



Feature Summary: New Legislator Lookup UI

Module: Advocacy

Release: Winter 2011

Document Owner: Michelle Shefter

New Terms or Concepts

District Matching –Matching a constituent to their individual district or ward in a county or city. This enables Convio to identify the constituent's individual representative on a County or City Council and to send the constituent's messages to only their council member and not all council members for blanket alerts that target their council.

Overview

The Legislative Lookup tool for constituents (also known as FindReps) was altered to accommodate the addition of local officials. While we were at it, we gave the end-user UI a more modern look and will be adding some additional details for members, most notably their Facebook, Twitter, and YouTube Channel URLs, and their committee assignments.

The layout of the constituent UI can now also be altered using CSS.

Key Features & Benefits

Features

- Updated design
- New links for Facebook, Twitter, YouTube Channel, Blog
- Addition of committee assignments
- Now displays local officials (when local data is enabled)
- New "show all" tab

Benefits

- Improved user experience for constituents
- More modern look and feel
- Constituents can now contact their elected officials in more ways

Considerations for Clients

- Not all cities and counties will have target matching at the district level. In a release planned for Spring 2011, Convio plans to offer district matching for 10-20 cities. Eventually the list will grow to ~200 cities.
- When looking up a list of elected officials in cities/counties where district matching **is not** available, constituents will be shown all members of the city/county council (or council equivalent) – not just their individual councilmember.
- When looking up a list of elected officials in cities/counties where district matching **is** available, constituents will be shown only those councilmember(s) who represent them.

Limitations and Out of Scope Features

- The FindReps can be inserted as a component of a PageBuilder page or by using the S56 tag to place the component into the body of a page. But, it is still not available as a component for selection in the WYSIWYG editor. This functionality is on our roadmap for future development
- The S93 tag can be used to display the names and select contact information for a constituent's Representatives. The original requirements for this feature included making it possible to display Facebook/Twitter/YouTube links via this tag, but that functionality is on our roadmap for future development.

Feature Configuration

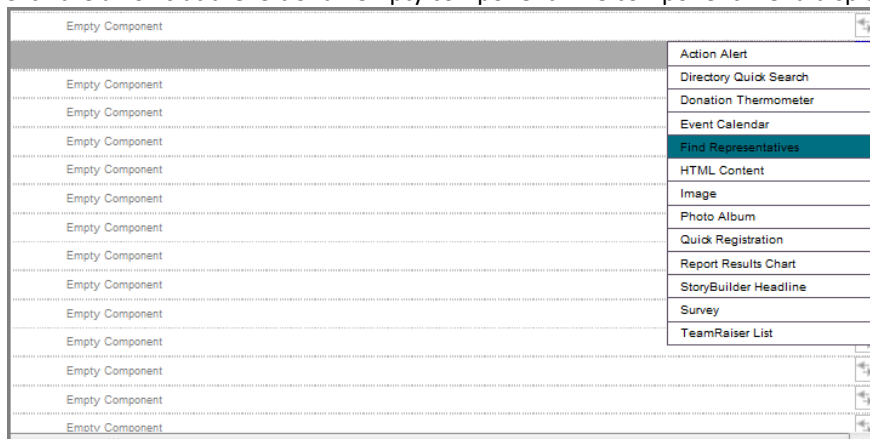
There is no configuration required to use the Legislator Lookup tool. However, to view Local Data, you will need to add Local Advocacy to your site, which is available for an additional fee.

How to use the Feature

To use the new Legislator Lookup page, you must insert the Find Representatives component into a PageBuilder page.

Adding the Find Reps component in PageBuilder

1. Create a new PageBuilder page.
2. Click the arrows at the left of an empty component. The component menu displays.



3. Select **Find Representatives**. The Representative Look-Up window displays. Notice the new links to the representative's social media sites in the **Official Information** section.

Representative Look-Up

1. **Federal Officials:**
Select the federal officials that you would like to include in the results displayed to site visitors.

- ☒ President
- ☒ Vice President
- ☒ First Lady
- ☒ U.S. Senators
- ☒ U.S. Representatives

2. **State Officials:**
Select the state officials that you would like to include in the results displayed to site visitors.

- ☒ Governor
- ☒ State Senators
- ☒ State Representatives

3. **Local Officials:**
Select the local officials that you would like to include in the results displayed to site visitors.

- ☒ County Officials
- ☒ Municipal Officials

4. **Official Information:**
Select the information that should be displayed for each official when the results are shown to site visitors.

- ☒ Postal Address
- ☒ Telephone Number
- ☒ Fax Number
- ☒ Link To Official's Web Site
- ☒ Link To Send Official Email
- ☒ Facebook Page Link
- ☒ Twitter Page Link
- ☒ YouTube Page Link
- ☒ Blog Link
- ☒ Committee Assignments

5. **Initial Links Displayed:**
Select the links that should be displayed as part of the representative look-up component when it is initially shown to site visitors (before they have entered their zip code).

- ☒ Link to www.whitehouse.gov
- ☒ Link to www.senate.gov
- ☒ Link to www.house.gov

6. **Results Links Displayed:**
Select the links that should be displayed as part of the search results when they are shown to site visitors.

- ☒ Link to Active National Alerts
Maximum Number of National Alerts to Display:
- ☒ Link to Active State Alerts
Maximum Number of State Alerts to Display:

7. **Navigation Tabs:**
Advanced options for showing/hiding tabs

- ☒ Display the "Show All" tab

4. Click **Apply**. The component has been added to your page.
5. Click **Finish** and publish the page. The Find Representatives module displays.
6. Enter your zip code and click **Go**.

ZIP+4:

Enter ZIP

Quick Links to Official Government Web sites

www.whitehouse.gov www.senate.gov www.house.gov

7. The Legislative Lookup tool has a new **Local** tab and an improved UI.

Elected Officials: California, 94901

If 94901 is not your correct ZIP code, please re-enter it below:

94901

Show All **Federal** **California** **Local**



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