State Political Coordinators (SPC) Site Guide

This will guide SPC’s on how to enter interactions with state legislators into the state SPC site, so they can be tracked in Aristotle 360 by state association staff. After your interaction with your legislator, please follow the instructions below to enter your interactions per the guidelines of your state association.

1. Enter the web address below and login in using your NRDS ID number

2. Search for your legislator(s) to begin entering your interaction. You will need to search by last name of your stat elected official. If you have questions, contact your state association staff member.

3. Once your search results return for your legislator, click the name and continue to the legislator confirmation page.

4. Please confirm your legislator’s information by clicking “Confirm,” then proceed with entering your interaction.
5. Enter your interaction in the required fields you see below. Please include the type of interaction, meeting date, where the meeting was held, what issues were discussed, and if follow-up is needed by your state association contact.
6. Once you fill out the required field click “Submit Note” to submit your interaction. Your state association staff will receive an email confirming you submitted an interaction. If follow-up is needed, contact your state association staff member directly.