



# Write To Them

## Quick Guide

Firearms UK is an online campaign aiming to protect gun ownership for law abiding citizens in the UK and to encourage unity and positive action within the shooting community.

<http://firearmsuk.wordpress.com>

Email: [contact.firearms.uk@gmail.com](mailto:contact.firearms.uk@gmail.com)



# Introduction

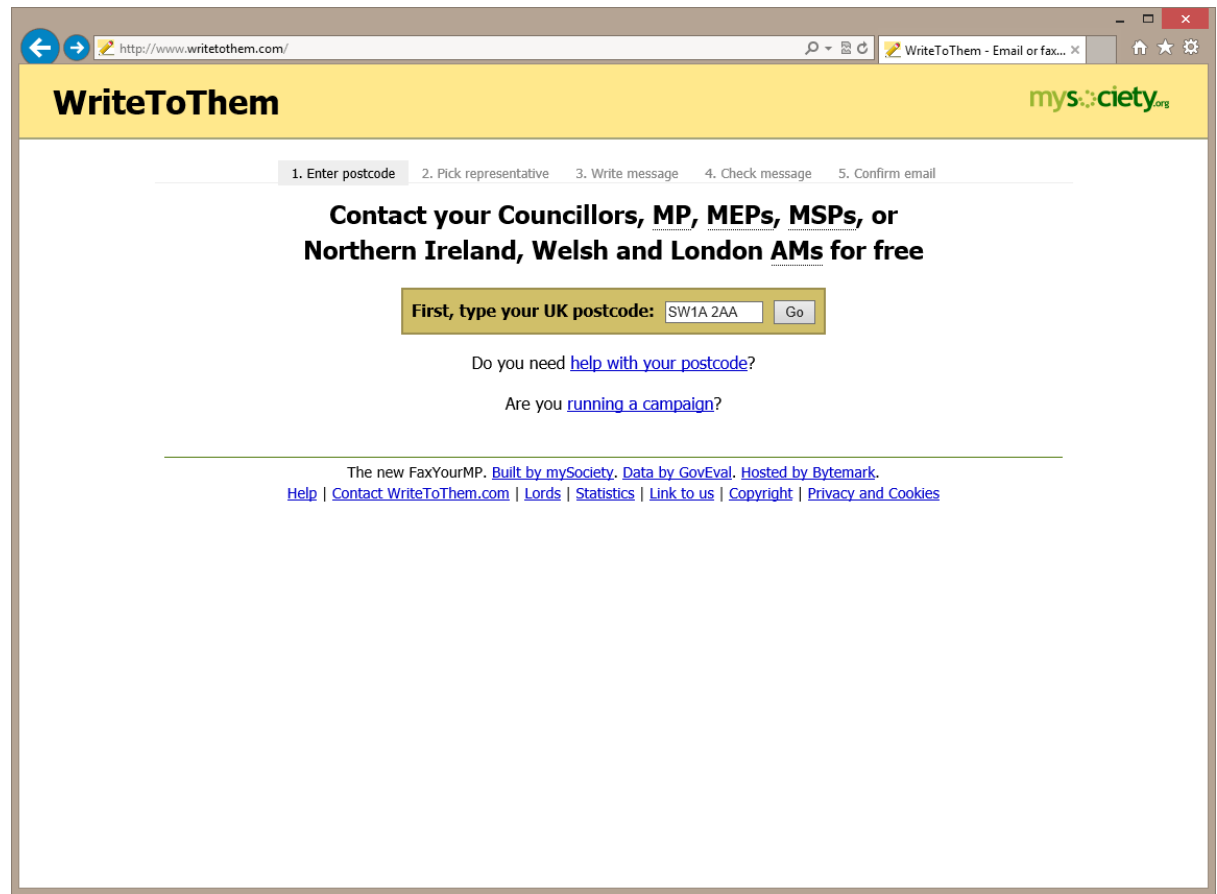
- Write To Them is a simple and free way of contacting your political representatives; Councillors, MP, MEPs, MSPs or Northern Ireland, Welsh and London AMs
- Your representatives are selected for you based on your post code
- This guide will take you through the steps



# Step 1.

Using a web browser connect to <http://writetothem.com>

You'll be presented with a screen asking for your Post Code. Enter this then click the "Go" button





# Step 2.

You will then be shown a list of your political representatives

The screenshot shows the WriteToThem website interface. At the top, there's a navigation bar with the WriteToThem logo and a 'mysociety' logo. Below that, a progress indicator shows five steps: 1. Enter postcode, 2. Pick representative, 3. Write message, 4. Check message, 5. Confirm email. The current step is 'Pick representative'. The main heading is 'Now select the representative you'd like to contact'. Below this, there's a sub-heading: 'You have several elected representatives at different levels of government. If you aren't sure who to contact, please read [this advice](#).' The page is divided into four columns, each representing a different level of government:

- Your councillors:** Your 3 St James's councillors represent you on the Westminster City Council. The Borough Council is responsible for local services, including planning, council housing, rubbish collection, local roads, and public paths. Most councillors are not paid a salary, but get a basic allowance for the work they do. [Write to all your councillors](#)
  - [Cameron Alexander](#) (Conservative)
  - [James Thomson](#) (Conservative)
  - [Timothy Mitchell](#) (Conservative)
  - [Louise Hyams](#) (Conservative)

[Have you spotted a mistake in the above list?](#)
- Your London Assembly Members:** Your West Central London Assembly Member represents you on the London Assembly. Areas covered include the Mayor's budget, culture, sport and tourism, health, planning, transport, and trunk roads.
  - [Kit Malthouse](#) (Conservative)11 London Assembly list members also represent you.
  - [Victoria Borwick](#) (Conservative)
  - [Andrew Boff](#) (Conservative)
  - [Jenny Jones](#) (Green)
  - [Murad Qureshi](#) (Labour)
  - [Fiona Twycross](#) (Labour)
  - [Caroline Pidgeon](#) (Liberal Democrat)
  - [Tom Copley](#) (Labour)
  - [Nicky Gavron](#) (Labour)
  - [Stephen Knight](#) (Liberal Democrat)
  - [Gareth Bacon](#) (Conservative)
  - [Darren Johnson](#) (Green)
- Your Member of Parliament:** Your Cities of London and Westminster MP represents you in the House of Commons. The House of Commons is responsible for making laws in the UK and for overall scrutiny of all aspects of government.
  - [Mark Field](#) (Conservative)

[Find out more about Mark Field at TheyWorkForYou](#)

**House of Lords**

Lords are not elected by you, but they still get to vote in Parliament just like your MP. You may want to write to a Lord ([more info](#)).

  - [Write to a Lord](#)
- Your Members of the European Parliament:** Your 8 London MEPs represent you in the European Parliament. They scrutinise proposed European laws and the budget of the European Union, and provide oversight of its other decision-making bodies.

[Write to all your MEPs](#)

  - [Jean Lambert](#) (Green)
  - [Gerard Batten](#) (UKIP)
  - [Claude Moraes](#) (Labour)
  - [Mary Honevball](#) (Labour)
  - [Charles Tannock](#) (Conservative)
  - [Sarah Ludford](#) (Liberal Democrat)
  - [Marina Yannakoudakis](#) (Conservative)
  - [Syed Kamall](#) (Conservative)

Simply click on the representative you would like to contact



# Step 3.

Complete the required fields, i.e. name, address and email. Your phone number is optional

Either type in your letter or paste it in if you have pre-prepared it.

Click “preview your Message”

The screenshot shows a web browser window with the URL [http://www.writetothem.com/write?who=46813&pc=SW1A+2AA&fyr\\_extref=http%3A%2F%2Fwww.google.co.uk%2Furl%3](http://www.writetothem.com/write?who=46813&pc=SW1A+2AA&fyr_extref=http%3A%2F%2Fwww.google.co.uk%2Furl%3). The page title is "Read this before writing your message".

Instructions:

- Please be polite, concise and to the point; if you abuse your MP you devalue the service for all users.
- [Use your own words](#); we block copied-and-pasted identical messages.
- It's a [waste of time](#) writing to MPs other than your own; your message will be ignored.
- [Read this](#) to learn when a MP can help you – and when they can't.
- [Find out more about Mark Field \(new window\)](#) on TheyWorkForYou.

**Now Write Your Message:** (\* means required)

Mark Field MP  
Cities of London and Westminster  
Sunday 28 July 2013

Your name:   
Address 1:   
Address 2:   
Town/City:   
County:   
UK postcode:   
Your email:   
Confirm email:   
Phone:

Dear Mark Field,  
YOUR LETTER HERE  
Yours sincerely,  
Joe Bloggs

Ready? Press the "Preview" button to continue:



# Step 4.

Check your message and if all OK click “Send Message”

A screenshot of a web browser displaying the WriteToThem website. The browser's address bar shows 'http://www.writetothem.com/write'. The page has a yellow header with 'WriteToThem' and 'mysociety.org' logos. Below the header is a progress bar with five steps: '1. Enter postcode', '2. Pick representative', '3. Write message', '4. Check message', and '5. Confirm email'. The main content area is titled 'Now Preview The Message You've Written'. It shows a preview of a letter addressed to 'Mark Field MP, Cities of London and Westminster' on 'Sunday 28 July 2013'. The recipient's address is 'Joe Bloggs, Any house, Any Street, Any Town, Any County, SW1A 2AA'. The sender's email is 'joebloggs@anyaddress.com' and phone number is '123456789'. The letter body starts with 'Dear Mark Field,' followed by 'YOUR LETTER HERE', 'Yours sincerely,', and 'Joe Bloggs'. At the bottom of the preview box are two buttons: 'Re-edit this message' and 'Send Message'. Below the preview box, a note states '(We will email you asking for confirmation before we send the message to your MP)'. The footer contains the text 'The new FaxYourMP. Built by mySociety. Data by GovEval. Hosted by Bytemark.' and a list of links: 'Help | Contact WriteToThem.com | Lords | Statistics | Link to us | Copyright | Privacy and Cookies'. The browser's address bar at the bottom left shows 'http://www.writetothem.com/write'.

If you want to change your message, click the “Re-edit this message” button which will take you back to the previous screen

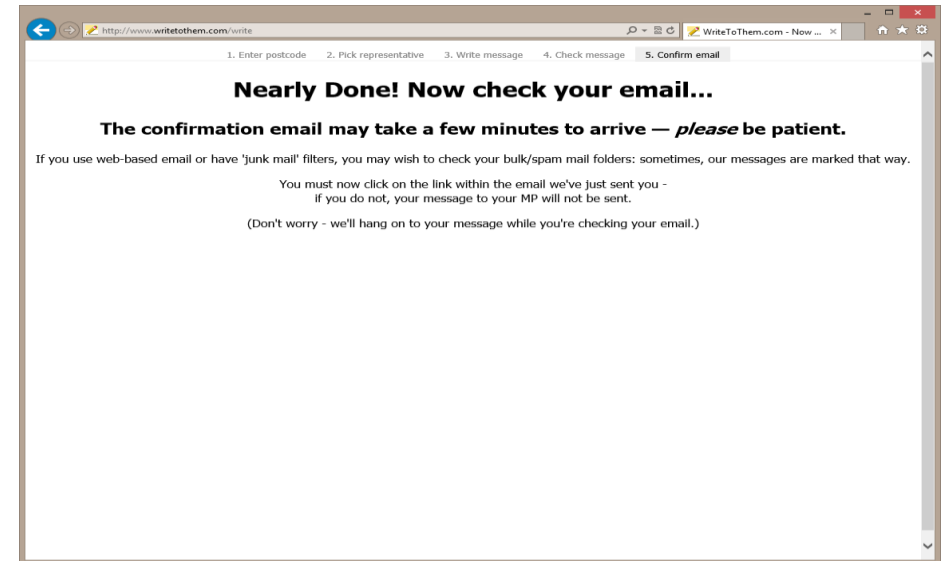


## Step 5.

You'll be presented with the following screen asking you to check your email inbox. There should be a message from writetothem.com with a confirmation link

You must click on the confirmation link to actually send the letter.

The subject of the email will be "Please confirm that you want to send a message to", followed by the name of the representative.

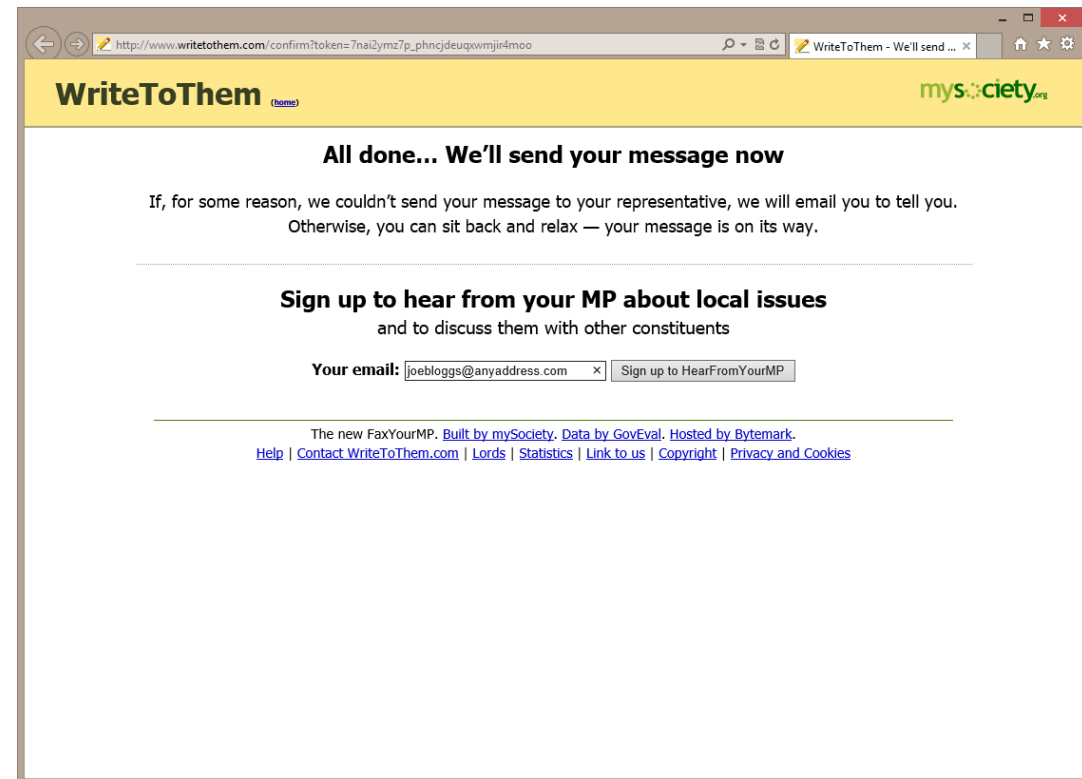


If the email doesn't turn up please check your "junk mail" folder, just in case it's been put in there. It may also be worth putting writetothem.com in your safe senders list.



# Step 6.

Once you have clicked on the confirmation link in the email you should receive the following message;







# Follow Up

Approximately three weeks from sending your letter Write To Them will contact you via email to ask if you have received a reply from your political representative.

They will ask;

- If you HAVE had a reply (not just an acknowledgement)
- If you HAVE NOT had any reply at all, OR you have only had an acknowledgement

Each question will have a link you click to provide your answer.



# Some Hints

- Always be polite in your letter, even if you are angry or frustrated by the subject matter
- Try and be as factual as possible, although there is absolutely nothing wrong with stating your personal opinions
- Always preview you message before sending
- If you do not get a satisfactory reply write back saying so
- If you are writing regarding a firearms related matter, by all means mention Firearms UK
- If you have problems, questions or need help contact us via email or the Facebook page