



## Ambassador Action Center Instructions

### The My Activity Page

**Step 1: Go to the My Activity page by clicking the “My Activity” button on the top of the screen**

The screenshot shows the top navigation bar with the Cancer Action Network logo on the left and five menu items: MY ACTIVITY, MY TEAM, RECORD AN ACTION, LEADERBOARD, and OVERVIEW. Below the navigation bar is a dark blue header with the text "My Activity". The main content area features a photograph of two smiling women in light blue polo shirts with name tags. Overlaid on the right side of the photo is a white box with a red header titled "YOUR TOTALS THIS REPORTING YEAR". The box contains two columns: "Actions Reported" with a red square containing the number "1", and "Points Earned" with a red square containing the number "10". At the bottom of the box is a link that says "See Ambassador Leaderboard →".

YOUR TOTALS THIS REPORTING YEAR	
Actions Reported	Points Earned
1	10
<a href="#">See Ambassador Leaderboard →</a>	

**Step 2: On this page, the total number of your personal actions and the points earned from those actions are listed in the box titled “Your Totals This Reporting Year”**

**Step 3: Click on the “See Ambassador Leaderboard” button on the bottom of the box. You will be brought to a page detailing the rankings of other volunteers’ points.**

## Leaderboard

### ACT! TEAMS NATIONAL RANKINGS

RANK	ACT TEAM	POINTS
1	Texas 36th	11,670
2	Tennessee 2nd	6,520
3	Texas 10th	5,800
4	Ohio 7th	3,440
5	North Carolina 4th	3,300
6	Ohio 16th	3,030
7	Pennsylvania 9th	3,030
8	Mississippi 3rd	2,530
9	Ohio 10th	2,520
10	Pennsylvania 11th	2,490

### NATIONAL INDIVIDUAL RANKINGS

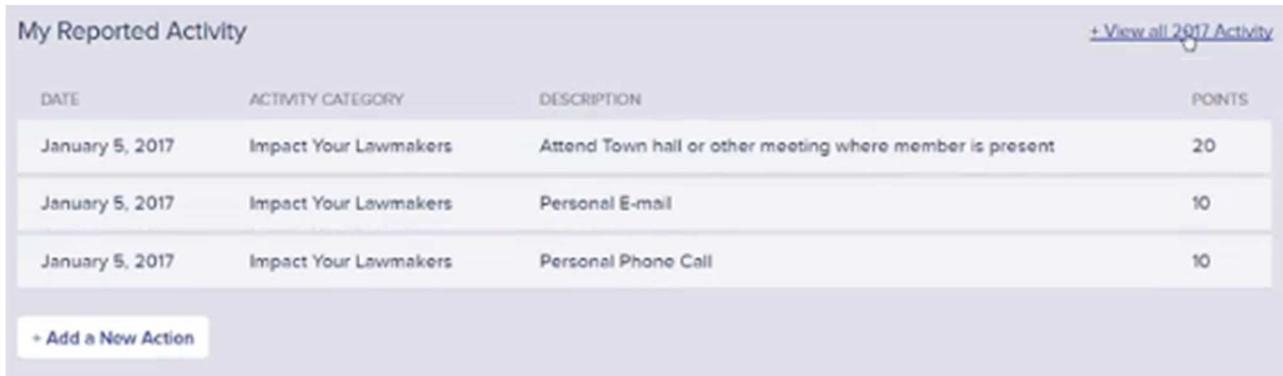
RANK	NAME	ACT TEAM	POINTS
1	Nancy Neel	Texas 36th	9,620
2	Dodi Emmons	Texas 10th	5,800
3	Melissa Nance	Tennessee 2nd	3,450
4	Lorna Hill	Ohio 7th	3,400
5	Pam Manges	Ohio 16th	2,530
6	Donna Kemberling	Pennsylvania 11th	2,490
7	Julie Turner	Ohio 10th	2,490
8	Amanda Newcomer	Pennsylvania 18th	2,460
9	Sheila Shea	Pennsylvania 9th	2,400
10	Barb Diver	Ohio 11th	2,250

**Step 4: Return to the My Activity page and scroll down to the “POINTS BY CATEGORY” section. Each of your actions are boxed into categories that list a certain number of points per category. The circle around each of the icons is a progress bar showing how far you are to completing the requirements of each category. A completely white circle means no progress was made. A completely blue icon means the category requirements are complete.**

Impact Your Lawmakers		Build Your Team		Get Media Coverage		Connect with Partners		Money Raised for ACS CAN	
									
3	40	2	40	2	30	No activities recorded yet.		No activities recorded yet.	
Actions Reported	Points Earned	Actions Reported	Points Earned	Actions Reported	Points Earned				

**Step 5: Scroll down to reach the My Reported Activity section. The information of your completed activities are listed here.**

**Step 6: To complete another form, click the “Add a New Action” button in the bottom left.**

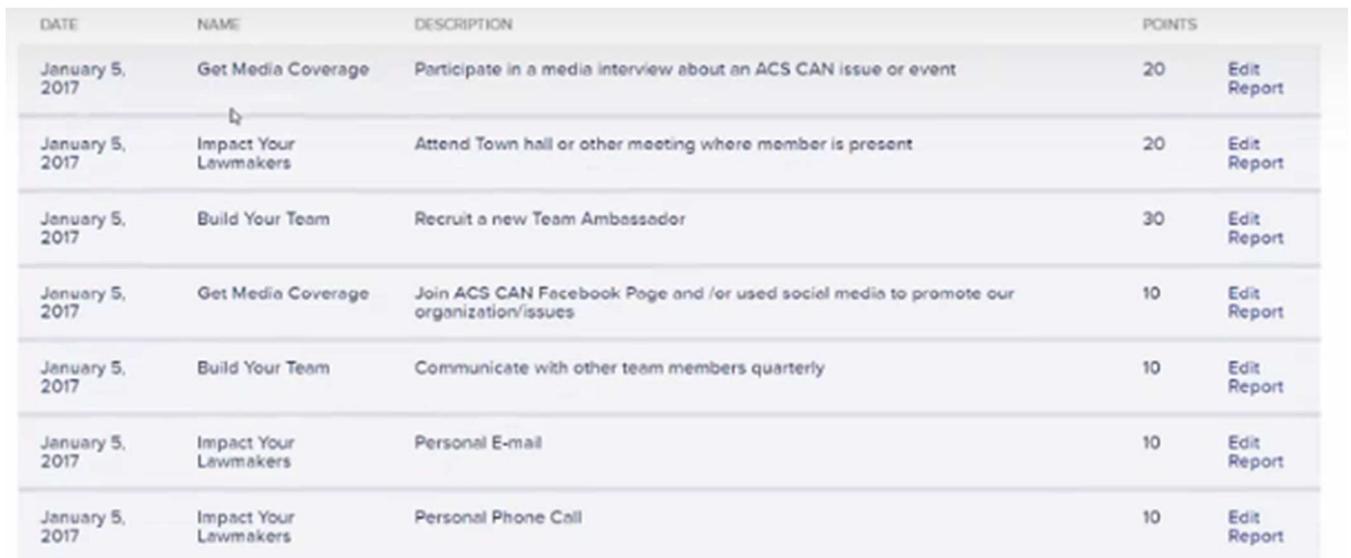


The screenshot shows a section titled "My Reported Activity" with a link "+ View all 2017 Activity" in the top right. Below the title is a table with four columns: DATE, ACTIVITY CATEGORY, DESCRIPTION, and POINTS. The table contains three rows of activity data. At the bottom left of the section is a button labeled "+ Add a New Action".

DATE	ACTIVITY CATEGORY	DESCRIPTION	POINTS
January 5, 2017	Impact Your Lawmakers	Attend Town hall or other meeting where member is present	20
January 5, 2017	Impact Your Lawmakers	Personal E-mail	10
January 5, 2017	Impact Your Lawmakers	Personal Phone Call	10

+ Add a New Action

**Step 7: Click on the “View all 2017 Activity” button in the top right to see all your completed actions. Click on the “Edit Report” button on the right to correct any mistakes you may have made.**



The screenshot shows a detailed view of the "View all 2017 Activity" page. It features a table with five columns: DATE, NAME, DESCRIPTION, POINTS, and Edit Report. The table lists seven activities from January 5, 2017, each with a corresponding "Edit Report" button. A mouse cursor is visible over the second row.

DATE	NAME	DESCRIPTION	POINTS	Edit Report
January 5, 2017	Get Media Coverage	Participate in a media interview about an ACS CAN issue or event	20	Edit Report
January 5, 2017	Impact Your Lawmakers	Attend Town hall or other meeting where member is present	20	Edit Report
January 5, 2017	Build Your Team	Recruit a new Team Ambassador	30	Edit Report
January 5, 2017	Get Media Coverage	Join ACS CAN Facebook Page and /or used social media to promote our organization/issues	10	Edit Report
January 5, 2017	Build Your Team	Communicate with other team members quarterly	10	Edit Report
January 5, 2017	Impact Your Lawmakers	Personal E-mail	10	Edit Report
January 5, 2017	Impact Your Lawmakers	Personal Phone Call	10	Edit Report

**Step 8: Return to the My Activity page and scroll down to the bottom. Your district and team lead information is listed there.**

<p><b>Massachusetts 5th</b></p> <p><b>Act Team Lead</b> Sandra Stern 6173835498 stern.sandy@gmail.com</p> <p><a href="#">See Team Activity →</a></p>	<p><b>My Representatives</b></p> <p>Use our search tool to look up the names and contact information for your state and federal lawmakers.</p> <p><a href="#">Learn More →</a></p>
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**Step 9: Click on the “See Team Activity” button to view the actions/points earned in your team**

<p>Actions Reported</p> <p><b>2</b></p>	<p>Points Earned</p> <p><b>30</b></p>
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**THIS REPORTING YEAR TEAM ACTIONS** [+ Log an Individual Action](#)

Impact Your Lawmakers		<p><b>2</b> Actions Reported</p> <hr/> <p><b>30</b> Points Earned</p>
Build Your Team		No activities recorded yet.
Get Media Coverage		No activities recorded yet.

**TOP ACT! TEAMS**

RANK	ACT TEAM	POINTS
1	Texas 36th	12,260
2	Tennessee 2nd	6,560
3	Texas 10th	5,800
4	Ohio 7th	3,720
5	North Carolina 4th	3,300

[See Full Leaderboard →](#)

**Step 10: Click on the “Learn More” button under My Representatives to see your state’s representatives and their information**