Exporting a List of Advocate Login Information

If you intend to provide your volunteers with their Advocate information (login credentials) the day-of your phone bank instead of emailing them in advance, follow the steps below. It is best to complete these steps immediately after you “Enable Advocates.”

1. After you have clicked Enable Advocates, click the button “Export Results.”

Or to find your list again (if you are exporting this list in another session), go to Search> List Manager. Select your list, and click the lightning bolt icon and select “Individuals.” Then click the icon “Export Results” (as shown in the screen shot above).
2. Select the following fields from the left column “Fields to Export” and use the top arrow button ( > ) and move them to the right column “Selected Fields.”
   a. Advocate_Panel_ID
   b. Advocate_Panel_Password
   c. Source ID
3. Click the green Export Results button.