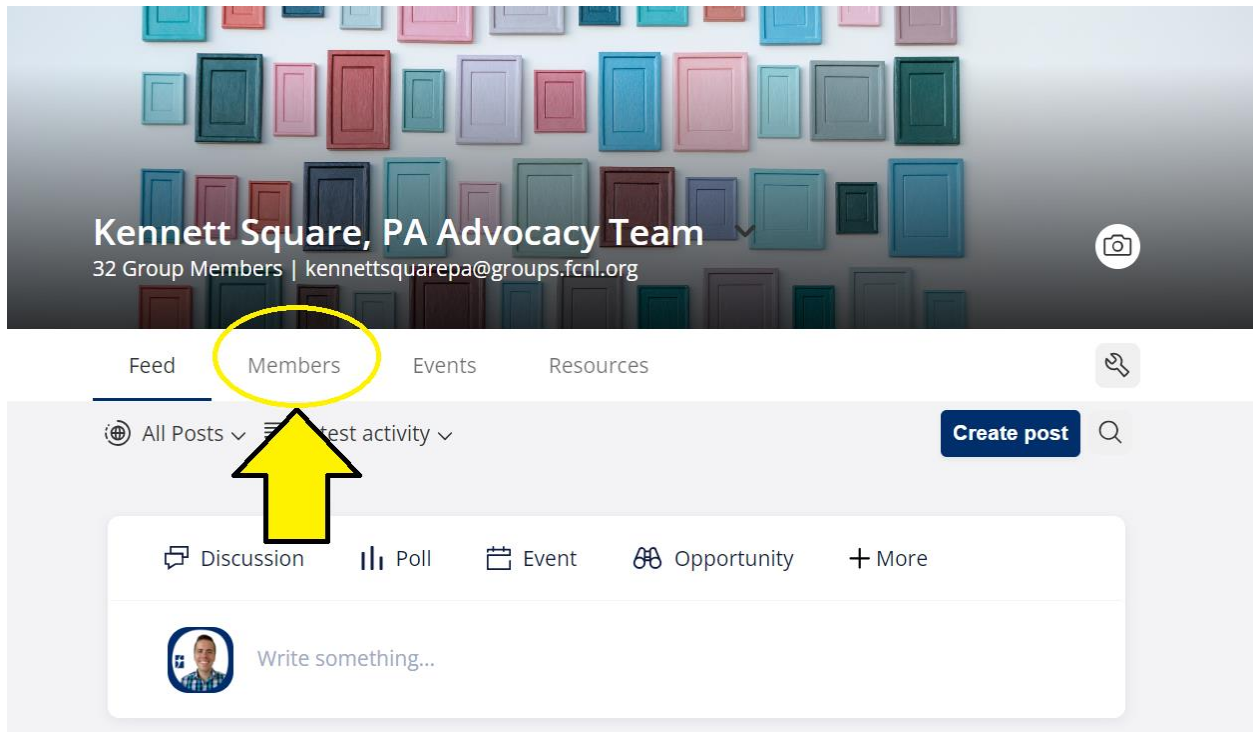


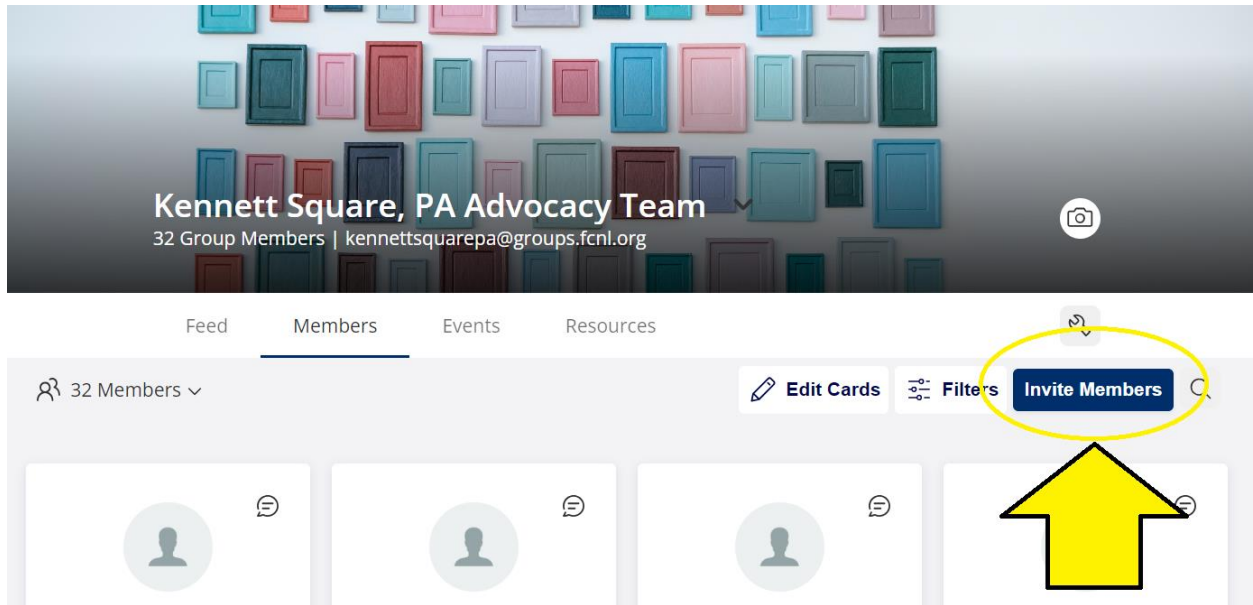
# Instructions for Group Managers on Mobilize

## How to add someone to your listserv

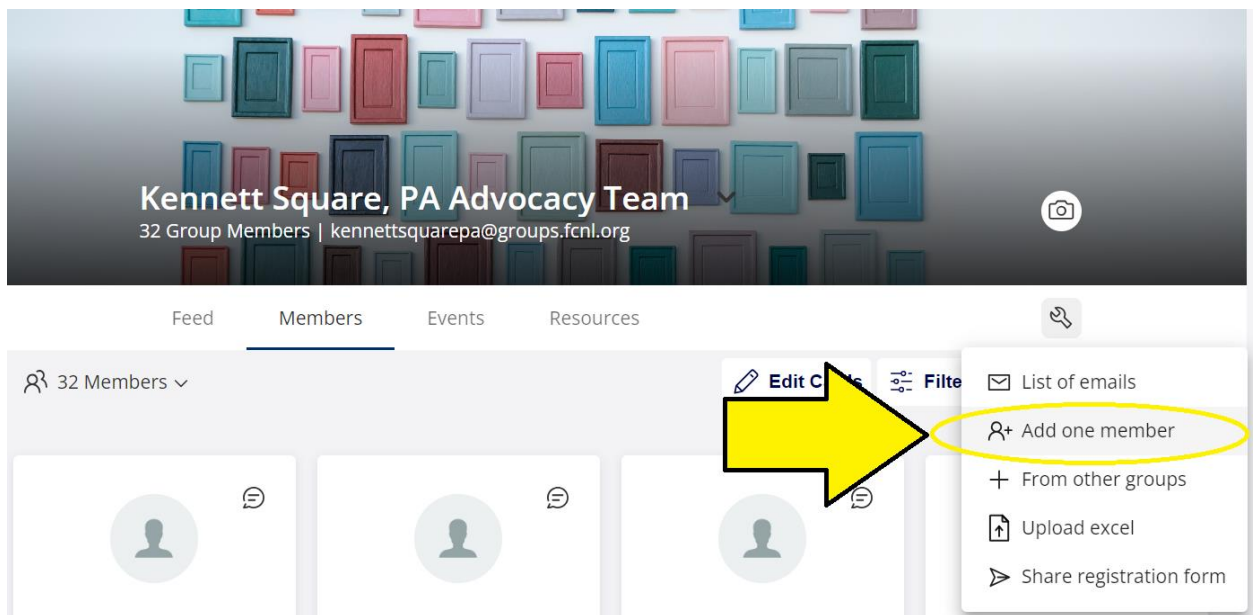
1. Click on the “Members” tab in your Advocacy Team’s group.



2. Click on “Invite Members.”



3. Click on "Add one member."



4. Enter the person's email address, first name, last name, check the box for "These members gave me permission to add them," and click "Done."

**Add New Members**

Email Address

First Name

Last Name

These members gave me permission to add them.

**Invitation Text**

Send an invite ⓘ

Hi **First Name**, We'd love to invite you to join Kennett Square, PA Advocacy Team.

This is a space for us to share best practices, inspiration, tips, ideas and support each other. We'll also be using this platform to keep you updated on events, activities, and programs.

**Done**

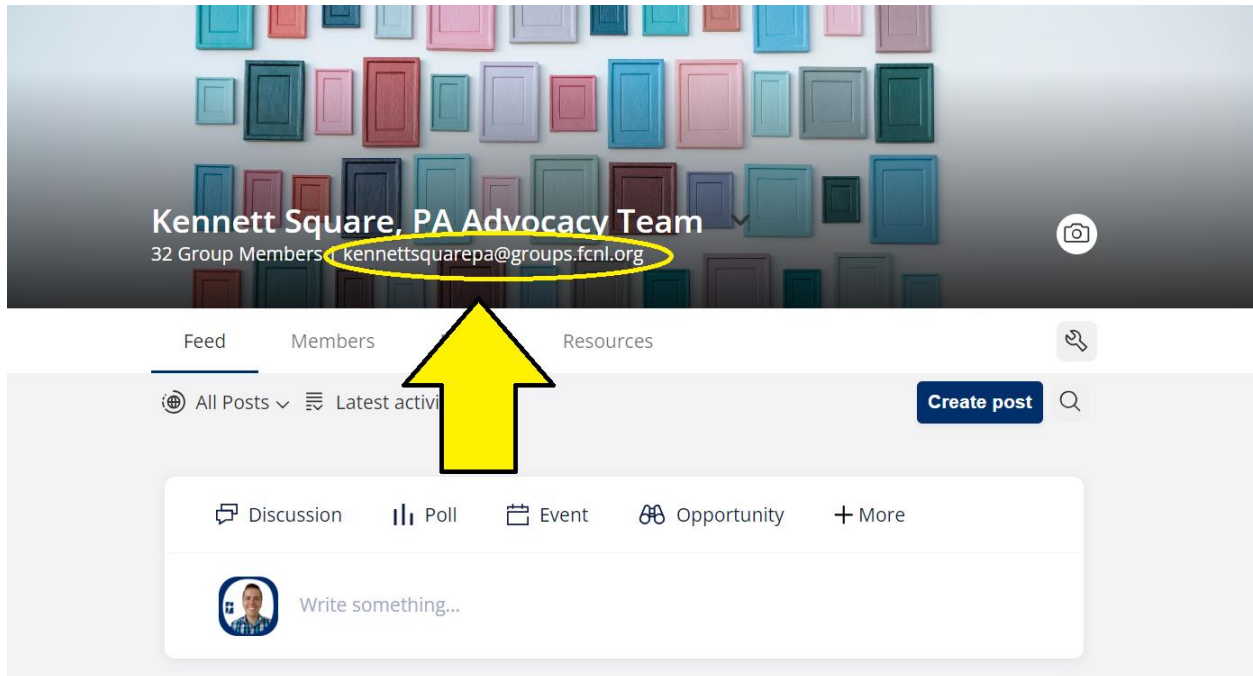
**That's it! You've added a new member!**

**Remember to:**

- 1) Invite new members to attend the next Intro to Advocacy training with FCNL. They can register here: <https://www.fcnl.org/introtoadvocacy>.
- 2) Ensure that the new member receives the Advocacy Teams Training Workbook by sending them this link: [www.fcnl.org/ATTrainingWorkbook](http://www.fcnl.org/ATTrainingWorkbook).
- 3) Invite new members to your next team meeting or action. Set aside time for the new member and your team to get to know one another.

## How to find your Advocacy Team's listserv address

Here is how to find your Advocacy Team's listserv address:



At the top of your Advocacy Team's page, the email listserv address is clearly listed.

## Benefits of using the listserv address

Why should I use the listserv address for my team?

1. Using the listserv address ensures that everyone is included. Adding people's email addresses to an email manually can result in someone being left out.
2. Some people prefer email and some people prefer to use Mobilize on the web. Using this listserv address ensures that everyone is included.
3. You can see who opens your emails. If someone doesn't open the email, you have the opportunity to reach out individually to follow up. Click on "Views" and see who has "Seen" and "Not seen" your message.



Tim Heishman

Advocacy Teams Trainer – Friends Committee on National Legislation

26 min ago

## New Listserv

Good morning, Kennett Square Advocacy Team!

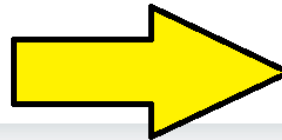
FCNL is in the process of switching our listservs over to a new company called Mobilize. From now on, please email [KennettSquarePA@groups.fcnl.org](mailto:KennettSquarePA@groups.fcnl.org) to reach your Advocacy Team. The previous listserv (@advocacy.fcnl.org) is no longer active and if you email it, you will receive an auto response message reminding you to use this new address. If you have any questions please let me know. Also, **please reply to this email to let me know you received it.**

You do have the option to create an account associated with this listserv (an email to this effect went out a few minutes ago). Doing so will allow you to get in touch with other FCNL advocates across your state and 46 other states (plus DC) where we have teams. *This is*

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5 Views

Seen 5

Not seen 27



Sarah Freeman-Woolpert

27 min ago



Wade Hinds

22 min ago



Sarah Hinds

19 min ago



Cynthia Scott

3 min ago



Wade Hinds

4 min ago

4. While it's good to use the listserv as much as possible, you are encouraged to not share personal information like home addresses, phone numbers, etc. Even though listservs

are private and only your team members can view your messages, it may be better to share this type of information by private text or email.