

Navigating the NPF portal:

- <https://www.policyforum.labour.org.uk/commissions/safe-and-secure-communities>
- Log in via the grey button at the top RHS of the page
- Click the green “make a submission” button.

The screenshot shows a submission form with the following fields and sections:

- Title:** A text input field.
- Commission:** A dropdown menu with "Safe and secure" selected.
- Topic:** A dropdown menu with "Constitution" selected.
- Categories:** A text input field with "electoral reform" entered.
- Content:** A rich text editor with a toolbar (B, I, U, link, list) and a character count of "0 / 600 words".
- Attach file:** A text input field and a green "Browse" button.
- Upload image:** A text input field and a green "Browse" button.
- Video Embed:** A large text input field.
- Post as:** A dropdown menu.
- Checkboxes:** Two checkboxes: "I am submitting on behalf of an organisation" and "I am submitting on behalf of a CLP".
- Buttons:** "Cancel and go back to list" (grey) and "Submit" (green).

Annotations with arrows point to the following elements:

- Title:** The title of your submission, plus your branch or CLP name. Eg: "PR for the House of Commons (Ambridge BLP)". PLEASE include "PR" or "Proportional Representation" in the title, even if your submission also refers to other issues.
- Commission:** Select "Safe and Secure Communities" from the dropdown menu.
- Topic:** A box marked "topic" will then appear. Select "Constitution" from the dropdown menu.
- Categories:** Start typing Electoral Reform and this category will appear.
- Content:** Start by stating which branch, CLP etc the submission is from.
- Content:** Then type your submission. If your submission refers to several issues, please make sure PR is at the top of the list.
- Attach file:** You can attach documents or other media. If you do so, please ensure that the main points of your argument are summarised in the "content" section above - it is much more difficult for NPF members to read and process attachments.
- Post as:** Different versions of your name will appear when you sign in.
- Checkboxes:** **There's currently a glitch on the website** that only allows submissions only if BOTH these boxes are checked. **Until this problem is fixed**, check both boxes and type the name of your branch or CLP for both.