

NEIGHBORHOOD

LEADER PROGRAM

**Updating the list of Potential NLs** (Revision 3 – August 2015)

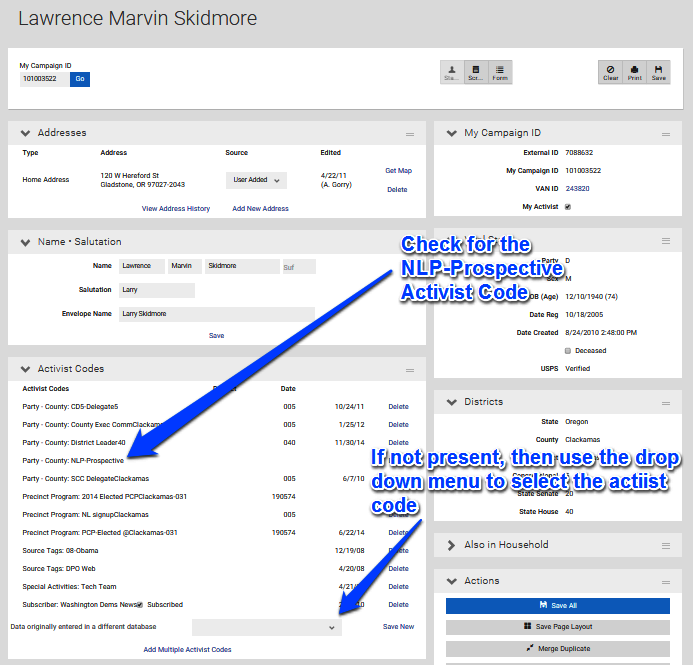
**Purpose**

Everyone that is given a turf to canvass voters for the Neighborhood Leader Program, must be entered into the list of potential 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. The list we maintain is of prospective NLs. We track everyone who is, was or should be an NL. We track who actually signs up and gets a turf in the NLP Services database.

The list of potential 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.

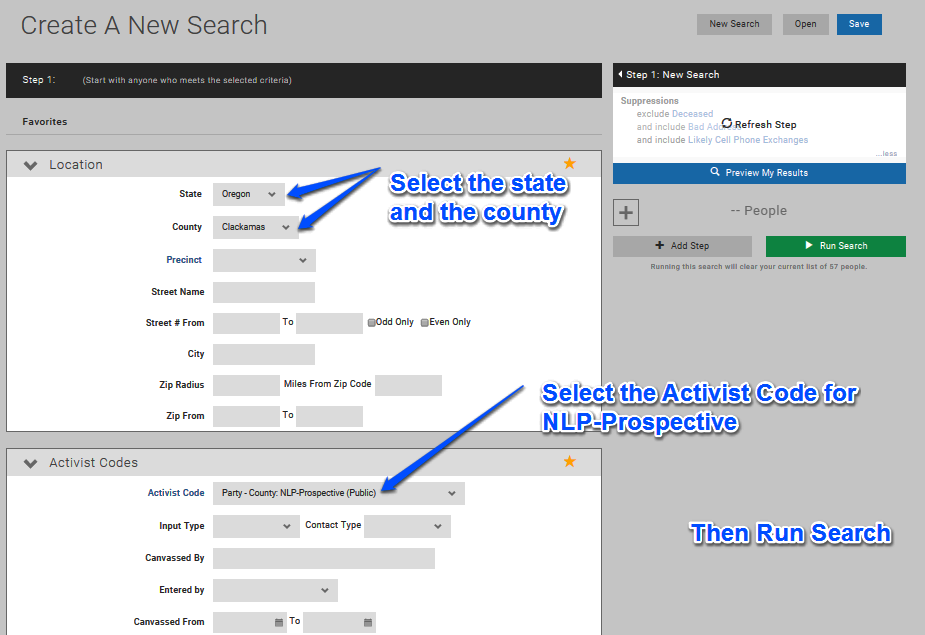
**Step 1: Adding or Deleting an NL from the list**

When adding or deleting a person from the list of potential 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-Prospective Activist Code is set. Either set it or delete it as appropriate.



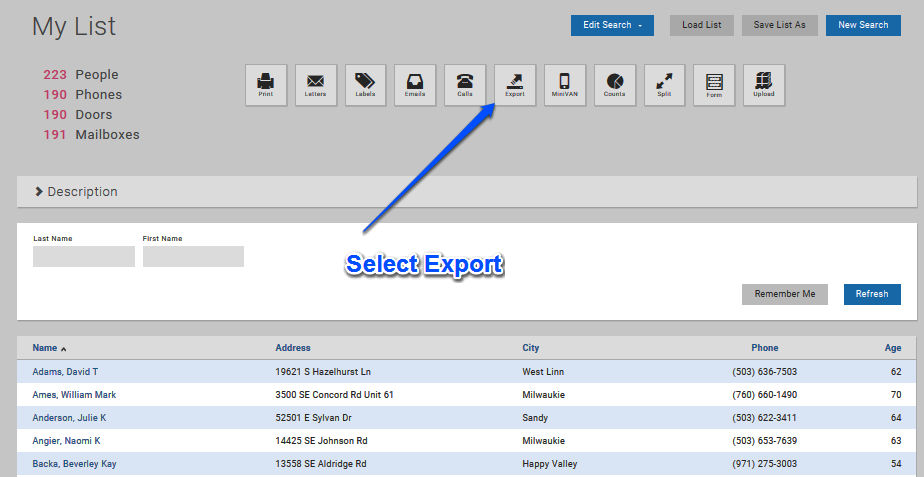
**Step 2: Create a new list**

Create a new list with the state, county and activist code selected. This will produce a list of all the existing potential NLs.

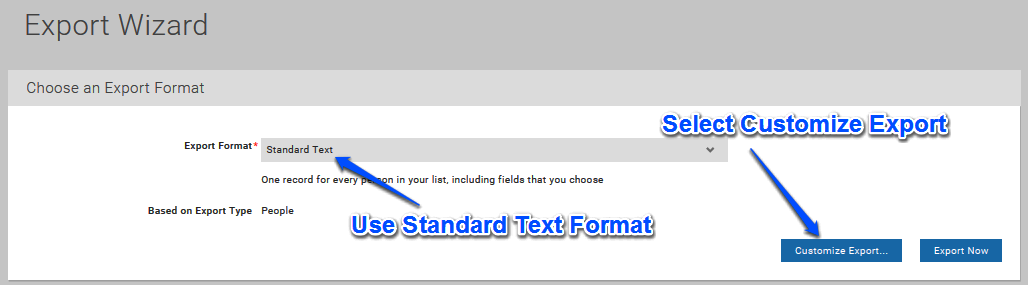


**Step 3: Export the list**

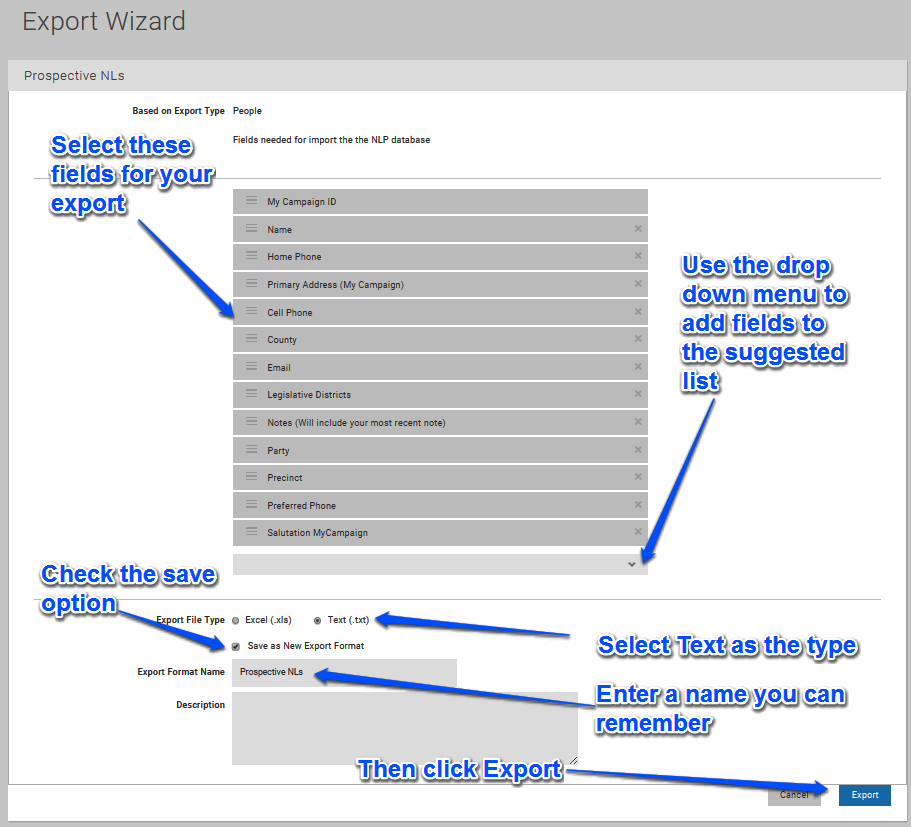
Select the Export function.



For the first export, you will have limited options for Export format. Chose the Standard Text and then click the Customize Export. This will permit you to create a new format, save this format with a name, and use it for future exports. For subsequent exports, just select the one you created and named.

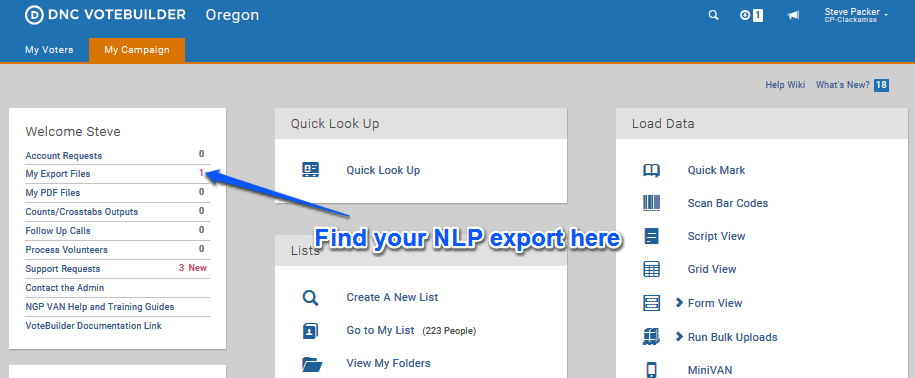


Now select the list of fields shown below. They can be in any order and there can be more than what is listed. But you do need these as a minimum. Select the Text File Type, click the Save option (this lets you name the export for future use), and give your export a memorable name.



**Step 4: Download the exported list**

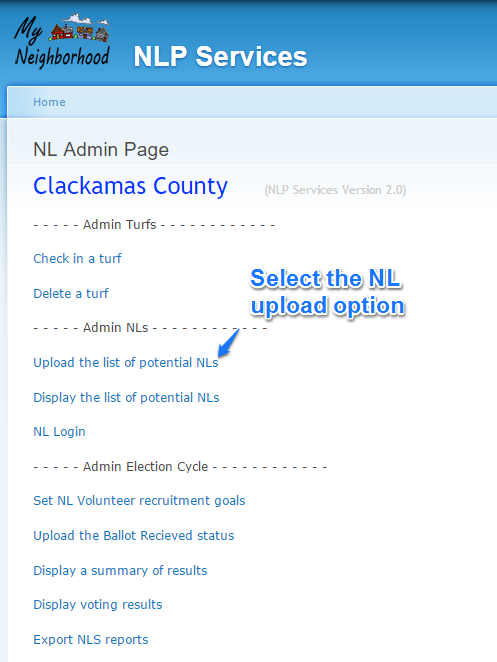
After a bid, your export will be ready. You can find in the main menu link “My Export Files”. Click this and download the llist. The download process is browser specific. Chose a friendly browser and stick with it. Save the download file uncompressed in some folder where you can find it easily.





**Step 5: Upload the Prospective NL list**

The link the NLP Services Admin Page is county specific. You should already know this link. Choose the “Upload the list..” link.



Then Choose the file to upload and click upload.

