



# YourAccount

## Registration Guide



**YouCount**.ca 

# YourAccount Registration Guide

---

Please do not hesitate to reach out to [legislator.outreach@youcount.ca](mailto:legislator.outreach@youcount.ca) if you need any support during the process of creating your profile on YouCount.ca.

The information you enter will not be saved or posted until you click the yellow **Save & Update** button in the bottom left corner of your screen.

Aside from your password, which can be changed at the bottom under **Account Settings**, all information that you enter in the different sections will be posted onto your profile and visible to the public.

Any page on YouCount.ca can be easily translated to over 108 different languages using the yellow **Select Language** button in the top centre of the page.

# Step 1: Getting Started

---

Go to the [account section](#) of YouCount.ca and login using your official government email address and the password that we shared with you in our introduction email.

Begin by ensuring that the section *Basic Info* is correctly filled out. Please provide an email address that constituents can contact you at.

Then, click on the box in the top left corner, directly below the *Welcome Back*, to upload an official profile picture.

## Step 2: Tell us about yourself

---

Under the *Primary Roles* section, begin by entering your incumbent position and the constituency or organization that you represent. By clicking the *+Add Role* button, You can add up to two other primary roles that you serve within your Legislative Body or Party/Group.

In the section *Additional Roles*, add any additional roles that you serve, whether they be appointed positions with the government or elsewhere. Please enter one role per line.

Then, with the *Offices* section, share the addresses of your legislative and constituency offices. The information from both of these sections will be near the top of your profile.

In the *Biography* section, share a bit about your personal life and outline any accomplishments or relevant experience that you may have had in the private or public sector. Try to explain what drove you to enter politics and detail the issues that you are passionate about. This space is for you to talk about yourself, so provide any information that you think Canadians would appreciate. There is a 40,000 character limit for this section.



## Step 3: Tell us about your work as a political representative

---

**Tab #1** is for the *Top Priorities* section, where you can detail the policy issues that concern you the most. We encourage you to relate your policy priorities and concerns to information that you shared in your biography. There is a 1,000 character limit for this section.

**Tab #2** is for *Current Legislative Work*, where you can share up to five pieces of legislation that you are associated with. In the applicable section for each piece of legislation, share the Bill Number, Bill Title, and the Web link.

**Tab #3** is for *Recent Statements & Speeches*, where you can share excerpts from your statements and speeches. Please provide the speech title and the date that it was given. By clicking the *+Add Statements/Speeches* button, you can add up to 10 recent statements or speeches.

**Tab #4** is for *Recent Activity*, where you can post about recent events or announcements. There is a 1000 character limit for each message. Make sure to specify the type of activity and the date on which it occurred. Click the *+Add Activity* button to share additional messages.



## Step 4: Share fun facts

---

Share fun facts about yourself that you would like to share with Canadians. Some prompts include:

**Fun fact #1:** What are your hobbies?

**Fun fact #2:** What brought you to politics? What motivates you to stay in politics?

**Fun fact #3:** What legislation has affected you most deeply as a legislator? Why?

**Fun fact #4:** Your most memorable experiences as a legislator?

**Fun fact #5:** Your favorite book(s)?

**Fun fact #6:** Your favorite food/comfort food?

**Fun fact #7:** What is your dream location for a 2-week vacation?

**Fun fact #8:** Your favorite quote(s)?

**Fun fact #9:** Is there anything about your family that you would like to share with your constituents?

**Fun fact #10:** Tell us your birthday so that your constituents can send you greetings on that special day!



## Step 5: Provide links

---

In the *Social Accounts* section, share your social media handles in the applicable fields. This then provides a live link on your YouCount profile that can take viewers to your different social media pages.

Then, under *Quick Links*, share the Website Title and URL of any websites that you want to be linked to your YouCount profile. This may include your personal website, your party's website, or a cause that you wish to promote.

## Step 6: Review the changes made and click Save & Update

---

The information you enter will not be saved or posted until you click the yellow **Save & Update** button in the bottom left corner of your screen.

Review the legal disclaimer at the bottom of YourAccount. By clicking **Save & Update**, you are agreeing to the terms and conditions that it imposes.

# You've finished updating YourAccount!

---

We have tried to intuitively design the process of uploading a profile to [YouCount.ca](https://youcount.ca). It would be appreciated if you would take a moment to fill out the feedback form included at the bottom of the page. The feedback you give will be used to improve our services.

We appreciate you taking the time to create your account. Again, please don't hesitate to contact us if you have any questions or issues. We can be reached at [legislator.outreach@youcount.ca](mailto:legislator.outreach@youcount.ca)

# YouCount.ca

Stay in touch with us!

