

NEIGHBORHOOD LEADER PROGRAM

Managing NLP Services notifications

Critical 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. If an NL has not already reported results, they will get a notification email from NLP Services to be sure to complete the canvass.

Sending a turf to an NL




Once a turf has been check in, you can send 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. The email contains a link to NLP Services login and the NL must use this link to get the printable walk sheet.




Once an email is sent to an NL, a timer is started. If after 7 days the NL has not logged in, a notification email is sent to the coordinator. The coordinator should contact the NL to see if anything is wrong.


The email also contains a link for printable instructions for the canvass (see below) and 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.

Example Email Received by NL

Neighborhood Leader Materials - Washington County   

 **NeighborhoodLeaderNotification@nlpservices.org** 5:01 PM (0 minutes ago) ☆  

to me 

 Categorize this message as: **Updates**  [Never show this again](#) 

Steve,

Thanks for helping establish the Neighborhood Leader Program in Washington County. The first link will take you to the instructions for your canvass of your neighbors. Please click this link and read the instructions if you are not already familiar with the program.


[Neighborhood Leader Instructions - canvass](#)

Please click the link below to take you to the login for your list of voters. It is important that you return to this login to report the results of your attempts to contact the voters. After login, you will see a link in the upper right corner. That will take you to a printable copy of your list of voters. Click that link and print the list.

[Neighborhood Leader Login](#)

The password is blue17

(This is an example of a paragraph to communicate with a specific NL.)

Thanks
Jon McWilliams  **NLP Coordinator**
[503.544.9721](tel:503.544.9721)

Steve Packer sent you this message from NLP services.

If you recieved this email in error, please forward it to NeighborhoodLeaderNotification@nlpservices.org and we will remove you from future emails.

NL instructions

Each email will include a link for a printable instruction for the canvass. This document is in PDF format and must be uploaded before any emails can be sent. The instruction document is unique to each county and can be customized both for the county and for each election.

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. Multiple coordinators can be assigned to a county and each is given a scope of either county, house district or list of precincts. If multiple coordinators are assigned with the same scope, the notification behavior is unspecified but only one coordinator will get the notification.

The notification email is sent to the coordinator with the narrowest scope. If a coordinator exists for a precinct, that person get the notification email. Else, if one exists for a house district then that coordinator is chosen. Lastly, the county coordinator is notified if the other two do not exist.

Use the menu item to identify the coordinator.

When an NL is sent an email with a turf, a 7-day timer is started. If the NL fails to log in and access the turf, the coordinator will get a notification email. The coordinator should use this notification to contact the NL to determine if there is an issue.

The screenshot shows the 'NLP Services - Oregon' interface for Washington County. The page has a blue header with the 'NEIGHBORHOOD LEADER PROGRAM' logo and the title 'NLP Services - Oregon'. Below the header is a navigation bar with 'Home' and 'NLP Admin Page'. The main content area is titled 'Washington County' and includes a copyright notice '(© 2017, 2018 NLP Services, Version 4.1)'. The page is divided into three main sections: 'Admin Turfs', 'Admin Election Cycle Start', and 'Admin End of Election Cycle'. The 'Admin Turfs' section contains links for 'Check in a turf', 'Delete a turf', and 'Send email with turf to NL'. The 'Admin Election Cycle Start' section contains links for 'Set candidate names for this cycle', 'Upload the NLP instructions', 'Upload the Ballot Received status', 'Upload the Crosstab counts', and 'Restore NLS reports'. The 'Admin End of Election Cycle' section contains links for 'Display a summary of results', 'Export NL email blob', 'Export canvassing status by turf', and 'Export NLS reports'. There is also an 'Admin NLS' section with links for 'Import the list of active NLS', 'Display the Active NL Management Page', 'NL Login', 'Create substitute HD/Pct for NL', 'Identify the district coordinators', 'List of NL emails that are undeliverable', 'NLP Documents', 'Fix NLS reports', and 'Export NL status report'. Annotations with arrows point to specific links: 'Sent turf to NL' points to 'Send email with turf to NL'; 'Upload the NL instructions' points to 'Upload the NLP instructions'; and 'Identify the district coordinators' points to 'Identify the district coordinators'.

NLP Services - Oregon
NEIGHBORHOOD LEADER PROGRAM

Home

NLP Admin Page

Washington County (© 2017, 2018 NLP Services, Version 4.1)

Admin Turfs

- Check in a turf
- Delete a turf
- Send email with turf to NL

Admin Election Cycle Start

- Set candidate names for this cycle
- Upload the NLP instructions
- Upload the Ballot Received status
- Upload the Crosstab counts
- Restore NLS reports

Admin End of Election Cycle

- Display a summary of results
- Export NL email blob
- Export canvassing status by turf
- Export NLS reports

Admin NLS

- Import the list of active NLS
- Display the Active NL Management Page
- NL Login
- Create substitute HD/Pct for NL
- Identify the district coordinators
- List of NL emails that are undeliverable
- NLP Documents
- Fix NLS reports
- Export NL status report

Annotations:

- Sent turf to NL (points to 'Send email with turf to NL')
- Upload the NL instructions (points to 'Upload the NLP instructions')
- Identify the district coordinators (points to 'Identify the district coordinators')