HOW TO USE MOBILIZE

Mobilize is our platform for hosting official campaign events. Through Mobilize, you can host in-person or online events that connect with the campaign. You'll be able to track RSVPs, follow up with attendees, provide feedback, and share your event publicly with other Democrats in your community or privately with only the people you want.

In the final stretch of the campaign, we need to you taking action to get millions of voters supporting VP Harris and Governor Walz. Mobilize is an important tool that helps us understand our campaign's impact. So any time you host an event for Harris, please make sure to **create** the event, **track** attendees, and **close** the event once you're done!
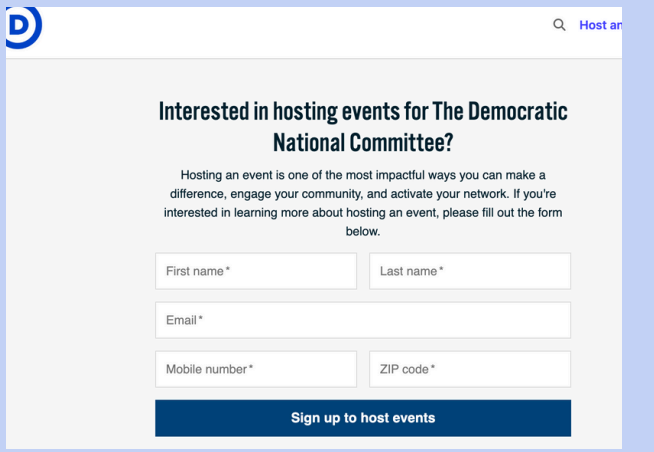
HOW TO CREATE AN EVENT

Step 1: Select "Host an Event"

Go to events.democrats.org and select "Host an Event." Or use one of our quick links to host a Phonebank, or Debate Watch Party.
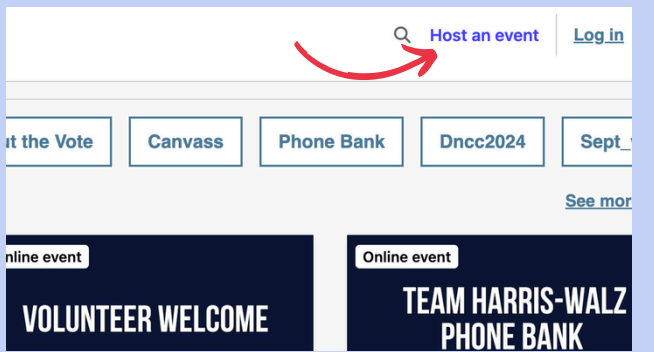
Step 2: Fill out a form to get host approval

You won't need to do this if you use one of our event quick links above. Approvals generally take 24 - 48 hours.

PAID FOR BY HARRIS FOR PRESIDENT

Step 3: Create your event page

You can provide details about your event. If you are doing the event online, you'll need to provide your own Zoom link.

Basic info: Add event title and custom description. Choose something to make it your own!

Basic information

Event title *
Team Harris-Walz Phonebank

Visibility: Select "Public" or "Private." Making it public will allow any Democrat to search for and find it among events in their area.

Visibility

- ⦿ Public — Listed on The Democratic National Committee's public feed on select partner feeds. Anyone can view the event page.
- ○ Private — Only people with a link can view the event page.

Location: For in-person events, add a complete street address. For virtual events, you can add a zip code or city/state to show the event to supporters in a particular location.

Location

Type
- ⦿ In-person
- ○ Virtual

Add a location to help supporters find this event.

🔍 Event location (required)

☐ Only attendees can see this location

Date & time: Add an event date, start and end times, and video call link if applicable.

Date and time

Enter a single time, or add multiple if your event occurs more than once. Timezone is determined by the event location.

| Date 🗓 | Start time ▾ | End time |

⟳ Repeat every week for a month | + Add another time

Communications: Add your phone number and any details you'd like to appear in the automated post-signup emails sent to attendees.

Communications

Event contact phone *
5055771758

Allows The Democratic National Committee and Mobilize to contact you about this event. This number is not shown to supporters.

Additional information for attendees (optional)
Thank you for signing up! Bring a cell phone and laptop if possible to the event. We'll share training, a script, and more information on how to make calls at the event.

Accessibility: Check the applicable ADA standards and accessibility features boxes and provide any additional details.
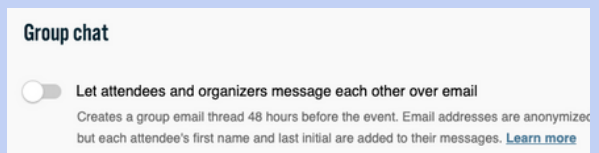
Accessibility

☐ This event meets ADA standards
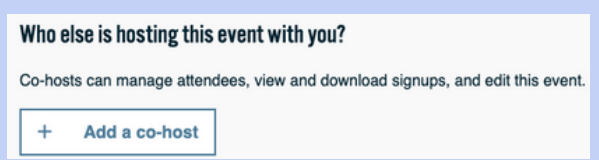Shown on the event page if checked. Helps supporters discover accessible events.

Accessibility features
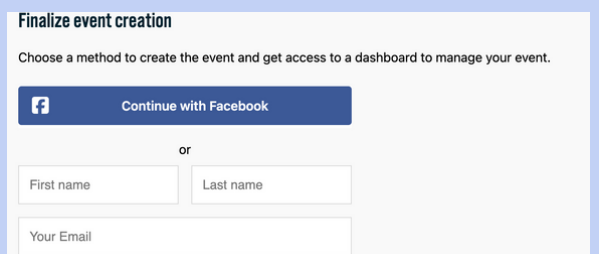Let supporters know which accomodations are available to help them take part in this event. Learn more

HARRIS WALZ | Ⓓ

Group chat: Create an anonymous group email thread 48 hours before the event with all attendees.

Group chat

○ Let attendees and organizers message each other over email

Creates a group email thread 48 hours before the event. Email addresses are anonymized but each attendee's first name and last initial are added to their messages. **Learn more**

Add a co-host (optional): Co-hosts can edit event details and view the host dashboard. You can also add co-hosts after creating the event.

Who else is hosting this event with you?

Co-hosts can manage attendees, view and download signups, and edit this event.

| + | Add a co-host |

Finalize your event: Submit your event for approval.

Finalize event creation

Choose a method to create the event and get access to a dashboard to manage your event.

| f | Continue with Facebook |

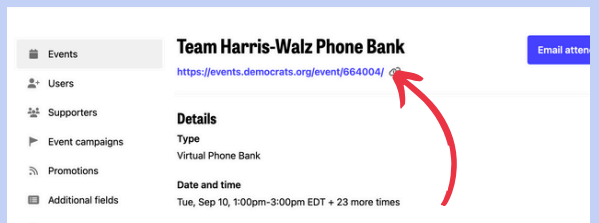or

| First name | Last name |

Your Email

Step 4: Approval

Events take 24 - 48 hours to be approved. Once your event is approved, you'll be able to access a unique link to send invites. You'll also be able to access a dashboard to manage your event.
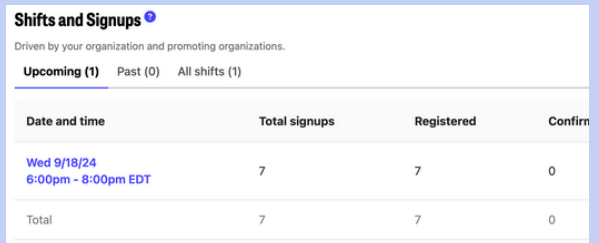
MANAGE YOUR EVENT

Step 5: Send invites

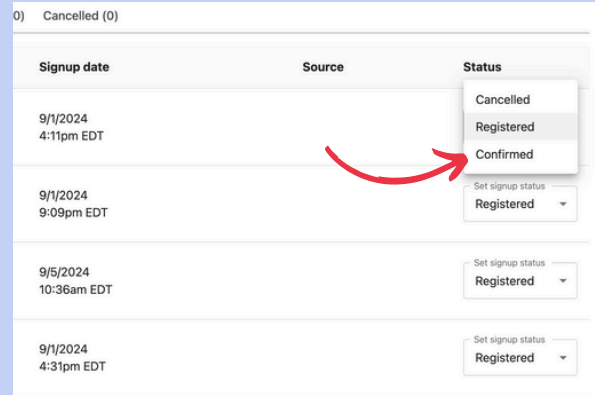Once your event is approved, you'll have a unique link to send to your guests to ask them to RSVP.

📅 Events	**Team Harris-Walz Phone Bank**	Email atten
👤 Users	https://events.democrats.org/event/664004/	
👥 Supporters	**Details**	
🚩 Event campaigns	**Type**	
📡 Promotions	Virtual Phone Bank	
📋 Additional fields	**Date and time**	
	Tue, Sep 10, 1:00pm–3:00pm EDT + 23 more times	

Step 6: Track RSVPs

From your event dashboard, you'll be able to see who has said they can attend and who hasn't signed up yet.

Shifts and Signups ❓

Driven by your organization and promoting organizations.

Upcoming (1)   Past (0)   All shifts (1)

Date and time	Total signups	Registered	Confirm
Wed 9/18/24 6:00pm - 8:00pm EDT	7	7	0
Total	7	7	0

HARRIS | **WALZ** Ⓓ

Step 7: Confirm attendees

Research shows that people are more likely to attend an event if they receive a reminder and confirmation call (or message!) before an event. Make sure you do a round of confirmations before your event and mark people as "Confirmed."
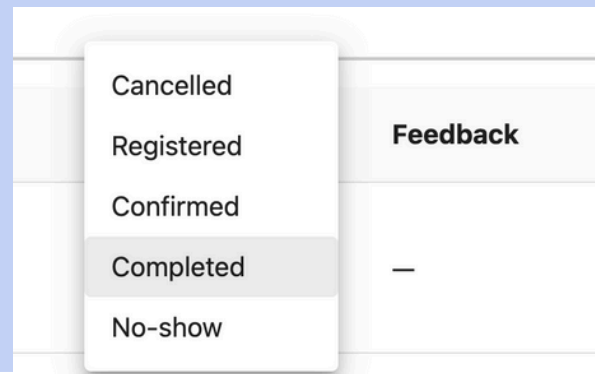

CLOSE YOUR EVENT

Step 8: Mark attendance

Congratulations on hosting your event! Once your event is over, go back and mark everyone as either "Completed", "No Show" or "Cancelled." This lets us know how many people were able to be there and how we can support you in the future.

Step 9: Send feedback

As part of closing your event, you'll be able to send the campaign any feedback about how your event went or any challenges you encountered. Thank you for hosting!

HARRIS WALZ