

## Using the filters and keyword search

Our search tools allow you to explore our guidance in two ways:

- access each part of the core guidance
- locate information on a specific topic within the guidance.

### Accessing the core guidance by part

You can select either or both of two filtering options:

#### Where am I

This allows you to narrow down the guidance based on your country.

Click on the small arrow at the right hand side of the white box and select England, Scotland or Wales, as appropriate. You will now see a clickable menu of items relevant to the country you have chosen.

The Electoral Commission

I am a... (e.g. Voter) Who we are and what we do

English Cymraeg

## Guidance: Electoral Registration Officer

Use the Where am I and Guidance on filters to access links to the guidance you need.  
Click on the guidance topic you are looking for to access the complete suite of guidance for that topic.  
Additionally you can use the optional keyword search to help you find specific pages of guidance.

Where am I	Guidance on	Keyword search
<div>Select option(s)</div> <div>England</div> <div>Scotland</div> <div>Wales</div>	<div>Select option(s)</div>	<div>Keyword search</div> <div>Clear all filters</div>

We use a book icon to indicate the separate parts of the core guidance in the search results.

### Displaying 1 - 2 of 2 results

 Delivering the annual canvass - England	
 Running electoral registration - England	

## Guidance on

This allows you to select from a pre-populated list of each part of core guidance, for example: Running electoral registration: England.

If you have already selected a country using the 'Where am I' filter, this list will only offer items relevant to your area. You can click straight through to the set of guidance you require.

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Who we are and what we do

[English](#) [Cymraeg](#)

## Guidance: Electoral Registration Officer

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Click on the guidance topic you are looking for to access the complete suite of guidance for that topic.  
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**Where am I**  
Select option(s)  
X England

**Guidance on**  
Select option(s)  
Delivering the annual canvass - England  
Running electoral registration - England

**Keyword search**  
Keyword search  
Clear all filters

### Displaying 1 - 2 of 2 results

-  Delivering the annual canvass - England


-  Running electoral registration - England



In both options, as soon as you have selected the relevant guidance part you will be able to navigate within it as previously, by scrolling through the clickable navigation tree at the right hand side of the page.

Searching for information on a specific topic within the guidance.

If you would like to locate a specific topic you can use the 'Keyword search' option. Simply type the text you require into the white box and click the magnifying glass icon.

For best results, you should also apply the 'Where am I' filter so that your results are limited to those applying for your area.

Your search will display a list of clickable results, prioritised by the most relevant content. The number of options returned will depend on the nature of your search and how precise or narrow your search term is.

The screenshot shows the top of the Electoral Commission website. The header is dark blue with the logo 'The Electoral Commission' on the left. Below the logo are two buttons: 'I am a... (e.g. Voter)' and 'Who we are and what we do'. On the right, there are links for 'English' and 'Cymraeg'. Below the header is a large pink banner with the text 'Guidance: Electoral Registration Officer'. Underneath the banner, there is a section with instructions: 'Use the Where am I and Guidance on filters to access links to the guidance you need. Click on the guidance topic you are looking for to access the complete suite of guidance for that topic. Additionally you can use the optional keyword search to help you find specific pages of guidance.' Below this are three filters: 'Where am I' with a dropdown menu showing 'Select option(s)', 'Guidance on' with a dropdown menu showing 'Select option(s)', and 'Keyword search' with a text input field containing 'Responsible person' and a magnifying glass icon. At the bottom of the filters, there is a button 'X England' and a link 'Clear all filters'.

## Displaying 1 - 13 of 13 results

Delivering the annual canvass - England ▶

**When and how should I contact the responsible person for Route 3 properties?**



Delivering the annual canvass - England ▶

**Who is the responsible person for a Route 3 property and what information can they supply?**



The item you need should be in the top few results. Bear in mind that, as our search prioritisation takes into account the frequency by which your search term is mentioned within each web page, your item may not be the first on the list displayed. However, if your search doesn't return the results you expect, or doesn't deliver any options, you can try again with alternative wording. Use the 'clear all filters' button to remove your previous keyword search and filters and start again.

If you are looking for a resource, these are embedded in relevant pages. You can also use the familiar navigation tree within each guidance part to find a compilation of resources for each section of the guidance presented in a single page for easy reference and located as the last item in each chapter.

The screenshot shows a web interface for 'Guidance: Electoral Registration Officer'. At the top, there are two tabs: 'I am a... (e.g. Voter)' and 'Who we are and what we do'. The main heading is 'Guidance: Electoral Registration Officer'. Below this, there is a section with instructions: 'Use the Where am I and Guidance on filters to access links to the guidance you need. Click on the guidance topic you are looking for to access the complete suite of guidance for that topic. Additionally you can use the optional keyword search to help you find specific pages of guidance.' There are three search filters: 'Where am I' with a dropdown menu showing 'Select option(s)', 'Guidance on' with a dropdown menu showing 'Select option(s)', and 'Keyword search' with a text input field containing 'guidance for care'. Below these filters, there is a button labeled 'England' and a link 'Clear all filters'. The results section is titled 'Displaying 1 - 5 of 5 results'. The first result is 'Running electoral registration - England' with the title 'How does mental capacity affect the right to register to vote?'. The second result is 'Running electoral registration - England' with the title 'Resources for Electoral Registration Officers - How can individuals register to vote?'. The third result is 'Running electoral registration - England' with the title 'How can individuals register to vote?'. The second result is circled in yellow.

I am a... (e.g. Voter) Who we are and what we do English Cymraeg

## Guidance: Electoral Registration Officer

Use the Where am I and Guidance on filters to access links to the guidance you need.  
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Where am I Guidance on Keyword search

Select option(s) Select option(s) guidance for care

X England Clear all filters

### Displaying 1 - 5 of 5 results

Running electoral registration - England

**How does mental capacity affect the right to register to vote?**

Running electoral registration - England

**Resources for Electoral Registration Officers - How can individuals register to vote?**

Running electoral registration - England

**How can individuals register to vote?**

If you have any queries or concerns, or require any further support, please contact your [local Commission team](#) who will be happy to help in any way they can.