

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.

Graphical user interface, application

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

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

**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.

Graphical user interface, application

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Then click “Run Search”.

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

Select the state and county.

**Step 3: Save the list**

Select the “Save List As” function.

Graphical user interface, application, table

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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.

Graphical user interface, application, email

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Then click “Save”.

Choose your county folder and name your file.

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

**Step 4: Sync the Active NL list**

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

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Then Choose the file to upload and click upload.

Graphical user interface, text, application, email

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Choose the file you created and then click “Synchronize”.