

# Filing Your Field Report – Quick Reference Guide

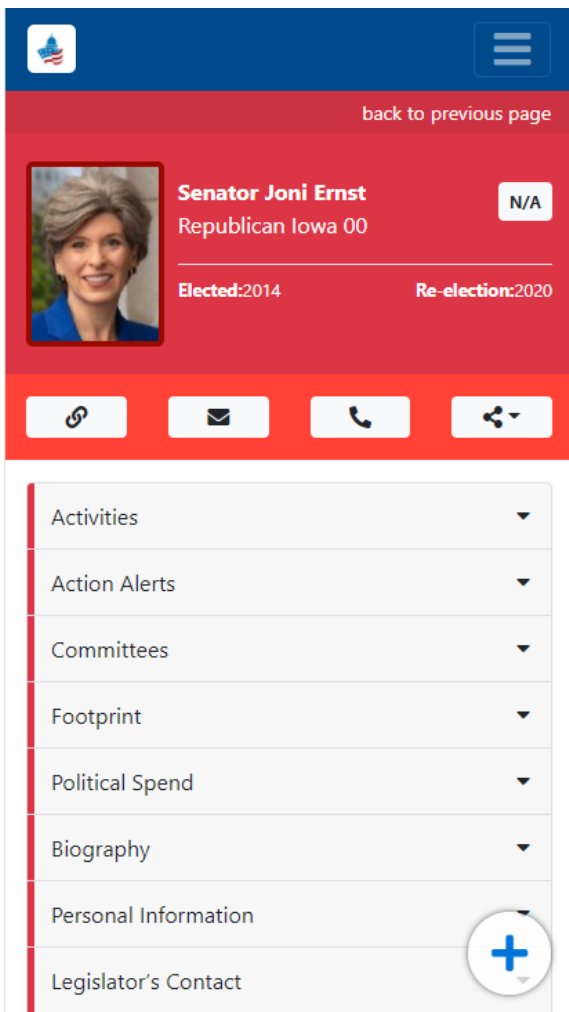
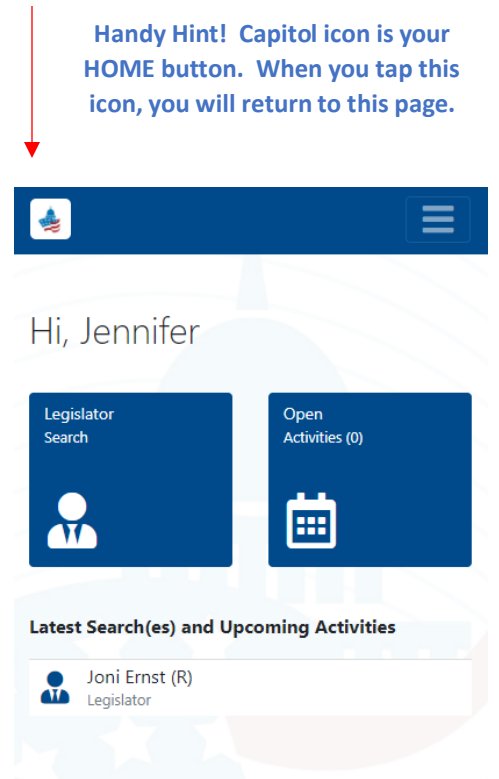
## Step 1 – View Your Legislator’s Page

Login to the FPC Field Report app.

Click or tap your legislator’s name under “Latest Search(es)” and you will be taken to the legislator’s page.

## Step 2 – Add Your Report

Once you have landed on the legislator’s page, click or tap the **blue plus** sign at the bottom right corner:



## Step 3 – File Your Report

### Select Activity Type:

- **Appointment** (for Federal, District, Virtual, or Personal Meetings, Events or Delivering an RPAC Check to legislators)
- **Call** (for phone calls or text exchanges with legislators)
- **Email** (for emails to legislators)

### Complete Fields For:

- Start Date/End Date – **this is the date of your communication with your legislator**
- Start Time/End Time (if applicable)
- Subject
- Event Location (e.g. District Office, Federal Office, Virtual Meeting, Event)
- Notes/Description (describe the interaction with your legislator)
- Status (Closed>Attended, Completed, Sent)
  - If you are delivering an RPAC check, select Closed>**Delivery**
  - If you need follow-up from NAR, select the status Open>**Follow Up**

**Handy Hint!** If you do NOT need follow-up from NAR, choose a closed status.

Click or tap “**Add Activity**”

**Add Activity**

Appointment Call Email Task

Start Date End Date  
01/07/2021 01/07/2021

Subject

Event Location

Organizers  
Jennifer Hamilton X

Attendees  
Joni Ernst X

Staff

Notes/Description

Add Activity Cancel

Once your report has saved, you can:

- Log out by tapping the three bars in the upper right
- Tap the “Capitol” icon in the upper left to return to the home screen
- Tap “back to previous” to return to the legislator’s page.

**Add Activity**

Appointment Call Email Task

Start Date End Date  
01/07/2021 01/07/2021

Subject

Home  
Legislator  
Activities  
Add Activities  
Change Password  
Logout