



# O S C A R

## **Customer Area and Product Guide**



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## 1. Introduction

Firstly; thank you for becoming a customer of Oscar Research. We have been striving to provide the best service and the highest quality information for over 20 years and we're always grateful to have new members, contributors and subscribers. We also appreciate all thoughts and feedback on how we can further improve our services so don't hesitate to get in touch with any questions or ideas.

As a customer you will have received a welcome message from your account manager with a username and password to gain access to your customer area. If you have forgotten your password, you can get a reminder via 'forgotten password' link on the customer login page -

<https://www.oscar-research.co.uk/login?from=/customer/>

Once logged in, depending on your active products, you will see a screen like this with active services and subscriptions shown with a tick:



CUSTOMER AREA: OSCAR RESEARCH LTD Logout

**Active Services**

	✓	<b>PSN SUPPLIER SUBSCRIPTION</b> Your supplier subscription is valid until 22 Aug 2019 <a href="#">Edit Profile</a> <a href="#">View Tenders</a> <a href="#">Add/manage Events</a>																
	✓	<b>CONTACT DATABASE SUBSCRIPTIONS</b> <a href="#">Selection tool</a> Make and download selections from your subscriptions. <table border="1"><tr><td>Your Data Selections 1</td><td>(Expiry: 30 May 2020)</td><td><a href="#">Full download</a></td><td><a href="#">Changes since 26 Oct 2018</a></td></tr><tr><td colspan="4"><a href="https://www.oscar-research.co.uk/api/">https://www.oscar-research.co.uk/api/</a></td></tr><tr><td>Your Data Selections 2</td><td>(Expiry: 24 Apr 2019)</td><td><a href="#">Full download</a></td><td><a href="#">Changes since 25 Sep 2018</a></td></tr><tr><td colspan="4"><a href="https://www.oscar-research.co.uk/api/">https://www.oscar-research.co.uk/api/</a></td></tr></table> <p> You may upload your own opt-outs here, either individual email address, or a file.</p>	Your Data Selections 1	(Expiry: 30 May 2020)	<a href="#">Full download</a>	<a href="#">Changes since 26 Oct 2018</a>	<a href="https://www.oscar-research.co.uk/api/">https://www.oscar-research.co.uk/api/</a>				Your Data Selections 2	(Expiry: 24 Apr 2019)	<a href="#">Full download</a>	<a href="#">Changes since 25 Sep 2018</a>	<a href="https://www.oscar-research.co.uk/api/">https://www.oscar-research.co.uk/api/</a>			
Your Data Selections 1	(Expiry: 30 May 2020)	<a href="#">Full download</a>	<a href="#">Changes since 26 Oct 2018</a>															
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<a href="https://www.oscar-research.co.uk/api/">https://www.oscar-research.co.uk/api/</a>																		
	✓	<b>ORGANISATIONAL DATABASE SUBSCRIPTION</b> <table border="1"><tr><td>Organisational Data List</td><td>(Expiry: 5 Sep 2019)</td><td><a href="#">Full download</a></td></tr><tr><td>Organisational Data List 2</td><td>(Expiry: 1 Nov 2019)</td><td><a href="#">Full download</a></td></tr></table>	Organisational Data List	(Expiry: 5 Sep 2019)	<a href="#">Full download</a>	Organisational Data List 2	(Expiry: 1 Nov 2019)	<a href="#">Full download</a>										
Organisational Data List	(Expiry: 5 Sep 2019)	<a href="#">Full download</a>																
Organisational Data List 2	(Expiry: 1 Nov 2019)	<a href="#">Full download</a>																
	✓	<b>DOCUMENTS, REPORTS AND BESPOKE FILES</b> <a href="#">PSN Guide</a> <a href="https://www.oscar-research.co.uk/customer/file">https://www.oscar-research.co.uk/customer/file</a>																
	✗	<b>BESPOKE MAPS AND DIRECTORIES</b>																

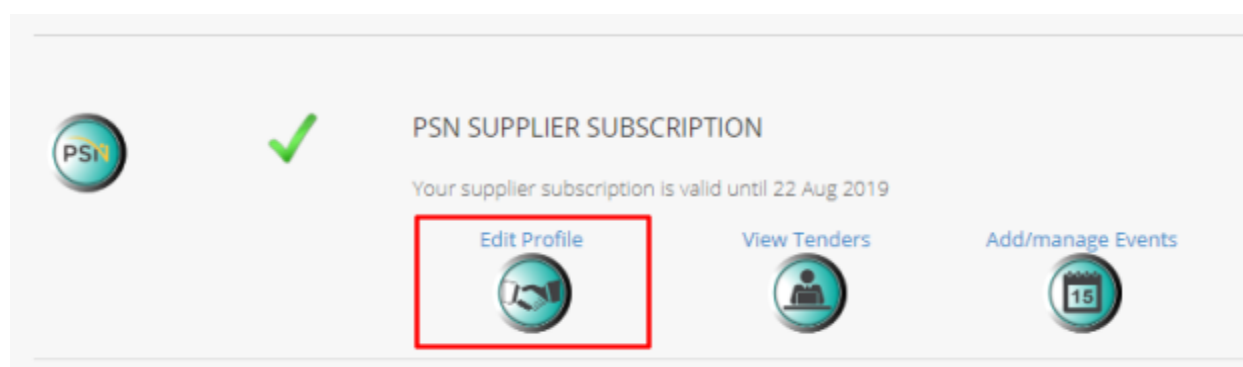
	✓	<b>ELOBBY PLATFORM</b> Set up your <a href="#">eLobby campaigns</a> and embed into your own website.
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## 2. PSN Supplier Subscription Guide

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### Edit Profile



This activates your inclusion in the PSN Supplier Directory. The directory provides a means of buyers within the Public Sector finding your organisation. This is something we promote directly into Government and once you have completed your entry (apart from keeping the contact and product/service information current) there is nothing more you need to do).

Please ensure that the form is completed, especially focusing on the 'Sector' and 'Business Description' fields, as these are what are used by our supplier search engine for officers looking to find suppliers. It's also important to ensure that you have selected the right 'regions' to show the areas that you work in (regional searching is a significant part of supplier identification through the site). These areas are highlighted below for reference:

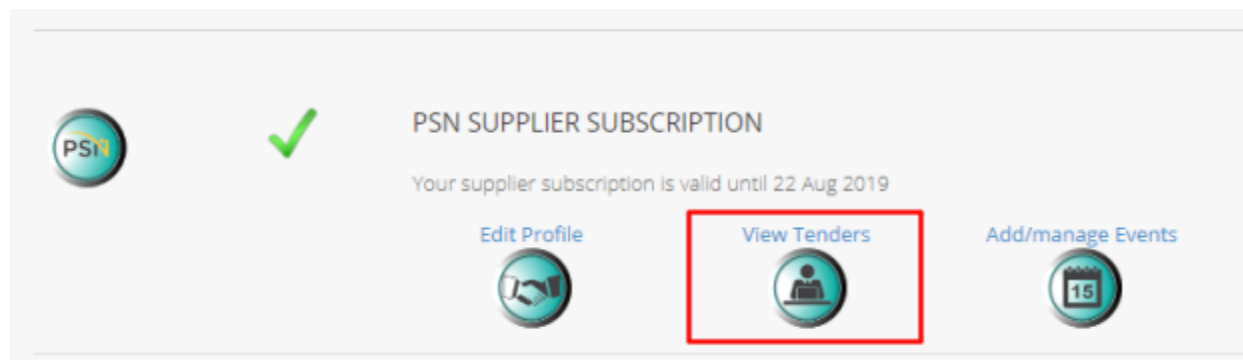


## ADDITIONAL INFORMATION

<b>Sector</b>	Public Relations/Marketing Using custom tender alert selection
<b>Regions</b>	Please indicate which areas you are able to cover with your products/services. <input checked="" type="checkbox"/> West Midlands <input checked="" type="checkbox"/> East Midlands <input checked="" type="checkbox"/> Eastern <input checked="" type="checkbox"/> South East <input checked="" type="checkbox"/> South West <input checked="" type="checkbox"/> London <input checked="" type="checkbox"/> North East <input checked="" type="checkbox"/> North West <input checked="" type="checkbox"/> Yorkshire and the Humber <input checked="" type="checkbox"/> Wales <input checked="" type="checkbox"/> Scotland <input checked="" type="checkbox"/> Northern Ireland
<b>Existing Gov supplier?</b>	Do you already supply any Public Sector organisations? <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Details of any Government Accreditations / Framework Agreements</b>	<input type="text"/> eg Catalyst. Leave blank if not applicable
<b>Business description</b>	We maintain an extensive database of Government contacts and organisations that is used by a wide variety of Business and Public Sector clients for: Marketing products and events - As a source of information for directories - As the backbone to bespoke data and knowledge solutions.



## View Tenders



This section of the suppliers area allows you to search for and add tender categories to your account. Use the 'Search Code or Text' box to identify the categories of interest, add as many as you wish and then click the 'save codes' button to store the values.

Once selected the code(s) for your business you will be presented with a list of the latest tender requests from within the UK Public Sector on the left hand side of your screen. You will also start receiving a weekly round-up email with the latest opportunities listed. These emails are sent to the contact in your supplier profile that is flagged as responsible for 'Sales'.

The tender requests include the contact information of the interested parties, so when you receive a tender request for work you'd like to quote on, please contact them directly or follow the links provided in the description. The tender requests come from multiple sources, including official Government websites and directly from users of the site



## MATCHED TENDERS

### HUMA RESOURCES INFORMATION SYSTEM (HRIS) & ASSOCIATED BUREAU SERVICES

FSCS is seeking a partner for the provision of Human Resources Information System (HRIS) and Associated Bureau Services to deliver HRIS, Managed Payroll Bureau Service, Associated Modules, Software Licenses and Support and Maintenance of the System.

CONTACT:



Contract value:

Published: 2 Feb 2020, Receipt by: 2 Mar 2020

### KMCIT-121 MCAFEE LICENCE RENEWAL 2020-21

Quotations are invited by the Council of the Borough of Kirklees (the "Council") from Suppliers with relevant experience and ability to demonstrate sufficient capacity for McAfee Endpoint, Storage and Server licencing and support. The contract is anticipated to commence on 1st April 2020 and will expire on 31st March 2021.

CONTACT:



## CURRENT SELECTION

We are matching to these CPV codes:

48000000-Software package and information system  
72321000-Added-value database services  
79342100-Direct marketing services  
79342200-Promotional services  
44115000-Building fittings

-

Search code or text:

building

Add code (select and click +):

39715000-Water heaters and heating for buildings:  
44111000-Building materials  
44112000-Miscellaneous building structures  
44115000-Building fittings  
44115800-Building internal fittings  
44211000-Prefabricated buildings

+

Save codes for future email alerts

## Events

PSN SUPPLIER SUBSCRIPTION

Your supplier subscription is valid until 22 Aug 2019

Edit Profile View Tenders Add/manage Events

This area allows subscribers to add details to our live Events Calendar (see [www.public-sector.co.uk/events](http://www.public-sector.co.uk/events)) of any forthcoming conferences, exhibitions, lectures, training sessions or webinars that you may be running, exhibiting at or participating in. There is no limit to the number of events you can promote and all are easily managed through this section of the suppliers area.

Please contact us to discuss any aspect of our services: **0330 128 9892** | [hello@oscar-research.co.uk](mailto:hello@oscar-research.co.uk)



The events calendar is available publicly on the website. Registered PSN members are also able to contribute event details to the calendar and we will select key or significant events to be included within our monthly email newsletters.

NEW EVENT

Title

Venue  255 characters (255 remaining)

Event date  1 Nov 2013

Synopsis

URL

Full description

Contact details

Categories

--- Select category ---

Save

Please contact us to discuss any aspect of our services: **0330 128 9892** | [hello@oscar-research.co.uk](mailto:hello@oscar-research.co.uk)



### 3. Contact Database Subscriptions

There are 4 options for accessing the data you are subscribed to. These are all included with your database subscription without cost and are designed to make it simple and efficient to consume the latest data from our live database. Improving the quality and effectiveness of the data you have available, maximising the value of our research work and helping to ensure data compliance by reflecting permission changes more quickly.

The best method will depend on whether you are maintaining a copy of your selections within your own database, or if you wish to download and use the data 'on demand'. In all instances the data is returned as a CSV file and the standard field list can be seen at - <https://www.oscar-research.co.uk/databases/structure>

The screenshot shows the 'CONTACT DATABASE SUBSCRIPTIONS' interface. It features a table with two rows of subscriptions. Each row has a 'Selection tool' button, an expiry date, a 'Full download' button, and a 'Changes since' button. Below the table is an upload area for opt-outs. Callout boxes provide detailed descriptions for each option:

- 1. Selection Tool** - download bespoke selections from any of your subscriptions with the selection tool. More detail on this below
- 2. Full Download** - one click to download your complete dataset from the live database.
- 3. Changes** - download just the changes that have been made to your data selections since your last full download.
- 4. API delivery** - the weblink shown for each of your subscriptions returns a complete copy of your data selections when loaded. Further details about the data returned and the benefits are below.

Additional callout boxes explain the 'Selection tool' and the 'API delivery' options in more detail.

**1. Selection Tool** - This takes you to the online Oscar selection tool, where you build a set of specific selections across your database subscription by type of organisation, job function and region and then download the live results.

**2. Full Download** - This returns the latest complete copy of your data in Excel from the live database.



**3. Changes Since** - Provides all records within your data subscription that have been changed since your last full download. Data is provided in Excel format and the changes are categorised in the last field of the download as being either:

**'New'** - they didn't exist in the last file

**'Changed'** - an aspect of the record has changed since the last download or

**'Deleted'** - the postholder is no longer listed at that organisation.

#### 4. API Delivery

Each contact database subscription is provided with a unique URL (web service endpoint) that contains a specific token (long string of numbers and letters) which when loaded ('called') authorises access to your specific subscription and provides a simple and secure means of receiving the latest data you have under license. Each time the endpoint is called, the latest version of the data is selected from our live database and returned in CSV format.

The structure of the data delivered can be seen here -

<http://www.oscar-research.co.uk/databases/structure>

Users can either use this method of delivery to more easily download their data selections - simply by loading the URL in their browser. Or completely automate their data workflow by scripting calls on the web service via their own database systems. These calls can be set at any frequency and rules can be added to control how data is added, changed and deleted. We're happy to discuss these processes with your development team if needed.

There are two options for how you may wish to use the web service to receive your data:

##### **1 - Receiving the latest full set of data within your subscription:**

This means you will receive the latest version of all the data contained within your subscription. To do this, simply use the URL given in your customer area against each contact database subscription (as seen in the screenshot above).

It should be noted here that records that have been deleted since your last download will not be present in the feed. Therefore if you are using this resource to maintain a parallel copy in your own system, any records that you hold that are not in the live feed should be treated as a **Deletion**. Records that have been changed or are new can be identified by two specific fields provided

**'Date Changed'**

**'Date Added'**.



## **2 - Receiving only records that have changed since a certain date:**

This option provides a much more efficient means of maintaining a copy of your database selections in your own system.

Once you have taken an initial complete copy of your data, you can then use the following method to just receive records that are new, have been changed in some way or have been deleted since a given date. Or to use a more technical description (nod to the 'devs' out there) using our REST API you can specify a DATE parameter via the HTTP call.

To do this you need to add a date to the endpoint, as follows:

`https://www.oscar-research.co.uk/api/youruniquetoken?since=20220101`

Breaking this down, you would use the unique URL and add the following to the end:

**?since=YYYYMMDD** (eg '20220101' as shown above for the 1st of January 2022)

It should be noted (as shown in the database structure page linked to above) this method of delivery provides the following additional fields:

**ChangeDate** - Date any aspect of the record was changed

**DeleteDate** - Date the record was deleted

**CreateDate** - Date the record was created

**OrgDelete** - Shows a date if the organisation linked to the postholder has been deleted

**SiteDelete** - Shows a date if the site linked to the postholder has also been deleted

**Change** - summary of the type of change since the date specified in the call

We would thoroughly recommend getting your technical team to script the calls and updates to your copies of Oscar data and for the updates to be made either daily or weekly.

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Separately, we have a guide for automating the loading and refreshing of Oscar Data within Google Sheets and Excel using the API delivery method. Please see -

<https://www.oscar-research.co.uk/databases/OscarDatatoSpreadsheets.pdf>

We can also provide a range of bespoke formats, feeds and data delivery solutions to suit your individual requirements. Please contact us if you'd like to discuss in more detail.

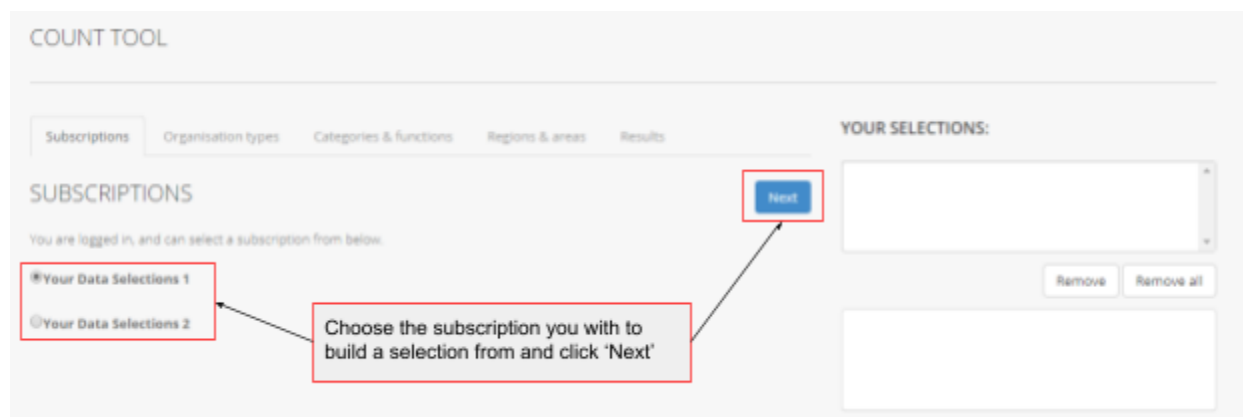
Please contact us to discuss any aspect of our services: **0330 128 9892** | [hello@oscar-research.co.uk](mailto:hello@oscar-research.co.uk)



### 3.1 Selection Tool Guide

Selection tool

After clicking on **Selection tool** in the customer area, you will see the screen below. Choose the subscription you wish to make selections from and click next.



Now you choose the types of organisation you want within your download. Types of Org are grouped into broader areas of Government. Granular categories can be found and selected upon by clicking on the '+'. If you want all organisation types, just click on the top option and go straight to next. Otherwise, see below.



COUNT TOOL

Subscriptions **Organisation types** Categories & functions Regions & areas Results

### SELECT ORGANISATION TYPES

**All organisation types** Selects All Org Types

- Schools Broad Org Type
- Dentists
- Parish Councils
- NHS
- Further and Higher Education
  - Adult Residential College (ARCA) Granular Org Type
  - Agriculture & Horticulture College
  - Arts/Design/Performing Arts College
  - Community College
  - FE College with HE Courses
  - Further Education College
  - Higher Education College**
  - Independent College

**YOUR SELECTIONS:**

Subscription: Your Data Selections 1  
Further Education College  
Higher Education College

Remove Remove all

Added org type: Higher Education College

Make selections by clicking on the categories and they will appear in the 'Your Selections' box as you go. You can select 'All Organisation Types' to cover everything, broad areas of Government (Such as Further and Higher Education) or click on the + symbols to see a more granular list.

NOTE: If you select a broad area of Government, all the org types within that are selected automatically. Once you've made the selection of the org types you want, click Next

Having now selected the types of organisation you want, it's time to select the post holder responsibilities for those organisations. A helpful guide to the categories and their responsibilities can be seen at - <https://www.oscar-research.co.uk/databases/categorycodes>



COUNT TOOL

Subscriptions Organisation types **Categories & functions** Regions & areas Results

### SELECT CATEGORIES & FUNCTIONS

Next

- All categories/functions
- Seniority
- Administration/Planning
- Building & Engineering
- Communications
- Education
- Financial
  - Central Financial Services**
  - Central Financial Services - Accounting
  - Central Financial Services - Payroll
  - Central Financial Services - Pensions
- Food
- IT/Computing

**YOUR SELECTIONS:**

- Subscription: Your Data Selections 1
  - Further Education College
  - Higher Education College
  - Central Financial Services

Remove Remove all

Added: Central Financial Services

Overall responsibility for financial services in the organisation

As with the organisation types, you can select all functions via the top option on the list. Or select broad categories (in this case broad areas of responsibility) or click the '+' symbols to view and select a granular list (as in this example).

NOTE: That selections are made on an 'OR' basis - so when you download the data, you will receive post holders covering every functional category selected.

Once happy, click Next

So that's types of organisation and post holder functions selected, now for geographical areas

COUNT TOOL

Subscriptions Organisation types Categories & functions **Regions & areas** Results

### SELECT REGIONS AND AREAS

Next

- All regions/areas
- Channel Islands
- East Midlands
- Eastern
  - Bedfordshire
  - Cambridgeshire
  - Essex**
  - Hertfordshire
  - Norfolk
  - Suffolk
- London
- North East

**YOUR SELECTIONS:**

- Higher Education College
- Central Financial Services
- East Midlands
- Essex

Remove Remove all

Added: Essex

This section allows selection by all UK ('All'), by broad Political Region or by specific County.

Sample principles as before apply here. Select All, broad or, by clicking on the '+' symbols, granular category, or combine both (as in this example - East Midlands and Essex from the Eastern Region).

Once content, click Next



So, now you have made your selections it's time to run some counts and download the data. If you just want records with a direct email address you can click the 'email only' box, as below.

**COUNT TOOL**

Subscriptions Organisation types Categories & functions Regions & areas **Results**

**RESULTS:** Run counts on your selections to check you have the expected volumes and to help plan for your postal, telephone or email activities.

Field coverage Organisation types Categories & functions Seniority Region

Organisation type	Contact count
Further and Higher Education	55
Further and Higher Education	1
De-duplicated total	55

**YOUR SELECTIONS:**

- Higher Education College
- Central Financial Services
- East Midlands
- Essex

Remove Remove all

**DOWNLOADS:**

Request full download or changes since date:  Changes download

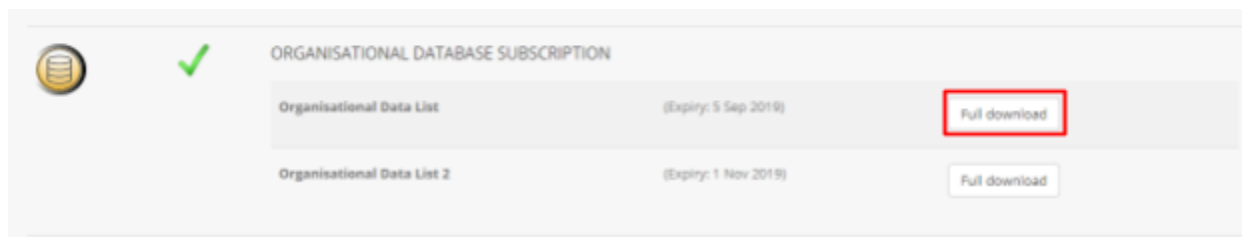
Clicking the 'email only' box means the counts and downloads will only contain post holders with a direct email address.

Download your data selections into an Excel file. Downloads are made from the live database.

Download just the changes made to these data selections back to any historical point. As with the main 'Changes' download, the data comes with an additional field to show the type of change.



## 4. Organisational Database Subscriptions

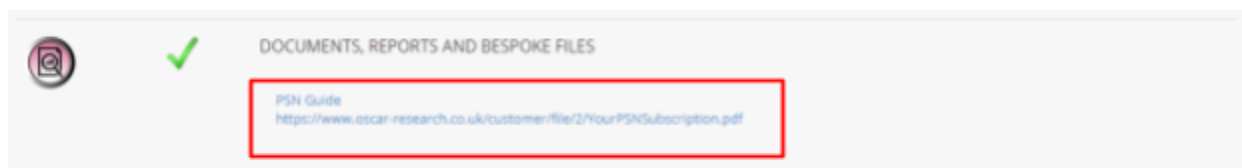


Customers with subscriptions to either bespoke or organisational database subscriptions can download live copies of their data via the button highlighted above. If activated on your account, there are also unique URL links listed against each subscription that provide access to the latest live version of your data through the Oscar webservice.

In all cases the data provided is in CSV format and the field structure and descriptions for organisational database subscriptions can be seen here. - <https://www.oscar-research.co.uk/databases/structure2>

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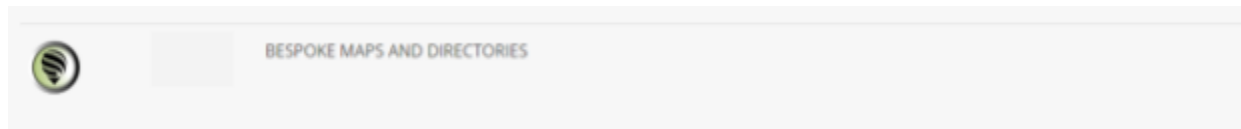
## 5. Reports and Bespoke Files



This section provides a home for any bespoke data files that we may have prepared for you, as well as data driven reports and data visualisations (such as our CAP, Political or other Public Service area reports). These are all accessed via the descriptions and links shown which either provide a file download or take you to a secure page to view your content.



## 6. Bespoke Maps and Directories





Access is provided here for our Surf Your Turf Premium Subscription (which can also be accessed directly at [www.surfyourturf.co.uk](http://www.surfyourturf.co.uk)). The majority of our other external feeds for directories, web services and database driven applications are provided directly to clients and coded to run from our system to theirs. This area includes any additional supporting documents and endpoints.

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## 7. E-Lobby Platform



### ELOBBY PLATFORM

Set up your [eLobby campaigns](#) and embed into your own website.

Access is provided here to the eLobby Platform. After clicking on the campaigns link shown above, the initial page (as below) shows a list of the current campaigns that are running in your account.





### 7.1 - Setting Up/Editing a Campaign and Downloading Campaign Data

#### Overview/All

#### ELOBBY CAMPAIGNS

[Back to customer area](#)

Current **All** New

Campaign	Start Date	End Date	# submissions	Script Link	Actions
1 Oscar Lobby Test			1	<code>&lt;script src="https://www.lobbynetw... lobby1.js"&gt;&lt;/script&gt;</code>	  2 3
Lobby Test	Mon 16 Nov 20	Thu 31 Dec 20	4	<code>&lt;script src="https://www.lobbynetw... lobby1.js"&gt;&lt;/script&gt;</code>	 

As above, key elements shown with numbers:

- 1 - The Name of the Campaign
- 2 - Copy the script link to your clipboard
- 3 - Download the submissions made for this Campaign
- 4 - The script link/plugin that can be added to your own website (for how to add to your webpage, see **7.2 - Adding eLobby Plugin to your Website'**)



## Current and New Campaigns

The following pages are the same for when you are creating a New or editing a Current Campaign, so the same instructions apply to both.

### 'Details Tab'


ELOBBY CAMPAIGNS [Back to customer area](#)

**Current** All **New**

**Campaign Title**  
Oscar Lobby Test

**Details** Description Recipient letter Thank you letter

**Subtitle**  
Oscar Lobby Test Subtitle

**Upload new image**   
 No file chosen

**Start Date**

**End Date**

**Has newsletter**  
 Yes  No

**Successful submission redirect URL**  
Optional URL for redirect after successful submission

**Privacy Policy URL**

Under which you need to add the following:

**Campaign Title** - the overall name for the campaign - will be shown as bold text over the image you upload

**Subtitle** - secondary text that will appear over the uploaded image

**Upload Image** - JPG or GIF format

Please contact us to discuss any aspect of our services: **0330 128 9892** | [hello@oscar-research.co.uk](mailto:hello@oscar-research.co.uk)



**State/End Date** - These are optional, but start and end dates for the campaign can be added. Otherwise the campaign will be available immediately and run until it is manually cancelled.

**Has newsletter** - this is to allow those submitting letters to their representatives the choice to opt-in to your newsletters

**Successful submission redirect URL** - (Optional) the webpage address that people can be taken too once submitting a letter (can be a thank you page, your home page, or any other page you feel would be suitable). If no value is entered the user will just remain on the e-Lobby page.

**Privacy Policy** - This is mandatory - the link should take users to your own Privacy Policy

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## Recipient Letter Tab

ELOBBY CAMPAIGNS [Back to customer area](#)

Campaign Title

[Details](#) [Description](#)  [Thank you letter](#)

Recipients

<input checked="" type="checkbox"/> National - MP	<input checked="" type="checkbox"/> National - SM	<input checked="" type="checkbox"/> National - RSM	<input checked="" type="checkbox"/> National - MSP
<input checked="" type="checkbox"/> National - RMSP	<input checked="" type="checkbox"/> MLA	<input checked="" type="checkbox"/> Local - Council Leader	<input checked="" type="checkbox"/> Local - County Council Leader
<input checked="" type="checkbox"/> Local - Ward Councillor	<input checked="" type="checkbox"/> Local - County Councillor	<input checked="" type="checkbox"/> <b>Test</b>	

Letter to recipients

Dear

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Many thanks

Mailmerge

## Recipients

The recipients tick boxes are a crucial part of the campaign set up and **caution should be used here**. Until you are happy that a campaign is ready to go and share with both the public and the elected representatives, please ensure the **'TEST'** postholder is ticked. This will prevent any message being submitted to postholders.



If you are unsure about which postholder should be in receipt of the campaign letters, please contact your account manager.

The categories for post holders are as follows:

- 1 - Member of UK Parliament (MP) (**National - MP**)
- 2 - Member of Welsh Government/Senedd Member (SM) (**National - SM**)
- 3 - Regional Members of Welsh Government/Senedd Member (SM) (**National - RSM**)
- 4 - Member of Scottish Government (MSP) (**National - MSP**)
- 5 - Regional Members of Scottish Government (MSP) (**National - RMSP**)
- 6 - Members of the Legislative Assembly/NI Government (**MLA**)
- 7 - Council Leader (**Local - Council Leader**)
- 8 - County Council Leader (**Local - County Council Leader**)
- 9 - District Councillor (**Local - Ward Councillor**)
- 10 - County Councillor (**Local - County Councillor**)

### **Letter to Recipients**

This is the letter that will be sent by your supporters/members to the selected postholders. The Name of the Postholder and Sender can be added to the letter via the mail merge fields at the bottom of the page (click on them when your cursor is where you would like the name to be added). As per the terms of usage, please ensure the letters are concise, accurate and respectful.

The letter will be shown in the results section of the plugin below the name(s) of the postholder(s).

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## 7.2 - Adding eLobby Plugin to your Website

To add the plugin to your website you will need to be able to access/edit the HTML code for the web page where you would like it added.

The plugin can be added wherever you wish within the page, but must be within the <body> tags.

Add the following tag wherever you wish the plugin to display:

```
<div id="lobby"></div>
```

And then beneath that add the specific <Script> tag from your campaign overview page (see section 7.1), eg as below:

```
<script src="https://www.lobbynetw.../THISISANEXAMPLE/lobby1.js"></script>
```

So, your code will look something like this:

```
<body>  
  
  <div id="lobby"></div>  
  <script src="https://www.lobbynetw.../thisisanexample/lobby1.js"></script>  
  
</body>
```

It should be noted here that the plugin requires JQUERY to be available. Most sites will already have this available. More information can be found here - <https://en.wikipedia.org/wiki/JQuery>

If the plugin does not work and/or you know you don't have jQUERY available, then you can add the following script tag to your page. It should be added above the campaign specific script tag.

```
<script src="https://code.jquery.com/jquery-3.5.1.min.js"  
integrity="sha256-9/aliU8dGd2tb6OSsuzixeV4y/faTqgFtohetphbbj0="<br>crossorigin="anonymous"></script>
```

The plugin has its own styling, but will also inherit styling from the host page in order to give those setting up/running campaigns freedom to change some of the look and feel. You should liaise with your technical team if you are having any issues with styling/CSS.

Once added to the page, the plugin will look something like this:



## 1 - Initial state with the image, title and subtitle, description and postcode search box:

Oscar Lobby Test

Oscar Lobby Test Subtitle

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ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Enter your Postcode:

Include your postcode with spacing format : SW1W 0AU

TQ2 8JZ

Search Postcode



## 2 - Once a postcode has been submitted, the following section will be displayed

**YOUR REPRESENTATIVES:**

██████████ MP  
House of Commons

Councillor ██████████  
Leader of the Council  
Torbay Council

← Names of the Postholders selected during the campaign set-up will be shown here

Recipient Name  
Recipient Job Title  
Recipient Organisation

**YOUR DETAILS:**

Form below to be completed by the supporter

Title  
Please Specify

First Name\*  
Last Name\*

Email\*  
Telephone

Address Line 1\*  
Address Line 2

City / Town\*  
Postcode\*  
TQ1 1JZ

**YOUR LETTER:**

Dear ██████████ MP

Letter to postholders is shown here

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Many thanks

I would like to sign up to the e-newsletter to keep updated on the progress of the campaign

I have read and accept the [privacy policy](#)

Send button completes process and send campaign and thank you letters



## 8. More from Oscar

In addition to the services available via the customer area, we also offer bespoke data research, data reports and visualisations, data feeds and mapping data and map creation. For those wishing to promote their organisations and services, please see our media pack for a range of content syndication and sponsorship options on our PSN Media Pack.



Advertising options can be seen on our media pack here: <http://www.public-sector.co.uk/MediaPack.pdf>



Reports, Research and Intel services can be seen here <http://www.oscar-research.co.uk/data-intelligence/>