Adding Additional Volunteers to Your Phone Bank

1. Log into Aristotle and go to Search>Individual Search>Basic Search

2. On the criteria page, enter the member’s NRDS ID into the Source ID field. Include all 9-digits, even if the NRDS ID begins with a zero (0). Then click the SEARCH button.

3. Click the button on the right to Add Results to Existing List. (This is the same place where you will enable the new volunteer as an advocate. That is step 5 & 6, after you add the volunteer to your volunteer list).
4. A pop-up will appear, and you can select your list using the drop down menu. When you have selected your list, click the blue button Add to List. Lists display in alphabetical order.

5. Your volunteer has been added to the volunteer list and will be matched with targets in the phone bank. To enable advocate privileges, click the button on the right Enable as Advocate(s).

6. In the pop-up, check the boxes for Fundraising and Phone Bank, and click Enable or Update Advocates.

7. To give the volunteer his advocate information, click his name. Or search him in Quick Search by name or NRDS ID.
8. In the volunteer’s record, look on the far right in the box that says Advocate Settings. Give the volunteer the following information:
   a. Advocate ID
   b. Advocate Password
   c. Log out from Aristotle if you are on the volunteer’s computer