

*Building*  
**BLUE**



**Mobilize**

**SATURDAY, JUNE 12, 2021**

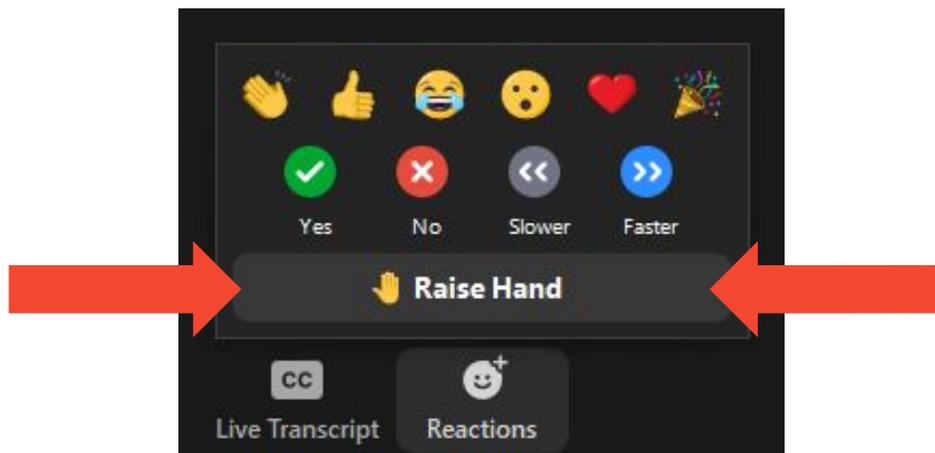
# RAISING YOUR HAND ON COMPUTER

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**STEP ONE:** Click on the **“Reactions”** button at the bottom of your Zoom screen.



**STEP TWO:** A menu that looks like this will appear. Click **“Raise hand”**



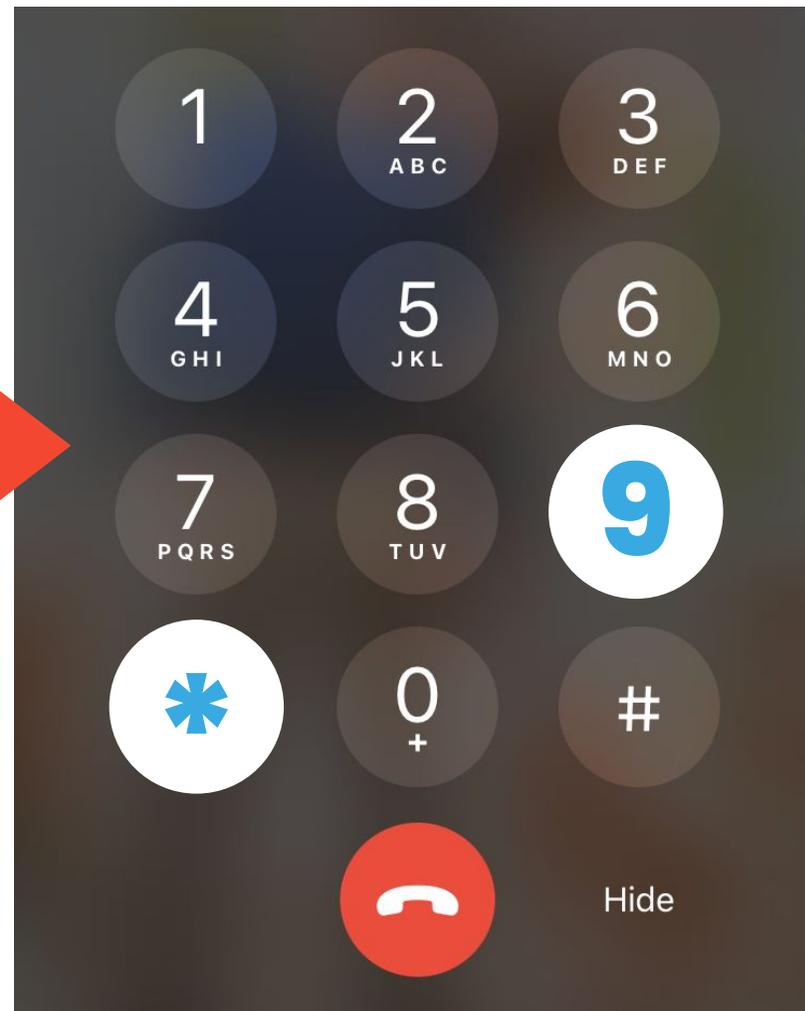
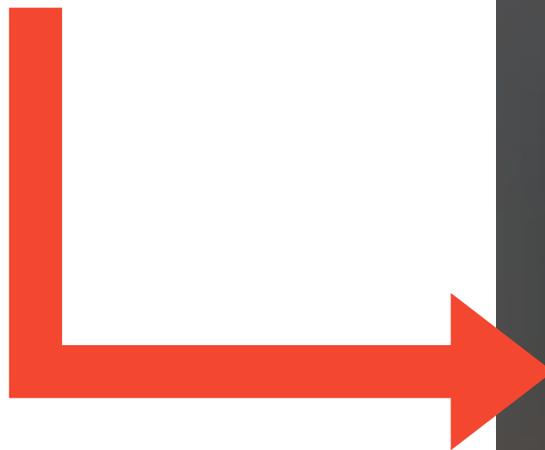
# RAISING YOUR HAND ON YOUR PHONE

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**STEP ONE:** Press \*9 on your phone's keypad

**TOGGLE  
MUTE/UNMUTE**

Press \*6 on your  
phone's keypad



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A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDemocrats" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

- **Be Present**
- **Ask Questions**
- **Use the Chat**

**NCDemocrats**

The logo for NCDemocrats, featuring the word "NCDemocrats" in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

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**TRAINING**  
*series*

**MEET YOUR  
DEMOCRATIC FAMILY**

*Who does **not** have a  
Mobilize account?*

**NCDEMOCRATS**

## **OUR AGENDA:**

1. What is Mobilize?
2. Create an account
3. Create an event
4. Graphics
5. Check your event's sign ups
6. Exports
7. Zoom + Mobilize Integration
8. Resources
9. Questions

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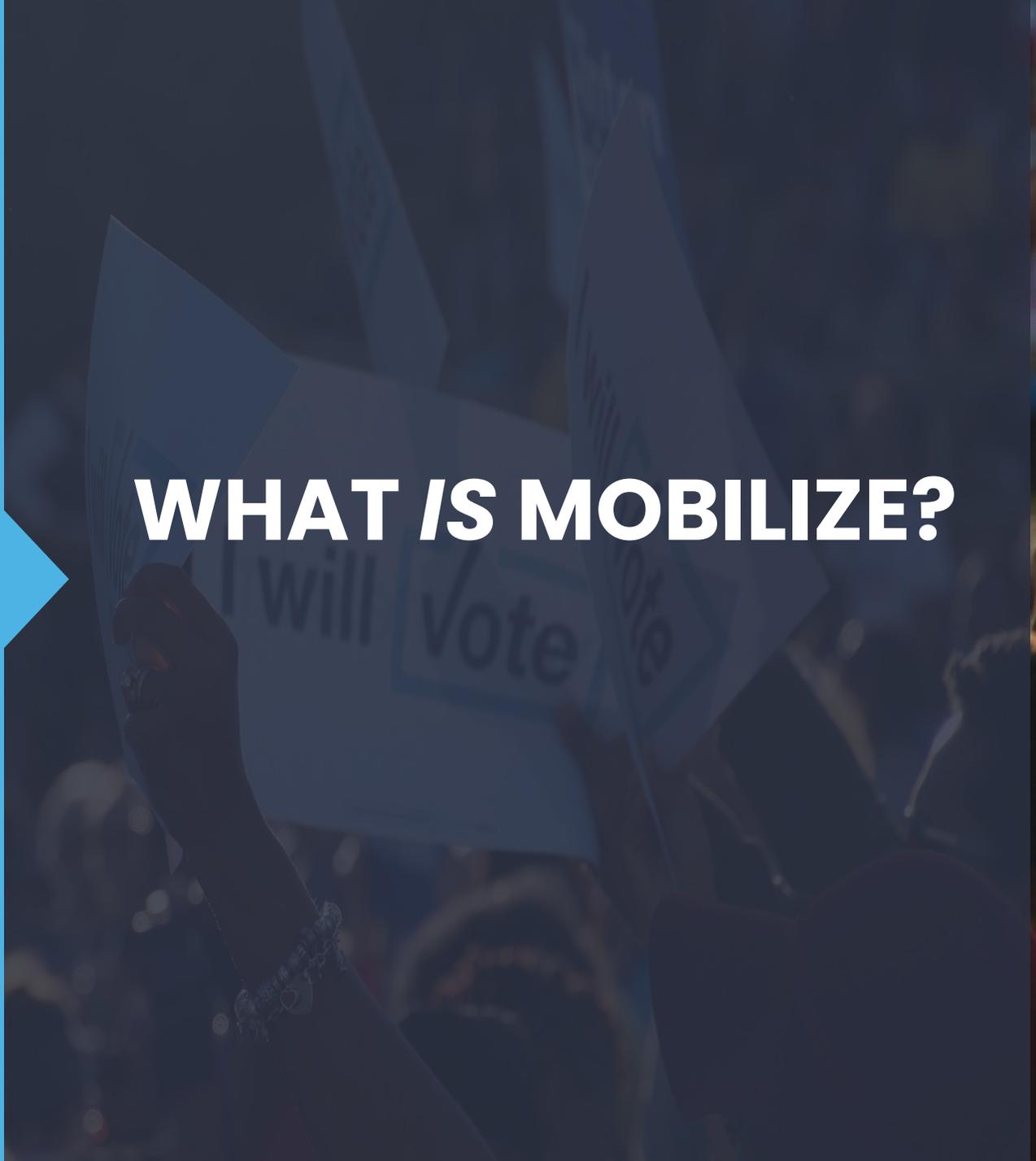
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**TRAINING**  
*series*

**NCDemocrats**

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**WHAT IS MOBILIZE?**

A dark, blue-tinted background image showing a person's hand holding a white sign that says "I will vote". The image is slightly out of focus, emphasizing the text in the foreground.

# THE DIFFERENCE BETWEEN MOBILIZE AND ZOOM

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Mobilize is a place to post your event to **expand the reach** of the usual audience that might attend.

Zoom is like the venue you hold the meeting in.

You can schedule a Zoom meeting, create the event on Mobilize, add the Zoom link on Mobilize, and everything is in one place!

You can see who's coming and Mobilize will send automatic confirmation emails.



# WHAT IS MOBILIZE?

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Mobilize helps mission-driven organizations manage events and recruit volunteers.



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**CREATING AN  
ACCOUNT FOR  
YOUR COUNTY  
PARTY**

**NCDEMOCRATS**

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# SUBMIT A REQUEST

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**We offer Mobilize accounts to all county parties for FREE!**

## **IS YOUR ORGANIZATION SET UP ON MOBILIZE?**

- No? Fill out this form:

<https://staclabs.atlassian.net/servicedesk/customer/portal/15/group/30/create/288>

## **WE WILL CREATE A DASHBOARD FOR YOUR COUNTY**

- You will receive an email from Mobilize inviting you to the platform.

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**TRAINING**  
*series*

**CREATE AN EVENT**

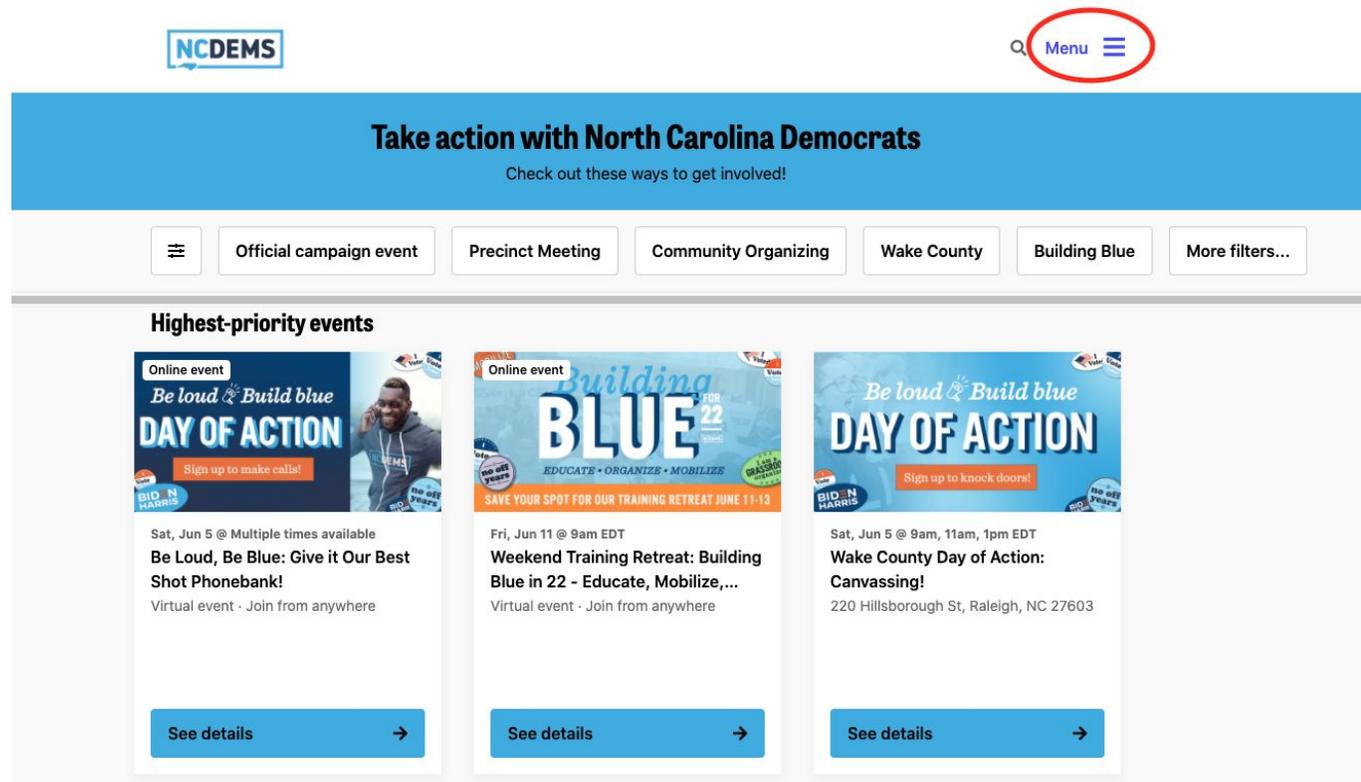
**NCDEMOCRATS**

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# ADD AN EVENT

## Sign in

- When you sign in, you will arrive at the page below. Click the **menu** in the top right-hand corner and click your organization (example circled in red).



The screenshot shows the NCDemocrats website interface. At the top left is the NCDEMS logo. At the top right is a search icon and a "Menu" button with a hamburger icon, which is circled in red. Below the navigation bar is a blue banner with the text "Take action with North Carolina Democrats" and "Check out these ways to get involved!". Underneath the banner is a row of filter buttons: "Official campaign event", "Precinct Meeting", "Community Organizing", "Wake County", "Building Blue", and "More filters...". Below the filters is a section titled "Highest-priority events" containing three event cards. Each card has a header, a main title, a date and time, a description, and a "See details" button with a right arrow.

**NCDEMS** Menu ☰

**Take action with North Carolina Democrats**  
Check out these ways to get involved!

☰ Official campaign event Precinct Meeting Community Organizing Wake County Building Blue More filters...

**Highest-priority events**

Online event

Be loud & Build blue  
**DAY OF ACTION**

Sign up to make calls!

Sat, Jun 5 @ Multiple times available  
**Be Loud, Be Blue: Give it Our Best Shot Phonebank!**

Virtual event · Join from anywhere

See details →

Online event

Building BLUE FEB 22

EDUCATE • ORGANIZE • MOBILIZE

SAVE YOUR SPOT FOR OUR TRAINING RETREAT JUNE 11-13

Fri, Jun 11 @ 9am EDT  
**Weekend Training Retreat: Building Blue in 22 - Educate, Mobilize,...**

Virtual event · Join from anywhere

See details →

Be loud & Build blue  
**DAY OF ACTION**

Sign up to knock doors!

Sat, Jun 5 @ 9am, 11am, 1pm EDT  
**Wake County Day of Action: Canvassing!**

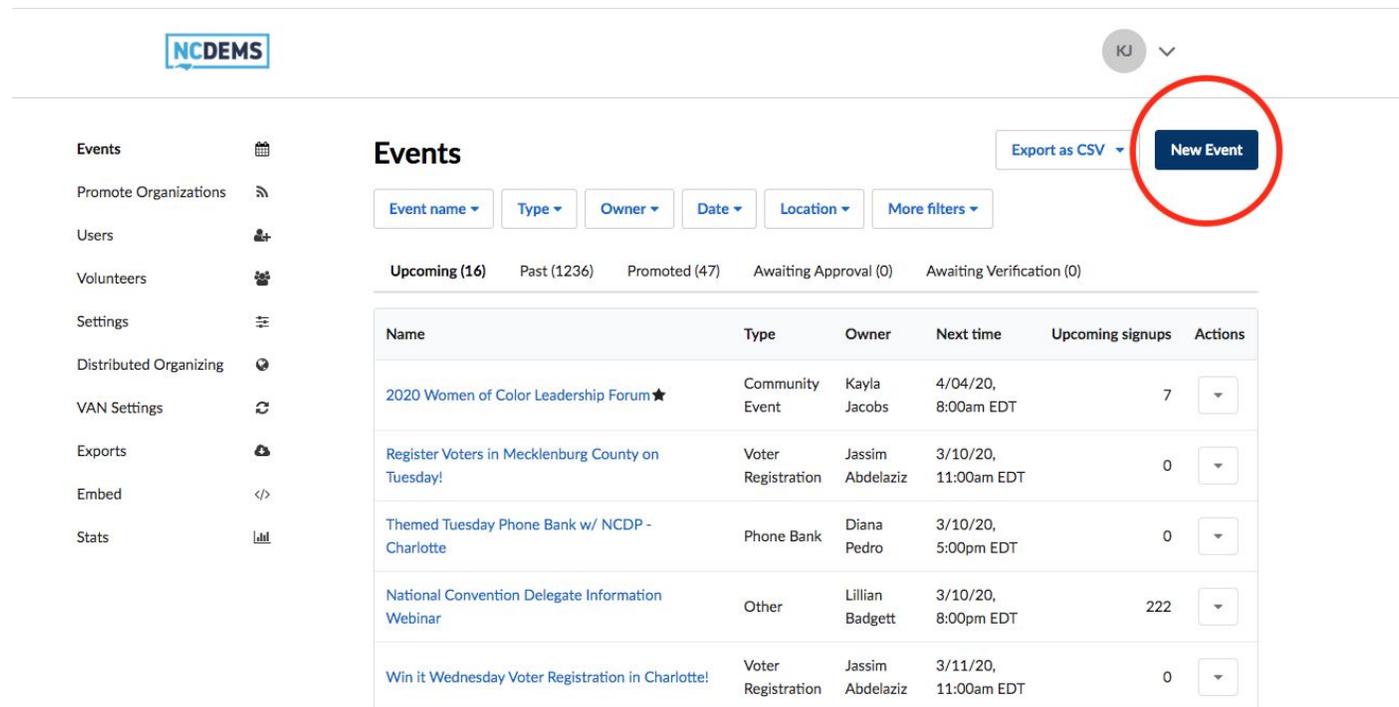
220 Hillsborough St, Raleigh, NC 27603

See details →

# ADD AN EVENT

From here you can add an event, edit an existing one, and check on who has signed up for your events.

- To add an event, click the blue button “New Event” in the top right-hand corner (circled in red).



The screenshot shows the NCDems Events management interface. On the left is a navigation menu with items: Events, Promote Organizations, Users, Volunteers, Settings, Distributed Organizing, VAN Settings, Exports, Embed, and Stats. The main content area is titled 'Events' and includes a user profile 'KJ' in the top right. Below the title are filters for 'Event name', 'Type', 'Owner', 'Date', 'Location', and 'More filters'. A summary bar shows 'Upcoming (16)', 'Past (1236)', 'Promoted (47)', 'Awaiting Approval (0)', and 'Awaiting Verification (0)'. Below this is a table of events with columns for Name, Type, Owner, Next time, Upcoming signups, and Actions. The 'New Event' button is circled in red.

| Name  | Type               | Owner            | Next time            | Upcoming signups | Actions |
|---|--------------------|------------------|----------------------|------------------|---------|
| 2020 Women of Color Leadership Forum★             | Community Event    | Kayla Jacobs     | 4/04/20, 8:00am EDT  | 7                | ▼       |
| Register Voters in Mecklenburg County on Tuesday! | Voter Registration | Jassim Abdelaziz | 3/10/20, 11:00am EDT | 0                | ▼       |
| Themed Tuesday Phone Bank w/ NCDP - Charlotte     | Phone Bank         | Diana Pedro      | 3/10/20, 5:00pm EDT  | 0                | ▼       |
| National Convention Delegate Information Webinar  | Other              | Lillian Badgett  | 3/10/20, 8:00pm EDT  | 222              | ▼       |
| Win it Wednesday Voter Registration in Charlotte! | Voter Registration | Jassim Abdelaziz | 3/11/20, 11:00am EDT | 0                | ▼       |

# ADD AN EVENT

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**After you click NEW EVENT, you can choose what kind of event you are organizing.**

- Choose the type of event you are planning.
  - Bonus: If it is a virtual event, you can now add the Zoom link and it will send it out for you!

## What kind of event are you organizing?

Not sure which to choose? Learn more in the [Help Center](#).



### Scheduled virtual event

Supporters participate from anywhere, at specific dates and times.



### Online action

Supporters participate from anywhere, on their own time.



### In-person event

Supporters participate at a physical location, at specific dates and times.



### Pledge or interest form

Supporters express interest or pledge to take action.



### Petition

Supporters sign a petition, with an optional signature goal.

**NOW I'LL WALK YOU THROUGH IT**

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*all of this will be recorded and emailed to you*

**NCDEMOCRATS**

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**TRAINING**  
*series*

**GRAPHICS FOR YOU  
TO USE**

**NCDEMOCRATS**

The word "NCDEMOCRATS" in white, bold, sans-serif font, enclosed within a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

# GRAPHICS TO USE ANYTIME

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We designed general graphics you can use for a variety of events!



**CANVASS**  
FOR THE CAUSE

get involved



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*series*

**NCDemocrats**

**CHECK YOUR  
EVENT'S SIGN UPS**

# ADD AN EVENT

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To check and export your sign ups, click the event. Scroll to the bottom of the page. There you will see Shifts and Signups and an option to export that information.

## Shifts and Signups ?

The data below reflects signups driven to this event from the event creating organization and other promoting organizations.

 [Export signups](#)

| Date       | Time                | Registered | Confirmed | Completed | Shift Ratings |
|------------|---------------------|------------|-----------|-----------|---------------|
| Sat 4/4/20 | 8:00am - 4:30pm EDT | 7          | 0         | 0         |               |
| Total      |                     | 7          | 0         | 0         |               |

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*series*

**NCDemocrats**

**OTHER TYPES OF  
EXPORTS**

# TYPES OF EXPORTS



- Events
- Users
- Supporters
- Event campaigns
- Promote organizations
- Additional fields
- Exports**
- Stats
- Settings
- VAN settings
- Zoom
- Fundraising settings

[What's new](#)

[Help center](#)

[Feedback](#)

[Public feed](#)

## Exports

[Learn more](#)

### Shift & volunteer feedback export

Get information on shifts for your events, as well as shifts affiliated with your organization. Includes feedback collected through the post-shift survey.

Email me shifts & feedback

### Volunteer export

Get information on volunteers affiliated with your organization.

Email me volunteers

### User export

Get information on users who are members of your organization.

Email me users

### Event export

Get information on events which are owned or promoted by your organization.

Email me events

### BSD event export

Automatically re-sync all upcoming, public, in-person events that have been modified since your last sync to BSD, and delete all past events. We will send you an email once the sync has completed.

Export events

Last BSD sync was completed at: **2018-11-01 17:55 EDT**



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**ZOOM & MOBILIZE  
INTEGRATION**

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# ZOOM & MOBILIZE INTEGRATION

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We know it's a headache when some people register on Mobilize for your upcoming event but don't have the Zoom link. You can now integrate Mobilize and Zoom! This allows organizers to add Zoom meeting IDs to Mobilize events, and Mobilize will send personalized Zoom links to your supporters to keep event details secure.

- Follow the instructions [here](#) to integrate Zoom and Mobilize. It's free to you through NCDP. If you have any questions, please e-mail [kjacobson@ncdp.org](mailto:kjacobs@ncdp.org).

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**NCDEMOCRATS**



**RESOURCES**

# RESOURCES

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**Mobilize Help Guide:** <https://help.mobilize.us/en/>

**Website to request all digital needs from NCDP:**

<https://staclabs.atlassian.net/servicedesk/customer/portal/15/group/30>

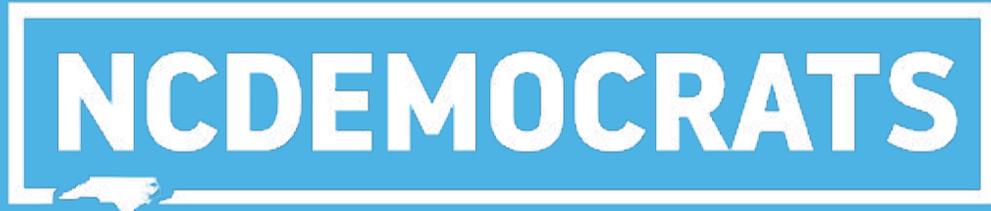
**All of our training events are found here:** [https://www.mobilize.us/ncdp/?tag\\_ids=2916](https://www.mobilize.us/ncdp/?tag_ids=2916)

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**QUESTIONS?**

A dark, blue-tinted background image showing a crowd of people at a protest. Several white signs are held up, with some text visible, including "I will vote". The scene is dimly lit, suggesting an evening or indoor setting with stage lighting.



**THANK YOU!**

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**TRAINING**  
*series*

PAID FOR BY THE NORTH CAROLINA DEMOCRATIC PARTY ([WWW.NCDP.ORG](http://WWW.NCDP.ORG)).  
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