

Frequently Asked Questions: Weekly report of new contacts from the national database

The basics

What is this report?

Your weekly report shows everyone in your state who has joined NCJW National's list since our marketing campaign launched in July 2021.

How does someone's name get added to this report?

When someone fills out any form on the National website and is recognized as a new contact in the National database, their contact information is added to this list. The forms they could complete in order to be added to this list include signing a petition, emailing their lawmakers, signing up for national's email list, registering for a webinar, or making a donation.

What should I do with this contact information?

We hope you'll be able to personally invite these potential members to get involved in your section and NCJW efforts. Use the tools from the NCJW Outreach and Engagement Toolkit to help with your personal outreach efforts.

Is there anything I need to do before I contact these potential members?

Yes, before contacting the people on this list, please check for them in your own database. While some contacts may be new in National's database, they may be an existing contact in yours. It's essential to know if they are a potential member, a lapsed member, or a current member of your section before you call them.

If there are other sections or action teams in your state, please coordinate with them to determine who will contact each person depending on their location within your state.

How to read your report

Why is my report empty?

If your report is empty, no new contacts in your state have taken action on NCJW's website since July 2021.

Why does my report have no new names since last week? Does this mean the report didn't update properly?

If there are no new names, it means that no new contacts from your state have entered National's database since last week. You will be able to tell if a contact is new to the list and signed-up in the last week based on the "date submitted" column of the report.

Why are the names I saw on last week's report still on this report?

These lists will continue to grow over time. New names will be added week after week, but names on the list won't disappear over time.

Sort the spreadsheet by the "date submitted" column on the report to identify which contacts were added to the report each week.

What is a VANID?

VANID is the reference number associated with each individual contact in the National database.

What does the "Form Type" mean?

New contacts can enter National's database by filling out any form on the National website. There are four main types of forms.

- Sign-up Form means someone enrolled in National's email list or registered to attend a webinar or distance learning call.
- Petition Form means someone signed a petition for one of the advocacy issues we work on.
- Advocacy Form means someone sent a pre-drafted email to their lawmakers about one of the advocacy issues we work on.
- Contribution form means someone gave a donation.

What is the phone number listed under "Home Phone"?

This phone number is the contact's primary phone number, not necessarily home phone number. The column next to it shows whether this primary phone is a cell phone. It will classify the phone number as a "verified cell phone," "likely a cell phone," and "likely not a cell phone."

Why does the report say "Yes" under the column "Is New Contact" when the contact is already in our section database?

This report confirms new contacts in National's database. Since there are discrepancies between the contacts in National's database and in your section database, we encourage you to double check all names from this report in your own database to confirm who is a new potential member, lapsed member, or current member in your section.

Please note, some names of your members or leaders may appear on this list due to duplicate records being created in the National database when someone fills out a form with contact information that differs from National's records. There is no way for us to remove someone's name from this report once they have been added.

This report lists people all over my state. How do I know who to contact?

Once you have this report, you should contact the people in your vicinity based on zip code. If there are other sections or action teams in your state, please coordinate with them who will contact each person depending on their location.

Receiving the report

Who is receiving this report?

This automatic report emails are currently being sent to leaders designated by their sections and state policy advocates. If a leader was not designated, then the Section President is receiving this list.

How do I change the section contacts who should receive this report?

If you would like to change who receives this report, please contact action@ncjw.org.

I can't find the report in my inbox?

Look for the email from EveryAction Scheduled Report (no-reply@everyaction.com). The subject line will say: "EveryAction Scheduled Report – NCJW Weekly List: New Contacts from National Database." The report is sending automatically from our database, so it will not come from an NCJW email address. It may appear in your junk, so make sure to check there if it doesn't appear in your inbox.

When will the weekly report arrive?

The weekly report will be sent to you automatically every Monday morning.

More Questions**I have more questions. Who do I contact?**

If you have any questions, please contact action@ncjw.org.