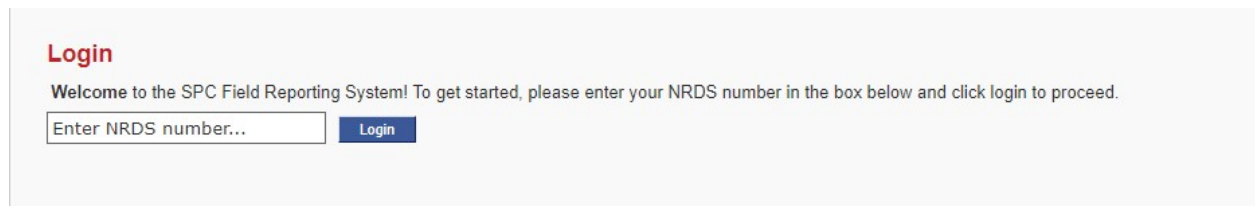


State Political Coordinators (SPC) Site Guide

This will guide SPC's on how to enter interactions with state legislators into the state SPC site, so they can be tracked in Aristotle 360 by state association staff. After your interaction with your legislator, please follow the instructions below to enter your interactions per the guidelines of your state association.

1. Enter the web address below and login in using your NRDS ID number
 - a. <https://ai360.aristotle.com/customization/narfpc/SPC.aspx?state=NC>

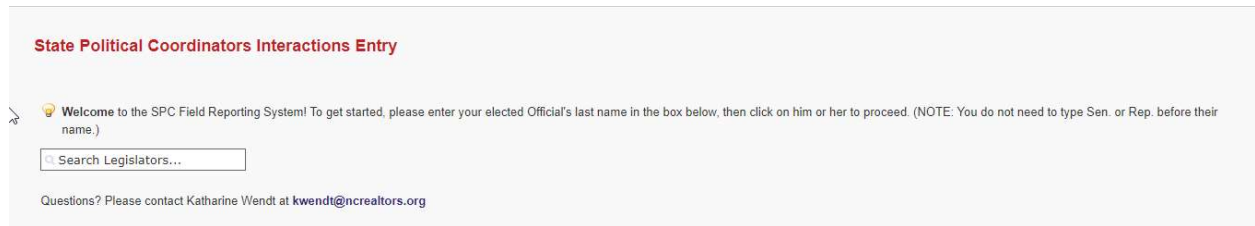


Login

Welcome to the SPC Field Reporting System! To get started, please enter your NRDS number in the box below and click login to proceed.

Enter NRDS number...

2. Search for your legislator(s) to begin entering your interaction. You will need to search by last name of your stat elected official. If you have questions, contact your state association staff member.



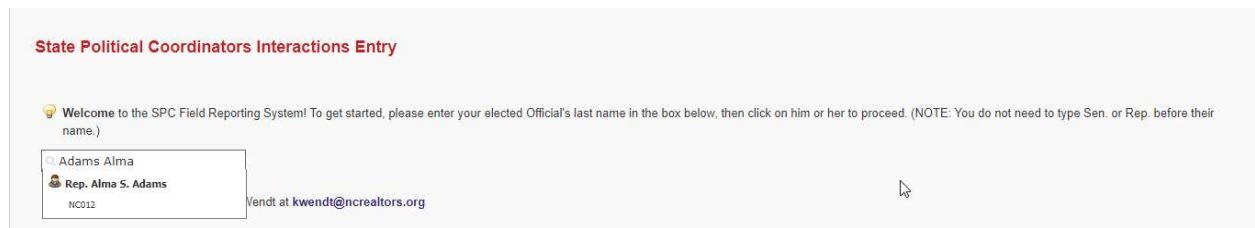
State Political Coordinators Interactions Entry

Welcome to the SPC Field Reporting System! To get started, please enter your elected Official's last name in the box below, then click on him or her to proceed. (NOTE: You do not need to type Sen. or Rep. before their name.)

Search Legislators...

Questions? Please contact Katharine Wendt at kwendt@ncrealtors.org

3. Once your search results return for your legislator, click the name and continue to the legislator confirmation page.



State Political Coordinators Interactions Entry

Welcome to the SPC Field Reporting System! To get started, please enter your elected Official's last name in the box below, then click on him or her to proceed. (NOTE: You do not need to type Sen. or Rep. before their name.)

Adams Alma
Rep. Alma S. Adams
NC012

Wendt at kwendt@ncrealtors.org

4. Please confirm your legislator's information by clicking "Confirm," then proceed with entering your interaction.

State Political Coordinators Interactions Entry

LEGISLATOR DETAIL INFORMATION

Title: Representative
Name: Rep. Alma Adams
District: NC012
Party: Democratic

SPC Information:
Katharine Wendt
kwendt@ncrealtors.org

Please double check to make sure your information is correct, then click Confirm. (If your information is not correct, please contact Katharine Wendt at kwendt@ncrealtors.org)

Cancel Confirm

5. Enter your interaction in the required fields you see below. Please include the type of interaction, meeting date, where the meeting was held, what issues were discussed, and if follow-up is needed by your state association contact.

INTERACTION DETAIL ENTRY

Please tell us about your recent interaction with your elected official. When you are done, click Submit Note. (Please note: Report cannot exceed 4000 characters.) If you have questions or need additional assistance with your report, please contact Katharine Wendt at kwendt@ncrealtors.org
Please remember to include the following in your report: who took part in the meeting (Realtors and political staff), where your meeting was held, what issues were discussed and whether or not follow up is necessary.

* Meeting Date:

* Type: -- Not Selected --

* Issues Discussed:

*Tell us about the meeting:

Characters left: 4000

*Follow up needed by State staff: Yes No

Cancel Submit Note

Submit Note & Create New

Past Interactions:

Date	Type	Subject	Follow-Up
No Interactions Found.			

* Meeting Date:

* Type:

* Issues Discussed:

*Tell us about the meeting:

- Not Selected --
- Delivered RPAC Check Email
- Event
- Meeting (District)
- Other
- Personal Meeting
- Phone Call

6. Once you fill out the required field click "Submit Note" to submit your interaction. Your state association staff will receive an email confirming you submitted an interaction. If follow-up is needed, contact your state association staff member directly.