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.

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.

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.

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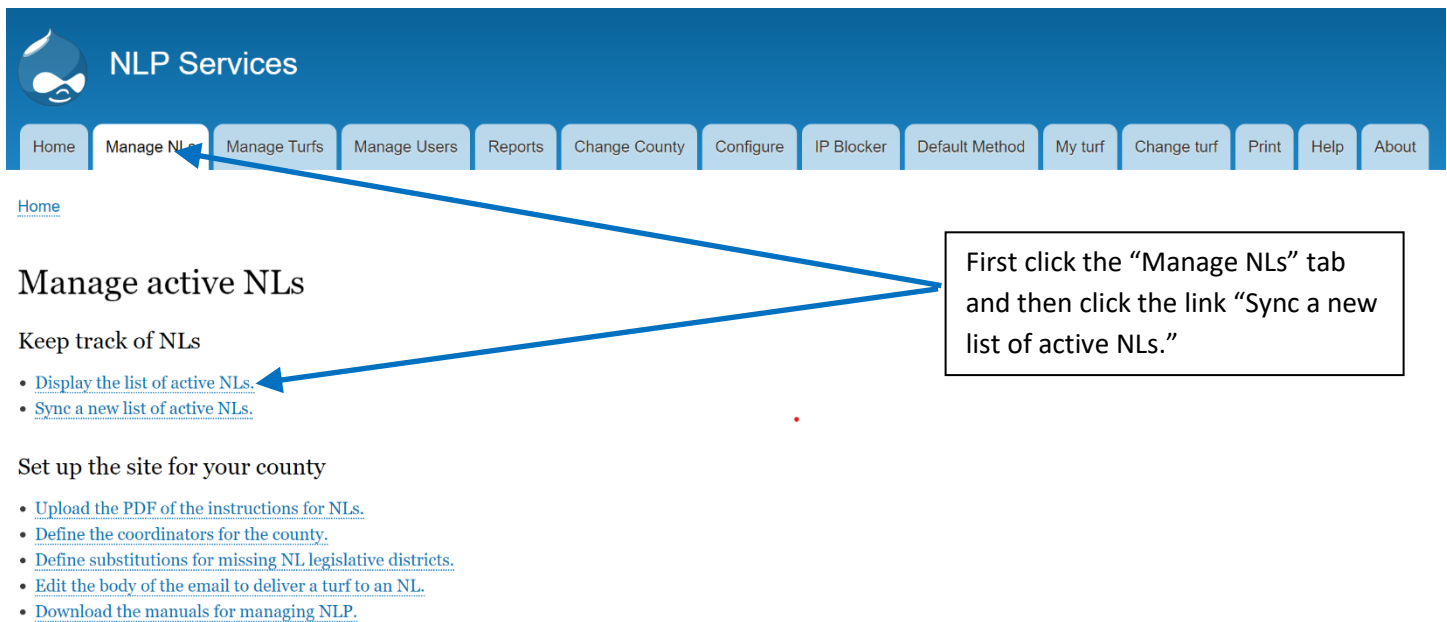Saved Searches consist of a dynamic list of contacts. Saved Searches are automatically updated.

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

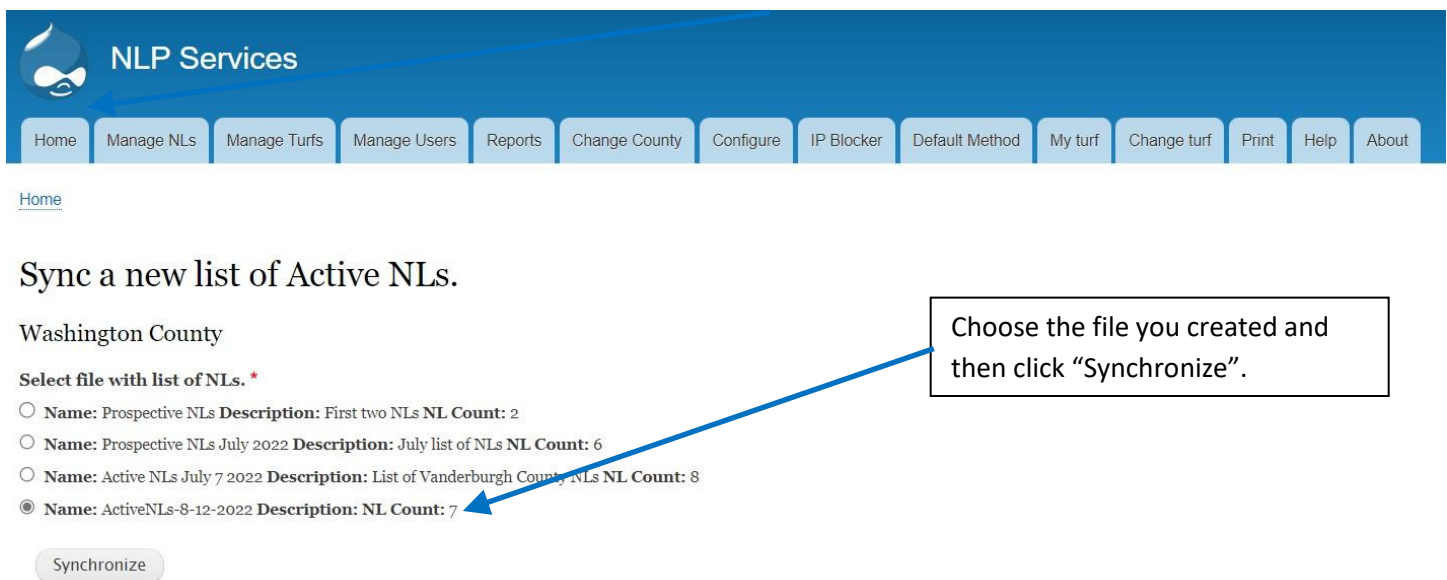| Home | Manage NLs | Manage Turfs | Manage Users | Reports | Change County | Configure | IP Blocker | Default Method | My turf | Change turf | Print | Help | About |

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.

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

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".