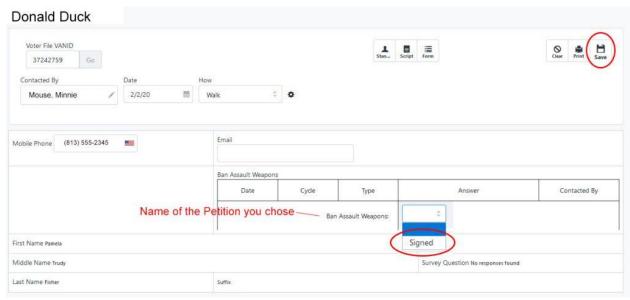# Enter Petitions

1. **Complete** steps 1-4 for **Enter VBM Requests** to get to the **Form View** popup.
    1. From the **My Voters** Tab of the **VoteBuilder Home** Screen **select Form View**.
    2. **Select Enter Data Using Form View** from the **View Data Entry** screen popup.
    3. **Select Use Quick Look Up**
    4. **Click Next**
2. **Open** the **Form options** and **select** the appropriate petition name.

3. **Complete** steps 5-9 as for **Enter VBM Requests**
    1. **Click** on the X in the upper right of the blue box to close it.
    2. **Complete** the **Canvassed By**, **Date Canvassed**, and **Canvass Type** fields.
    3. **Select Next**.
    4. **Enter** the **name** and **county** of the person and select **Search**.
    5. **Select** the individual you want from the list displayed:

The screen shown below will be displayed:

4. **Open** the Ban Assault Weapons window   (or whatever the correct petition name is)
5. **Select Signed**.

Donald Duck

Voter File VANID		
37242759	Go	

Stan... Script Form   Clear Print Save

Contacted By	Date	How
Mouse, Minnie ✎	2/2/20 📅	Walk ⬍ ⚙

Mobile Phone	(813) 555-2345 🇺🇸	Email

Ban Assault Weapons

	Date	Cycle	Type	Answer	Contacted By
Name of the Petition you chose — Ban Assault Weapons:				⬍	
				Signed	

First Name Pamela			
Middle Name Trudy		Survey Question No responses found	
Last Name Fisher	Suffix		

Then **select Save** (upper right corner of screen).