

Make a Submission to a Comment based consultation

Modified on: Tue, 1 Jun, 2021 at 5:20 PM

What is a submission?

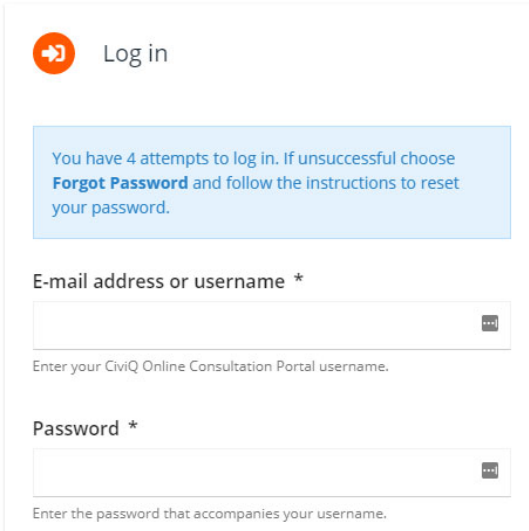
A submission captures your views and opinions about a particular consultation. This online submission process enables you to make comments against the various themes and maps of the comment based consultation document.


You may make as many observations as you like in your submission. You can also attach files such as documents, maps and photos.

Having completed your observations, you can then outline your areas of interest related to your submission/observations on the interactive map.

A page tour and help icons are there to guide you through the process.

Log in using your password.



 Log in

You have 4 attempts to log in. If unsuccessful choose **Forgot Password** and follow the instructions to reset your password.

E-mail address or username *

Enter your CiviQ Online Consultation Portal username.

Password *

Enter the password that accompanies your username.

Click on the consultation tab then click on the consultation you are interested in and on the icon **Make a Submission**.

Submissions

50 submissions have raised comments relating to this consultation.

[+ MAKE A SUBMISSION](#)

Welcome Page

You will be taken to this welcome page where you may enter your Submission title. . Summarize in some keywords what your submission will be about.

You may also **Take a page tour**.

Consultation: [Pre-Draft Issues Paper](#) [▶ TAKE PAGE TOUR](#)

Welcome!

To get started with your submission, there are few set up questions:

- First, give your submission a short title that explains to readers what it is about
- Second, answer the general question for this consultation
- Finally, press **Start** to begin commenting

Submission Title * [?](#)

You will be asked to answer a few general questions.


How did you hear about this consultation?

- Social Media
- Organisation's website
- Newspaper
- Word-of-mouth
- My organisation or network
- TV or radio
- Other

You can choose the option to allow others to ask a question about your submission or share relevant information and/or display your name on the submission

Press **Start**

All submissions to this consultation will be published immediately online and in a consultation report. The submission will display your name. Please indicate in the body of your submission if you wish that your response is not published.

- Allow others to ask a question about my submission or share relevant information
- Display my name on submission 

START →

Comments

This is the section of the document where you make your comments on the consultation. A comment is an individual observation about a specific theme within the consultation document.

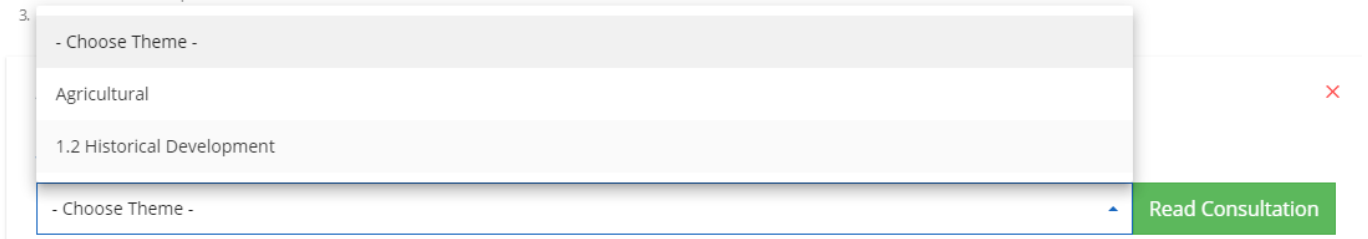
Themes

First select the theme you wish to address from the drop down list. When you choose a theme you will be given the option to read that chapter in full before making your observation. You should create individual comments every time you want to provide a comment about a topic within the consultation. You may add as many observations as you wish.

1 Comments [required]

To complete your submission:

1. select theme from dropdown,
2. enter text into description box and
- 3.



The screenshot shows a form with a dropdown menu. The dropdown menu is open, showing the following options: "- Choose Theme -", "Agricultural", "1.2 Historical Development", and "- Choose Theme -". To the right of the dropdown menu is a green button labeled "Read Consultation". There is also a red 'X' icon in the top right corner of the form area.

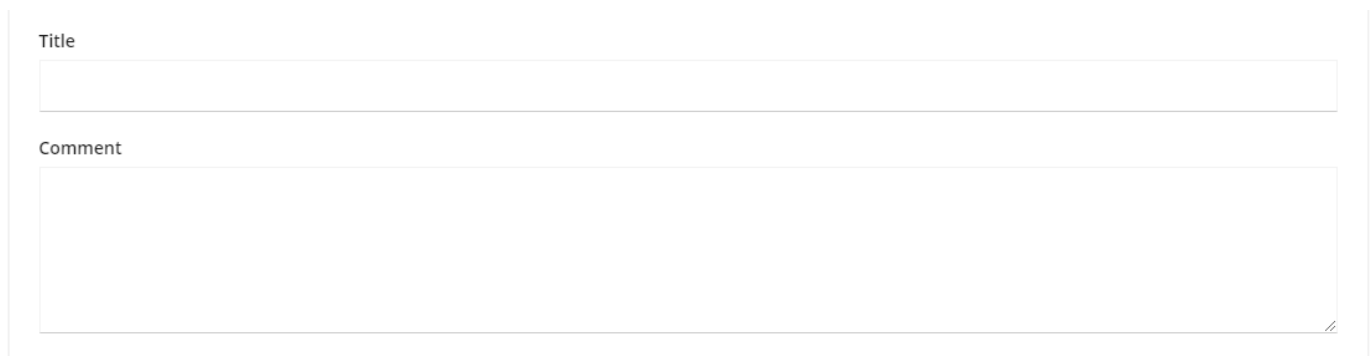
Summary Title for your comment

The title should represent a summary of the content of the comment, similar to the subject line of an email.

Your Comment

This is where you make your observations. Type or paste the main content of an individual comment into this box. You should create a new observation every time you have a comment that is unrelated in topic or chapter to another observation.

You have the option to add another comment by clicking the **Add Another Comment** tab.



The screenshot shows a form with two main sections. The first section is labeled "Title" and contains a single-line text input field. The second section is labeled "Comment" and contains a large, multi-line text area for entering the main content of the comment.

[+ ADD ANOTHER COMMENT](#)

Add Attachments

Here you are offered the option to add attachments your submission.

You can add a maximum of five attachments.

2 Add Attachments [optional]

Click on the field below to select file and then press **Upload** button to upload the file.

Click here to select file

UPLOAD

More information

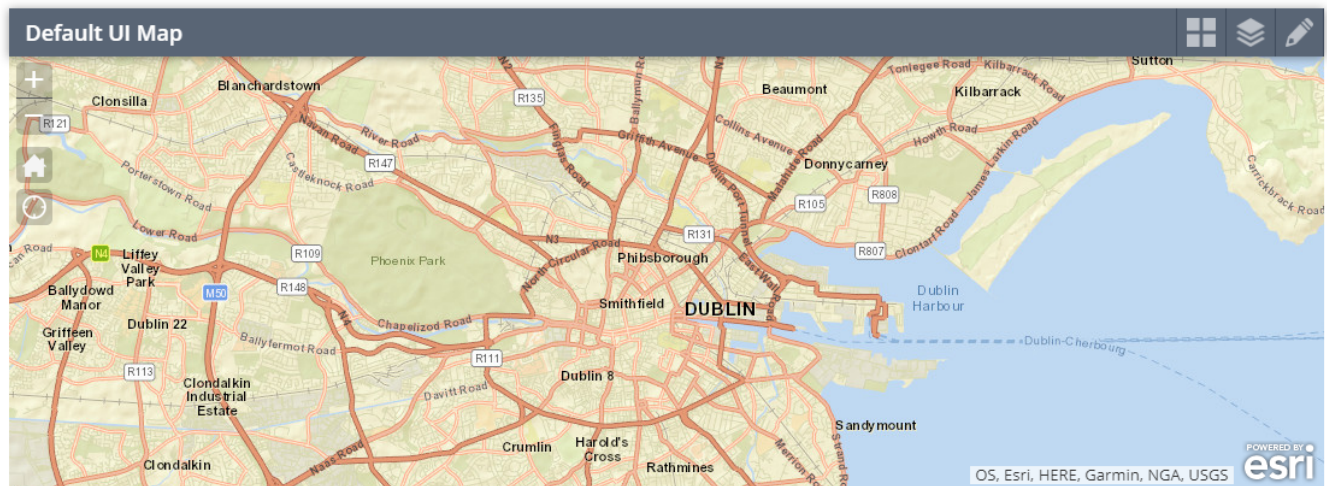
Mark / Outline your area of interest on the interactive map [optional]

You can indicate areas related to your submission on an interactive map.

Add a map location by clicking on the image of the map at the bottom of the form. The map expands. Use the draw tools provided and follow the instructions found below the map. Enter polygons, double clicking to close the polygon.

3 Mark / Outline your area of interest on the interactive map [optional]

You can draw multiple shapes in order to identify the particular location(s) referenced in your submission.



General Information

General information is a required section. Here you are asked some general questions as to how you heard about this consultation. If you wish to have your name displayed on the submission you can tick this option. The allow comments checkbox gives you the option whether you would like other citizens to make comments and to enter discussions about your comments. Based on comments and new information received you can edit and resubmit your submission.

4

General Information [required]

How did you hear about this consultation?

- Social Media
- Organisation's website
- Newspaper
- Word-of-mouth
- My organisation or network
- TV or radio
- Other

Display my name on submission [?](#)

Allow others to ask a question about my submission or share relevant information

Save and Review



Save or submit your submission

Your submission **is not submitted**. Choose **Submit Now** if you are ready to formally submit it.
If you want to edit your submission or add another comment, choose **Add another comment now**. Otherwise, choose Exit.



Unique Reference Number: *CQ-DRAFT-3960*

Author: *Test-Citizen-17 Test*
Date Created: *24.04.2020 - 3:24pm*

Consultation:
[Test 22](#)

Status: *Draft*
No. of documents attached: *0*
Boundaries Captured on Map: *No*

SUBMIT NOW

+ ADD ANOTHER COMMENT NOW

EXIT AND CONTINUE LATER

Comments

You can see here the comments you have made on the individual themes.



Comments

Agricultural

Title: Environment

Big problem with river water quality in my area

Final Step

Save or submit your submission You have the opportunity to submit now, add another comment or to exit the document and complete your submission some time later.



Final Step

Choose **Submit Now** if you are ready to make your formal submission.
If you want to edit your submission or add another comment, choose **Add another comment now**.
Otherwise, you can exit and complete your submission at another time, choose **Exit and Continue later**.

SUBMIT NOW 

+ ADD ANOTHER COMMENT NOW

EXIT AND CONTINUE LATER 