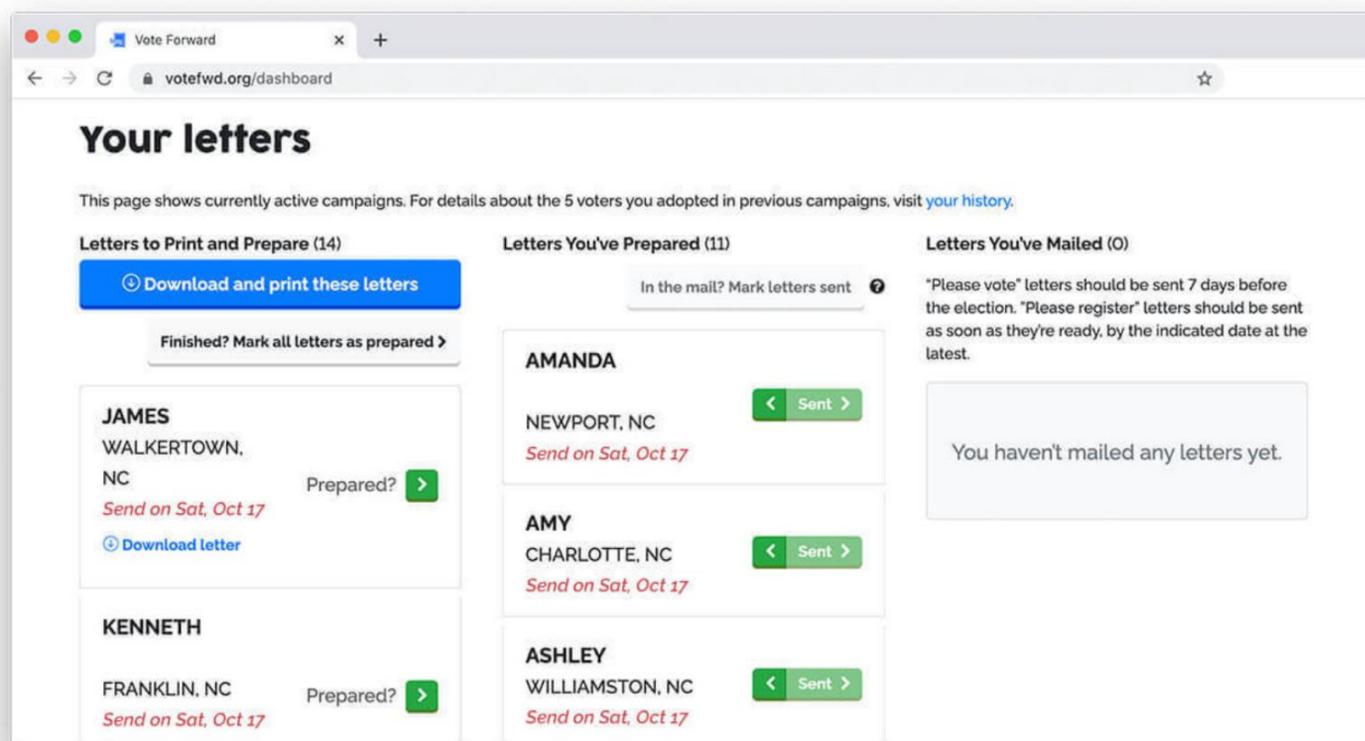# Updating Your Vote Forward Dashboard

1. After you've printed your letter templates and added your handwritten messages ("prepared") your letters and hand-addressed your envelopes, update your Vote Forward dashboard. To do this, log back in to Vote Forward . If you go to votefwd.org and see a white box with the headline "You're already logged in" and a pink button that says "Visit Dashboard," you are already logged in. Just click on the "Visit Dashboard" button to go to your Vote Forward Dashboard. If you are logged out, you may need to click the "Log in" button or the "Log in to your account" link.

2. To let Vote Forward know your letters are written and ready to send, Click the "Finished? Mark all letters as prepared" button underneath the blue "Download and print these letters" button to move all of the letters from the "Letters to Print and Prepare" column into the middle "Letters You've Prepared" column. You can also mark individual letters as prepared by clicking the green "Prepared?" below each voter's name. You can always move individual letters back to the "Letters to Print and Prepare" column in order to reprint a letter by clicking the left-facing green arrow next to the voter's name.

✓ **Tip:** Make sure you don't adopt new voters until you've moved all of the letters you've written to your "Letters You've Prepared" column or your download will include duplicates of letters you've already finished.

3. **Mail letters as soon as you write them, until Tuesday, November 29.**

✓ **Tip:** Sending letters is a two-part process. First, drop your letters in the mail. Second, log in to your Vote Forward account, and go to your Dashboard to indicate that you "sent" your letters. This second step is important for our analyses..

4. Once you've mailed your letters, log back in to Vote Forward. **Letters cannot be marked "sent" until the mail date; the buttons will be inactive until the day arrives. On your Dashboard, click the "In the Mail? Mark letters sent" button at the top of the "Letters You've Prepared" column to move all of your letters to the "Letters You've Mailed" column. Please mark your letters "sent" as soon as you can.**