

Creating a petition in 3 simple steps

Step 1 – Decide what your petition will look like

Before you start creating anything in Action Network you'll need to know:

- The goal of your petition; the change you want to make happen
- The target of your petition
- What to say to people to persuade them to sign it
- A good image to complement your words
- The text of the actual petition
- The information people need to give about themselves when they sign your petition.

This template may help : <https://actionnetwork.org/petitions/template-petition>

Step 2 – Create your petition page

From the **Create a sponsored** action menu on our group's main hub page select **Petition**.

On the next screen, add in:

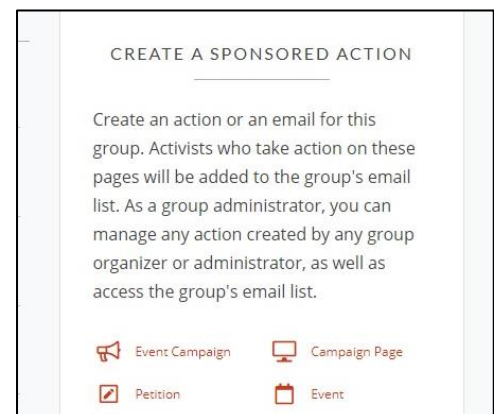
Administrative title (optional) – this isn't publicly visible but can be helpful in finding your work within Action Network eg. Plastics petition

Title of your petition – this is the title people will see. Try to include an active verb and reference the target of your action/campaign goal. For example, *Tell Councillor Tom Wright to back stronger recycling targets for Bigtown* is stronger *than Bigtown needs to recycle more*.

Who are you petitioning – add the target for your petition. For example, Councillor Tom Wright

Add banner image (optional) – you can add a banner image for your petition. Follow the guidance on image size and try to use an image which complements the words on the page and gets people's attention. Make sure you have permission to use it.

Your call to action (Why is this important? box) – see the separate guide on [Writing an effective action](#) for more on this.



Find me online at <https://actionnetwork.org/groups/friendsoftheearth>

Your petition text that will be delivered to your target – for example:

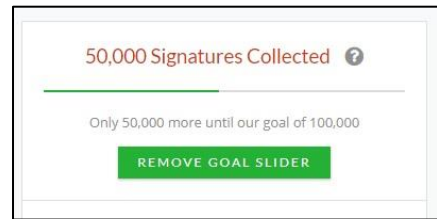
“I want Bigtown council to install easy-access recycling bins all along the seafront.”

The goal slider – turn this off if you don’t want one on petition.

Ignore the **Add Creator** option

Your form – the standard forms asks for:

- First and last name
- Email and postcode



your

Watch this video to learn how to customize your form: <https://help.actionnetwork.org/hc/en-us/articles/203756859-VIDEO-TUTORIAL-Common-Action-Concepts> (from 5 minutes in)

Finally, edit the wording of the **Add your name** button (if you want to) and then **Save and go to next step**.

Step 3 – The thank you page

Use the text box to give people more information on your petition, campaign or group. **Save and publish** your petition to be taken to the **Manage petition** page. You’re almost there.

If you want to customize your petition even more, check out the more detailed guide at <https://actionnetwork.org/groups/friendsoftheearth>

Action Network allows you to email or download the results of your Petition.

Before using this function please confirm you have read our [Data Processing Agreement](#) – which outlines your group’s responsibility around handling data. Contact us on actionnetwork@foe.co.uk.