

NEIGHBORHOOD LEADER PROGRAM

Updating the list of active NLs – 12 August 2022

Purpose

Everyone that is given a list of voters to contact, must be entered into the list of active NLs in the NLP Services database. We enforce this rule to ensure we assign turfs to the correct person, to ensure we spell the NL's name correctly, and to keep track of assigned turfs. We track who actually signs up and gets a turf in the NLP Services database.

The list of active NLs is maintained in MyCampaign. MyCampaign has the advantage of being linked to the VoterFile and keeps address and contact information current. Since MyCampaign does not offer an automated method of coordinating databases, the process of synchronizing MyCampaign with the NLP Services is manual. This document describes how to do this synchronizing process.

Step 1: Adding or Deleting an NL from the list

When adding or deleting a person from the list of active NLs, you start by finding their record in MyCampaign. You may have to create a new record for a new person. Then verify that the NLP Activist Code is set. Either set it or delete it as appropriate. The name of the AC is not fixed. Verify which code is used for the current election.

Mary P Reed [Follow](#)

(555) 653-1722 (Home)
steve.packer@smk.sendgrid.net (Personal)
1592 Clark Ln Chipley, FL 32428-4429 US (Home)

[All Details](#) [Overview](#) [Bio](#)

Addresses

Type	Address	Source	Edited
Home*	1592 Clark Ln Chipley, FL 32428-4429 US	Voter File	1/8/08

[Add New Address](#)

Activist Codes

Activist Codes	District	Date
Activist: NL Volunteer (Steve Packer API Demo A)		3/11/18

[Delete](#) [Save New](#)

[Add Multiple Activist Codes](#)

Name & Salutation

Prefix

Name

Suffix

Nickname

Pronouns

Salutations

Informal Salutation

Formal Salutation

Additional Salutation

Vital Stats & Contact Preferences

Date of Birth (59)

Party

Source File Name

Source File Sex

Date Reg

Preferred Contact Method

☐ Do Not Call
☐ Do Not Mail
☐ Do Not Email
☐ Do Not Contact
☐ Deceased

Check that the NL has the election specific activist code assigned.

If the activist code is not present, select the proper code from the drop-down list.

Step 2: Create a new list

Create a new list with the state, county and activist code selected. This will produce a list of all the existing potential NLs.

CONTACTS

Create A New Search

New Search Open Save

Step 1: (Start with anyone who meets the selected criteria)

FAVORITES

Home Districts

Search for Districts that have been applied to a person's physical Home Address.

State: Florida

County: Washington

Precinct:

Congressional:

State Senate:

State House:

Activist Codes

Activist Code: Activist: NL Volunteer (Steve Packer API Demo A)

Input Type: Contact Type:

Contacted By:

Entered by:

Date Contacted: --Select a Date Range Type--

Suppressions

exclude (Household and include Not Contacted and include Do Not Contact

Preview My Results

-- People

+ Add Step

Run Search

Running this search will clear your current list of 0 people.

Select the state and county.

Select the appropriate activist code. There may be more than one code.

Then click "Run Search".

Step 3: Save the list

Select the "Save List As" function.

CONTACTS

My List

Edit Search Load List Save List As New Search

9 People 9 Home Phones 9 Preferred Phones 7 Doors 7 Mailboxes 9 Envelopes

Print Calls Export MiniVAN Counts Reports Cut Turf Split Form Map Messages

Description

Last Name First Name

Remember Filters Refresh Results

VANID	Name	Organization	Address	City	State/Province	State	Zip/Postal	Phone	Age	Precinct	Work Phone
<input type="checkbox"/>	101077091	Anderson, Kristen M	2214 Clayton Rd	Chipley	FL	FL	32428	(503) 234-9898	48	Precinct 10	(917) 555-6666
<input type="checkbox"/>	101154211	Bagby, James T	3797 Skipper Rd	Vernon	FL	FL	32462	(555) 808-2244	71	Precinct 6	
<input type="checkbox"/>	101154212	Drake, Stacey D	4784 Holmes Valley Rd	Vernon	FL	FL	32462	(555) 808-2233	44	Precinct 6	(555) 808-2233
<input type="checkbox"/>	101340500	Frank, Gina	1592 Clark Ln	Chipley	FL	FL	32428	(201) 555-1212		Precinct 10	
<input type="checkbox"/>	101109699	Hocker, Virginia M	1488 Clayton Rd	Chipley	FL	FL	32428	(555) 293-7275	79	Precinct 10	
<input type="checkbox"/>	101109701	Nelson, Phillip C	1268 Piney Grove Rd	Chipley	FL	FL	32428	(555) 955-2448	65	Precinct 10	

Select the "Save List As" function.

On the page to save the list, select the button for “Saved List”. Look for as select the county folder. It will have the county name followed by _NLs. This is the required folder for NLP Services to find your list of Active NLs. Then pick a name that you can remember.

LIST

Save My List

☒ Saved List
Saved Lists consist of a static list of contacts.

☐ New List

☐ Replace an old List

☒ Folder*

Washington_NLs

☐ New Folder

Name*

ActiveNLs-8-12-22

Description

Up to 250 characters

☐ Saved Search
Saved Searches consist of a dynamic list of contacts. Saved Searches are automatically updated.

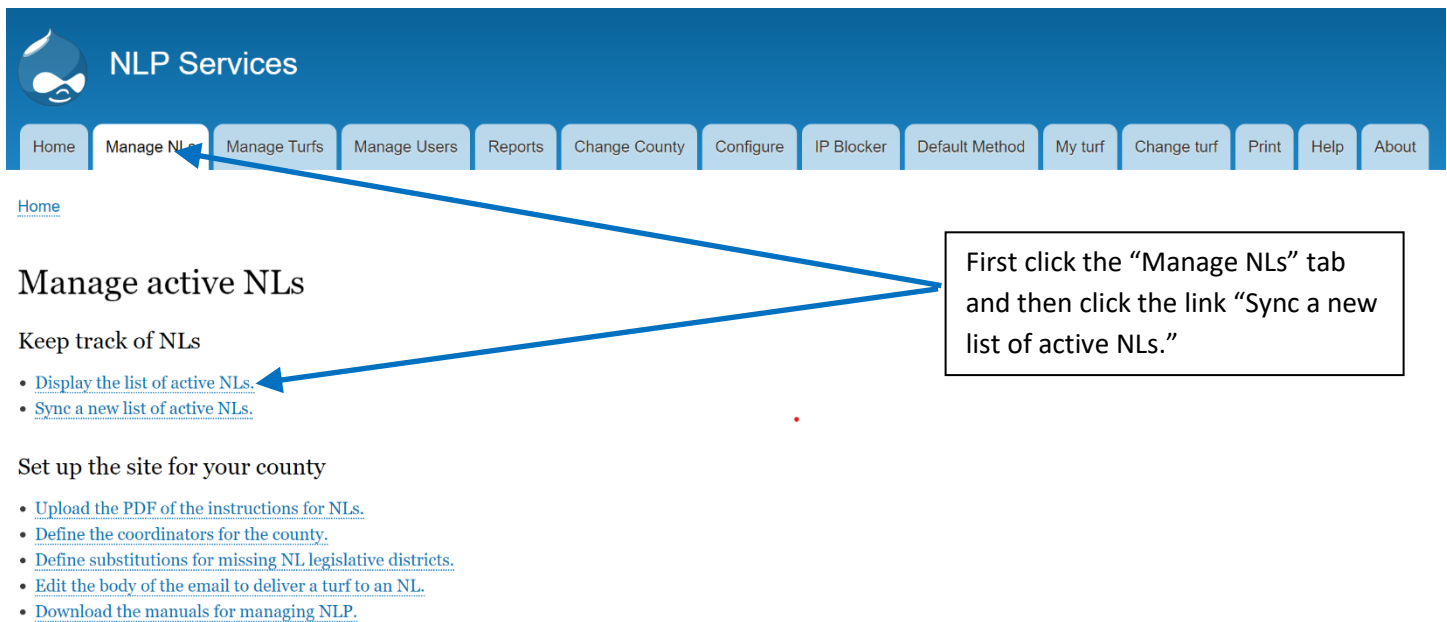
Save

select the button for “Saved List”.
You can select either new list or
replace an old list.

Choose your county folder
and name your file.

Then click
“Save”.

Step 4: Sync the Active NL list



NLP Services

Home Manage NLs Manage Turfs Manage Users Reports Change County Configure IP Blocker Default Method My turf Change turf Print Help About

[Home](#)

Manage active NLs

Keep track of NLs

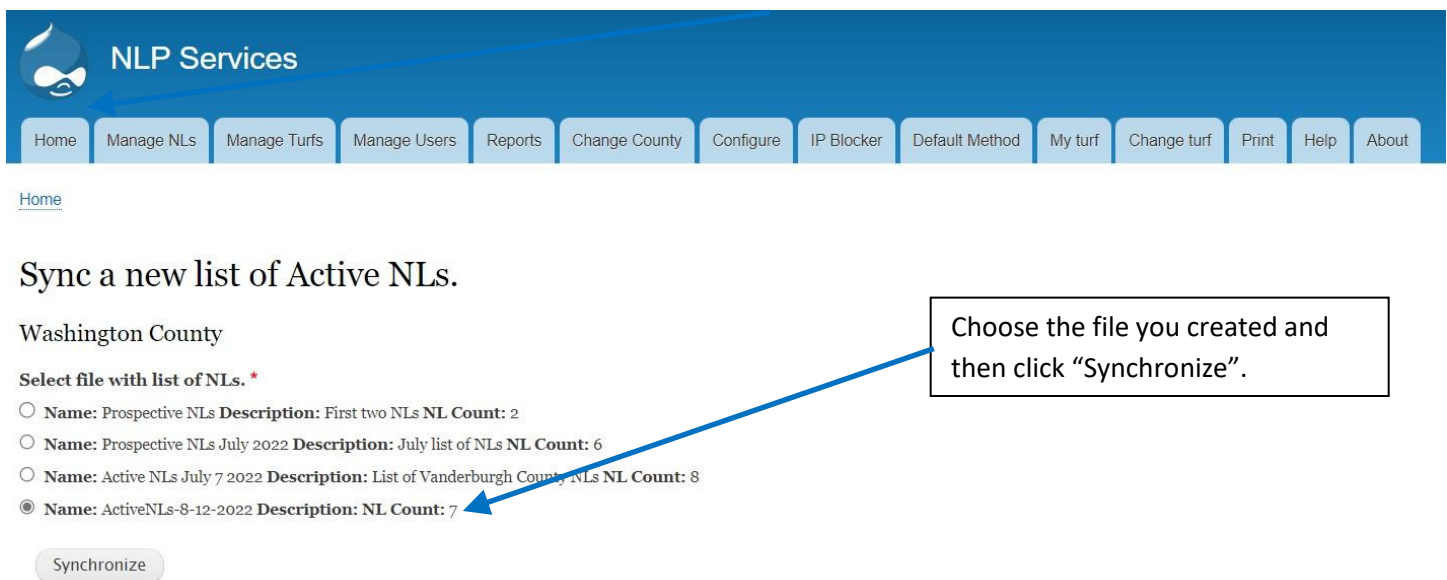
- [Display the list of active NLs.](#)
- [Sync a new list of active NLs.](#)

Set up the site for your county

- [Upload the PDF of the instructions for NLs.](#)
- [Define the coordinators for the county.](#)
- [Define substitutions for missing NL legislative districts.](#)
- [Edit the body of the email to deliver a turf to an NL.](#)
- [Download the manuals for managing NLP.](#)

First click the "Manage NLs" tab and then click the link "Sync a new list of active NLs."

Then Choose the file to upload and click upload.



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Sync a new list of Active NLs.

Washington County

Select file with list of NLs. *

- ☐ **Name:** Prospective NLs **Description:** First two NLs **NL Count:** 2
- ☐ **Name:** Prospective NLs July 2022 **Description:** July list of NLs **NL Count:** 6
- ☐ **Name:** Active NLs July 7 2022 **Description:** List of Vanderburgh County NLs **NL Count:** 8
- ☒ **Name:** ActiveNLs-8-12-2022 **Description:** NL Count: 7

Synchronize

Choose the file you created and then click "Synchronize".