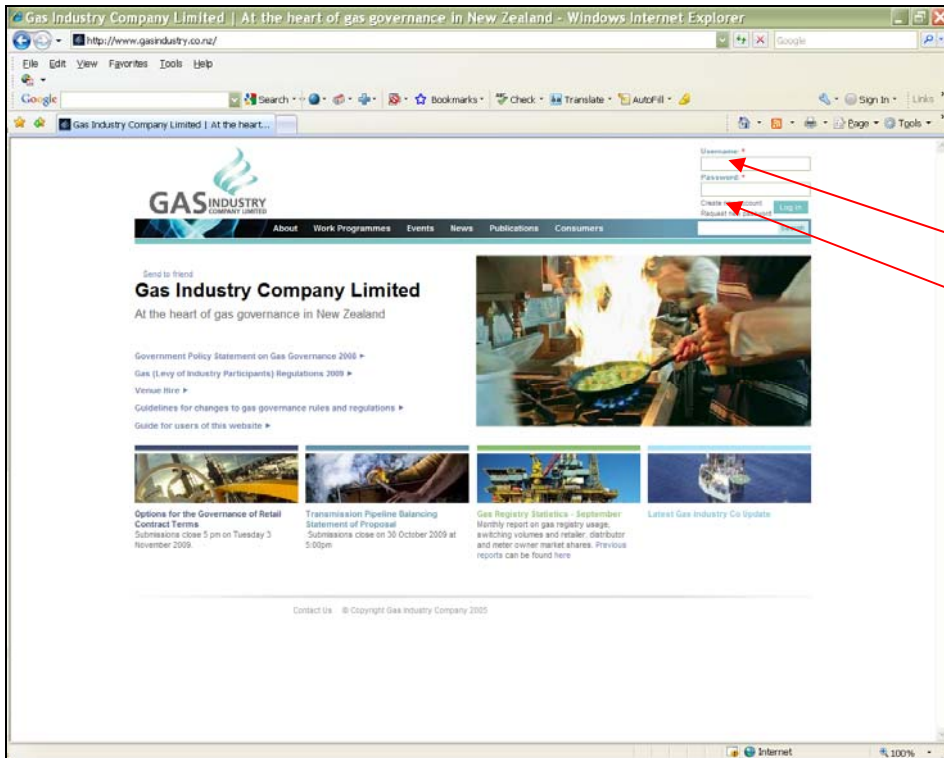


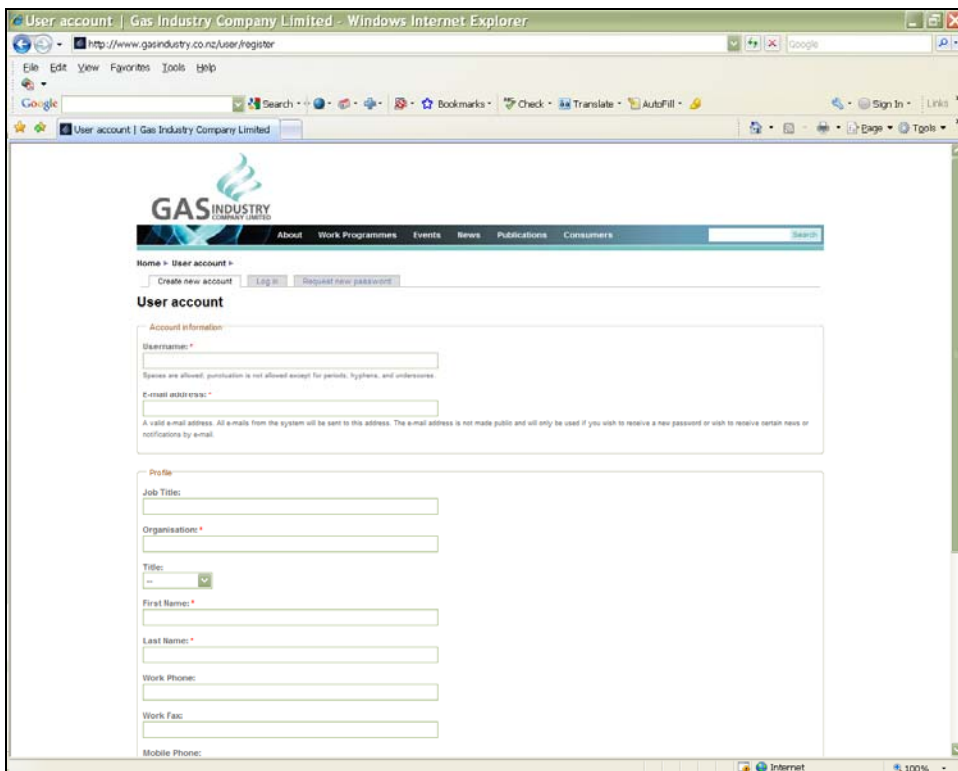
Instructions for new users:

Log on to website for the first time.

If you are logging on for the first time, click on **create a new account (2)**.



The following screen will appear. Please fill in all the fields



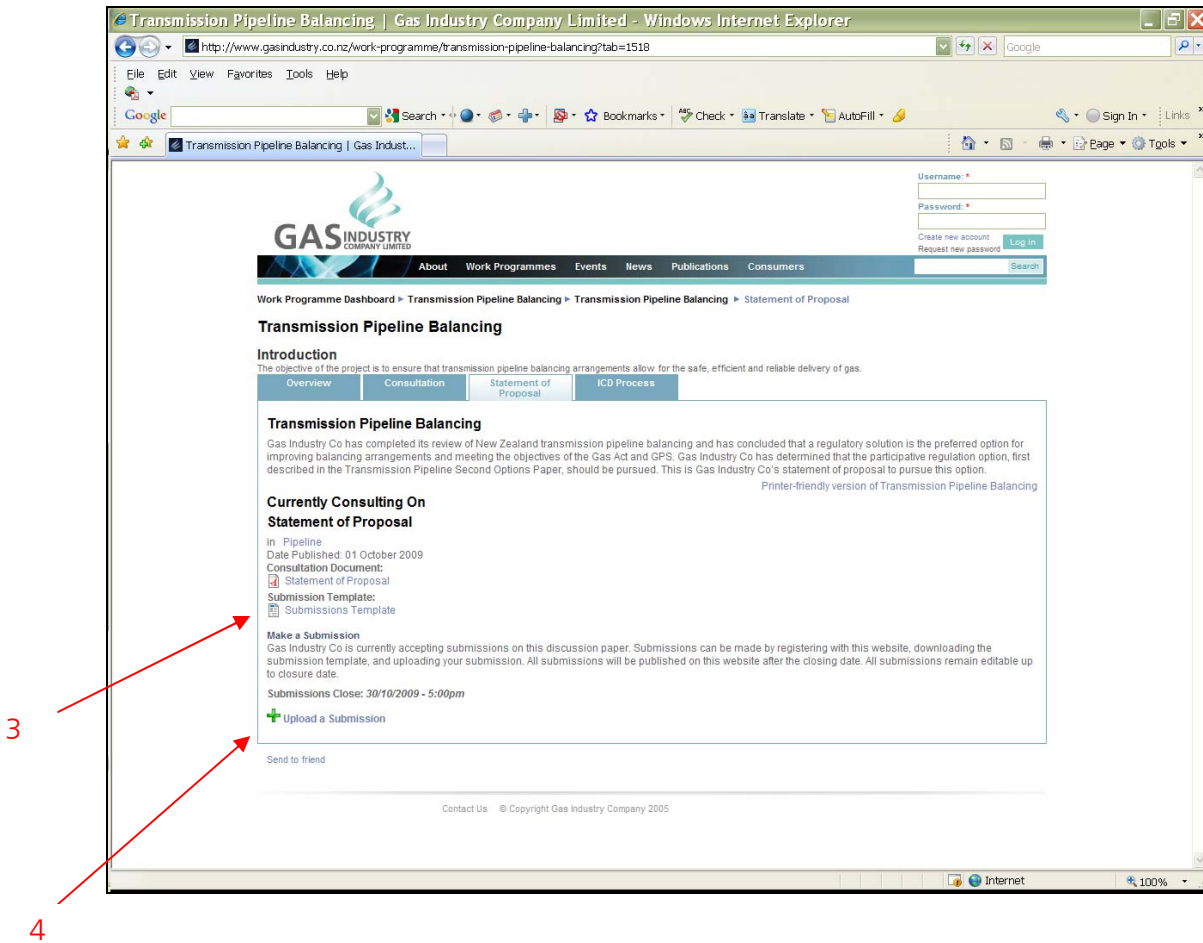
Enter your user name (usually your email address) and password (1). If you forget your password, you can request a new one by clicking on **request a new password**.

Uploading a submission

Find the paper you are submitting on.

It will normally be on the **home page**, or scroll through the **Work Programmes**.

Download the submissions template (3) and create your submission using that as a template.



Once complete, click on **upload a submission** (4)

On the following screen, enter all the relevant information.

Please remember to select a **work area** from the drop down list (5). You will need to tick the box to confirm that you are authorised by your organisation to lodge submissions on its behalf.

The screenshot shows the 'Create Submission' page on the Gas Industry Company website. The URL is <http://www.gasindustry.co.nz/wp/add/submission/1648?destination=node/271?tab=273>. The form contains the following sections:

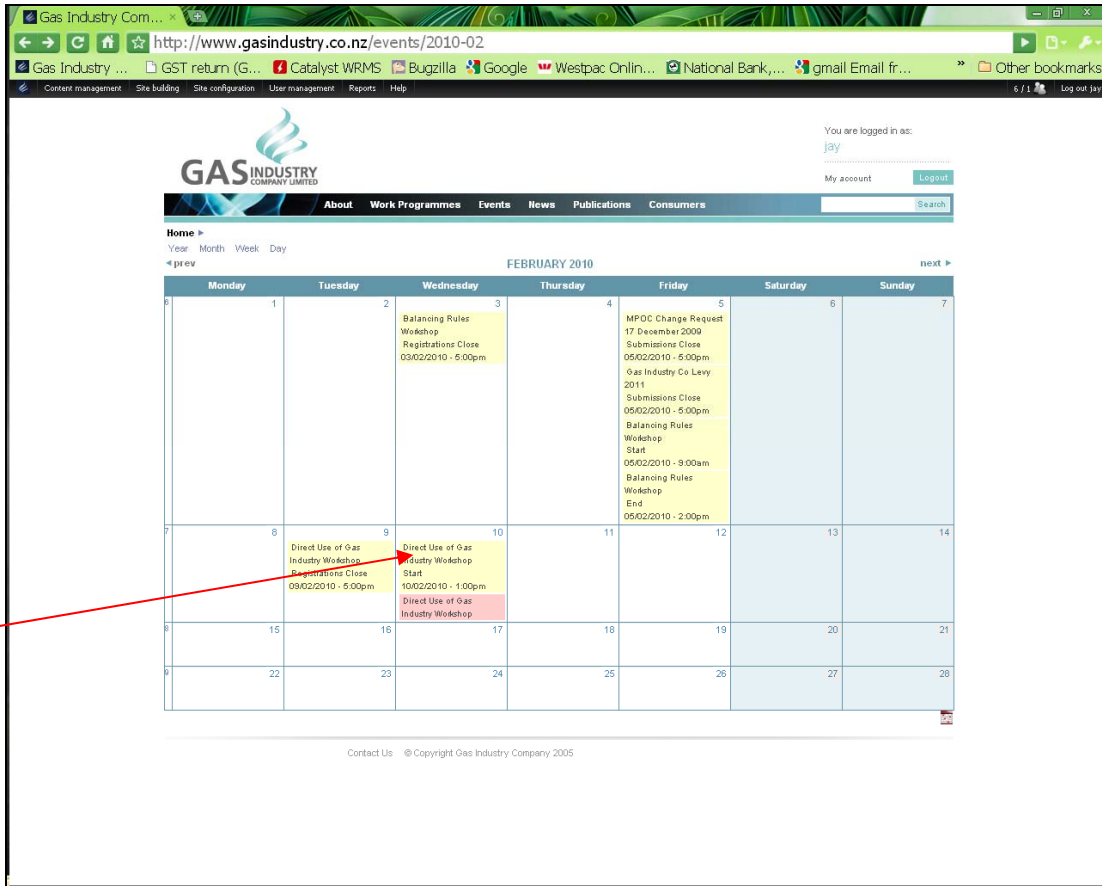
- Organisation name:** A text input field.
- Consultation:** A dropdown menu with the selected option 'Proposed design for the oversight of voluntary implementation of retail contract benchmarks'.
- Contact Details:** Fields for 'Contact Email Address' and 'Contact Phone Number'.
- Vocabularies:** A 'Work Area' dropdown menu (indicated by arrow 5) and a 'Keywords' text input field.
- Files:** Two sections for file uploads. The first is 'Submission Document' with a 'Choose File' button (indicated by arrow 6), 'No file chosen' text, and an 'Upload' button. The second is 'Supporting Documents' with a similar 'Choose File' button and 'Upload' button.
- Authorised Designate:** A checkbox with the text 'I have been authorised by my organisation to lodge this submission on behalf of my organisation'.
- Footer:** A 'Save' button (indicated by arrow 7) and a 'Preview' button.

Browse (6) for and **upload** (6) your submission. Save the page by clicking on the **save** (7) button on the left bottom of the page.

You will receive an automatic email that confirms that you have uploaded your submission. Please note that all submissions will become visible to anyone visiting the website once the submissions closing time occurs.

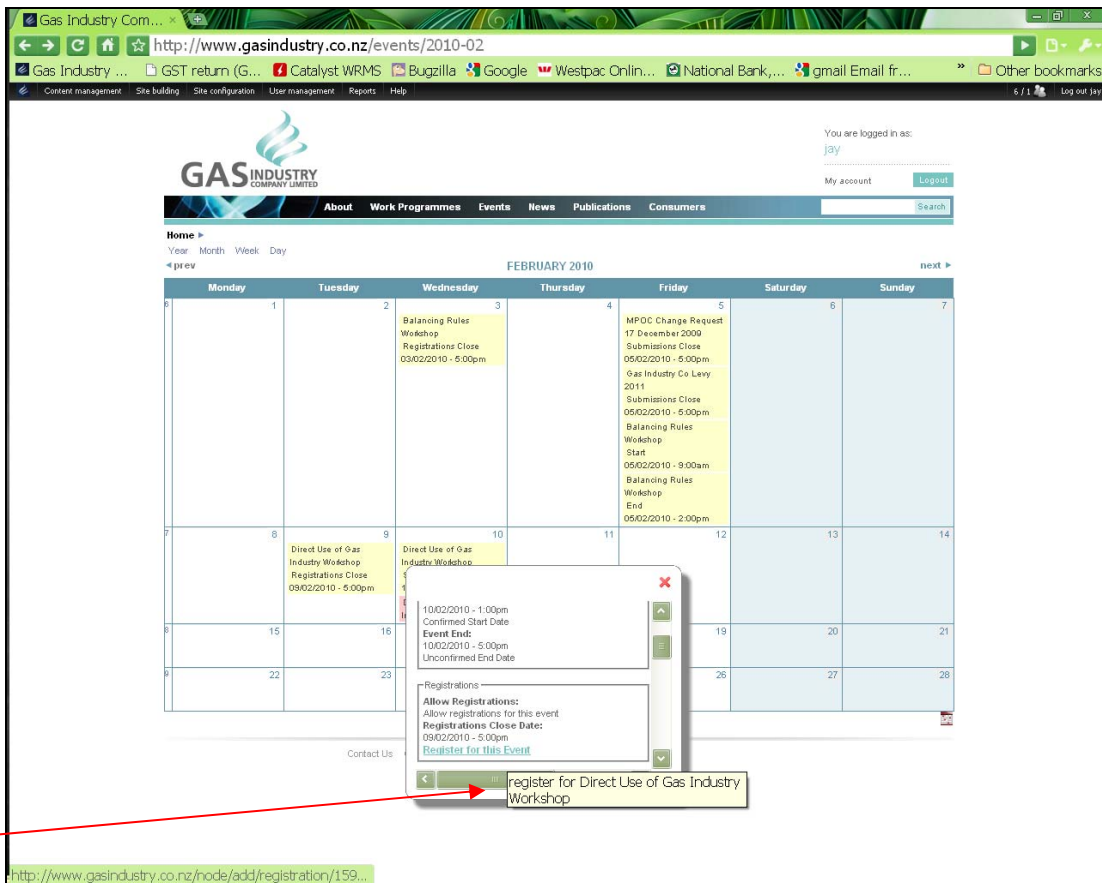
Registering for an event

Select the events calendar, and find the event you want to register for (8), or follow the link provided in an email or work programme.



8

Select the event, and scroll down till you see 'Register for this event' (9)



9

Complete the form (10):

The screenshot shows a web browser window with the URL <http://www.gasindustry.co.nz/node/add/registration/1599?destination=node/1599>. The page title is 'Create Registration'. The event selected is 'Direct Use of Gas Industry Workshop'. The 'Registration For' section has three radio button options: 'I am making this registration for myself', 'I am making this registration on behalf of someone else in my organisation', and 'I am making this registration for myself and others in my organisation'. The 'Attendees' section is expanded, showing two sub-sections: 'Attendees with website accounts' and 'Attendees without website accounts'. Each sub-section has a text input field and an 'Add another item' button. A red arrow labeled '10' points to the 'Attendees with website accounts' section. Below this is the 'Requirements' section, which has a text area and a question: 'Do you or a member of your party have any special requirements? If so please note them here.' A red arrow labeled '11' points to this section. At the bottom is the 'Terms and Conditions' section with a checkbox for acceptance.

10

11

You can register for yourself and/or on behalf of any other person from your organisation on the same registration form.

Please remember to complete the 'Requirements' (11) section should you have any special requirements eg special diet.

You will be sent an automatic notification of receipt of your registration.