Easy Registration Guide

How do I sign up?

Step 1: Click the "Register to get involved" link on the top right hand side of the screen.

Step 2: Fill out the form, ensuring all fields marked with an *asterix are completed as these are mandatory fields.

Step 3: Please read through the Terms of Use and Privacy Policy for using our engagement site.

Step 4: Hit the button marked "Submit".

Step 5: Check your email account to see if you have received the verification email and then click the link to verify your account. If you haven't received the email after a while, check your spam folder or send us an email to **imagine@vincent.wa.gov.au**

Congratulations, you are now ready to login and provide us with your feedback!

FREQUENTLY ASKED QUESTIONS

Why should you register?

Knowing a little more about who you are and how you connect with the City will ensure we get a higher quality of data to go along with your feedback.

The data will help us determine for example, if residents have different feedback to businesses or students in the City. It will also help us to target feedback from specific groups (e.g. age, gender) and in-turn will provide a richer and more valuable response to help Council make decisions.

As a registered user you can:

- Use Discussion Forums;
- Receive regular updates on Imagine Vincent and engagement activities; and
- Fill out the quick polls.

Tell me more about the registration fields.

- Email - Your email address is used to verify that you are a genuine user. We also email you to keep you updated on engagement activities that interest you and tell you about the final outcomes of the campaign;
- Demographics - such as suburb and age, will help us to understand different views/opinions from different age groups.
- Your Login/Screen Name will appear online with any feedback you provide to us. If you feel more comfortable retaining your anonymity, choose a unique screen that will not personally identify you;
- Be sure to select a secure password that you will only know. We recommend that you use a mixture of upper case, lower case and/or a numbers to minimise the risk of your account being compromised;
- There are a few fields that are optional for you to answer, filling out those questions will further help us to gain a better understanding about who you are.

I've forgotten my password and/or my username. What should I do?

Irritating isn't it! We've tried to make this process as simple as possible.

Step 1: Click the "login" link on the top right of the screen.

Step 2: Click the "forgotten password" link under the "sign in" button

Step 3: Type in your email address and hit enter. You will then receive an email from us with your Username and a link back to the site. Click on that link to reset your password.

Step 4: Sign in with your old username and new password.

If all else fails email our Imagine Vincent Team at **imagine@vincent.wa.gov.au** who can find your login details and activate your account for you.

Is there another way that I can complete the survey?

Yes, our Council office and community centres have hard copy surveys available for you to provide feedback. These contain the same information and similar feedback tools as available on the Imagine Vincent site.

Is my privacy protected?

Absolutely, your privacy is protected! We will only use your email to contact you with Imagine Vincent updates and to invite you to participate in consultations.

Your details will not be displayed online, distributed to any third parties or used for any other purpose outside of this consultation unless you give us permission to do so through the registration process.

Remember, your comments will appear under your username, so consider choosing a username that is unidentifiable if you wish to comment anonymously.