



Corporate Action Network Tutorial

Petitions

The Corporate Action Network provides a series of online organizing tools to help strengthen your campaign.

Our petition tool allows you to create custom petitions for putting pressure on targets and gathering a list of contacts interested in your issue.

Petitions (like all events, materials, groups, and letter-to-the-editor tools on the Corporate Action Network) are always associated with a campaign. So be sure to begin any online organizing efforts by first establishing a campaign page where supporters can learn the basics about your campaign and how it relates to the broader movement.

Find a Petition

- First navigate to the campaign page for which you're interested in finding a petition.
- Click on the "Petitions" button under the "Take Action" box in the right-side toolbar.
- All the petitions associated with that campaign will appear. Click on the name of a single petition to take a closer look.
- Once on the petition page, you can learn more about the petition by reading the description below the image.
- At the bottom of the page, you can sign the petition by adding your first and last names, email address, and zip code. If you're signed into the Corporate Action Network, these fields will auto-populate based on the information you submitted upon signup.
- Petitions are public pages - so even people NOT signed into the Corporate Action Network will be able to see and sign this petition.

Create a Petition

- First navigate to the campaign page you're interested in making a petition around.
- Click on the "Petitions" button under the "Take Action" box in the right-side toolbar. All the petitions associated with that campaign will appear.
- Under the "Petition Actions" menu that appears in the right-side toolbar above the "Take Action" box, click "+Create a Petition." NOTE: Don't see



this? Email us at help@corporateactionnetwork.org to request administrator permissions.

- Fill in the appropriate fields with information about your petition:
 - Title
 - Short description
 - Details
 - Required number of petition signers (this is your public goal and will show up in a display showing your progress to goal)
 - Deadline (this is a public deadline that will show up on your petition to show browsers the urgency behind your petition)
 - Campaign tag (this will automatically populate based on your campaign)
 - Tags
 - Cause
- Upload an image related to your petition.
- Click on the “Publish Petition” button in the top-right column

See who signed your petition

- Currently you’ll be able to see your petition signers and click through to their individual profiles directly below your petition on the petition page.
- Need a data export? For the time being we’re managing data exports from the back-end only. Request your petition signatories’ information exported in an Excel file by emailing us at help@corporateactionnetwork.org

Questions?

Email us at help@corporateactionnetwork.org or get in touch via the Help Center at www.corporateactionnetwork.org/help