

CAP Website:

www.crfcap.org

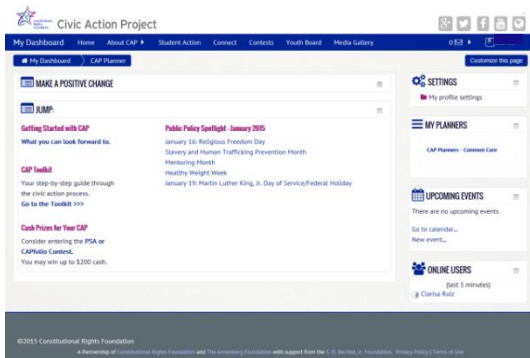
To log in:

- Go to the CAP website.
- Click on the upper right-hand corner and log in.
- Write your log-in info down:

Username:

Password:

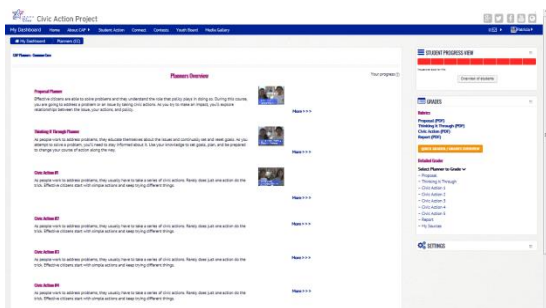
This is your dashboard:



From here you can access everything that will be required for your CAP:

- Getting Started with CAP.
- CAP Planners (guides you through the CAP process).
- CAP Toolkit (shows you how to take civic action).

CAP Planners:



- After logging in, look for the section that reads **"MY PLANNERS"** and select the link that reads **"CAP Planners."**
- Look for the CAP Planner that you will be working on and select the link that reads **"More>>."**
- Play the video to get an overview of the planner you will be completing.
- Make sure that you select **"Next"** at the bottom of the screen after you respond to each question to prevent any loss of work.
- Click on **"Return to Planner"** if you have not finished answering all the questions.
- After answering, click on **"Next"** and make sure that each question has an answer saved.
- If they are all saved, and you have checked for spelling and grammar, then click on **"Submit Planner for Grading."**

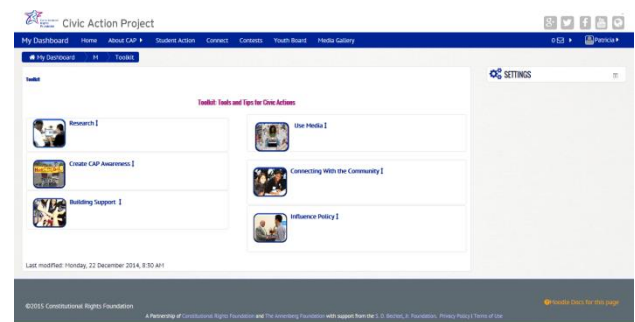
Civic Actions:

- List some of the civic actions you plan on taking:

- 1.
- 2.
- 3.
- 4.

- You can use your **"Proposal Planner"** and the **"Thinking it Through Planner"** to guide you.
- Choose the action you want to take. Then, go to the **"Civic Action Planner"** for step-by-step directions.
- Think about the Citizenship Brainstorm charts you created in CAP Lesson 1 to help you answer some of the questions.

CAP Toolkit



The CAP Toolkit has many resources that can help you complete your Civic Action Planners, including tools and tips on different topics.

- To access the CAP Toolkit, go to your dashboard and click on the link that reads **"Go to the Toolkit>>."**
- This gives you step by step directions on how to carry out different civic actions.
- The **"CAP Toolkit"** provides help on how to:
 - **Research** (e.g., Search the Internet, Cite Sources, etc.)
 - **Create CAP Awareness** (e.g., Surveys, Polls, PSAs, etc.)
 - **Building Support** (e.g., Write Letters, Petitions, etc.)
 - **Use Media** (e.g., Letter to the Editor, Social Media, etc.)
 - **Connect With the Community** (e.g., Phone Interviews, Conduct Meetings, etc.)
 - **Influence Policy** (e.g., Public Hearing, Meeting with Lawmakers, etc.)