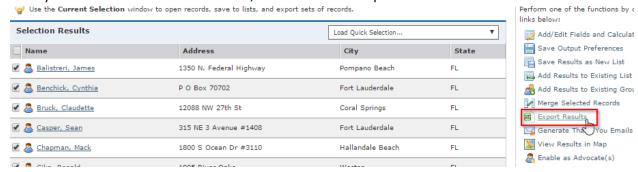
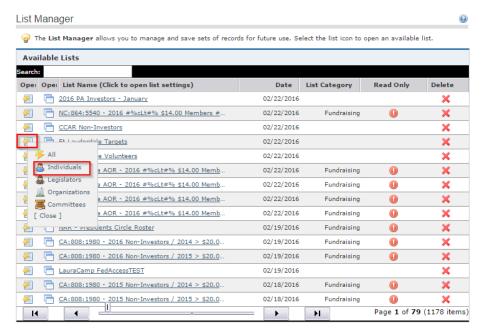
Exporting a List of Advocate Login Information

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 step immediately after you "Enable Advocates."

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

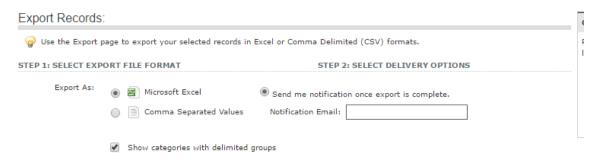


Or to find your list again (if you are exporting this list in another session), go to Search>List Manager. Select your list, and click the lightning bolt icon and select "Individuals." Then click the icon "Export Results" (as shown in the screen shot above).

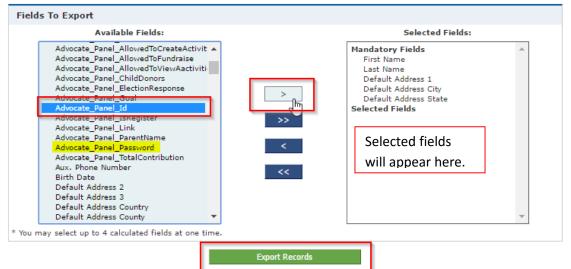




- Select the following fields from the left column "Fields to Export" and use the top arrow button
) and move them to the right column "Selected Fields."
 - a. Advocate_Panel_ID
 - b. Advocate_Panel_Password
 - c. Source ID
- 3. Click the green Export Results button.



STEP 3: SELECT FIELDS TO EXPORT



To accommodate exports for a large number of records, all exports using this tool are performed offline. Upon completion of an export, a notification is sent via a system message. That system message can be viewed by clicking the "Home" menu item. The message will appear in the "System Messages" panel on the left hand side of the screen. An email is also sent upon completion if an email address is provided in the "delivery options" section at the top of the "Export Records" screen.