

# NEIGHBORHOOD LEADER PROGRAM

## Notifying an NL of the availability of a turf – 8 August 2022

### Important election dates

At the start of a new election cycle, two dates are configured. One is the date of the election, and the other is the first date that county election offices can send out ballots. The latter date is important as it is the target for delivery of slate cards.

### Sending a notification of a turf to an NL

Once a turf has been synced (checked in), you can send a notification of the turf to the NL in an email. This email comes from the NLP Services email service and the content of the email is created automatically from a template. The email contains a link to NLP Services login and the NL must use this link to get the printable walk sheet and it identifies the contact information for the coordinator.

Also, a paragraph can be inserted into the mail to personalize the message. This is occasionally useful when the turf has some exceptional characteristic.

NLP services has a generic template that is used as a default. The state party can define a new template that has election specific information. This state template will be used instead of the default template. In addition, a county can create a county specific template that is used for all emails sent by that count. Instructions for editing the body of the email are covered in another document.

### Send email to NL

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Manage turfs

- [Sync a turf.](#)
- [Delete a turf.](#)
- [Send an email with login credentials for a turf.](#)

Select the "Mange NLPs" tab and then click the link to send the notification email.

After clicking the link, you will see a page to send the email. Select the house district and precinct of the NL and then select recipient from the offered list of NLs with turfs synced. You can also associate a printable worksheet with the turf for the NL to use if they are canvassing. If the NL is sending postcards, the worksheet is not needed. When a turf was synced, a worksheet may have been associated with the turf then. If you use the attachment option here, it replaces the one assigned earlier.

You may also add an additional paragraph for this NL. Occasionally this is useful if you have some unique information for this NL.

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**Send an email with login credentials for a turf.**

House District Number  
5 ▾

Precinct Number  
Precinct 10 ▾

Select the NL to receive the turf and instructions \*

☐ [another@siml-sendgrid.net] 0 2022-07-31 Kristen Anderson: HD05 Petio Turf 01 Kristen Anderson\_2022-07-31\_15:06:00, pct-Precinct10

☒ [steve.packer@yahoo.com] 1 2022-07-24 Mary Reed: Big Test\_2022-07-24\_18:02:41, pct-Precinct10 \*\*\*

\*\*\* This turf does not have a printable worksheet associated. If the NL is canvassing, consider doing that now. The worksheet will be associated with the selected turf. If the NL has more than one turf, you have to send an email for each turf that needs a worksheet. It's better if you attached the walk sheet when you synced the turf.

NL turf worksheet

Choose File No file chosen

Attach this PDF, XLSX or XLS file to the turf or replace an existing file.

Additional note for the NL

This is an additional paragraph.

This will add an additional paragraph to the email to be sent to the NL.

Send an email to the selected NL.

**Select the House District and Precinct of the NL and then select the radio button for the NL.**

**Optionally, specify a printable worksheet and/or add a paragraph with information for this NL**

**Then click send.**

## NL instructions

To send the notification email a printable instruction for the canvass must have been uploaded. The instruction document is unique to each county and can be customized both for the county and for the election. A generic document in the docx format is available in NLP Services as a starting point. Typically this document is uploaded by the state NLP admin.

In some counties, a post card is used when face-to-face contact is difficult or impossible. In those cases, the NL will get a turf with instructions for sending a post card. Providing instructions for sending postcards is optional for the county.

## NL Coordinator

Each email sent to an NL with a turf includes contact information for the coordinator. The coordinator is responsible for resolving issues and getting the NLs to complete their task.

Each county must have at least one coordinator to be able to send out a turf via the NLP Services email notification. There is a separate document describing the process to assign coordinators for NLs.

## Example Email Received by NL

• Neighborhood Leader Materials - Washington County

Yahoo/Inbox ★



• **NLP Admin** <notifications@sandboxnlp.org> [Unsubscribe](#)

To: steve.packer@yahoo.com



Mon, Aug 8 at 4:41 PM ★

Mary,

Thanks for volunteering to help get out the vote for the Washington County Democratic Party. By becoming a Neighborhood Leader, you are doing the most important work in politics—talking with your neighbors and fellow voters.

The link below lets you log in to access your list of voters. Click the link and then type the username and password shown below (notice the dot between your first and last name). Please bookmark the website and keep your username and password handy.

Election Day is November 4, 2022, and ballots will be mailed about 18 days before, around October 15, 2022. It is most effective if voters get the slate card soon after receiving their ballots, so that is when we will begin our canvass.

**Neighborhood Leader Login:** <https://sandboxnlp.org>

**Username:** mary.reed

**Password:** cantle7

The process of logging in takes you to the Report Canvass Results page. From this page, you can print your walk sheet as well as a call list or postcard mailing list. This is also the page where you will report the results of your attempts to contact the voters.

This is an additional paragraph.

Please contact me if you have any questions.

Thanks,

James Bagby

Phone: 5558082244

Email: [jim@sink.sendgrid.net](mailto:jim@sink.sendgrid.net)

This is an optional paragraph with information specific to this NL.