

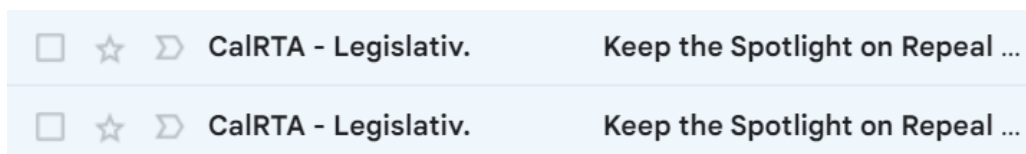


HOW TO COMPLETE THE LEGISLATIVE ALERTS

By Sue Breyer, State CTC Chair

VIDEO TUTORIAL: [How to Complete the CalRTA Legislative Alerts](#)

1. Legislative Alerts appear periodically in your email Inbox.



2. Click on the email to open it.
3. You will see the topic of the alert under the CalRTA logo; you will also see an explanation of the “ACTION NEEDED.”
4. Below the “Action Needed” section, you will be instructed to click on the email link for each of the CONTACTS in the list.
5. The list of CONTACTS may vary with each legislative alert. You will see the name of the state/federal leader in bold, the state they represent in parentheses, a phone number where their office can be contacted, and the name of a Staff member and the staff member’s email address. The staff member receives the email alert on behalf of the state or federal leader.
6. Click the first light blue/turquoise email link in the list.
7. A preloaded email message will appear. You may click anywhere in this paragraph to add a salutation, a closing, or any other additional information. You do not need to add additional information if you don’t wish to.
8. Scroll down to the bottom and click your cursor after the period in the last sentence. Press your Enter/Return key to bump down 2 lines.
9. Type your full name then press the SEND button.
10. You will automatically return to the list. Continue the process until you have emailed all contacts in the list.