

VOTERVOICE USER GUIDE AND FAQ

VoterVoice is a grassroots advocacy software system that helps members send messages to their elected officials. Now, sending a message to your legislators can be as easy as one click of a button! When an issue arises, LRTA will send an email with a link to the VoterVoice tool. You will be automatically matched with your legislator based on the information you have already provided to LRTA. Then, all you will need to do is click the button to send the messages.

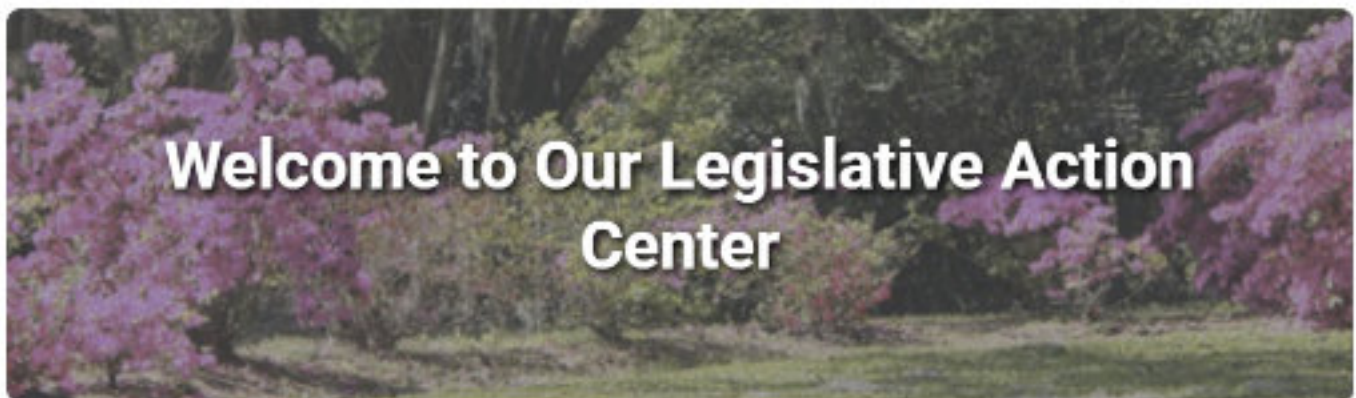
LRTA has put together a step-by-step guide for using the VoterVoice tool. You can also access our instructional video on the LRTA YouTube channel. At the end of this guide, you will also find a list of Frequently Asked Questions to help you understand VoterVoice and how it works.

How do you use VoterVoice?

VoterVoice helps members send messages and call their legislators. Let's let's discuss how to send messages first.

How to Use the VoterVoice Message Feature:

1. Go to the VoterVoice tool located in the Advocacy Center of our website, www.lrta.net/advocacycenter. Under the heading "NEW! Legislative Action Center," click on the bolded text "here." You will be redirected to the Action Center where you will see any active campaigns from LRTA. Titles may include "Oppose HB 00" or "Support HB 00." LRTA will also send direct links to the Action Center in our Legislative Alert Email Blasts.



Welcome to Our Legislative Action Center

Thanks for stopping by the LRTA Legislative Action Center! This is your "one-stop-shop" for advocacy tools, legislative alerts, and resources. This is our new grassroots advocacy software. See how it works today! Input your information, verify that it's correct, press the...

Blog Posts

January 21, 2021

[Welcome to Our New Legislative Action Center!](#)

Sign Up for Alerts

Enter your information below to sign up.



Campaign Box - click on a campaign box to access the VoterVoice tool

2. After you click on the campaign box or link in the Email Blast, you will access the VoterVoice tool. You will see a description of the call to action and options to email or call your legislators regarding the issue. Scroll to the bottom of the page until you see "Enter Profile" or "Review Profile."

Thanks for stopping by the LRTA Legislative Action Center! This is your "one-stop-shop" for advocacy tools, legislative alerts, and resources.

This is our new grassroots advocacy software. **See how it works today!** Input your information, verify that it's correct, press the button and go! You may opt out of text alerts if you wish. After you submit the message, you will receive a confirmation email to show who you have sent messages to. Please note this is for practice purposes only. All messages will be submitted to the LRTA office, not your legislator.

We hope you take the time to try out our new grassroots advocacy software before the upcoming Regular Session, which begins April 12, 2021.



Description of the Call to Action

A screenshot of the VoterVoice tool interface. At the top, there are two buttons: "Write" with an envelope icon and a checkmark, and "Call" with a telephone handset icon. Below these is a section titled "Review Your Message" with a horizontal line. Underneath, it says "Practice John Smith" and "Subject" followed by a text input field containing "Welcome!". Below that is the "Message Body" section with a text area containing the text "Please add your own story about this issue to personalize your message". A scrollable area below shows a disclaimer: "This message is practice for members who would like to use our new grassroots advocacy software. By clicking 'Submit,' you will submit an email message to the LRTA office. Your message will NOT be sent to your legislator(s). The purpose of this message is to practice using the software." Below the scrollable area is another section titled "Review Your Profile" with a link "Not Jennifer?". Underneath, it says "Ms. Jennifer Tran" with a pencil icon for editing. At the bottom of the interface is a large dark button labeled "Send Message".

VoterVoice Tool

3. If the fields are blank, input your information so the VoterVoice tool can match you to your representative or senator. If the fields are pre-filled, double-check that the information is correct. Members accessing the VoterVoice tool through the email blast may have their information pre-filled. VoterVoice is using information you provided to LRTA when you joined the Email Club.
4. Once you input or confirm your information, scroll back up to the top of the page to review the “Message Body.” You may want to consider including a personal message or story.
5. Once you are happy with your message, just press the “Send Message” button at the bottom. Your message will go to your representatives or senators or the Committee Members we need you to contact. With the click of one button, you can send a message to multiple legislators.

Enter Your Info

Your Information

Prefix *	First Name *	Last Name *
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Send me text alerts

Please enter the parish you currently reside in.

Home Information

ZIP Code *	Enter Zip for City and State
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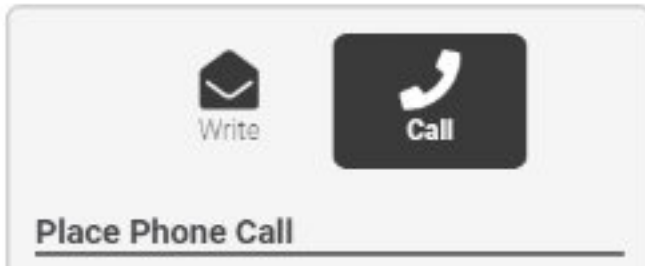
Send me email alerts

Remember me

Send Message

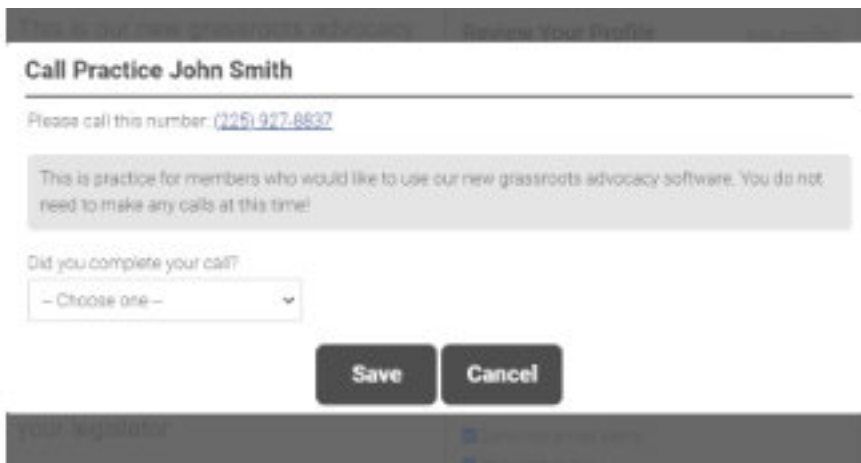
How to Use the VoterVoice Call Feature:

1. See the steps from How to Use the VoterVoice Message Feature for inputting or verifying your information.
2. At the top of the page, click on the “Call” button or phone icon. Clicking on this button will not actually call the person.



← Call Button

3. You will see the names and numbers of the legislators you need to call along with talking points to help guide your conversation.



← Suggested Talking Points

4. Once you are complete, you may select which action you took (Yes, I spoke with someone; Yes, I left a message; No, I did not speak with anyone) though it is not necessary.

Frequently Asked Questions

How does VoterVoice know my information?

If you are accessing the VoterVoice tool from an email blast sent by LRTA, your information may be pre-filled in the tool. VoterVoice uses the information you provided to LRTA when you signed up for the Email Club. If you moved or your information has changed since you signed up for the Email Club, double check that the information in the VoterVoice tool is correct.

Your information may not be pre-filled if you are accessing the tool through the Action Center on the LRTA website. However, you can check the “Remember Me” box so VoterVoice can save your information. That way, you do not have to input your information each time you complete a call to action.

Why does it need my street address?

VoterVoice uses your street address to match you exactly with your representative or senator. This ensures that you are emailing the legislators in your districts who represent you.

What if my information is incorrect?

If you notice any of your information is incorrect in the VoterVoice tool, click on the pencil icon next to your name under “Review Profile” (toward the bottom of the page). You will be able to edit the fields after you click on the icon.

You can edit your name, email, street address and zip code with VoterVoice. You do not need to edit your city or state. Once you edit your street address and zip code, VoterVoice will automatically correct the city and state.

How do I know my message went through?

VoterVoice will send a confirmation email after you send your messages. The confirmation email may arrive a few minutes after you completed the action. The email will confirm you contacted your legislators and give you a list of whom you contacted.

Do I have to use VoterVoice to complete calls to action?

LRTA is offering VoterVoice to our members as a convenient option for contacting their legislators or members of Congress. LRTA will always encourage members to write letters and emails and make phone calls and will provide resources for members to use in our emails.

VoterVoice allows members to quickly and easily complete calls to action and contact their legislators.