

QUICK GUIDE FOR AMBASSADORS/AS AND NODE MANAGERS

As an ambassador/a and/or node manager your mission is to facilitate coordination and mobilisation. Here is your roadmap:

PHASE I. | Creation of the Local Support Network

1 Registration and training

a Mandatory registration



The whole team (ambassadors and node managers) must be registered through the official form.

b Modalities

i.



Ambassador without node: support and dissemination.

ii.



Node manager: facilitate the physical space for reception of samples and material delivery.

iii.



Ambassador with node: support, dissemination and management of the physical space with material delivery and reception.

c Connection



Once registered, you will be included in the project's WhatsApp group and will attend the training we will give on Life-Nitrazens, objectives, methodology and coordination.

2 Activation and dissemination

a Motivation



Spread the project in your community or entity to give the opportunity to participate.

b Assignment



Participants register via form and are assigned to the corresponding ambassador channel by proximity or preference within the Life-Nitrazens WhatsApp community.

PHASE II.

Preparation of the mini-campaigns within the sampling campaign

1 *Mandatory registration*



Reception of material at the node. (Managers and Ambassadors coordinate to organise the space).

2 *Define the mini-campaign*

a.



Decide on the key dates for the mini-campaign based on your availability and with the help of the Life-Nitrazens team:

- i. Day for handing out materials to participants.
- ii. Days for field trips and sample collection.

b.



Communicate it to your participants through the WhatsApp channel.

PHASE III.

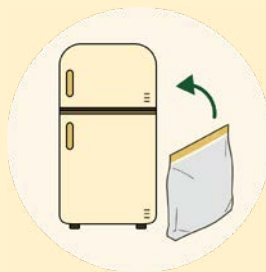
Sampling

1 *Reception of samples*



You must be at the node on the day of sample collection.

2 *Registration*



Fill in the log sheet and store the sample immediately in the refrigerator.

3 *Log sheet*



Take a photo of the log sheet and send it by WhatsApp to the coordination channel.

PHASE IV.

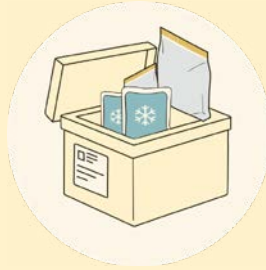
Shipping logistics

1 Availability



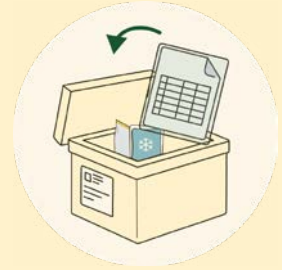
Confirm your schedule with the team so that they can arrange collection with the transport company.

2 Prepare shipment



Prepare the polystyrene box with the samples placed correctly upright and the cold gels

3 Original box and label



Place the original log sheet (protected in a sleeve), close the box and stick the transport label provided by the coordination team.