



VIRTUAL REGISTRATION DRIVES

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HOW TO PLAN

Planning an OFV registration drive is super fun and simple! We've now adjusted our planning to online registration drives so that high school and college students can get their peers registered from anywhere in the country!

THE STEPS

STEP 1: Notify Your School

- Under normal circumstances, our student ambassadors will contact their school's administration to gain clearance to host a registration drive on campus
- However, since we're all in quarantine, you can still notify your school's event planning committee through email about hosting a drive associated with your school! We encourage drives to be associated with schools so that your school can send out reminder emails to your entire school community about when the drive will be hosted

- First, try contacting your dean or a faculty member you are close to in order to be directed to the right person on the event committee

STEP 2: Set A Date and Time

- Once you've gotten clearance from your school to host a drive, select a date on the calendar in the next week to host a Zoom meeting for the virtual drive
- While in the Zoom meeting, you will instruct your peers to go to [vote.org](https://www.vote.org) in a separate window and begin the registration process (See our HOW TO HOST link after reading this document!)

STEP 3: Collect A Couple Friends

- Start thinking about friends you have that might want to help host the drive with you
- Hosting the drive includes being present during the Zoom meeting and helping answer questions about the registration website as people register (the website is very easy to follow, and tips on using it and rules for your state can be found in the Quick Links section of our website)

STEP 4: Send a Reminder **WITH INFORMATION**

- A day or so before your drive, have your school send out a reminder email to the student body about the date and time of your Zoom drive
- MAKE SURE THE EMAIL INCLUDES THIS INFO
 - 1. THE ZOOM or GOOGLE MEET link to your drive with the specific time.**

2. INFORMATION ABOUT WHAT TO HAVE WITH YOU during the drive. In order to register, students **MUST HAVE:**

- **THE LAST 4 DIGITS OF THEIR SOCIAL SECURITY NUMBER**

To make the process a little faster, students can also use:

- **THEIR DRIVER'S LICENSE*** (this is optional, students can still register and pre-register without it)

STEP 5: HEAD TO OUR "HOW TO HOST" TUTORIAL

- This instruction sheet is on our TAKE ACTION and HOME pages. It will walk you through the steps of hosting the actual drive!