

Submit New Idea



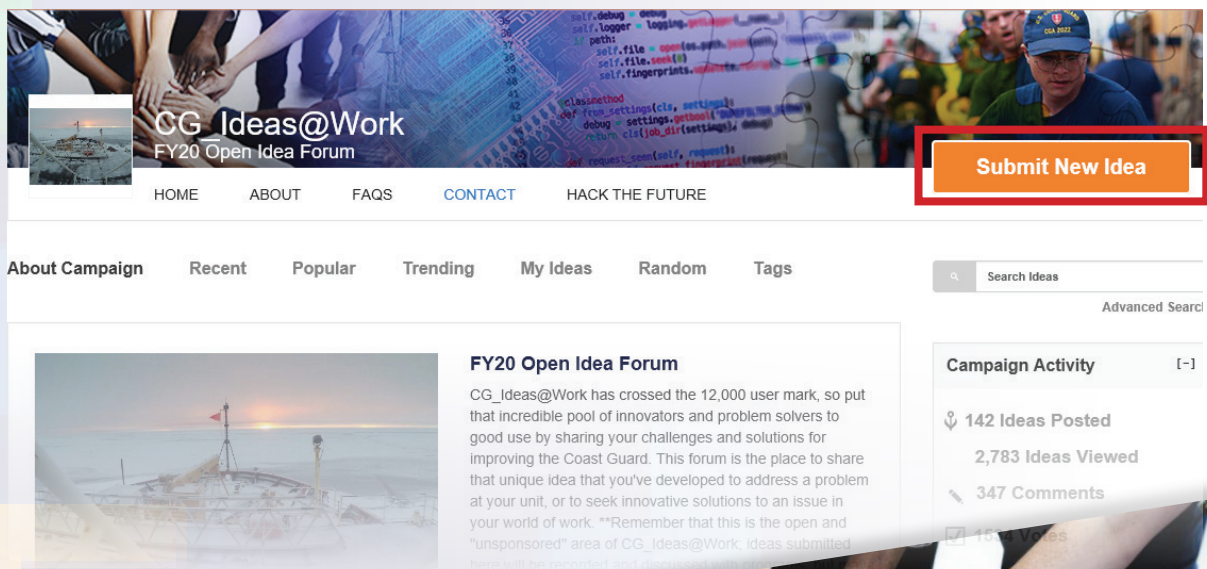
How to submit an idea on CG_Ideas@Work

Idea submission is one of the key factors in crowdsourcing – it all starts with a spark! Once submitted, ideas receive votes and comments from community participants. The ideas and feedback are then funneled to various experts and considered for implementation as appropriate.

First navigate to the CG_Ideas@Work site: <https://cg-ideasatwork.ideascalegov.com/> If it is your first time on the site, you'll need to follow the instructions to register.

To submit an idea, start with the Submit New Idea button on the community's home page.

The submit button will remain in the header even as you scroll down the page, ensuring easy access.



From the Submit New Idea button, users are taken to an idea submission form.

Submit New Idea



Submit Your Idea

2 Drafts ▾

*Required fields

Campaign* ✓ Completed: Required Field 1 of 4

FY20 Open Idea Forum ▾

Title: Provide a short informative title for your proposed idea. 110 characters max.*

110 characters left in field

Summary: Describe your idea, including the value/impact your idea will provide to the service if implemented. 2,000 characters are available; however, to include further documentation, please attach file below.*

Text area for summary with a character count indicator '2000 characters left in field' and a rich text editor icon 'A'.

2000 characters left in field

Linked Ideas section with an 'Add' button, a chain link icon, and a 'Linked Ideas' label.

Tags [Predefined Tag Enabled] (Optional)

Add tags

Upload supporting material (e.g. documents, graphics, or short video up to one minute) (Optional)

Browse File or Drag & Drop

Provide any additional information that supports your recommendations or additional data :

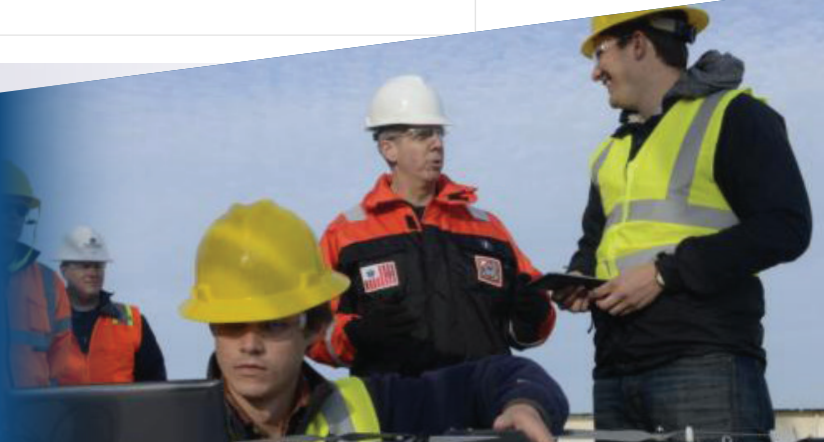
Text area for additional information with a character count indicator 'A'.

By checking this box, I verify that this post contains no personally identifiable information, financial information, or other information of a sensitive nature.*

Submit another

Save as draft

Submit

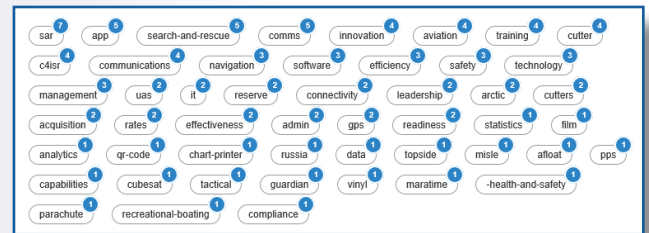
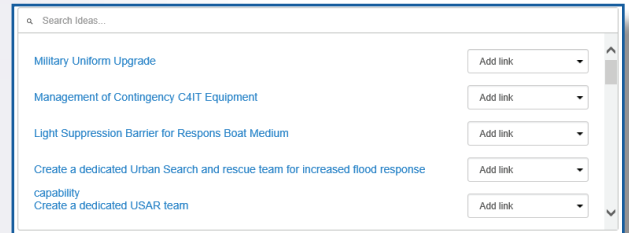


Helpful hints:

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- An asterisk denotes a mandatory field. A green check mark will appear when completed.
- **Campaign:** Categorizes the subject matter of your idea. You must select one of the options in the dropdown; use Open Idea Forum if it doesn't fit one of the targeted campaigns.
- **Add links:** You can link any existing ideas from the community to yours for reference/relevance. (This option is only available when it has been enabled by an administrator.)
- **Submit idea anonymously:** Turning on this switch will submit your idea without your name being disclosed. (This option is only available when it has been enabled by an administrator.)
- **Attach an image or supporting document:** Upload any related image or document for additional information about the idea.
- **Tags:** Optional tags help when people are searching the site for a specific idea or topics in which they might be interested.
- You will be asked to verify that no personally identifiable, financial or other sensitive information is included in your post.
- If you don't have time to finish your idea, you can save it as a draft and come back to it later.



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