Monthly Calling Campaign - Admin Guide

Website:  https://cclcalls.org/
Admin Website:  http://admin.cclcalls.org/
Admin Username (case sensitive):  ______________________
Admin Password (case sensitive):  ______________________

Here’s an overview of each of the admin functions available.

If you are responsible for administering more than one Congressional district, select the district here.

Call-In Script
This allows you to see and edit the calling script your callers will see. You can also select which talking points (from the Talking Points Library, below) will be presented.

Talking Points Library
This allows you to see all of the available talking points and create new ones. Talking points are categorized by scope (local, state, national) and theme (weather, quote, opinion, etc)

Call Distribution
Choose how calls to your Representative and two Senators are distributed. You specify the percent of callers who are prompted to contact each of the 3 members of Congress.

Callers
See the list of callers in your district and their calling day, contact info, and activity history. Some fields can be edited.

Reports
See calling statistics, by month, for your district.

Representative
View and edit information about your Representative, including name, photo, office locations and phone numbers.

Admins
See list of other Monthly Calling Campaign admins and their contact info.
Here’s an example of the Call-In Guide your callers will receive on their assigned day to call:

**Call-In Guide:**

Your Representative:

**Debbie Dingell (MI-12)**

Offices:

- Washington DC: 202-225-4071
- Ypsilanti MI: 734-481-1100
- Dearborn MI: 313-278-2936

What To Expect

**Call-In Script:**

**Introduction:**

Hello, my name is __________, and I live in district 12. I am calling about climate change.

**Talking Point:**

Talking points provide information that connects climate change to your local area. Choose one.

- Prominent Quotes
- Local News
- Public Opinion
- Public Health

**Request:**

A specific request for Rep. Dingell:

Please cosponsor H.R. 763, the Energy Innovation and Carbon Dividend Act.

**Report Your Call:**

I called!
How to Edit the Calling Script and Talking Points

- Click on the Call-In Script menu item
- The Introduction on the Call-In Script is not editable. All callers will see the same introduction.
- To edit the specific Request for your representative, click on the edit icon below the current text. When you're done, click Save.
- Below the Request is a numbered list of Talking Points. These are displayed on the Call-In Script in the order presented. The icons below each talking point can be used to change the order or remove the item:

- To add a new talking point to your Call-In Script, click Add a Talking Point at the bottom of the list - OR - choose the Talking Points Library menu item.
- In the Talking Points Library, you can either search for existing talking points, or create a new one. The library contains talking points that have been entered by admins in other districts, as well as those you’ve added.
- Options for searching existing talking points:
  - Use the Search function to search for a word or phrase.
  - Use the Filters to narrow down the list. You can filter by Creation Date, Updated Date, Scope (National, State or District) or Theme (Public Opinion, National Security, Extreme Weather, etc). The In Script checkbox will select only talking points that are in your current Call-In Script.
- To add an existing talking point to your Call-In Script, select the In Script checkbox right below the talking point.
- To create a new talking point, click Add a New Talking Point in the upper right corner.
  - Select a Theme from the drop-down list.
  - Enter the text of the talking point and an optional URL for reference.
  - Choose the Scope. If the talking point is only relevant to your Representative, be sure to select the narrowest scope. You will then choose the District(s) to which it applies.
  - Then click Save.
  - After the new talking point has been added to the library, select the In Script checkbox to add it to your calling script.