

## **Step by step guide to registering and using the web based consultation system**

Registering and using the web based consultation system is very simple. We have provided a simple step by step guide to using some of the important aspects of the system below.

### **Registration**

1. Type <http://consultations.derbyshirepartnership.gov.uk> in your web address box
2. Click 'Register' (top left corner on the purple bar)
3. Fill in the registration form (fields marked with a \* are mandatory)
4. Follow the on-screen instruction to verify your email address

### **Choosing the consultation you would like to respond to**

1. Click 'Login' (top left corner on the purple bar) and fill in your email and password
2. This will take you to a page called 'My Consultations'
3. Click on 'Current' in the list on the left hand side
4. Choose a consultation and click on it's name

### **Respond by filling in an online questionnaire (if available)**

1. Follow the steps described in 'choosing the consultation you would like to respond to' above
2. Click 'Respond by filling in the online questionnaire' under the 'Respond to this Consultation' heading
3. Answer the question about whether you are responding on your own behalf and click next
4. The questionnaire will now be displayed, fill in your answers and when you are ready click 'save and continue' at the bottom of the page
5. You can now submit your response

### **Respond by commenting on a consultation document (if available)**

1. Follow the steps described in 'choosing the consultation you would like to respond to' above
2. Click the name of the document you wish to respond to under the 'Consultation Documents' heading or click 'Respond by making comments against the consultation document' under the 'Respond to this Consultation' heading
3. The text of the document will now be displayed, you can navigate around the document using the contents bar on the left hand side
4. There are two ways in which you can comment on the document either;
  - a. Click on a 'Make a comment' button, fill in the form that follows and click submit. The make a comment buttons follow after text and are there to allow you to make general comments or observations on what you have read in a particular part of the document or;
  - b. Answer questions – these occur when there are specific questions within the document on which you would like your views, simply answer the questions as they arise