

New SOIs

To create an SOI in the GNSO approved format, please follow the instructions on this page carefully.

Below you will find a set of written **Instructions** that will guide you in creating a Statement of Interest (SOI) in the approved format.

Step 1: Enter your full name in the space below, then hit the <Enter> key on your keyboard. This step will create new blank page with your name and the letters "SOI" appended automatically.

<input type="text"/>	SOI	Enter your name (e.g., Mary Smith) in the text box
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Step 2: Click <Save> at the bottom of the next page immediately, but **DO NOT** attempt to enter any information into the fields at this time.

Step 3: Now that your new page has been created, click <Edit Contents> on the top of menu bar (please **DO NOT** click <Edit>), then answer each of the questions in the blank column to the far right.

- The text fields open a window which will auto-expand and auto-wrap as you type content. You also have editing features (see top menu) available such as bold, italics, bullets, and more.
- Note that some fields contain menu selections which will pop-up once you click anywhere in the cell.
- You won't be able to add an image during this first step; however, you may return subsequently and follow the instructions at the bottom of this page to upload and display a picture of yourself (optional).

Step 4: When you are finished, remember to <Save> the page (see bottom of the screen).

Your new SOI page may not be auto-sorted alphabetically; however, that will be remedied by an Administrator of this space.

Step 5: (Optional) If you wish to set editing security, click on your SOI Page under [New SOIs](#), then:

- Click on the <Tools> top menu and select <Restrictions>
- Click the radio button next to <Restrict editing of this page> and click on <Me>. (Note: this will enable ONLY you to make subsequent changes to this SOI; however the ICANN Administrator will always have full access to the page, its contents, and the underlying template).
- Click <Save> to make your change permanent. (Note: you can change or remove the restrictions at any time).

Additional Tips:

- **How to Edit Later:** Once the page is created, you may return at any time to edit the content. If you need to amend any information subsequently, you simply click on your individual page link (alphabetized by name) and then click on the top menu bar <Edit Contents>. Don't forget to save

any changes you make. All prior versions are automatically archived.

- **How to Link to This Page:** Both standard and tiny links (URL) are available to your New SOI page. The tiny link is useful because it will always point to the correct location (permalink) even if the page is subsequently moved within the Wiki. To access the tiny link, go to the Tools menu and click "Link to this page..." or, simply, press the keyboard shortcut letter "k" to show both standard and tiny URLs, either of which may be copied and pasted to another Wiki or website.

How to Upload a Picture and Attach to an SOI (moderate to advanced users):

1. First, you will be uploading an image file (e.g., *.jpg, *.png) to your SOI Page.
 1. On the top menu bar, click Tools, then Attachments.
 2. In the next window, click <Choose File> to locate an appropriate image file from your local computer.
 3. Click <Attach> which will upload the image file to your page.
 4. **IMPORTANT:** Please write down or memorize the exact name of the file. You will need it in the next step.
2. Return to your SOI Page which should be listed above.
3. Now click **<Edit>** on the top menu bar which is **OK** for this one step.
4. In the second block (#2), replace the contents between the two "!" with your file name, but do not remove the "|width=200px" parameter. Example:

!my-name.jpg|width=150px!

5. Click <Preview> at the top of the page to see if the image appears correct. If you are satisfied, click **<Save>**. (Note: If this process is not working properly or you are having difficulties, please contact your GNSO Staff for help.)

Survey: If you would like to provide input concerning the new SOI process, including the template and video/instructions, please complete our [SOI Feedback Questionnaire](#). It is five questions long and should only take a minute or two of your time. We appreciate your feedback. Thank you!