If you have any questions about these pages, contact [ALA IT Staff](#)

Step 3: Click “New e-petition”

 [ALA](#) [Contact ALA](#) [GiveALA](#) [Join ALA](#) [Login](#)

e-Petitions home - ALA

Sign and/or create e-Petitions for:

Create a new e-petition for ALA 

e-Petitions for your signature, based on your membership data

Petition type	Petition for	Number received	Number required	Deadline
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[Return to Petition Home](#) | [Return to ALA Home](#)

If you have any questions about these pages, contact [ALA IT Staff](#)

Step 4: Select the type of e-petition in the drop down menu >> Choose

 [ALA](#) [Contact ALA](#) [GiveALA](#) [Join ALA](#) [Login](#)

Build an e-Petition for ALA - Fiscal Year 2024

Select type of e-Petition: 

[Return to Petition Home](#) | [Return to ALA Home](#)

If you have any questions about these pages, contact [ALA IT Staff](#)

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”

[ALA](#) [Contact ALA](#) [Give ALA](#) [Join ALA](#) [Login](#)

ALA American Library Association

Build an e-Petition for ALA - Fiscal Year 2024

This petition will be available to accept signatures until 12/31/2023

Name

Job Title

Institution

Department

Address (required)

Address 2

City

State/Province

Zip/Postal Code

Country

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



[Return to Petition Home](#) | [Return to ALA Home](#)

If you have any questions about these pages, contact [ALA IT Staff](#)

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>

Below is a preview of your petition:

Election - Petition deadline is: 12/31/2023

American Library Association

This Petition must contain the signatures of no fewer than 25 ALA current personal members in order to be valid. In addition to the Petition, all candidates must complete a Candidate Biographical form available at nom.election-america.com/ALAElections/SSOLogin. Information provided on this form will be used in compiling the ballot for the spring election. Both the Petition and the Candidate Biographical form must be submitted **NO LATER THAN 9:00 a.m. Central Time on December 31, 2023.**

We, the undersigned ALA Members PETITION to add the name of:



**American Library Association
225 N Michigan Ave Ste 1300
Chicago, IL 60601-7616**

to the ALA Ballot for the position of

Councilor-at-Large

In accordance with Bylaw Article XIV, consent of the proposed nominee is filed herewith by signature or letter.

Test record

Signature

The Text above is the preview of what your e-petition will look like.

To submit your petition click the 'Create e-Petition' button.
To make changes, use the 'Go Back' button below.

If you want to continue editing your information

Step 7: After creating your e-petition, a dashboard will appear listing e-petitions for signatures. Click on “Signers”.

ALA American Library Association

[ALA](#) [Contact ALA](#) [Give ALA](#) [Join ALA](#) [Login](#)

e-Petitions home - ALA

Sign and/or create e-Petitions for: ALA

Create a new e-petition for ALA

e-Petitions for your signature, based on your membership data

Petition type	Petition for	Number received	Number required	Deadline		
Councilor-at-Large	[REDACTED]	0	25	12/31/2023	<input type="button" value="Sign petition"/>	<input type="button" value="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)



[ALA](#) [Contact ALA](#) [Give ALA](#) [Join ALA](#) [Login](#)

Signed Petition list

Election - Petition deadline is: 12/31/2023

American Library Association

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

The following signatures have been recieved for the petition type of "Councilor-at-Large" created by [REDACTED]:

Signers name	E-Signature	Date Signed
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This petition has recieved 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/CFApps/epetition/index.cfm?pid=B619F8E8CD66E6D2>

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.

