

Digital Petition Guide

Before using the Digital Petition

This petition workbook is provided as an Excel Template. As such, you must save it to your COS file folder under a unique name, such as the name of the event.

You can use the same name structure as the Tag for the event, as shown below (See 1-B)

In order to avoid potential petition loss, it is recommended that you frequently save the file, or **set the auto save to 1 minute interval**.

The petition form page has been split so that the row titles are always visible as new entries are made.

The columns are set for wrap text so that the input is always visible, although it may cause expansion of the cell depth.

1. Preparing the Petition

A. In to top Right box insert the name of the event

B. Under the event name insert an event tag (this will make it easy for sorting the group of signers once entered into NationBuilder.)

It is recommended that the tag be along these lines: **Event+City+Type+Date**

Example for a gun show (GS) event in Sarasota (SRQ), FL in December of 2015: **EventSRQGS1215**

C. In to top Left box insert the District Captain's name

Note: It is advisable to check each petition entry for completeness.

*If entry is on a **paper petition** check for legibility and entry for completeness.*

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2. Post Event - Preparing the file for submission to COS

- A. Input any petition entries taken on paper petition form
- B. Check all entries for completeness
- C. Save the file to the COS folder as a .csv file (Save As, .csv [MS-DOS])
- D. Email the file to COS - Jason Girard <jgirard@cosaction.com> for uploading to NationBuilder

