



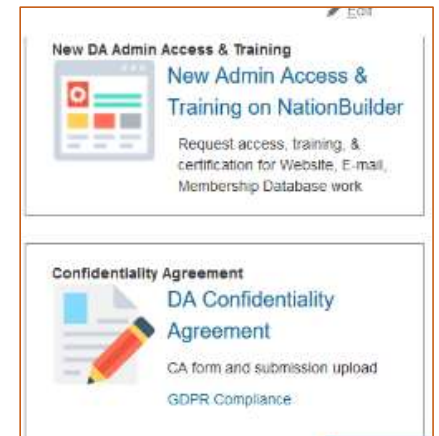
Democrats Abroad IT Systems



Steps to becoming an admin

- ✓ **New or outgoing Country Chair (or RVC) must:**
 - Submit an admin request
- ✓ **New Admin must:**
 - Download, complete and upload a Confidentiality Agreement
 - Review the training materials
 - Take the certification quiz(zes)
 - Let Helpdesk know

For details on all these steps see: wiki.democratsabroad.org





What Admins Do



All Admins can:

- Maintain our Member Database
- Maintain DA Website
 - Post News
 - Post Events
- Send email to members from the database
- Assist in our annual membership count & cleanup process

Global IT Team Tasks:

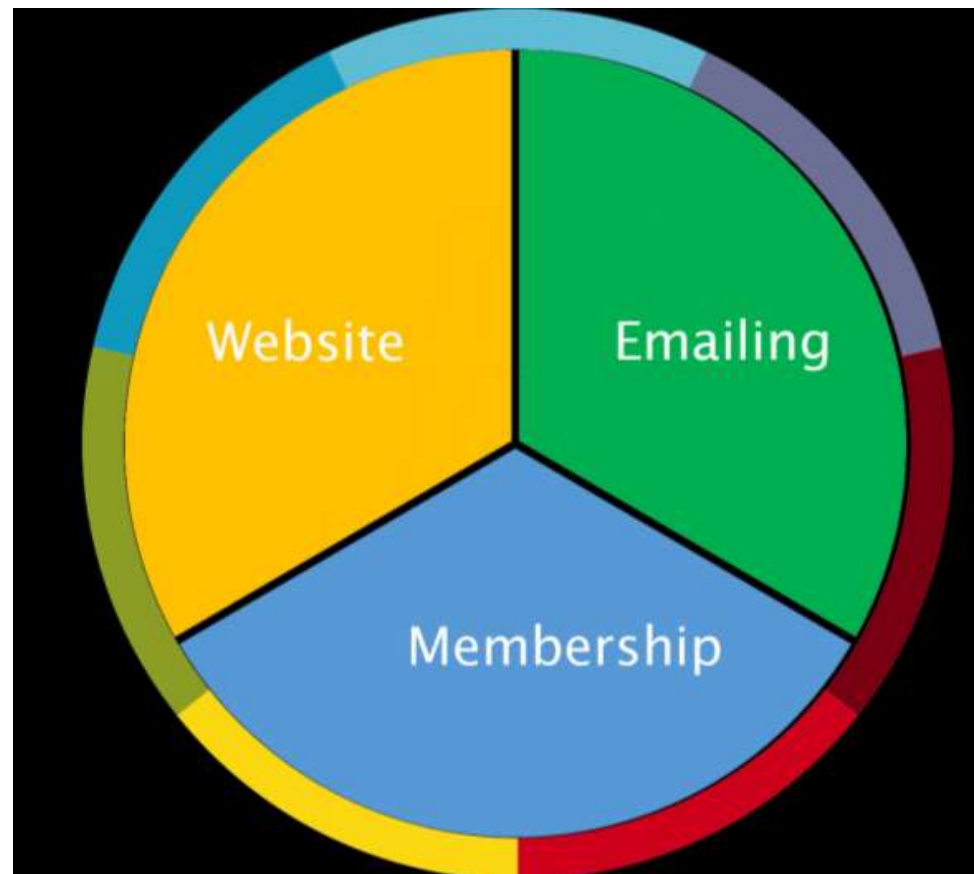
- Manage DA HelpDesk
- Training & Documentation for all DA Database/Website usage
- IT Liaison work for all Caucuses
- Maintain DA Wiki
- Run/Maintain CallHub (Phonebanking)
 - Create and maintain campaigns



What is Nationbuilder?

Nationbuilder (“NB”) is the program that provides us with 3 of our main tools:

1. Website posting
2. Emailing tools
3. Membership Management





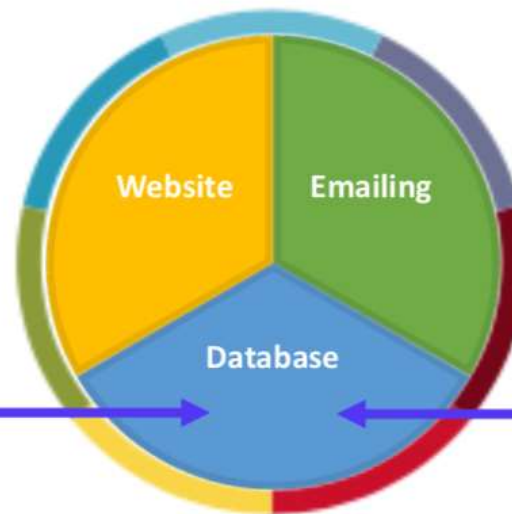
What About the Wiki, VFA and CallHub?


DEMOCRATS ABROAD WIKI

The Wiki is **NOT**
connected to Nationbuilder.

CallHub provides us
with our global
calling tool.


Votefromabroad.org
VFA connects with,
but is not part of,
Nationbuilder.

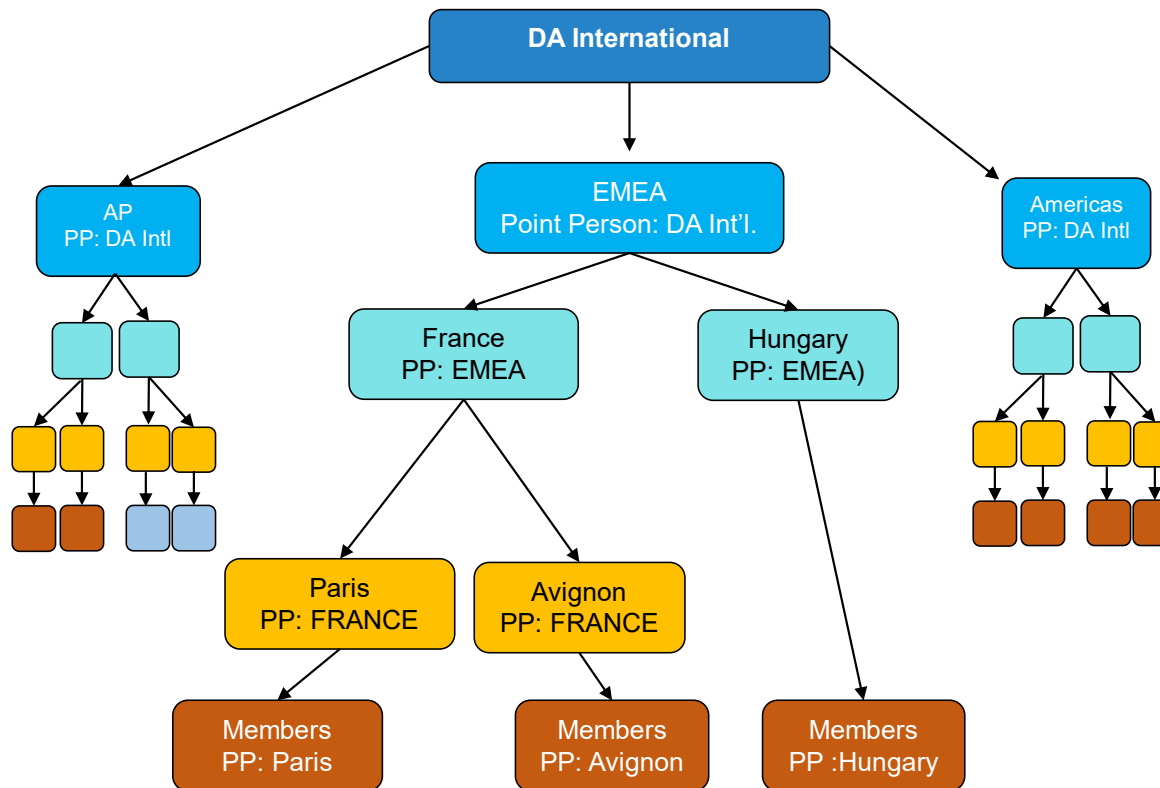


 **CallHub**
CallHub connects
with, but is not part
of, Nationbuilder.



Nationbuilder Global Structure

- Nationbuilder uses a cascade or hierarchy structure where each 'organization' (region, country, chapter group) is a 'point person' or manager for all those downstream.



- No Point Person Organization can have more than 4 admins.
- You will work with an individualized login like:
Info-country+PK@democratsabroad.org
 or
Info-CC-chapter+KF@democratsabroad.org

Here is an example of 2 countries and some of their chapters.



GDPR & Data Privacy

The General Data Protection Regulation:

Is a set of data protection laws in Europe.

applies to ALL residents of the European Union, and not only EU citizens.



GDPR applies to ALL members of Democrats Abroad.

Individuals *own* their “Personal Data” - names, addresses, email addresses, etc., and have the right to control use of this data.

Personal Data is made up of...

1. Identifying Information

Phone Numbers Location Data ID Numbers
IP Address Email Accounts Economic Data

2. And Sensitive Data

Race Sexual Orientation Politics
Religion Union Info Ethnicity

Respect our Members' Privacy

A member's contact and personal information is her/his own property entrusted to our care.

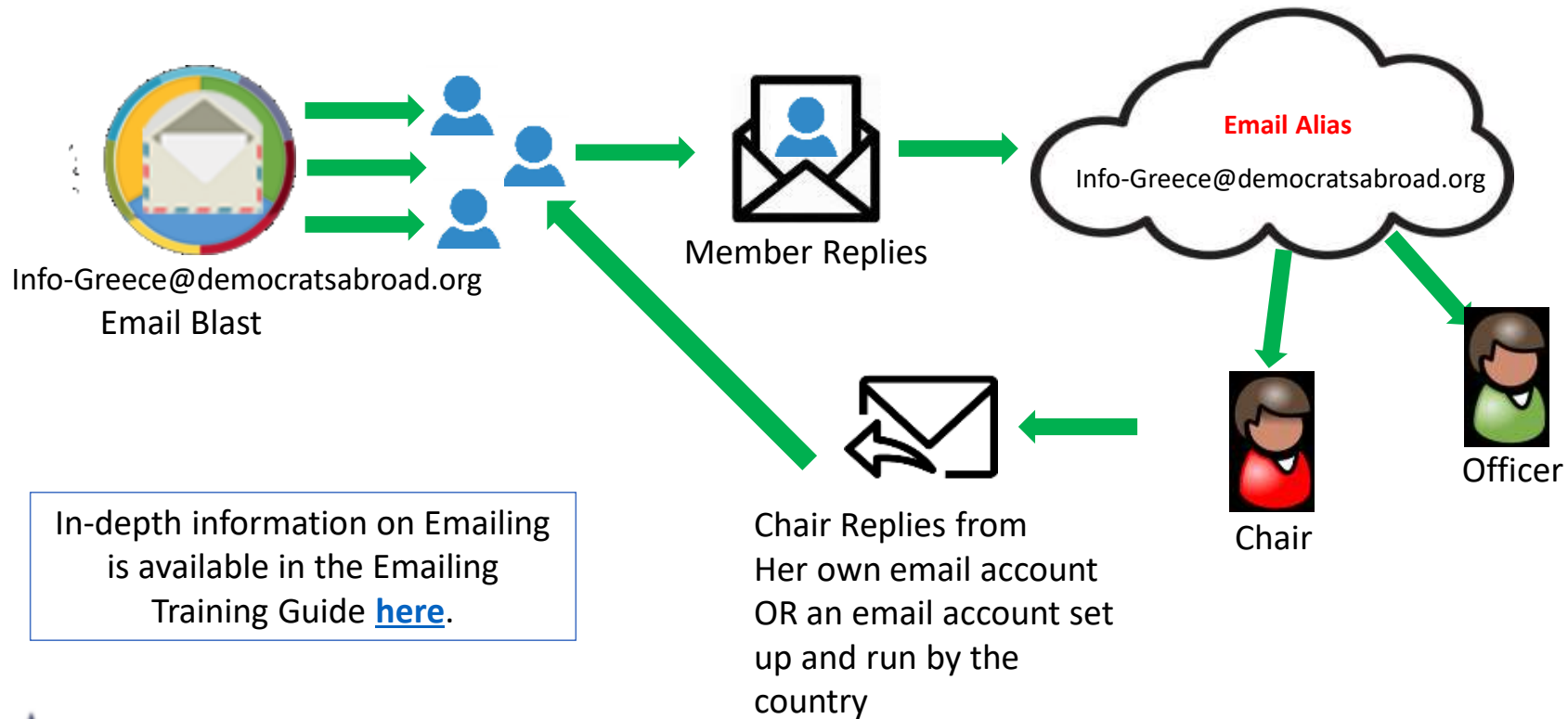
Do:	But Don't
<ul style="list-style-type: none">- Keep the members' records updated with the new information they send you	<ul style="list-style-type: none">- Change/Delete a member's information without permission (ex: based on a facebook post)- Post unnecessary data in the record note (ex: "X just got married so her name might change")- Keep their data on your own personal computer
<ul style="list-style-type: none">- Send a neutral email requesting membership updates	<ul style="list-style-type: none">- Send indiscrete messages "Congrats – I see you've retired – are you going back to the USA?"
<ul style="list-style-type: none">- Send emails from the NationBuilder system	<ul style="list-style-type: none">- Send unsolicited emails from your personal email account or (even worse!!) keep your own email list



For more information: <https://wiki.democratsabroad.org/display/ITpolicy/GDPR+Compliance>



Email Blasts & Responses





Website Posting

DEMOCRATS ABROAD

NEWS

Home NEWS EVENTS LEADERS

News Post Title

ADD

Attention: When using URLs as links in your news posts, you must remove the "r" from "https" or your post will not save.

POST YOUR EVENT

Event Title

Date

Time

Location

Contact Info

Event Description

Event Location

Event Category

Event Status

NEWS

Home NEWS EVENTS LEADERS CHAPTERS

April 2019 Newsletter

APRIL 2019 NEWSLETTER

Enjoy the season.

Spring has sprung, and there are many new and exciting developments happening with Democrats Abroad Germany as we gear up for the summer season, which will be filled not only with the first Democratic National Committee primary debates (June 26-27) in Miami, but also plenty of chances

EVENTS

Home NEWS EVENTS LEADERS CHAPTERS

Map Satellite

Sunday, April 28, 2019 at 10:15 AM - 11:00 AM

Rheingauer Schlemmerwochen 2019

The 32nd annual Rheingauer Schlemmerwochen festival is almost upon and this 15-day event spans from Lorch am Rhein to Filthenheim am Main and marks the opening of the wine tourism season in t

Sunday, April 26, 2019 at 05:00 PM - 06:00 PM

Bavarian-American Friendship Day at Frühlingsfest

Come experience a bit of Oktoberfest in the spring as we return to the Hippodrom tent for the 9th Bavarian-American Friendship Day. There will be plenty of beer and food as well as a vibrant

SAVE

Website Administrators can create posts for News and Events.

In-depth information on Posting is available in the Website Training guide [here](#).

Tip: prepare your text in Word, then paste it. If it doesn't want to save, send the text and other details to Helpdesk.





Freshdesk/Helpdesk



- Vote From Abroad problems
- CallHub Problems
- Wiki Requests
- Admin Help
 - Web Posting – News & Events
 - Membership Management
 - Membership List exports for Countries and Chapters
- Changes to individual records as requested by members
- Global Caucus Requests
 - Website Postings
 - Membership Lists and Statistics
- CallHub
 - Phonebanking Campaign Requests
 - SMS Campaign Requests
 - Problems
- And More...!





Communicate With Us!!

- DA Wiki
 - wiki-helpdesk@democratsabroad.org
- CallHub
 - callhub-helpdesk@democratsabroad.org
- Admin Help
 - helpdesk@democratsabroad.org
 - Web Posting – News & Events
 - Membership Management
 - Member List Exports



- Global Caucus
 - caucus-helpdesk@democratsabroad.org
- HelpDesk
 - HelpDesk@democratsabroad.org



Keep me in the Loop!



- Make sure you are registered with the Leadership list on Mobilize to receive the latest updates from the Global IT Team, as well as the International Executive Committee.
- Use this link to sign up:
<https://demsabroad.mobilize.io/registrations/groups/9447>

