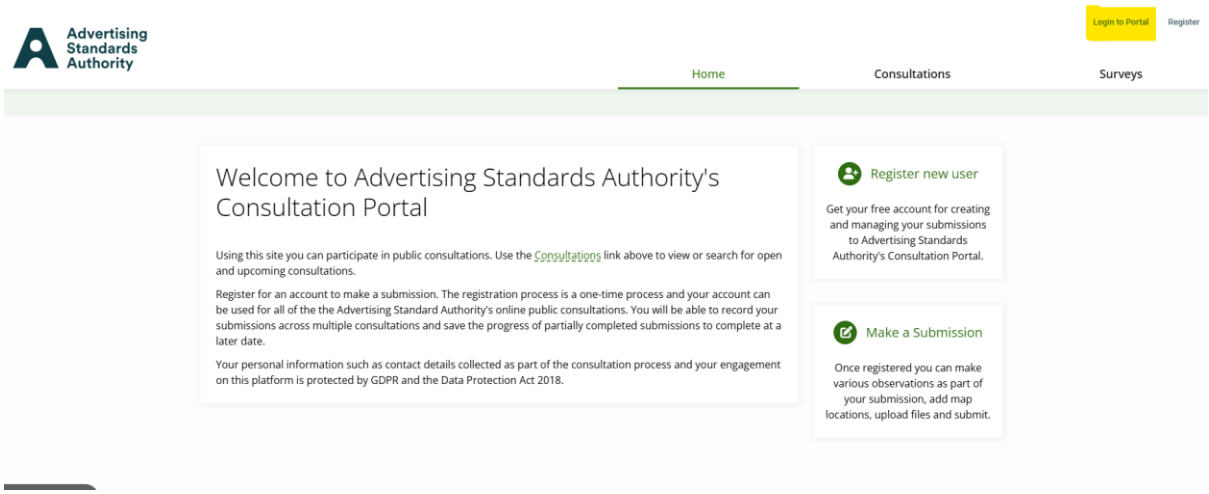
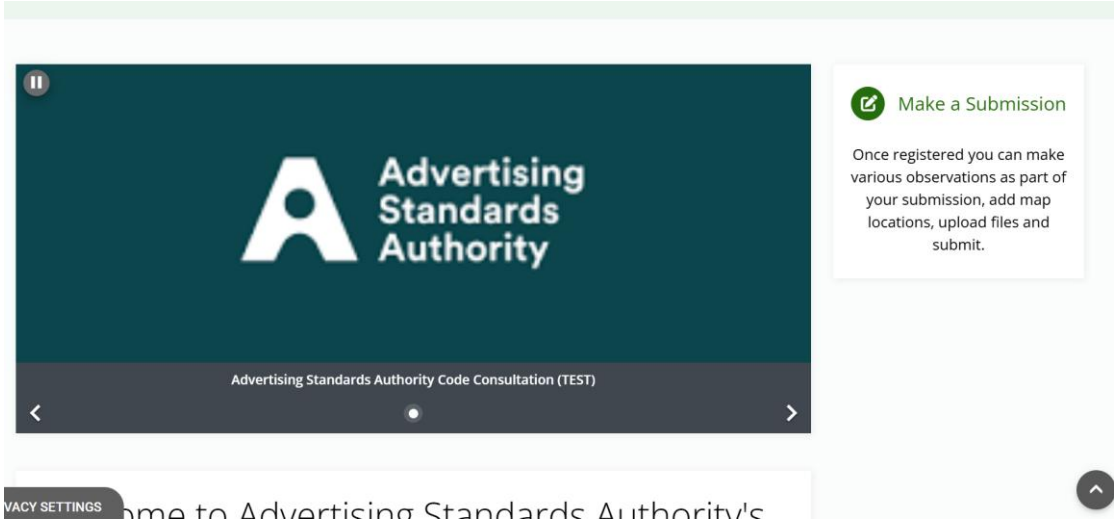
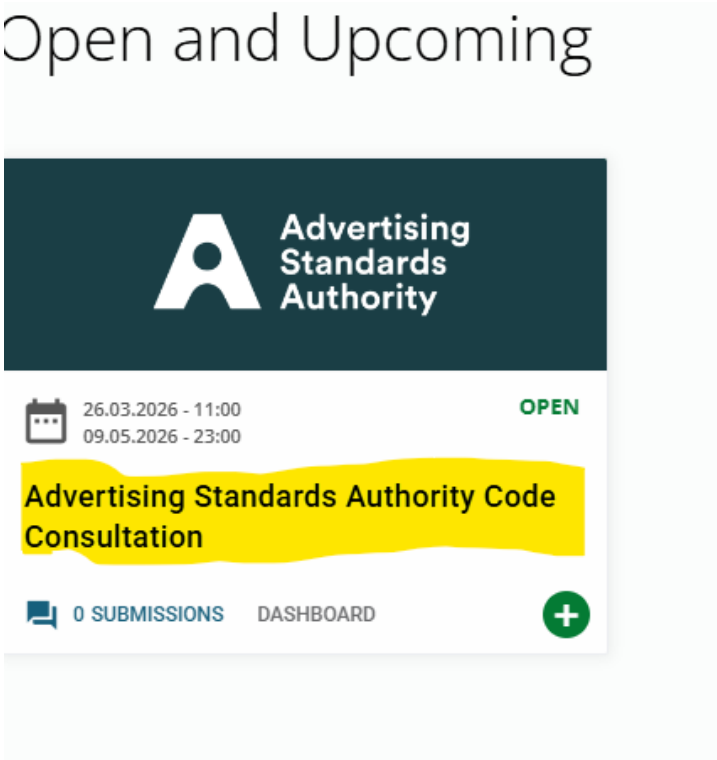
Code Consultation- How to make a submission

1. When you click the link to the consultation portal you will see this page. Please **Login to Portal'** in the top right corner if you already have an account. If not, click '**Register a new user'.** Once you have registered, you will receive a verification email. Only after you verify your email will you able to see the consultation.

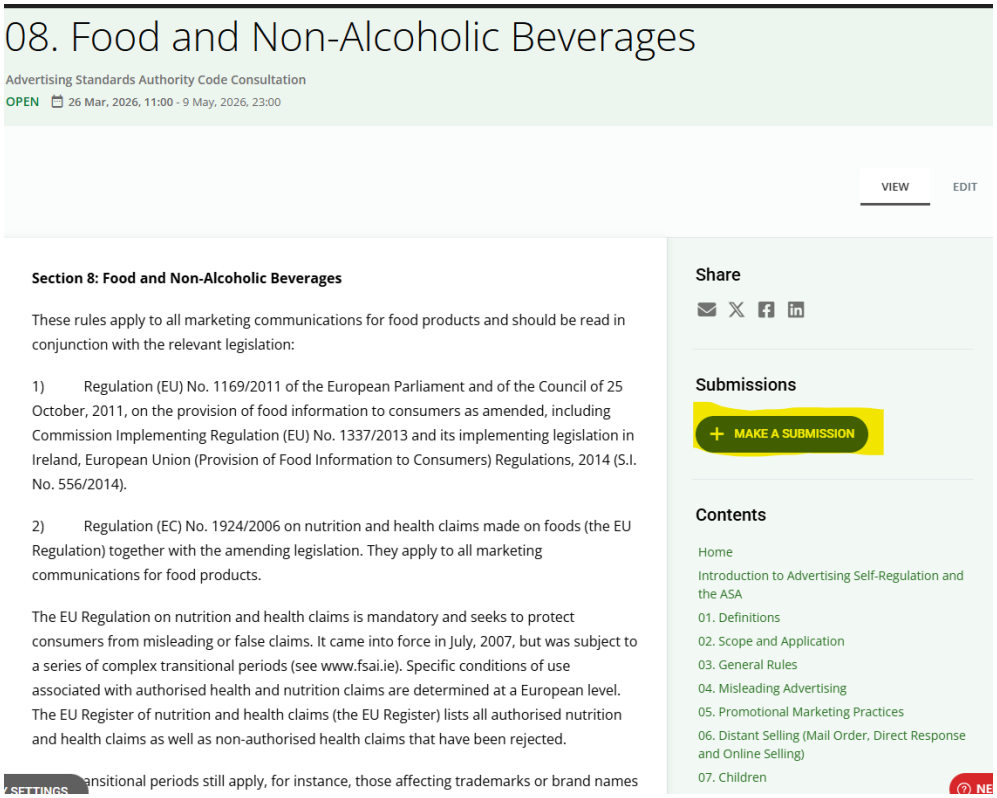


2. Once you have logged in, please click '**Make a Submission'** in the top right and click on the text on the open consultation 'Advertising Standards Authority Code Consultation'.





3. You will see the Code Chapters on the right-hand side. You may click into the chapter that interests you and click '**Make a submission'.**



4. Please give your submission a title i.e. ‘General Comments about Environmental Advertising’. Select where you heard about the Consultation and **click start.**

To get started with your submission, there are few set up questions:

- First, give your submission a short title that explains to readers what it is about
- Second, confirm your details
- Third, answer the general question for this consultation
- Finally, press **Start** to begin commenting

Submission Title *

e.g. Comments on Local Plan

By giving your submission a name (title) you will be able to identify it from other submissions you may make.
The title is just a short description of the main content of your submission, for example: '*Environment and jobs for young people*' or '*Recreation, tourism and transport*' or '*Comments on Local Plan*'.

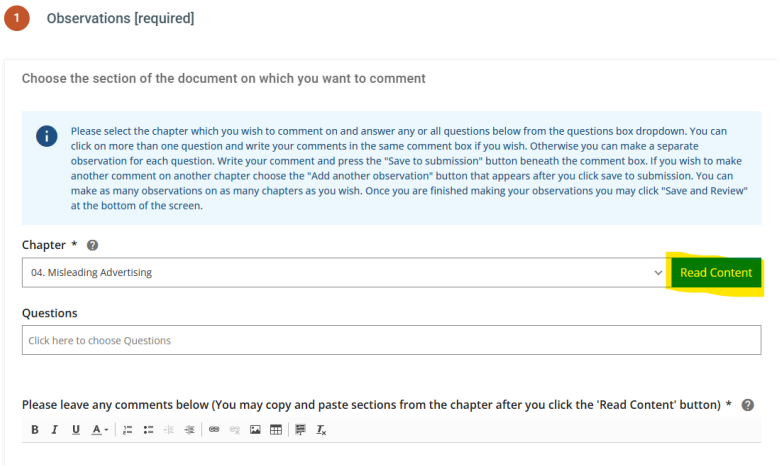
You're making a submission as **Sinead L**

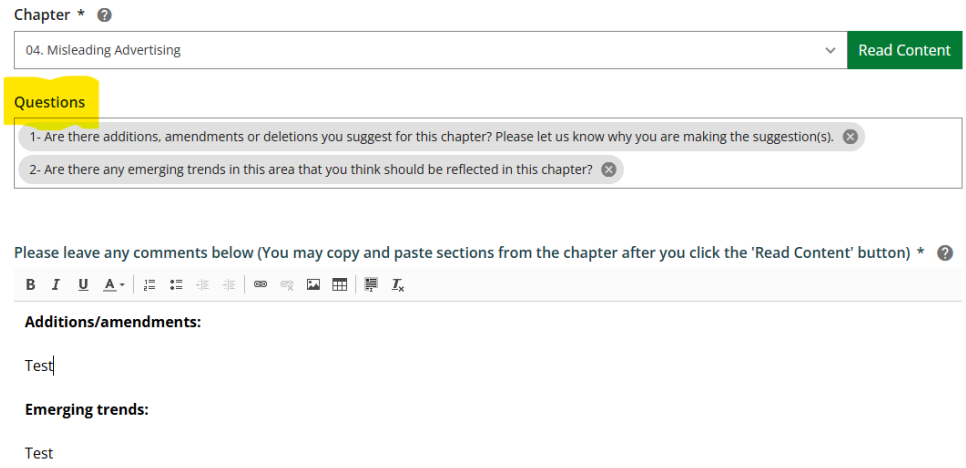
How did you hear about this Consultation?

- ☐ Radio
- ☐ Social Media
- ☐ Digital
- ☐ Print
- ☐ Outdoor Advertisement
- ☐ Directly from the Advertising Standards Authority
- ☐ Friend/Family/Colleague
- ☐ Other

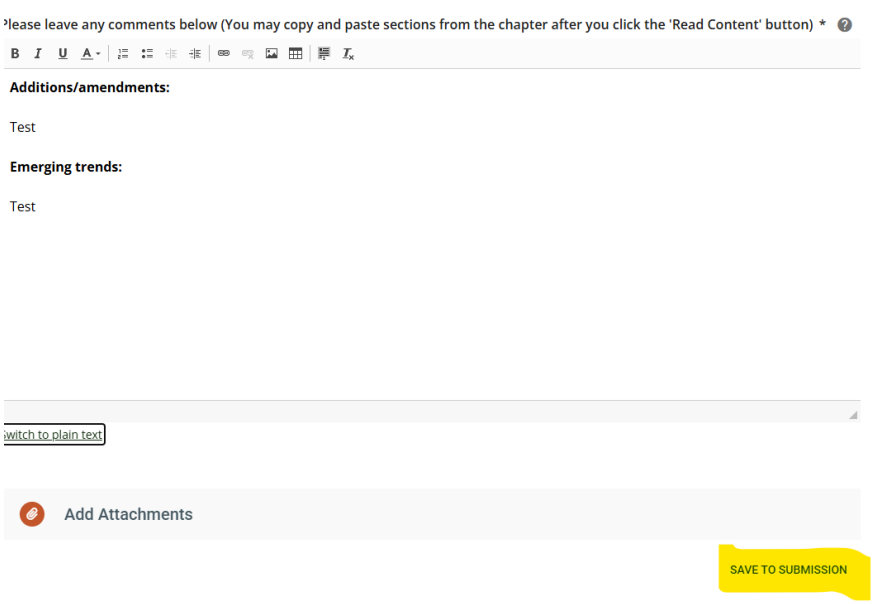
START →

5. In the Chapter drop-down list please navigate to the Chapter relevant to you. You will then see a drop down to **Questions** we would like you to answer about a specific chapter. Please click one of these questions and leave your comments. You can click more than one question and answer them in the same comment box, or you can make separate observations for each question if you wish to answer more than one. You may click **‘Read content’** at any time and copy and paste the relevant section you wish to comment on in the comment box.

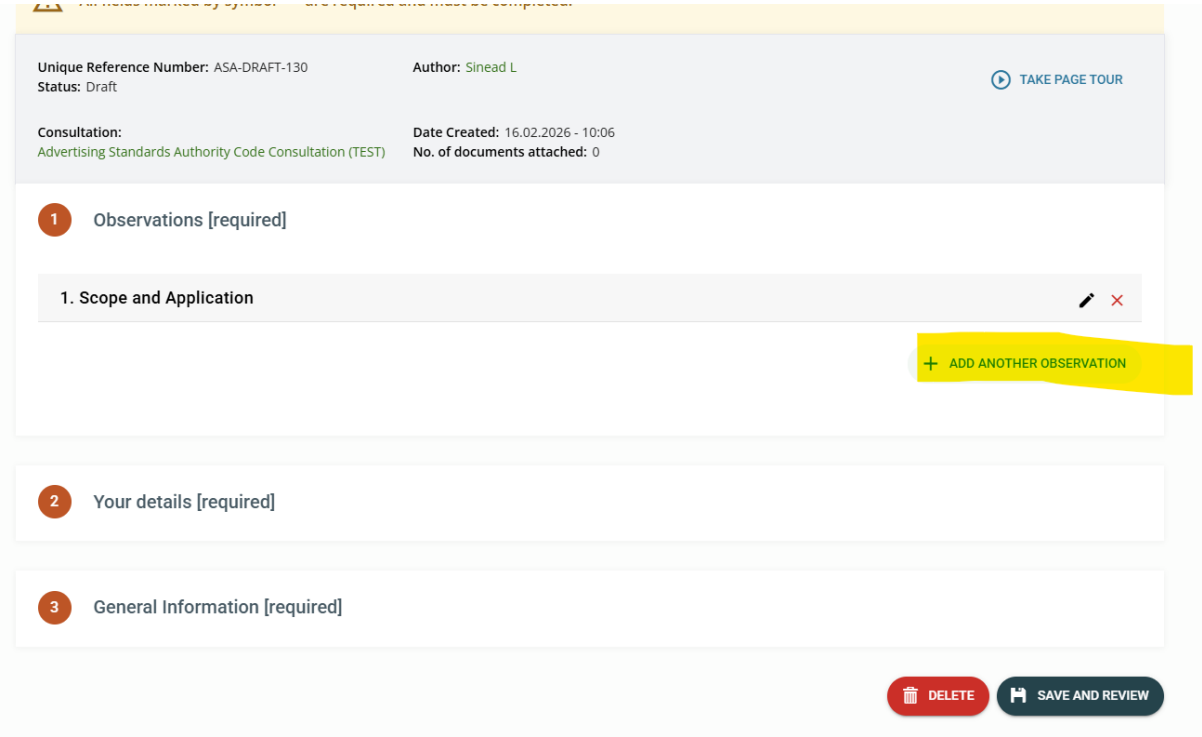




6. Please then click '**Save to submission'** underneath the comment box.



7. If you wish to add another submission related to the same chapter or another chapter you may click '**add another observation'.** If you do not wish to add any further comments you may click **Save and Review** at the bottom.



*You will not need to insert any additional information under section 2 'Your details' and 3 'General Information' as this should be automatically populated when you completed this section at the start of your submission. If you need to make any changes to your name or your submission title you may do so here.

8. After you click 'save and review' you can then submit your submission by clicking **'submit now'**. You will receive an email that we have received your submission.

Your submission *test* is saved as a **Draft**.

Your submission is not submitted

Choose **Submit Now** if you are ready to formally submit it.
If you want to edit your submission or add another observation, choose **Add observation**.
Otherwise, choose **Exit and Continue later**.

Author: Sinead L

Observations

1. Scope and Application

Chapter: 1. Scope and Application
Question: Do you think the scope of our advertising code should be extended to include anything not listed in this section?

sasqw

SUBMIT NOW

ADD OBSERVATION

EXIT AND CONTINUE LATER

Information

Unique Reference Number: ASA-DRAFT-130
Status: Draft

Date Created: 16.02.2026 - 10:06