



# NEIGHBORHOOD LEADER PROGRAM

## Defining the county coordinators – 12 August 2022

The primary function of the NLP County Coordinator is to help the Neighborhood Leaders (NL) complete the task of contacting the Democratic voters on their assigned turf. Specifically, the coordinator will check if an NL is having difficulty getting their turf packet or if they have not reported results after the election. The goal is to get at least 80% volunteer NLs in the county to complete their canvass and report results.

The NL is sent an email with instructions to click on a link to the NLP Services site. At the site, the NL will log in with their name and their password. The first login will familiarize the NL with the login process which is used later to record the results of their canvass. And, the display will provide a link for a printable copy of the list of voters which can be used for the canvass.

The instructions also include the contact information for the coordinator. The NL might either call or send an email if they have questions. Generally, it is uncommon for NLs to ask for help but occasionally, they will ask about getting slate cards.

### Slate Cards

The process for getting slate cards to NLs is different for each county. Some direct NLs to a central place to pick up a bundle, some have meetings to pass out bundles, and others deliver them. Whatever the process, the coordinator should be aware of the process and expect calls for help.

And, for some election cycles, the NL will be given additional or alternate material to give to the voter. This material should be delivered in the same manner as the slate cards.

### Reporting Results

We encourage NLs to report results soon after a voter contact. The reporting should be completed after the election so we can assess the effectiveness of the program.

### Specifying the coordinator for the NL

The screenshot shows the NLP Services website. At the top is a blue header with the NLP Services logo and a navigation bar containing the following tabs: Home, Manage NLs, Manage Turfs, Manage Users, Reports, Change County, Configure, IP Blocker, Default Method, My turf, Change turf, Print, Help, and About. The 'Manage NLs' tab is highlighted. Below the header, the 'Manage active NLs' section is visible, which includes a sub-section 'Keep track of NLs' with two links: 'Display the list of active NLs.' and 'Sync a new list of active NLs.' Below this is a section 'Set up the site for your county' with five links: '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.', and 'Download the manuals for managing NLP.' Two blue arrows originate from a text box on the right. One arrow points to the 'Manage NLs' tab in the navigation bar, and the other points to the 'Define the coordinators for the county.' link in the 'Set up the site for your county' section.

**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 “Define the coordinators for the county.”



[Home](#)

## Define the coordinators for the county.

You can add a new coordinator from the list of prospective NLS.

House District where the coordinator resides

5 ▾

Coordinator's Precinct

Precinct 10 ▾

Select the coordinator

- ☐ Kristen Anderson: another@sink.sendgrid.net, mcid[101077091]
- ☐ Virginia Hocker: virginia@sink.sendgrid.net, mcid[101109699]
- ☐ Phillip Nelson: nelson@sink.sendgrid.net, mcid[101109701]
- ☐ Mary Reed: steve.packer@yahoo.com, mcid[101077092]
- ☐ Jason Waters: jason@sink.sendgrid.net, mcid[101109700]

Select the scope.

Group of Precincts ▾

Enter a list of precincts, separated by commas \*

Precinct 10

Select the HD to be managed by the new HD coordinator.

5 ▾

Add this Coordinator.

Or, you can delete an existing coordinator.

<input type="checkbox"/>	Name	Email	Phone	Scope	Name	Precinct List
<input type="checkbox"/>	Bagby, James	jim@sink.sendgrid.net	5558082244	county	ALL	

Delete the selected coordinators.

Select the house district and precinct where the coordinator lives.

Then select the coordinator from the list of NLS in the selected precinct.

Select the scope of the coordinator's role: county, house district, or list of precincts. And, select the house district and precincts the coordinator will manage.