

# 2020 VICTORY

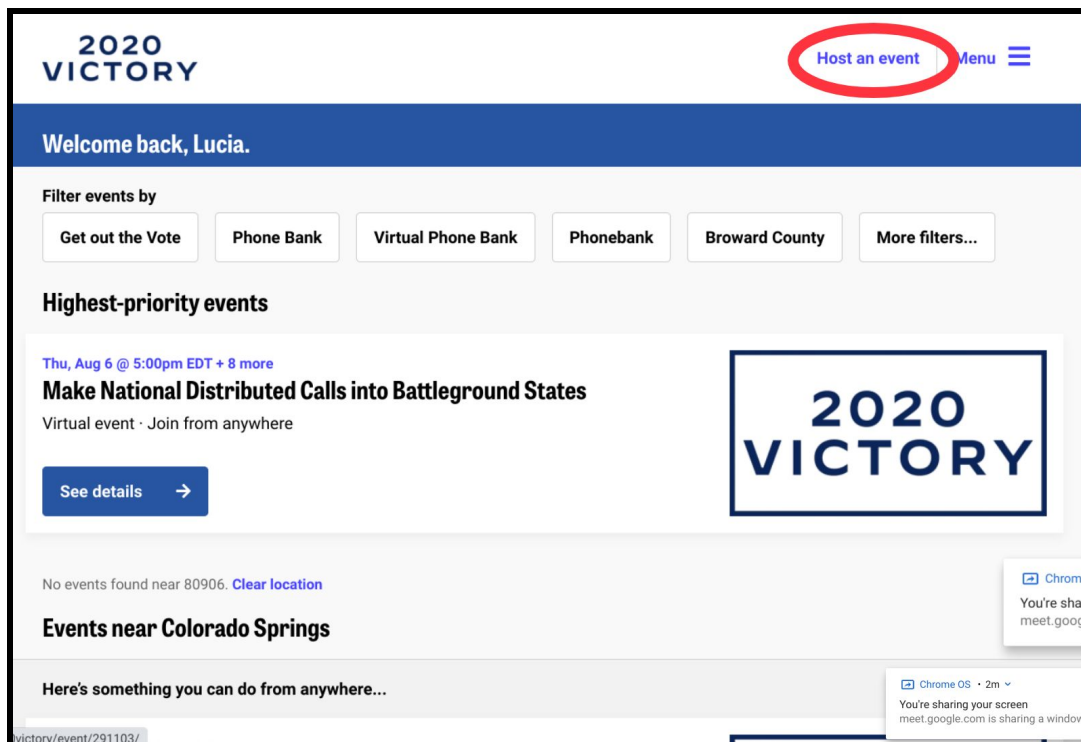
## Mobilize America User Guide

### *Mobilize America Overview*

Mobilize America is another tool we use in our organizing toolkit. It is an online events service, allowing us to share all of our grassroots events with supporters to take action for our campaign.

### Step 1: Hosting an Event

1. Head to [mobilize.us/2020victory/](https://mobilize.us/2020victory/). You will see a list of events happening across the country. Click **"Host an event"** on the upper right side of the page to create your event.



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# 2020 VICTORY

**2. Create your event.** Enter the information for your grassroots event, as seen below. We'll provide the event photo! If you set a max capacity for your event and the max capacity is reached, the event will no longer accept additional RSVPs.

**2020 VICTORY** [Host an event](#) | [Menu](#)

## Host Your Event

This form will let you submit an event to 2020 Victory. After it's approved, you'll be able to edit it, invite people, and track who's coming.

If you have any questions, contact [2020 Victory](#).


Host an event to support 2020 Democrats.

### Tell us about your event

Event Title \*

Event Type

Event Image



**3. Enter the time and date for your event.** You can also enter a contact phone number, which we recommend so that attendees can ask questions before the event.

### Date and time

Enter a single time, or add multiple if your event occurs more than once.  
Timezone is determined by the event location.

Date  Start time  End time  Capacity

[+ Add another time](#)

### Event Logistics & Accessibility

Event contact phone \*

Will be sent via email to anyone who signs up.

Additional information for attendees (optional)

Sent to attendees in the signup confirmation email.

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**4. Creating an account or login.** If you've already created a Mobilize account, you can log in. If you haven't already created an account, you can connect with Facebook or your email. In addition, you will set the Event Visibility -- determining whether your grassroots event is public or private. If your event is public, it will be displayed on our website and only people who have the URL will be able to see the details!

The screenshot shows a web form titled "Event Visibility" and "Finalize event creation". Under "Event Visibility", there are two radio button options: "Public" (selected) and "Private". Below this, there are two "Finalize event creation" sections. The first section has two buttons: "CONTINUE WITH FACEBOOK" and "CONTINUE WITH EMAIL", with the text "Choose either method to create the event and get access to a dashboard to manage your event" and "or" between them. The second section is identical but includes input fields for "First name", "Last name", and "Your Email" below the buttons. At the bottom of the form is a large blue button labeled "HOST THIS EVENT".

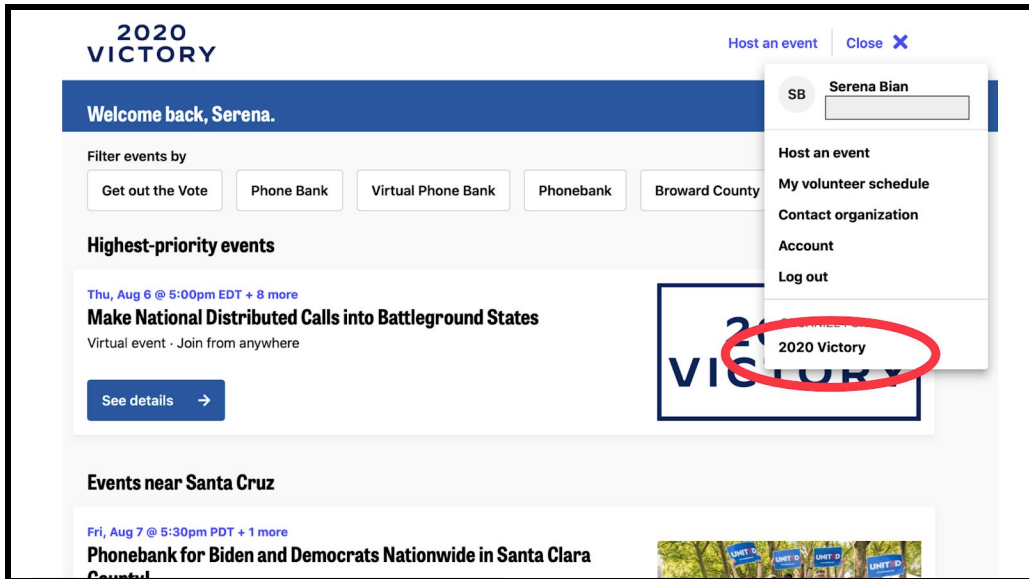
**4. Event approval.** After you submit your event, a Mobilize Manager will receive an email to approve your event. If you have any questions, please email [events@2020victory.com](mailto:events@2020victory.com).

## Step 2: Managing Your Grassroots Event

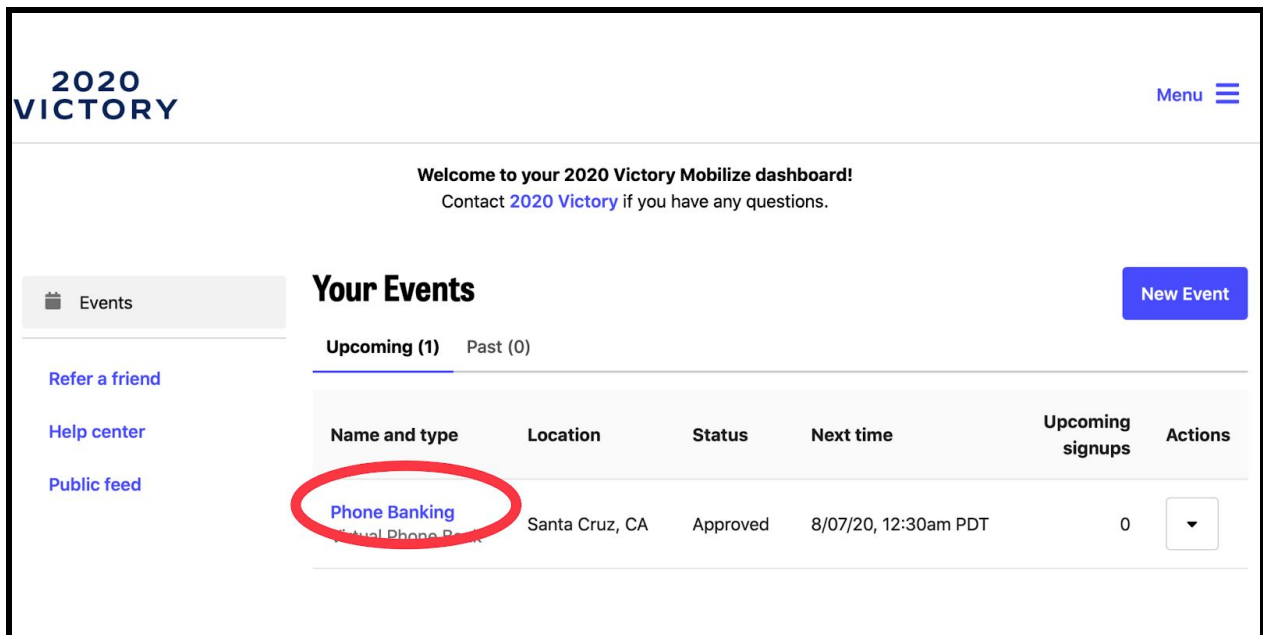
**1. Viewing your event.** Once your event is approved, you'll receive an email to inform you. From there, you can log into Mobilize and click your initials at the top right corner of the page. To manage your event, click "**2020 Victory**" under "Organize For."

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Here, you will see your upcoming events and your past events. Click on the blue event title to edit and manage your event.



**2. Editing your event.** You can edit your event by clicking on the blue edit button on the right side of the page.

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The screenshot shows the 2020 Victory Mobilize dashboard. At the top left is the '2020 VICTORY' logo, and at the top right is a 'Menu' button with a hamburger icon. Below the header, a welcome message reads: 'Welcome to your 2020 Victory Mobilize dashboard! Contact 2020 Victory if you have any questions.' The main content area features a left sidebar with 'Events' selected, and links for 'Refer a friend', 'Help center', and 'Public feed'. The main section is titled 'Phone Banking' and displays a link to 'https://www.mobilize.us/2020victory/event/296565/'. Below the link are sections for 'Event Campaign' (Host Your Event), 'Approval Status' (Approved), and 'Description'. On the right side of the event card, there are three buttons: 'Email attendees', 'Edit', and 'More'. The 'Edit' button is circled in red.

**3. Deleting your event.** To cancel your event, click on the “More” button on the top right side of the page. Please check the box to notify your attendees that your event has been cancelled.

**4. Emailing your attendees.** You can email folks who have RSVPed to attend your grassroots event within Mobilize by clicking the “Email Attendees” button on the right side of the page. From there, you can determine the audience of people you want to email and send your message.

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# 2020 VICTORY

2020 VICTORY Menu ☰

Welcome to your 2020 Victory Mobilize dashboard!  
Contact [2020 Victory](#) if you have any questions.

**Phone Banking**

Events

Refer a friend

Help center

Public feed

Link  
<https://www.mobilize.us/2020victory/event/296565/>

Event Campaign  
Host Your Event

Approval Status  
Approved

Description

Email attendees Edit More ▾

EMAIL ATTENDEES OF COURTNEY'S DEBATE WATCH PARTY

Send to attendees of...

Sep 18, 2019 @ 2:15 PM EDT

Who have...

Completed × Unknown status ×

Subject

Subject (required)

Message

Message (required)

CANCEL SEND EMAIL TO 1 ATTENDEE

4. **Viewing your grassroots event sign ups.** To view your event sign ups, scroll down and click on the blue highlighted time of your event under Shifts and Signups.

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**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
Wed 9/18/19	2:15pm - 2:30pm EDT	1	0	0	
Total		1	0	0	

Here, you'll be able to see a list of people who have RSVPed to your event and change their status. After every event, you should go into this page and change everyone's status who attended your event to "Completed" and anyone who didn't show up to "Cancelled."

**Shift Details: Courtney's Debate Watch Party**

Wednesday, 9/18/2019, 2:15pm-2:30pm EDT

**Automated messaging**

Wed 9/18 3:30pm EDT Post-shift survey asking attendees to confirm their attendance and provide feedback sent by email and SMS

**Attendees**

🔍 Search by name, email, phone... [EMAIL ATTENDEES](#) [+ NEW ATTENDEE](#)

All (1) Attendance Unknown (1) Completed (0) No-Show (0) Cancelled (0)

Kelly Langford Registered ▾

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Kelly Langford

Cancelled  
Registered  
Confirmed  
Completed  
No-show  
Registered

You will also be able to add people to your event who may not have registered in Mobilize by clicking "+ New Attendees."

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