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

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 Actions Reported / 40 Points Earned	2 Actions Reported / 40 Points Earned	2 Actions Reported / 30 Points Earned	No activities recorded yet.	No activities recorded yet.

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

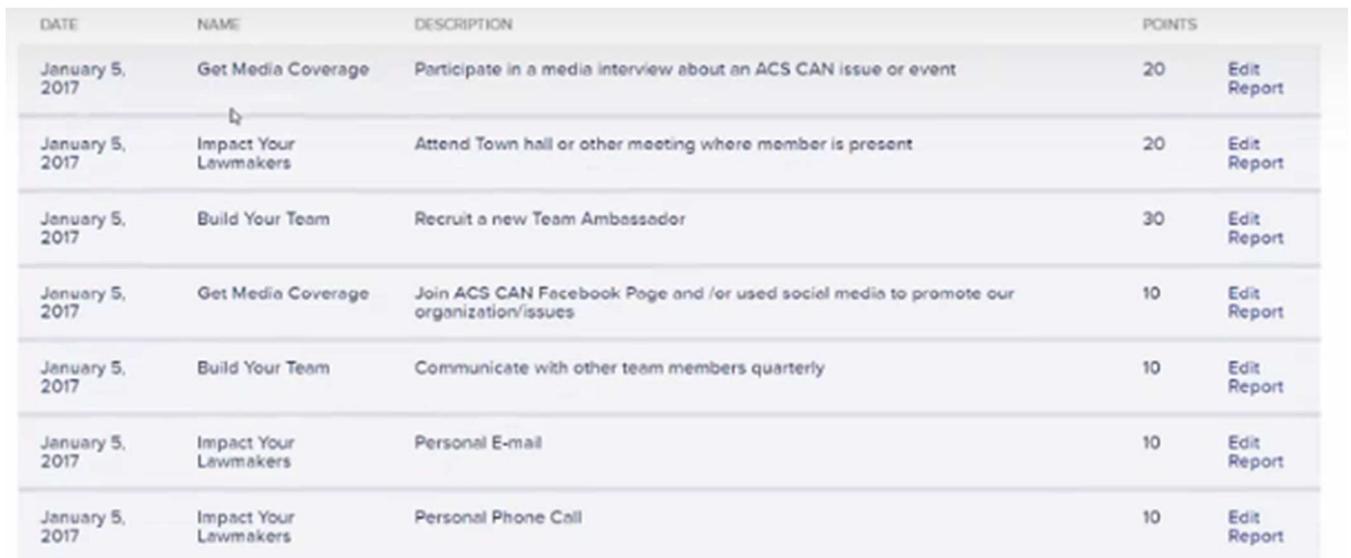**Step 6: To complete another form, click the "Add a New Action" button in the bottom left.**
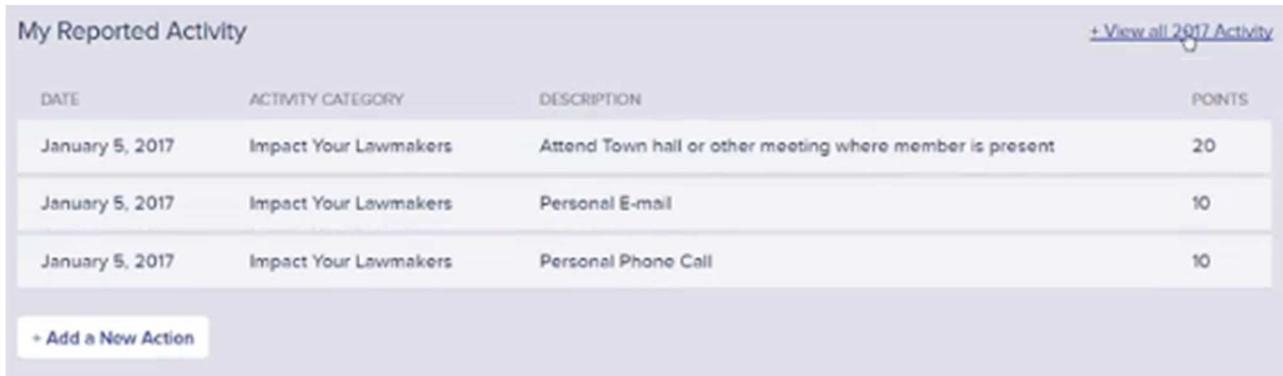
DATE	ACTIVITY CATEGORY	DESCRIPTION	POINTS
January 5, 2017	Impact Your Lawmakers	Attend Town hall or other meeting where member is present	20
January 5, 2017	Impact Your Lawmakers	Personal E-mail	10
January 5, 2017	Impact Your Lawmakers	Personal Phone Call	10

+ 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.

DATE	NAME	DESCRIPTION	POINTS	
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.

Massachusetts 5th

Act Team Lead
Sandra Stern
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See Team Activity ➔

My Representatives

Use our search tool to look up the names and contact information for your state and federal lawmakers.

Learn More ➔

Step 9: Click on the "See Team Activity" button to view the actions/points earned in your team

Actions Reported	Points Earned
2	**30**

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 ➔

THIS REPORTING YEAR TEAM ACTIONS

+ Log an Individual Action

| Impact Your Lawmakers | | **2** Actions Reported |
| | | **30** Points Earned |

| Build Your Team | | No activities recorded yet. |

| Get Media Coverage | | No activities recorded yet. |

Step 10: Click on the "Learn More" button under My Representatives to see your state's representatives and their information