

# MyPlaceMySay Beginners Guide



## How to vote

Created by:  
Web Team

Email: [webteam@sstaffs.gov.uk](mailto:webteam@sstaffs.gov.uk)

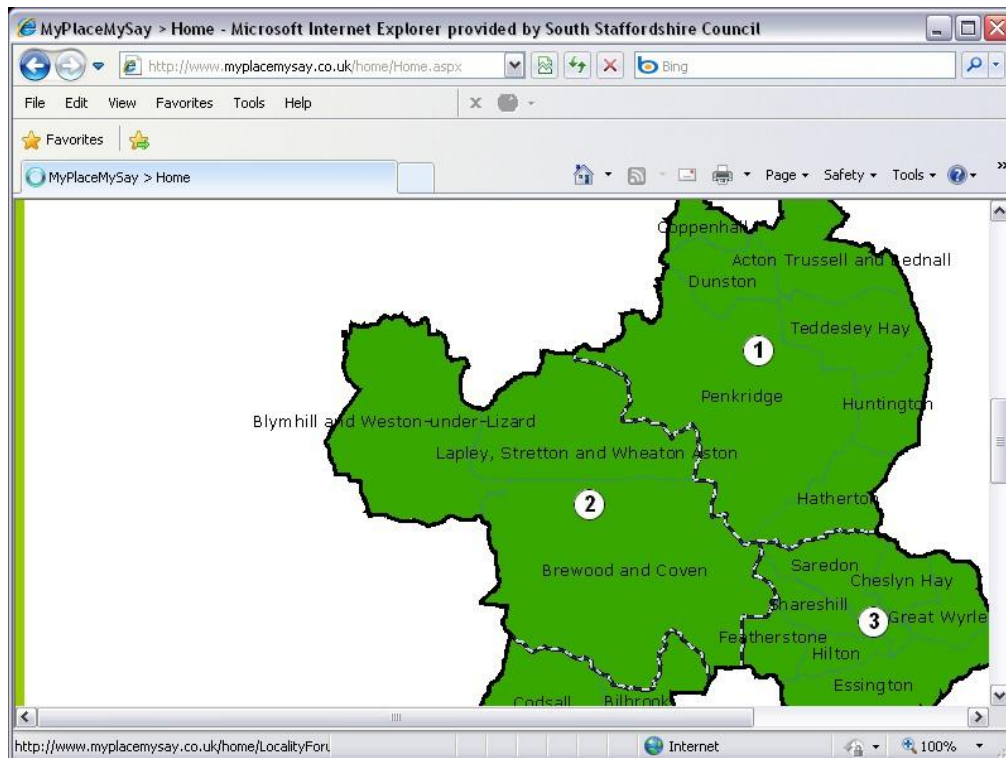
## Editing your Forum Profile

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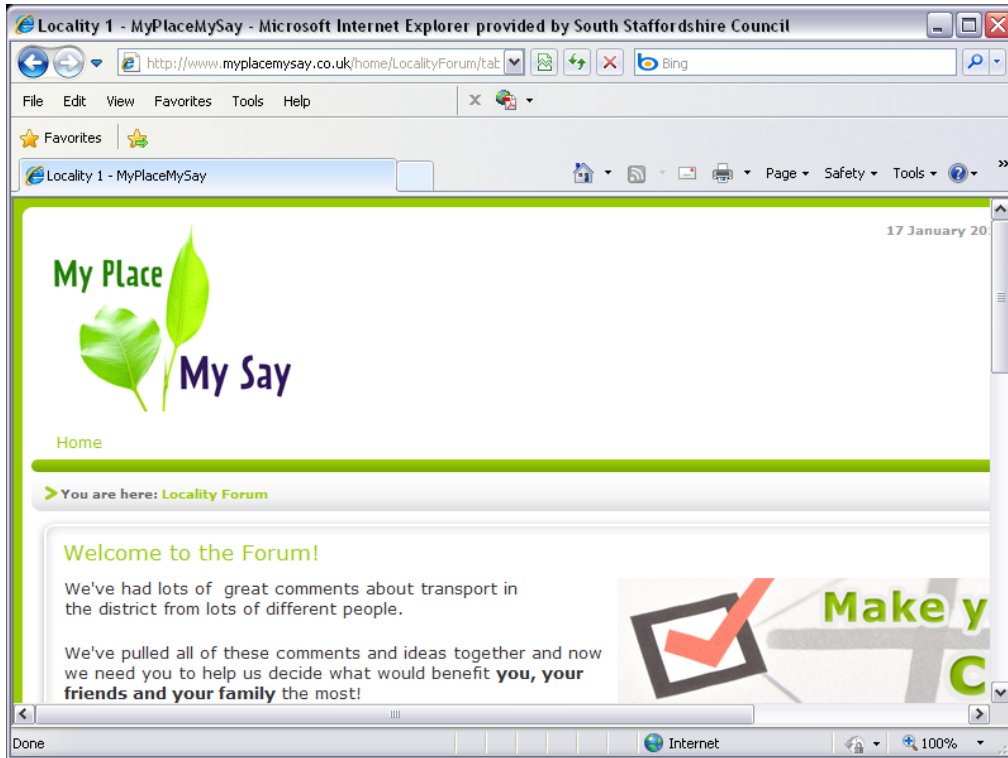
Everyone who would like to vote on a project in there locality is able to do so, registered users or first time visitors! Although we would recommend you register to have your say...

Over the next few pages we will show you how to make your vote count

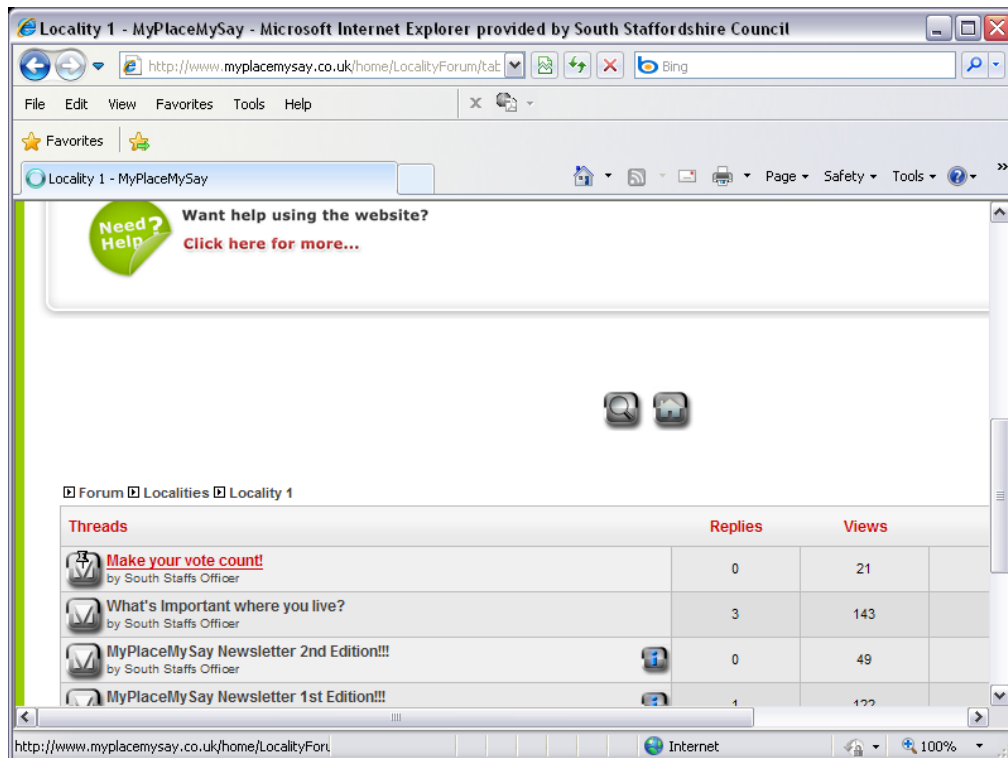
To do this you need to follow the steps below:



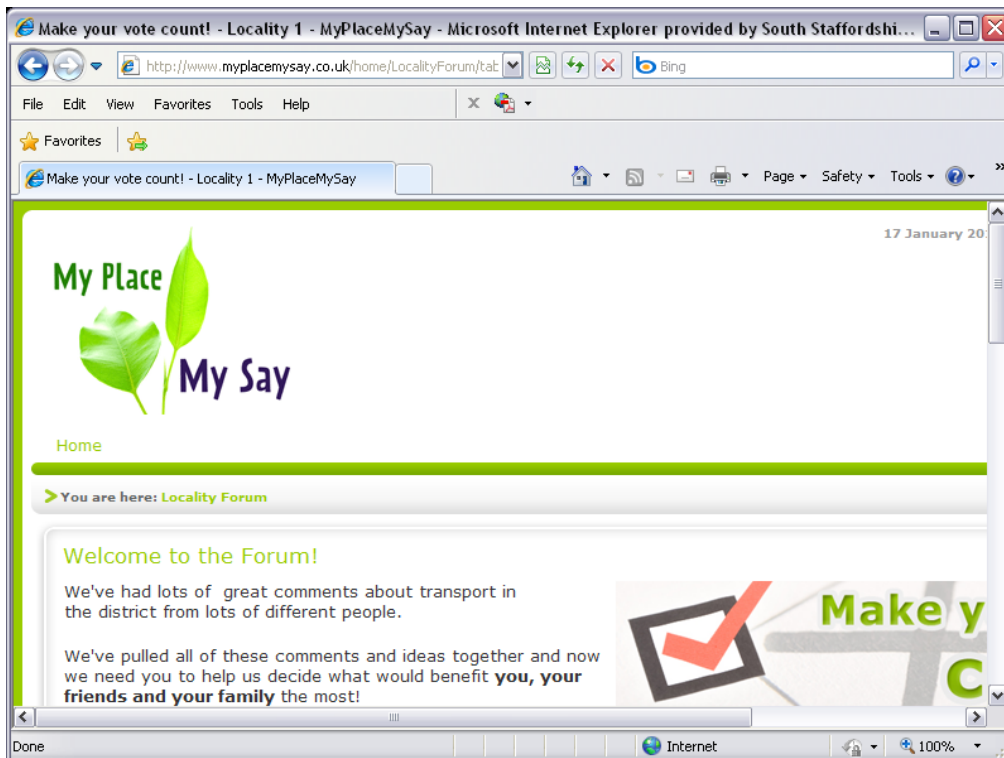
Click on your area from the **Locality Map**.



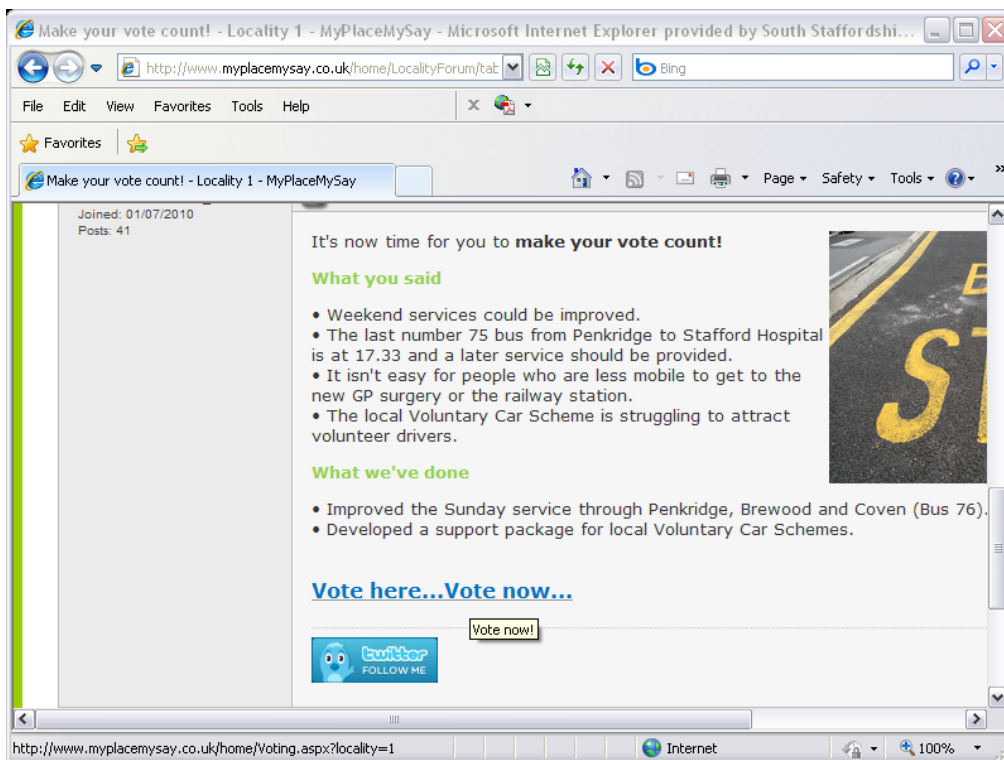
Scroll down the page to the **Forum**.



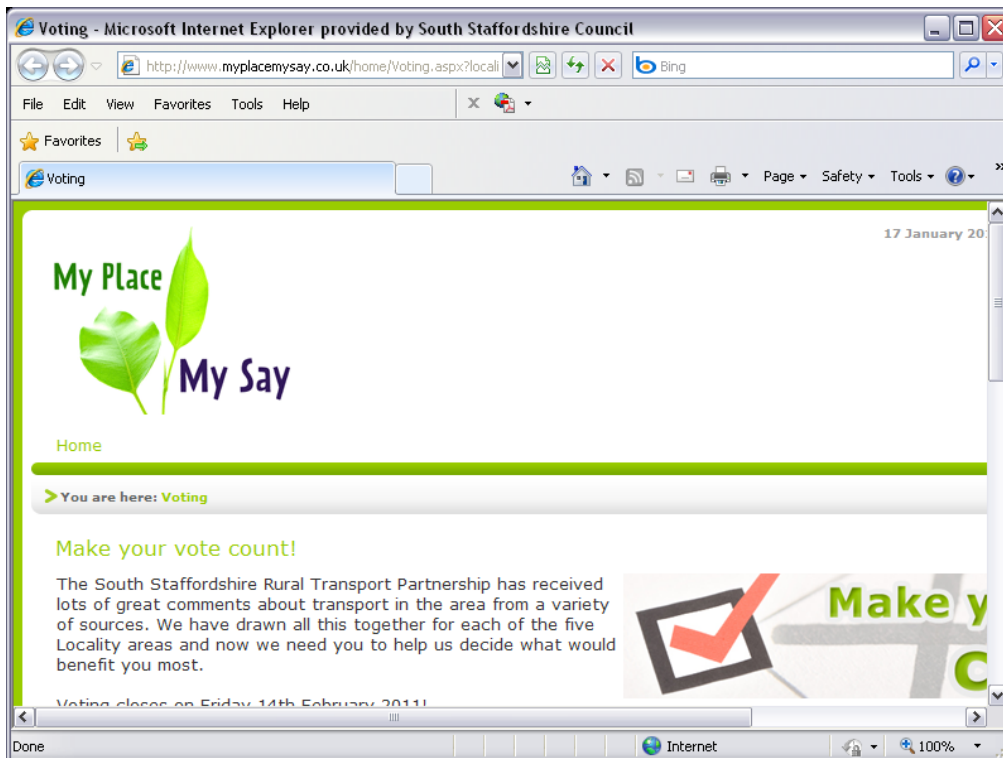
Select the **Make your vote count!** Forum topic.



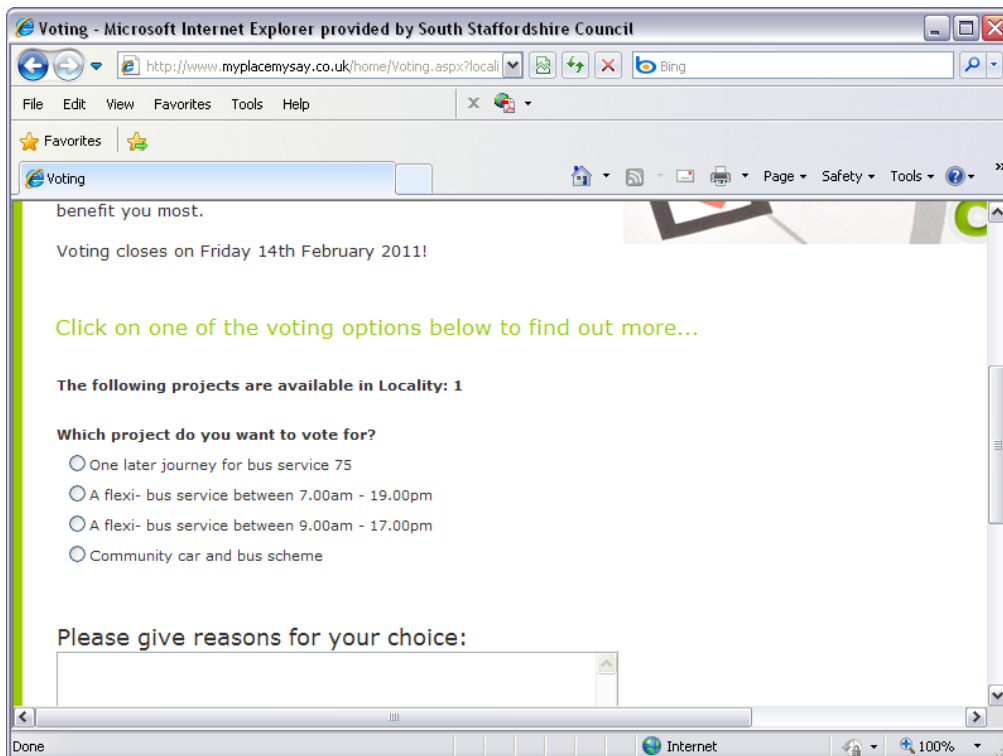
If you scroll down the page...



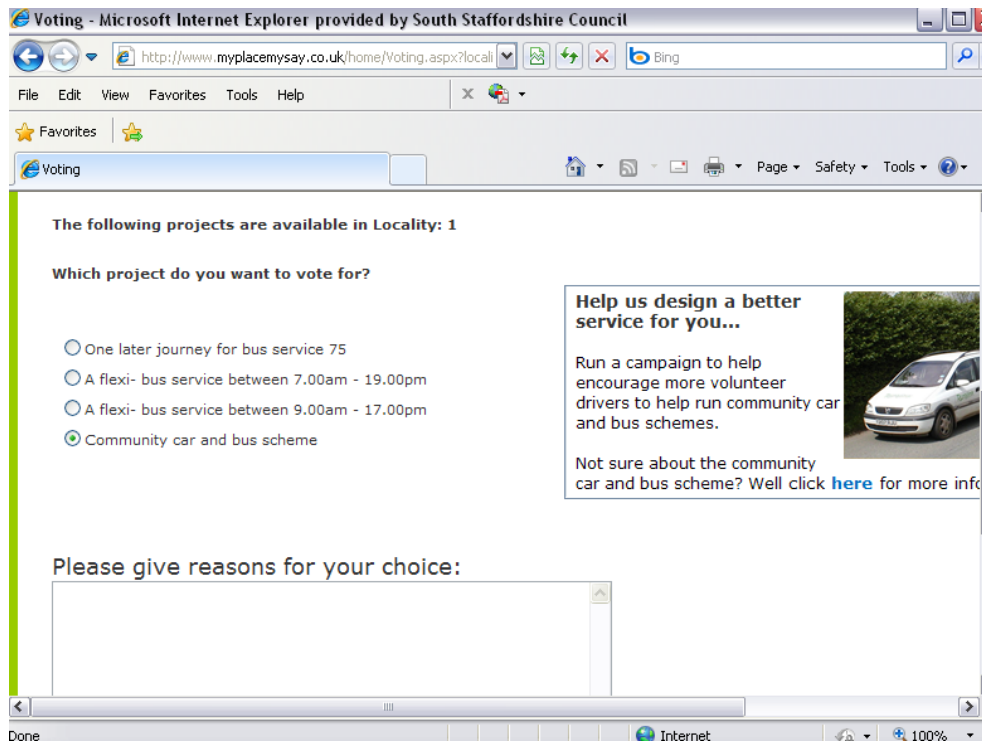
The forum topic is displayed. Click the **Vote here...Vote now...** link.



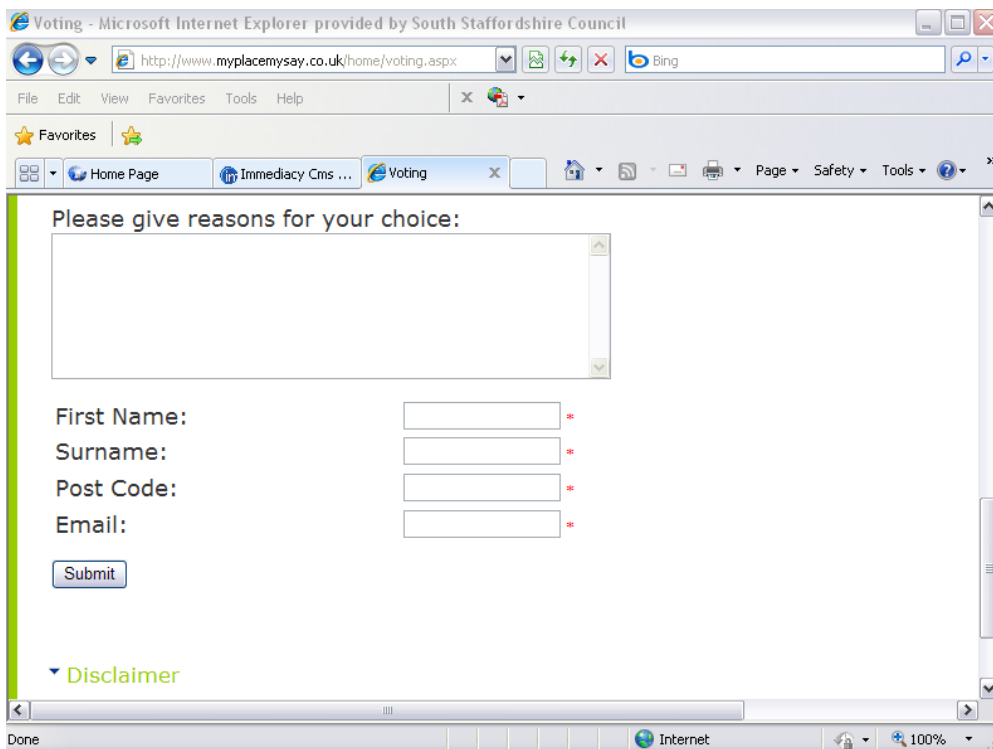
The link opens a **New Window**. If you scroll down the page...



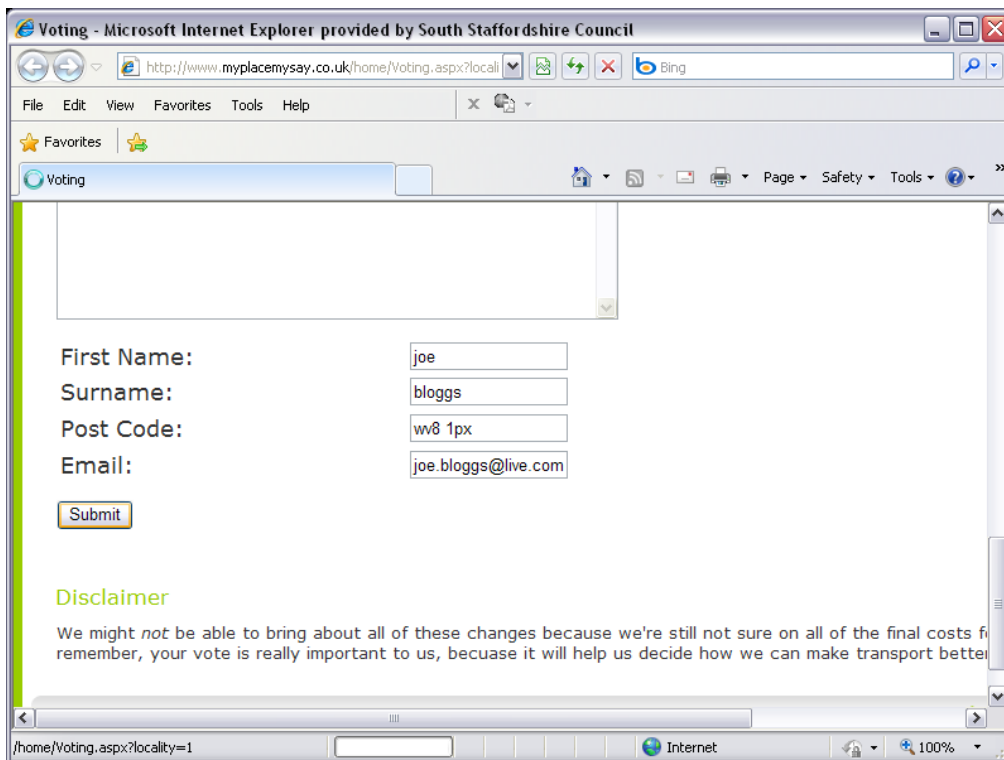
You can now select which project you want to vote for. Clicking on an option will show you more information.



**More information** for that project will be displayed on the right.



Please fill out **all** the fields below. **All these fields are mandatory.**

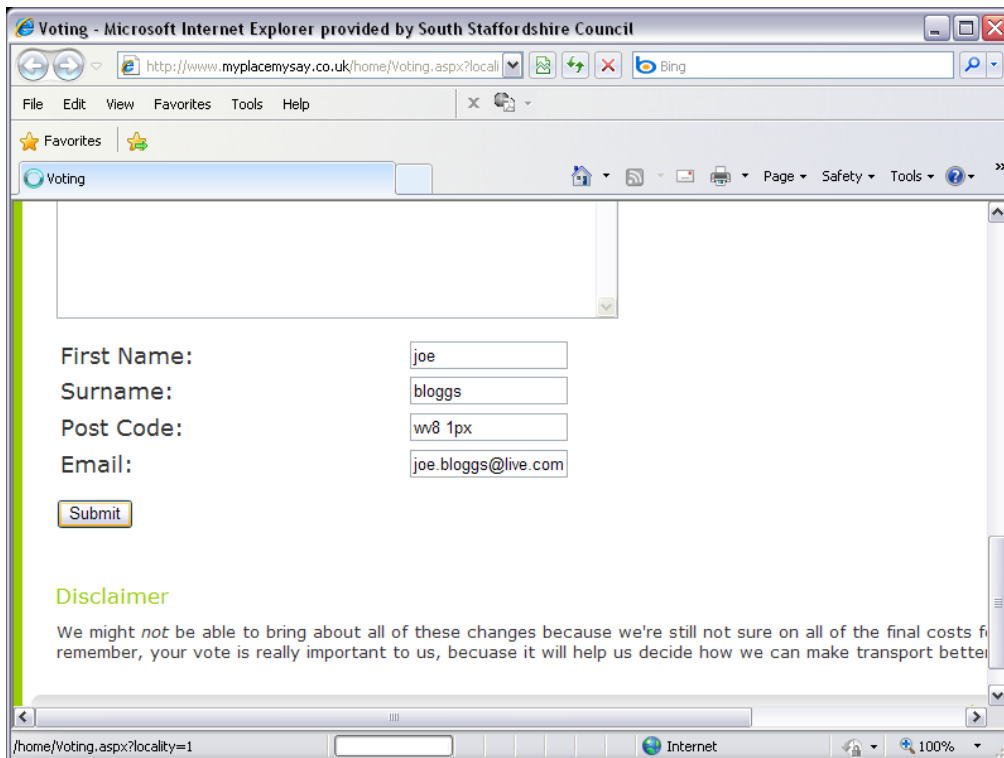


Postcodes need to be in the correct format. For example:

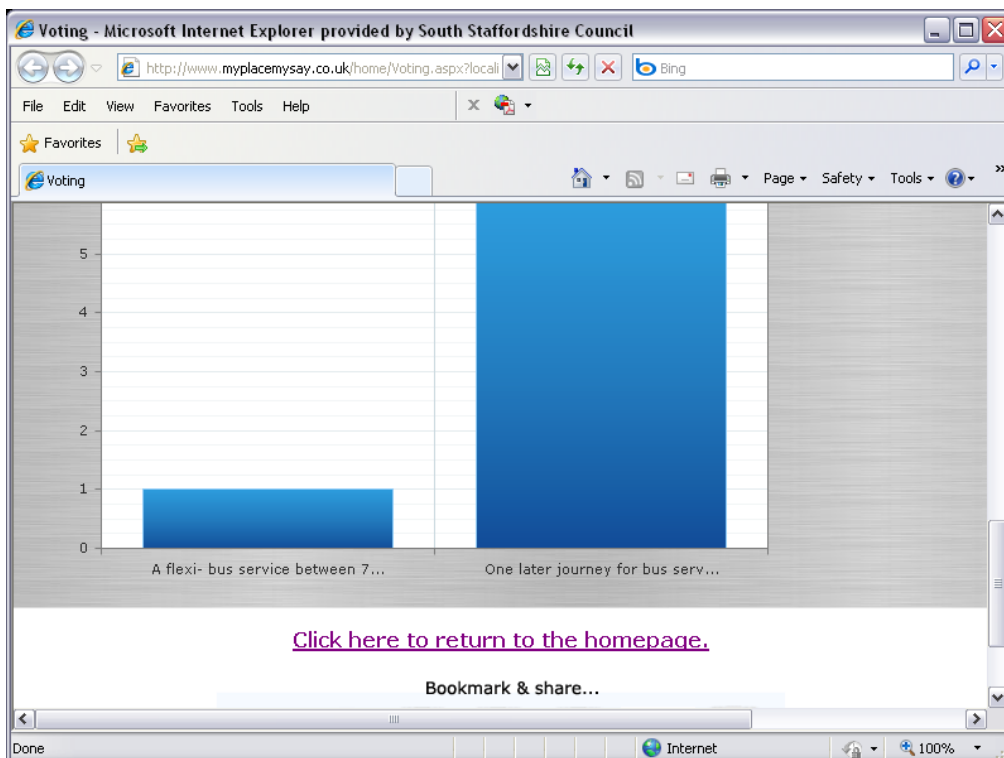
**WV8 1PX: CORRECT FORMAT**  
**WV81PX: INCORRECT FORMAT**

Emails also need to be in the correct format. For example:

Joe.bloggs@live.com



Once you have entered all the information, press **Submit**.



Once you press Submit you should see a results pop up box with information about what project is currently in the lead.

## Trouble voting?

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Here are some common problems when trying to vote:

- Enter information into all fields, they are all mandatory.
- Make sure your postcode is in the correct format (see above).
- Make sure you have a valid Postcode. Postcodes from South Staffordshire are only accepted.
- Make sure you have a valid email address. Incorrect email's will not be accepted.

If you need any more help or guidance with using our website, please contact us at:

## Contact

### Web Team

Tel: 01902 696140

Email: [myplacemysay@sstaffs.gov.uk](mailto:myplacemysay@sstaffs.gov.uk)



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