



# Ambassador Action Center Instructions

## Recording an Action

**Step 1: Log in to reach the “Welcome Back!” page**



**Step 2: Click the “Report an Action” button, which is the third statement in the welcome back box or click on the “Record an Action” button located on the top of the screen.**



**Step 3: You will then reach a page titled “Create Activity Report”. There are 5 categories here. Ignore the “Money Raised for ACS CAN” category. To complete this page, select one activity that you have completed. You will be able to fill out more forms if you have done multiple activities.**

## Create Activity Report

Select a type of activity and we'll ask you a few more questions about your activity.

### What did you do? \*

Pick one Item that best describes your activity.

#### Impact Your Lawmakers

- Attend Town hall or other meeting where member is present
- Collect 100 petitions in a current campaign
- Office Drop-By
- Personal E-mail
- Personal Letter
- Personal Meeting
- Personal Phone Call
- Seasonal Card

#### Build Your Team

- Communicate with other team members quarterly
- Recruit a new Team Ambassador
- Recruit 10 New ACS CAN Members

#### Get Media Coverage

- Contact media to promote an ACS CAN event or fundraiser
- Join ACS CAN Facebook Page and /or used social media to promote our organization/issues
- Participate in a media interview about an ACS CAN Issue or event
- Send Letter to the Editor

#### Connect with Partners

- Attend a Relay for Life team meeting or event representing ACS CAN
- Attend a Making Strides Against Breast Cancer meeting or event
- Attend other cancer-related event representing ACS CAN

#### Money Raised for ACS CAN

Your current fundraising total will feed in automatically. No need to log reports in this category!

**Step 4: For example, if you did an Office Drop-By, click the bubble next to the button titled “Office Drop-By”**

**What did you do? \***

Pick one Item that best describes your activity.

**Impact Your Lawmakers**

- Attend Town hall or other meeting where member is present
- Collect 100 petitions in a current campaign
- Office Drop-By
- Personal E-mail
- Personal Letter
- Personal Meeting
- Personal Phone Call
- Seasonal Card

**Step 5: You will then be brought to a form to detail your action.**

**When did you complete this action?**

07/12/2017

E.g., 07/12/2017

An estimated date is fine.

**Who did you contact?**

- U.S. Congressperson (senator or representative)
- U.S. Congressperson staff member
- Federal agency official
- State lawmaker (governor, state senator or representative)
- State lawmaker staff member
- Local decision maker (mayor, city official)
- Other

Check all that apply

**Name of lawmaker contacted**

ex: Rep. Martha Roby, Sen. Jeff Sessions, Mayor Todd Strange

**Name(s) of people you met with**

Add the names of the folks present at the meeting. Just separate with a comma or a new line.

**Step 6: Click the boxes of people you contacted during the Office Drop-By**  
**Who did you contact?**

- U.S. Congressperson (senator or representative)
- U.S. Congressperson staff member
- Federal agency official
- State lawmaker (governor, state senator or representative)
- State lawmaker staff member
- Local decision maker (mayor, city official)
- Other

Check all that apply

**Step 7: Write the title and name of the contact under “Name of lawmaker contacted” and “Name(s) of people you met with”.**

**Name of lawmaker contacted**

ex: Rep. Martha Roby, Sen. Jeff Sessions, Mayor Todd Strange

**Name(s) of people you met with**

Add the names of the folks present at the meeting. Just separate with a comma or a new line.

**Step 8: Click on the box to select a location for where the meeting took place.**

**Where did the meeting take place?**

- None -
- Capitol office
- District office
- District event**
- Other

**Step 9: Click the box to select the topics you discussed with the lawmaker. You can click the box again if you discussed multiple topics. To delete any topics, click the X button to the left of the topic.**

### Campaign Discussed?

✕ -Palliative Care  
Cancer Research Funding  
-One Degree Campaign  
-Childhood Cancer Research  
Patient Quality of Life  
-Pain Relief  
Access to Health Care  
-Access to Health Insurance

**Step 10: Type any noteworthy details in the “Description/Notes” box. Click on the “Choose File” button under the “Add a new file” title if you’d like to include any documents you consider important or attach a photo. Click the green “Save” button once you are done.**

### Description/Notes

Include any other details about the action you're reporting.

### Upload Documents

Upload any documents, fact sheets, resources, or other items you used in your communication. (pdf, doc, ppt)

### Add a new file

Choose File No file chosen Upload  
[? More Information](#)



**Step 11: You will reach a Thank you page where there is an option to Edit the form you just completed, in case you made any mistakes. The Edit button is located under the “Thanks for everything you do!” box.**

## Activity Report - Office Drop-By 2017

Thanks for everything you do!

Your report has been saved.

[Go to your dashboard](#) | [Check on your team](#) | [Add another Action](#)

View

Edit

What did you do?:

Office Drop-By

When did you complete this action?:

July 12, 2017

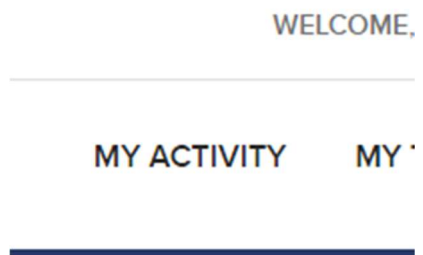
**Step 12: Once you click the Edit button, scroll down to fix any mistakes in your form. Then click the save button to return to the page above.**

**Step 13: In the “Thanks for everything you do!” box, there are three options listed. Click the “Add another Action” button to complete another activity form for another action you have taken.**

**Step 14: Click the “Check on your team” button to review your team members’ completed actions.**



**Step 15: Click the “Go to your dashboard” button to review your completed activities or click on the “My Activity” button located on the top of the screen.**



**Step 16: You will reach the My activity page where your completed actions are listed.**

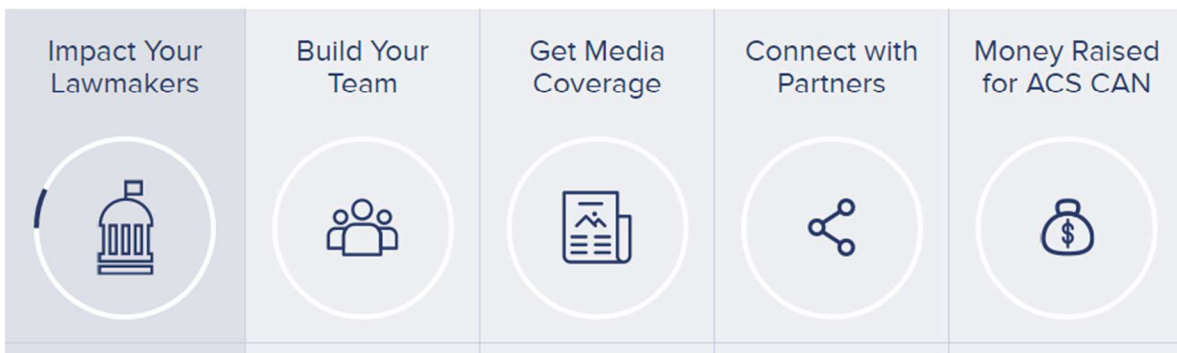
### My Activity

**YOUR TOTALS THIS REPORTING YEAR**

Actions Reported	Points Earned
1	10

[See Ambassador Leaderboard →](#)

### POINTS BY CATEGORY



**Step 17: Scroll Down to the title “My Reported Activity” and click the “View all 2016 Activity” button in the top right to view all your actions so far. If you want to complete another form, click the “Add a New Action” button.**

My Reported Activity				<a href="#">+ View all 2016 Activity</a>
DATE	ACTMITY CATEGORY	DESCRIPTION	POINTS	
December 21, 2016	Impact Your Lawmakers	Office Drop-By	10	
December 21, 2016	Impact Your Lawmakers	Office Drop-By	10	
December 21, 2016	Impact Your Lawmakers	Personal Phone Call	10	

[+ Add a New Action](#)

**Step 18: After clicking the “View all 2016 Activity” button, the information about all your activities are listed. You can click the “Edit Report” button to the right to correct any mistakes in your form.**

## All Activity

DATE	NAME	DESCRIPTION	POINTS	
July 12, 2017	Impact Your Lawmakers	Office Drop-By	10	<a href="#">Edit Report</a>