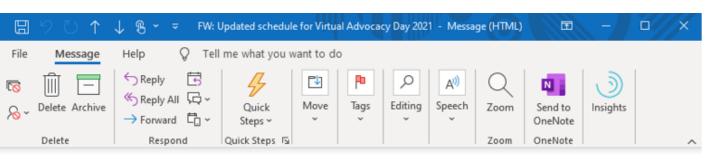


Online Schedules and Logistics Overview



→ Forward

Fri 2/26/2021 8:55 AM



#### FW: Updated schedule for Virtual Advocacy Day 2021



From: Advocacy Day <a href="mailto:sde-rom">advocacyday@advocacyassociates.com</a>

To: Kaytee Yakacki

Subject: Updated schedule for Virtual Advocacy Day 2021

Hello Larry David,

You can view your schedule for Virtual Advocacy Day 2021 here: <a href="https://advocacyday.constituentvoice.net?otp=672e16a8-4c92-4482-aa95-66d94415b9c2">https://advocacyday.constituentvoice.net?otp=672e16a8-4c92-4482-aa95-66d94415b9c2</a>

If you have any questions or concerns, please contact support here: advocacyday.constituentvoice.net/contact

Thank you, Advocacy Associates

#### **Receiving Your Schedule**

- You will receive an automated email from Advocacy Associates on a <u>to-be-determined date</u> by your organization
- Click on the URL to access your schedule. You will be automatically logged in when clicking on the URL
- Check your SPAM/JUNK folder if you think you did not receive the email
  - Verify with your organization on the date schedules were/will be sent
- Follow your email platform's instructions for unmarking future correspondence as spam, if needed





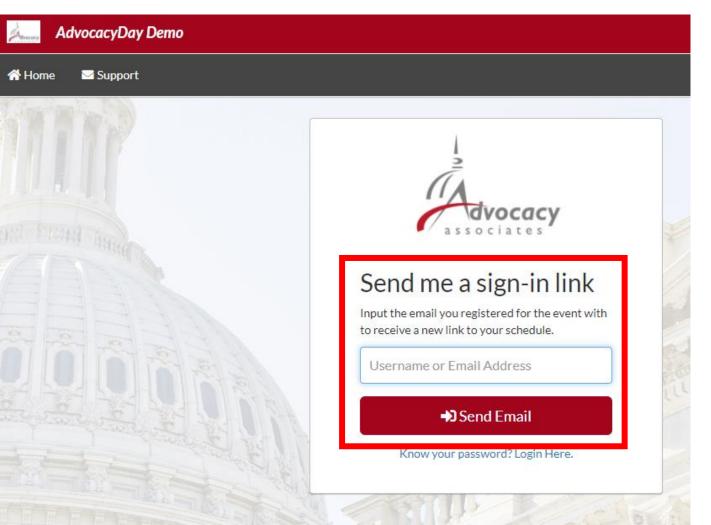
 If you are not able to login or become logged out at any point, you will land at a login page





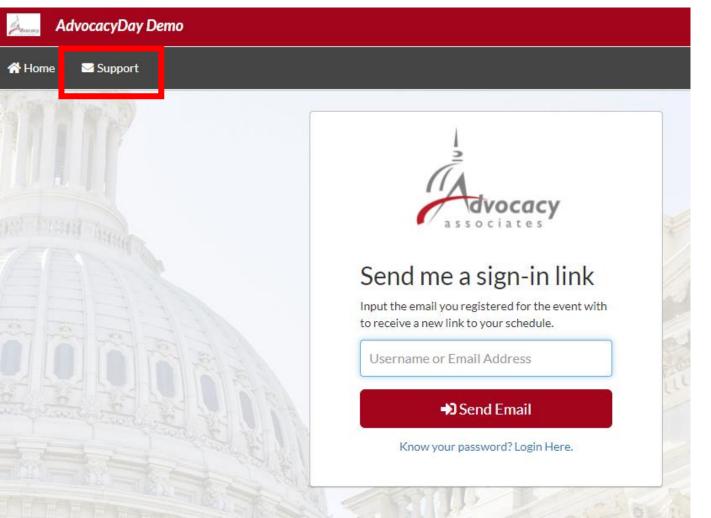
- If you are not able to login or become logged out at any point, you will land at a login page
- Select "Send me a sign-in link" do not try to enter a username or password





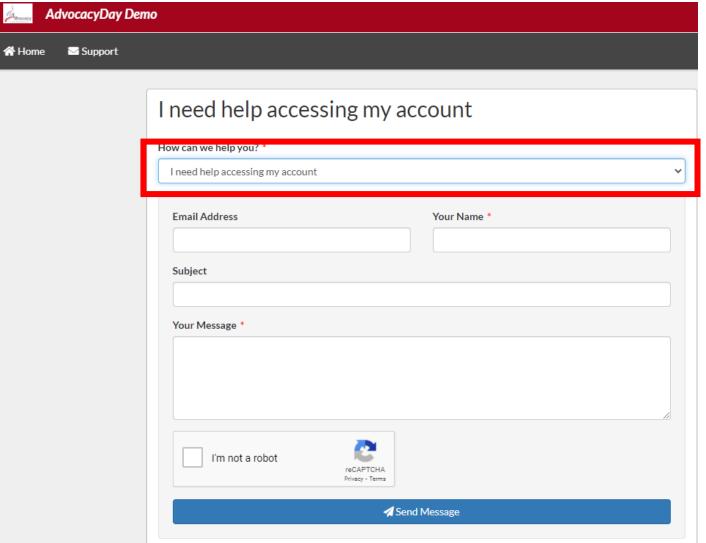
- If you are not able to login or become logged out at any point, you will land at a login page
- Select "Send me a sign-in link" do not try to enter a username or password
- Input the email you registered for the event with to receive a new link to your schedule





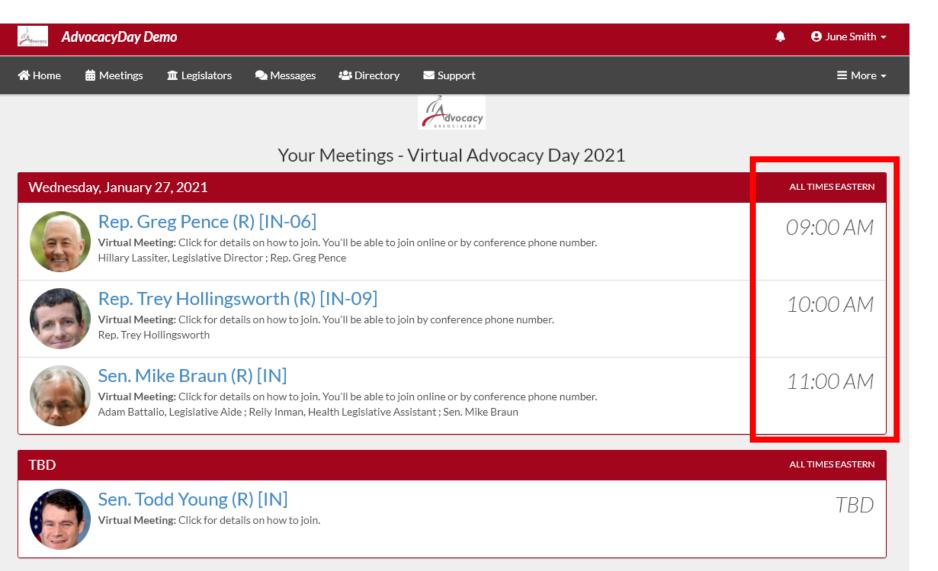
- If you are not able to login or become logged out at any point, you will land at a login page
- Select "Send me a sign-in link" do not try to enter a username or password
- Input the email you registered for the event with to receive a new link to your schedule
- If the problem persists, click on the Support tab





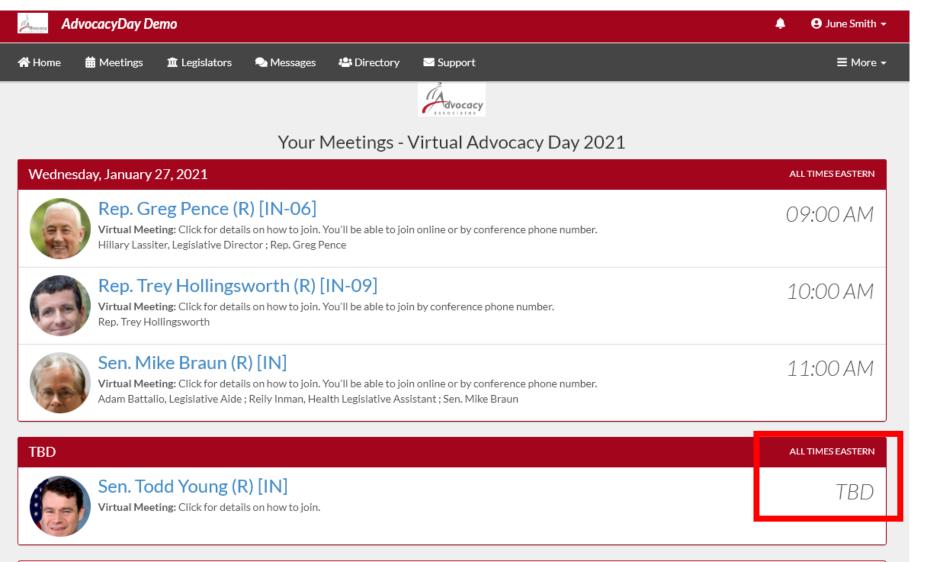
- If you are not able to login or become logged out at any point, you will land at a login page
- Select "Send me a sign-in link" do not try to enter a username or password
- Input the email you registered for the event with to receive a new link to your schedule
- If the problem persists, click on the Support tab
- Fill out the questionnaire, and Advocacy Associates will contact you shortly





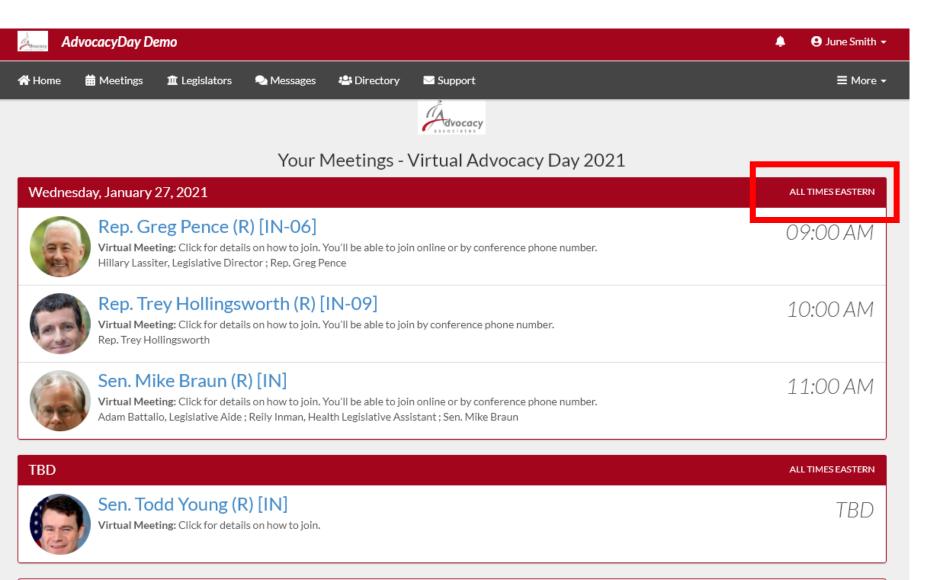
 Confirmed meetings display on the top





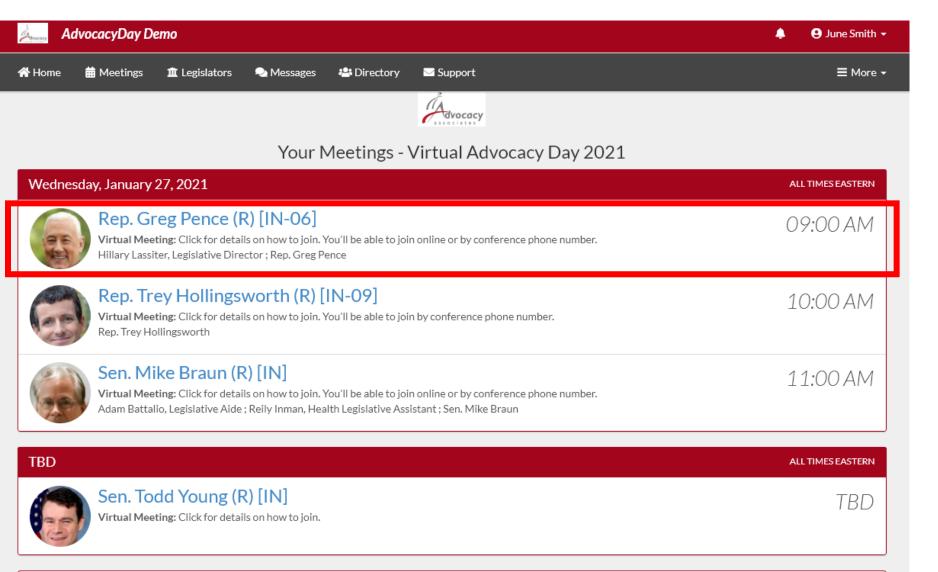
- Confirmed meetings display on the top
- Pending meetings display on the bottom





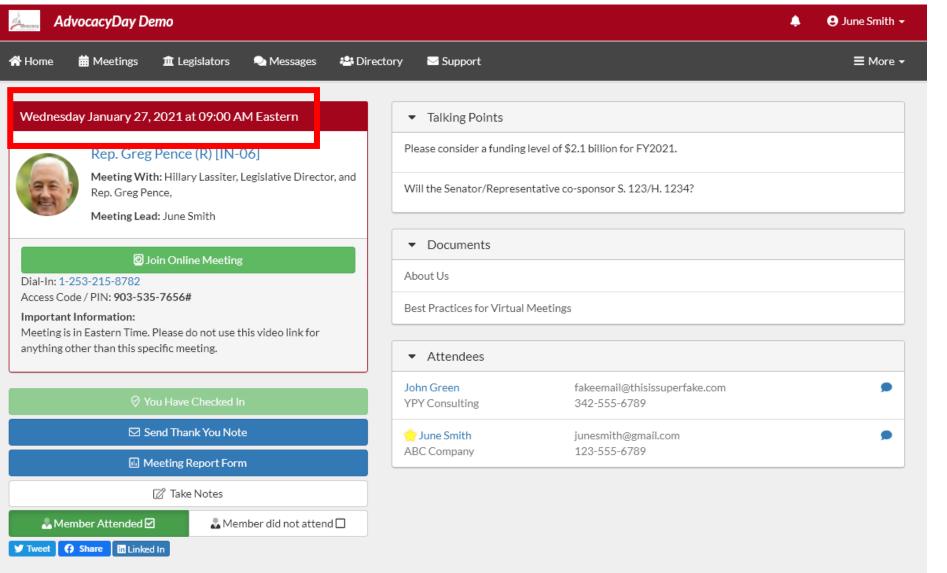
- Confirmed meetings display on the top
- Pending meetings display on the bottom
- All times will be displayed as EASTERN





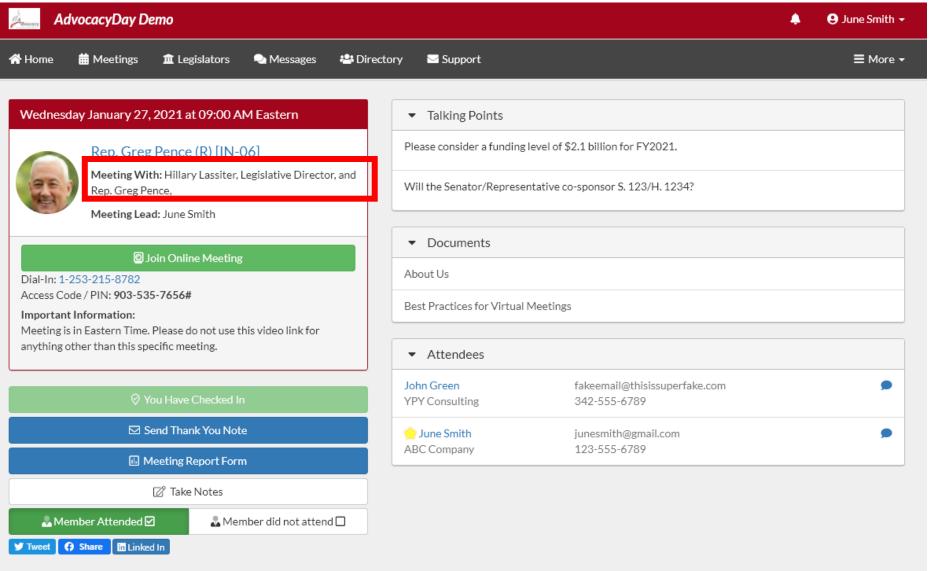
- Confirmed meetings display on the top
- Pending meetings display on the bottom
- All times EASTERN
- Click on each meeting to access the information





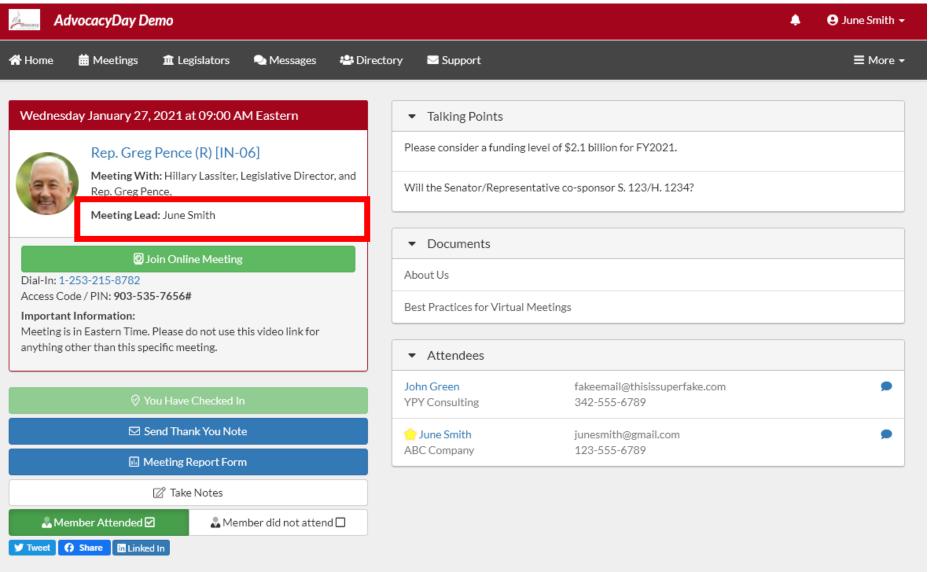
#### - Date and Time





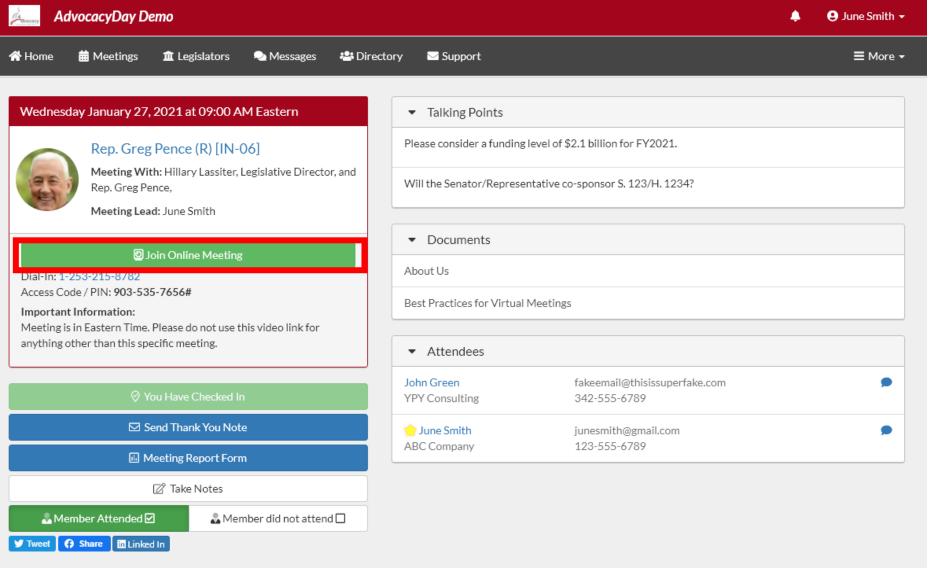
- Date and Time
- Meeting With





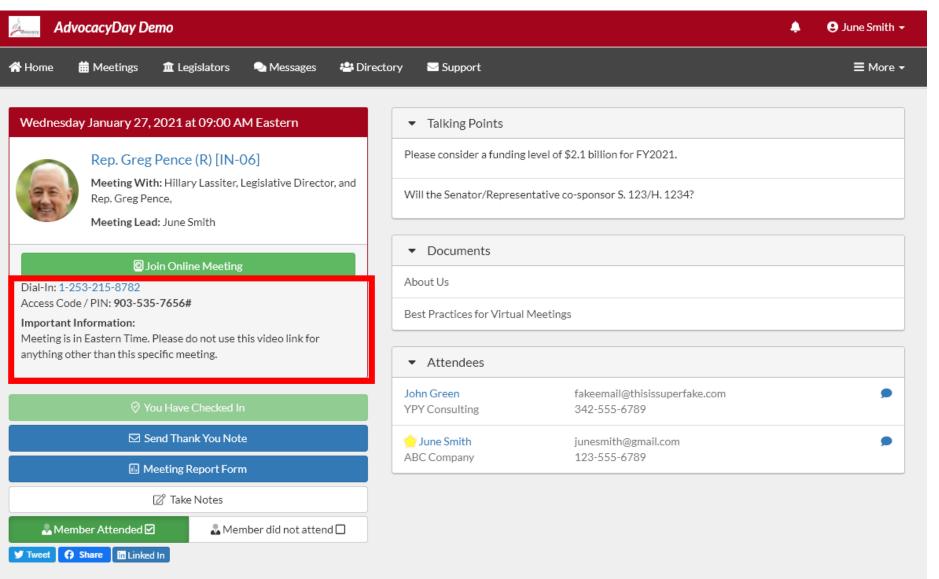
- Date and Time
- Meeting With
- Meeting Lead (if applicable)





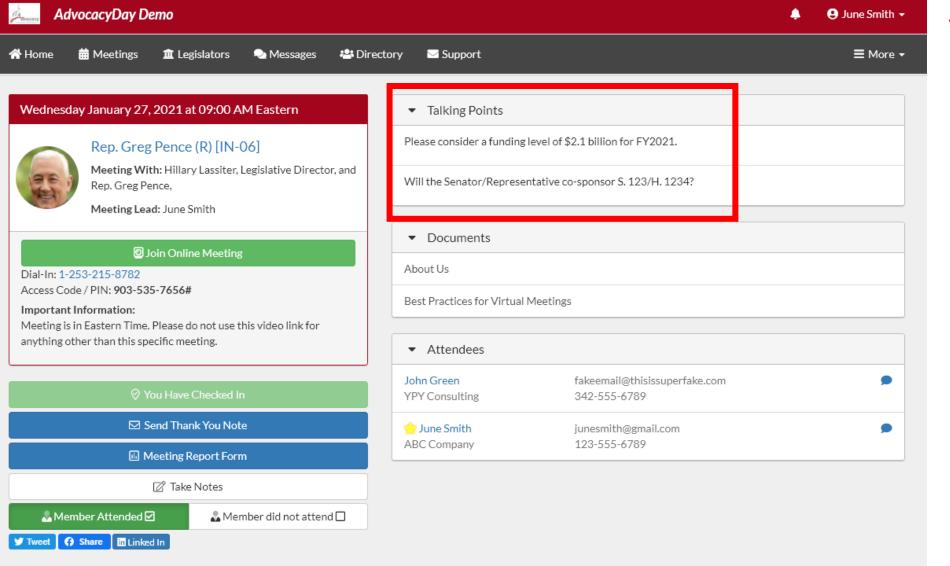
- Date and Time
- Meeting With
- Meeting Lead (if applicable)
- Click "Join Online Meeting" to open video component (not all meetings will have a video component)





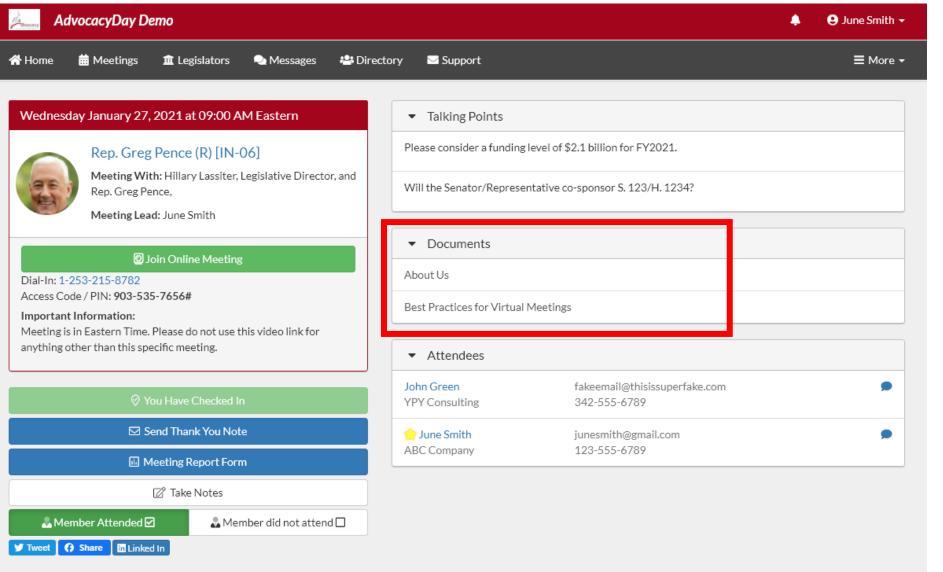
- Date and Time
- Meeting With
- Meeting Lead (if applicable)
- Click "Join Online Meeting" to open video component (not all meetings will have a video component)
- Dial-in/additional information





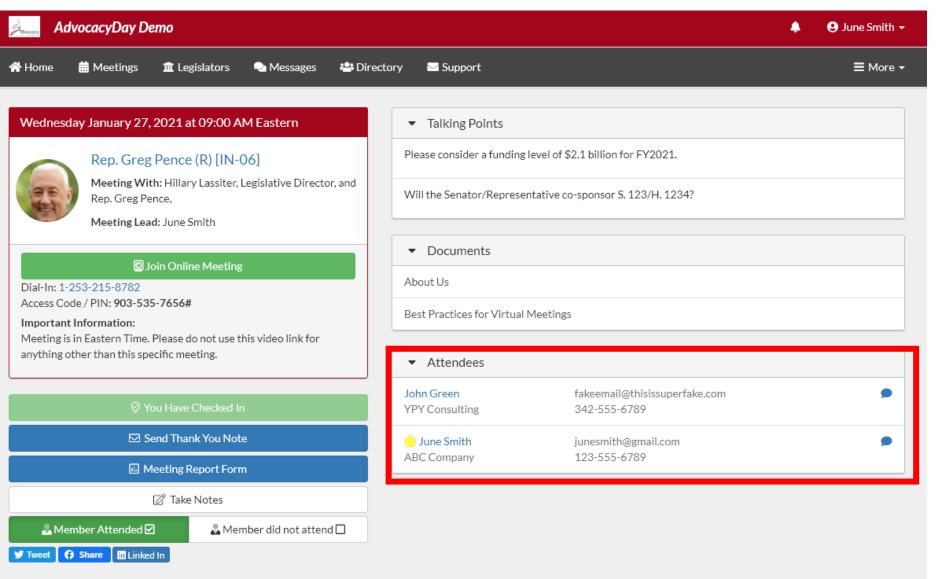
# - Talking Points





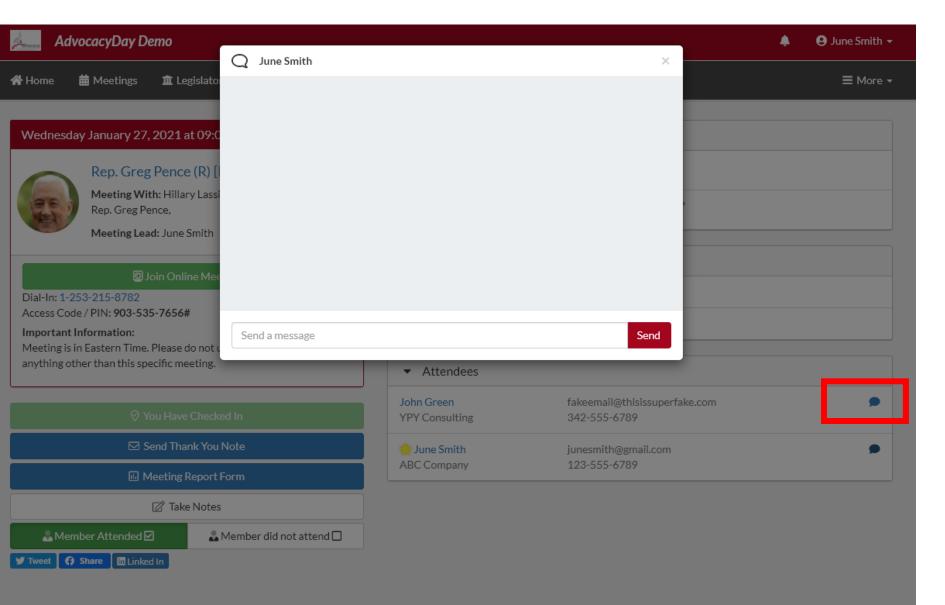
- Talking Points
- Documents (click to open in separate tab)





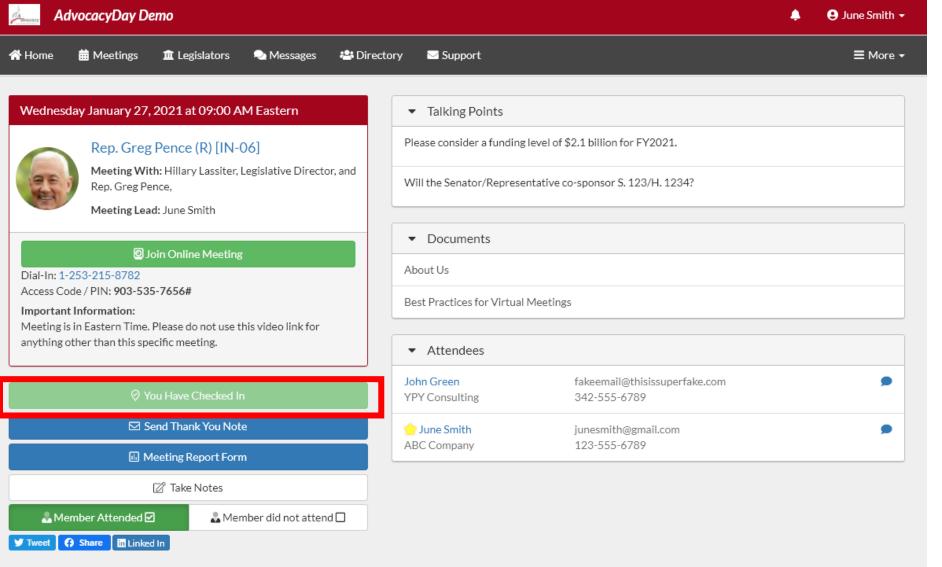
- Talking Points
- Documents (click to open in separate tab)
- Attendees who are in the meeting





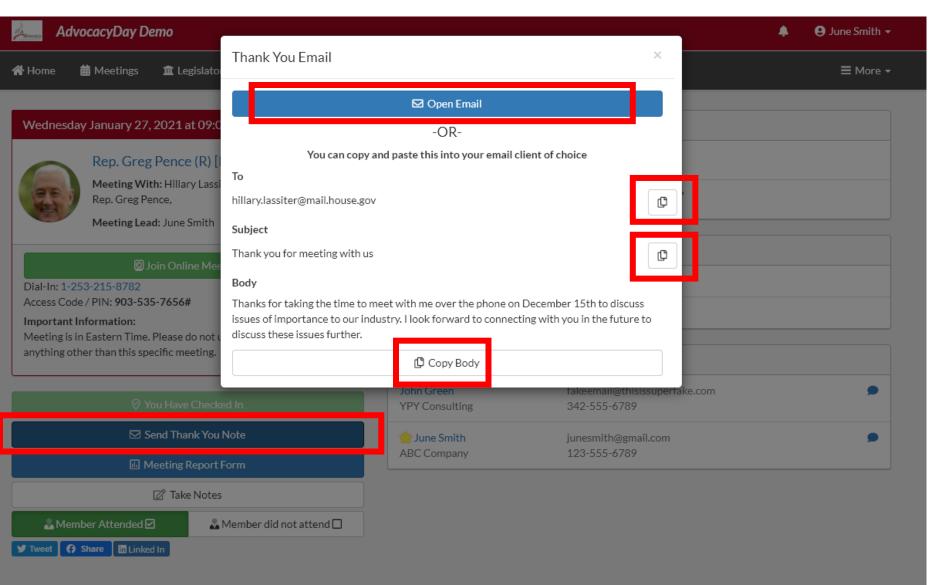
- Talking Points
- Documents (click to open in separate tab)
- Attendees who are in the meeting
- Peer-to-peer chat function





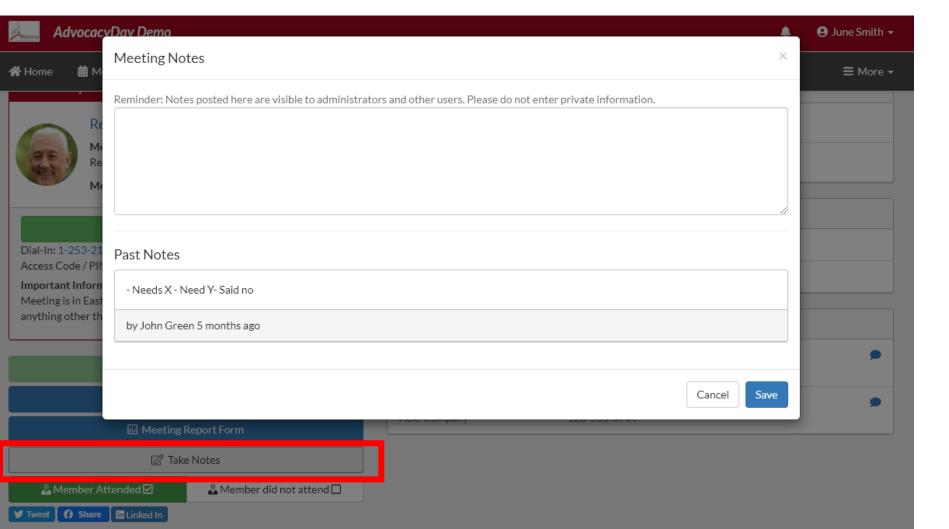
- Talking Points
- Documents (click to open in separate tab)
- Attendees who are in the meeting
- Peer-to-peer chat function
- Check-in to report attendance





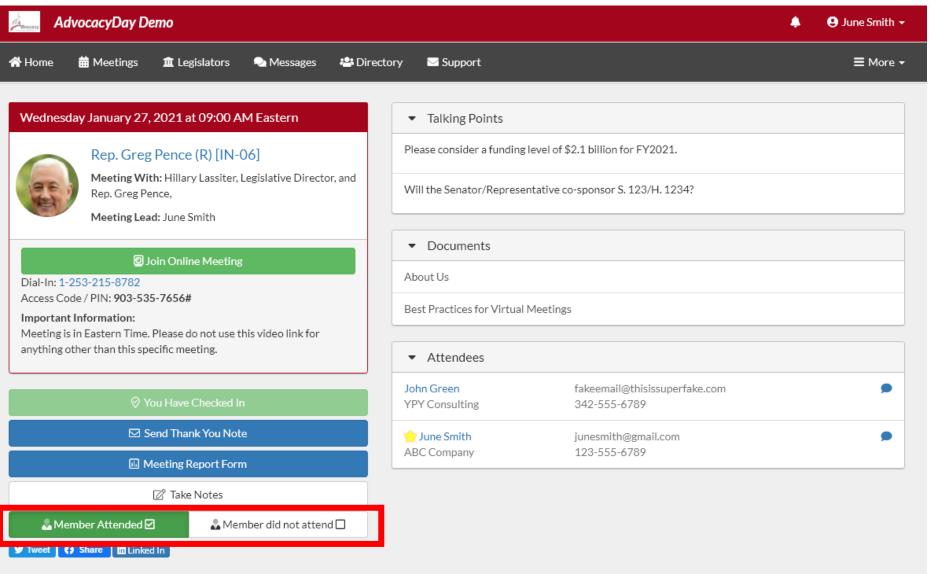
- Talking Points
- Documents (click to download as PDF)
- Attendees who are in the meeting
- Peer-to-peer chat function
- Check in to report attendance
- Thank You email.
  Open the email with your native platform or copy paste into Gmail, Yahoo, AOL etc.





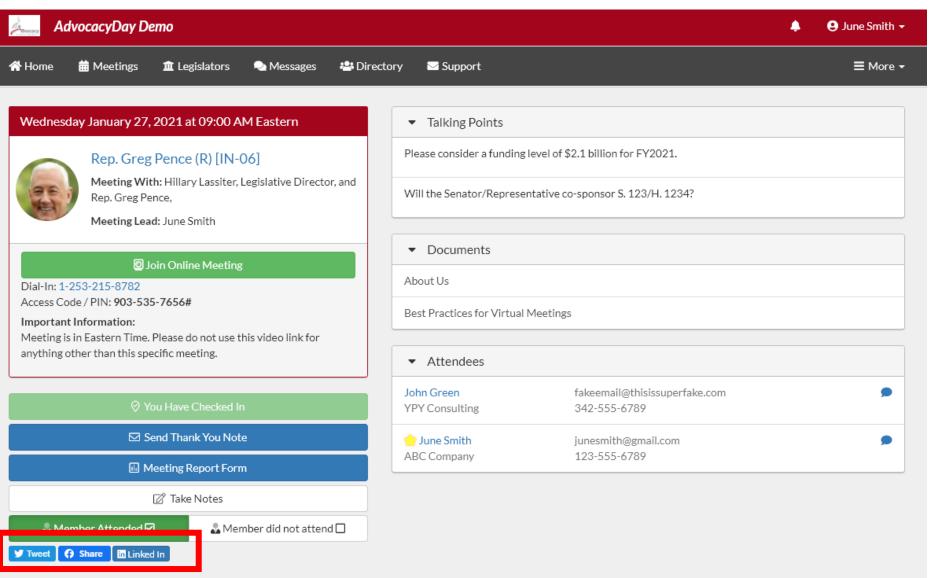
Take Notes option (blank notepad)





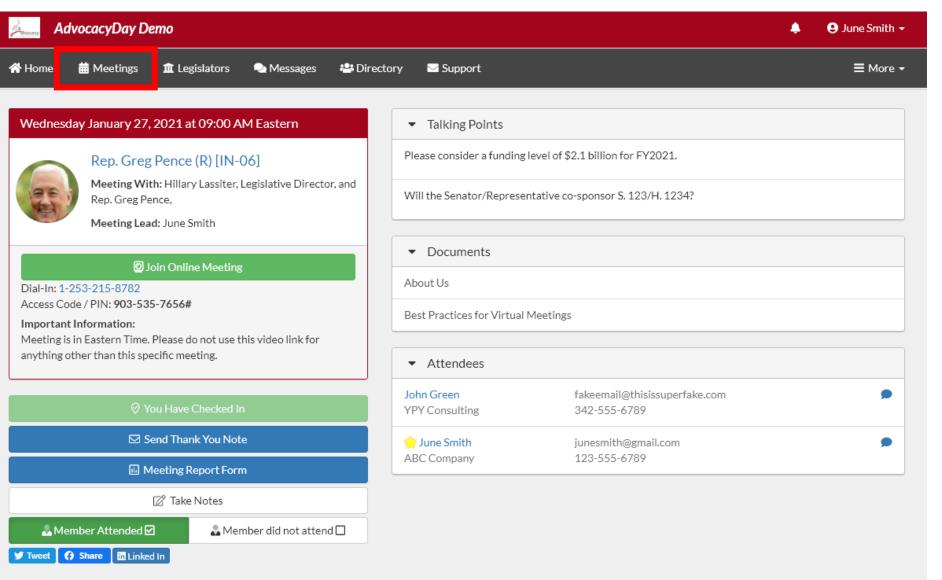
- Take Notes option (blank notepad)
- Member of Congress attendance, check one





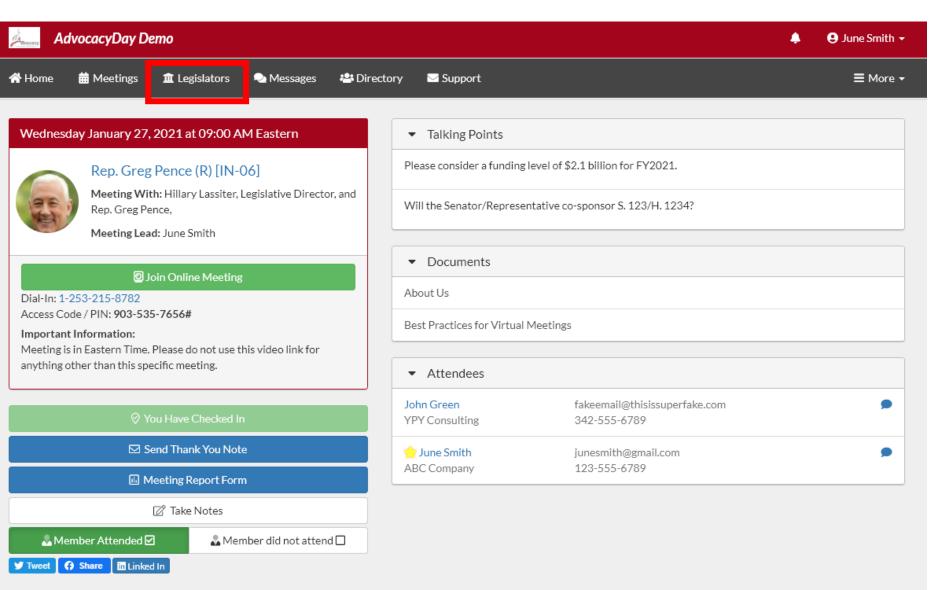
- Take Notes option (blank notepad)
- Member of Congress attendance, check one
- Social Media share buttons





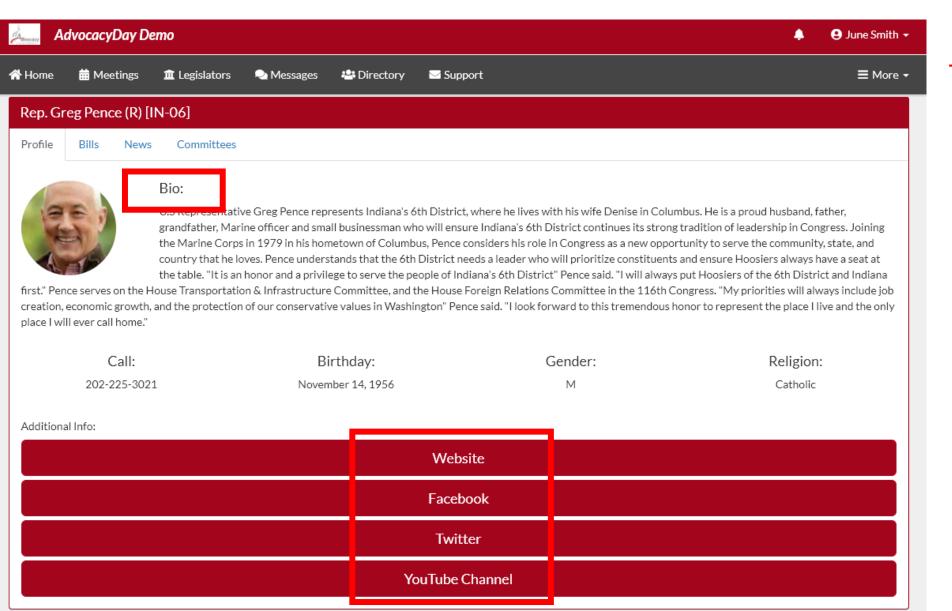
- Take Notes option (blank notepad)
- Member of Congress attendance, check one
- Social Media share buttons
- Click on Meetings tab to access main page again





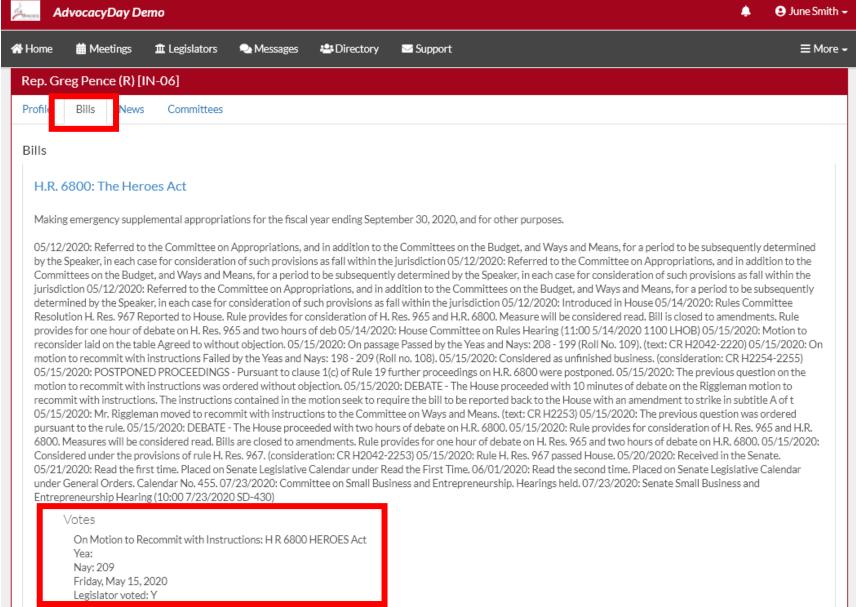
- Take Notes option (blank notepad)
- Member of Congress attendance, check one
- Social Media share buttons
- Click on Meetings tab to access main page again
- Click Legislators tab to access more information





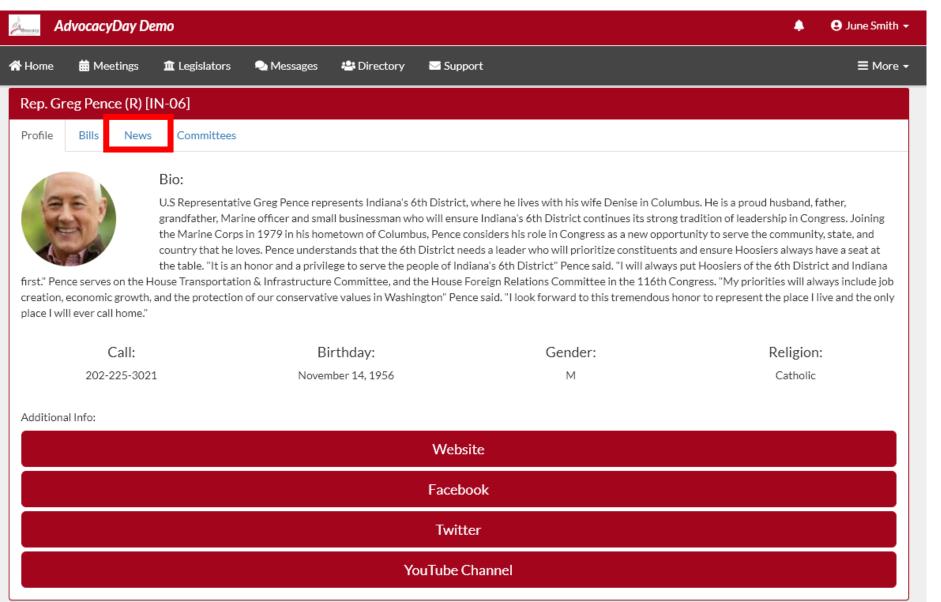
Bio and social media contact information





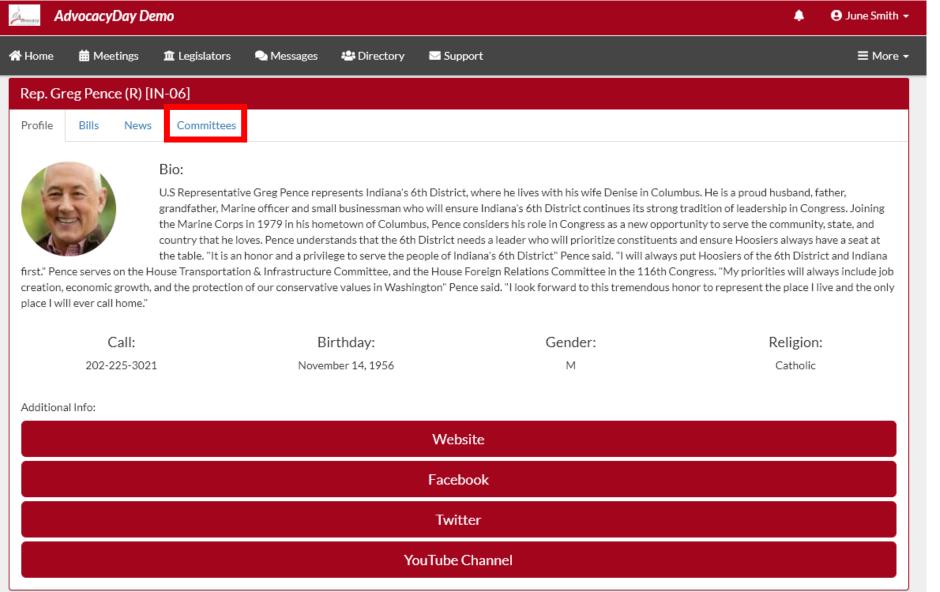
- Bio and social media contact information
- Relevant bills with voting record





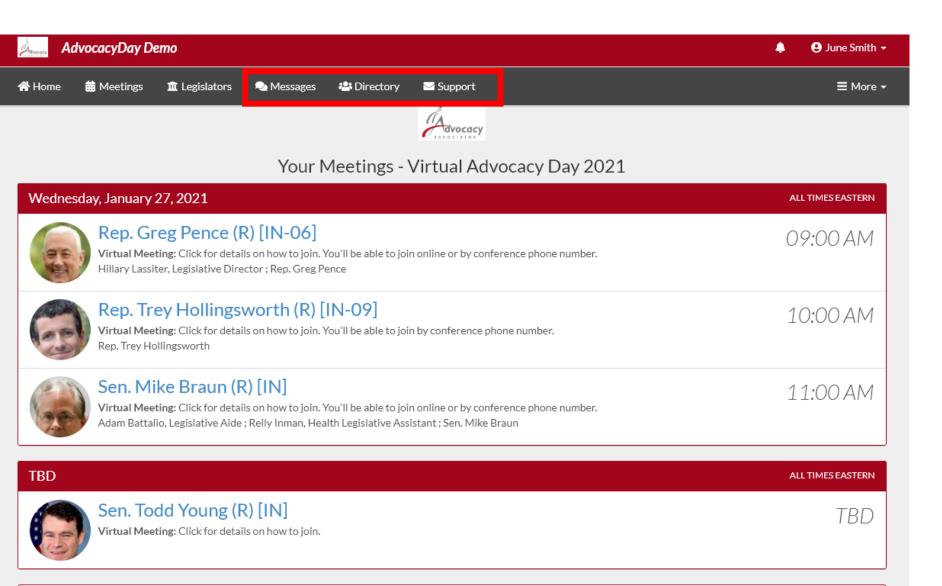
- Bio and social media contact information
- Relevant bills with voting record
- Recent news mentions





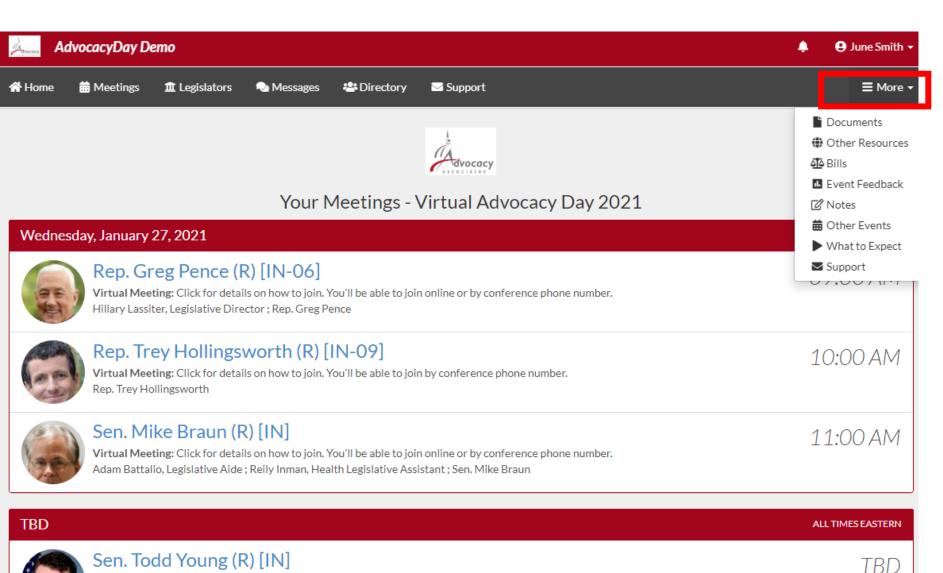
- Bio and social media contact information
- Relevant bills with voting record
- Recent news mentions
- Committee assignments





- Messages tab to access peer-to-peer messages
- Directory tab to contact any attendee in your event
- Support tab for scheduling or technical assistance





Virtual Meeting: Click for details on how to join.

Click the "More" tab
 to access additional
 materials,
 information, and
 resources that your
 organization may
 have provided



#### **Relevant Information and Reminders**

- Check your **SPAM/JUNK folder** to ensure you didn't miss the email with the link to your schedule (domain is @advocacyassociates.com)
- Please call/video into the meeting 5 minutes prior to the start time, in order to discuss with your group on who will open the conversation and who will be speaking
- All times will be **Eastern Time (New York Time Zone)**
- You will receive a reminder email **1 hour prior to each meeting** from Advocacy Associates with a link to your schedule
- If the office does not join the meeting within 10 minutes past the start time, contact Advocacy Associates
- There will be a help number listed in the **Support** tab to call if you need to get ahold of Advocacy Associates
- Meetings may last anywhere from **15-30 minutes**, prepare your pitch and talking points accordingly. **ASK** how much time the office has
- Any changes to your schedule the day of the event will be sent to you via email. Please be sure to check regularly throughout the day
- Make sure you are in an area with a good Wi-Fi connection
- Mute your microphone if you are not speaking
- Know your audience ensure you have an appropriate background



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