



Quick-Start Packet

For campaign managers: from login to live map in 10 minutes

1 · Sign in

Go to <https://signmanager.tgoenterprises.com> and sign in with the email and password from your welcome email. Use a laptop or tablet for the console. Always use the <https://> address: volunteer phone GPS requires it.

2 · Ten-minute setup, in order

- 1. Volunteer roster - add your volunteers' names.** On the shared link each person picks their name, so every sign is tagged to the right person.
- 2. Volunteer links - create ONE shared link (e.g. "Main crew") and text it** to everyone. No passwords, no app installs, nothing to train.
- 3. Sign types & inventory - add your sizes (yard, 4x8, stakes) and set "own"** to how many you have. SignManager tracks out / missing / in hand.
- 4. Preferred spots - click the map to star the corners you want covered.** Volunteers get routed to the nearest open spot with navigation.
- 5. No-sign & permit zones - mark highway right-of-ways and city ban areas.** Volunteers get a warning before dropping a sign inside one.

3 · While signs are out

Green pins = signs out, with who placed each one, when, photo, and notes.
Pulsing red = reported missing; amber = damaged. Assign the fix to a volunteer from the Maintenance panel, then mark it Done.
The leaderboard shows who is placing the most; volunteers love climbing it.
Export the full sign list as CSV any time. Your data is always yours.

4 · After the election

Take a snapshot first (Election history card) so your deployment is on record.
Switch Campaign phase to Pickup: every volunteer's app becomes a numbered pickup route. Several people? Split into zones; each driver gets a route.
Picked-up signs return to your inventory automatically. Beat the city fines.



For Your Volunteers

Print this page or forward it with the crew link

Placing signs (2 minutes to learn)

1. Open the link your coordinator texted you. Allow location when asked.
2. Pick your name from the list.
3. Stand where the sign goes and tap "Drop sign here". Set the count, tap the sign type, snap a photo if you like, add a note ("SE corner, by the fence"). It appears on the campaign map instantly.
4. See a star on your map? The campaign wants a sign there. The app shows your nearest star with a Navigate button.
5. Red dashed circle = no signs allowed there; the app warns you first. Amber circle = permit required; ask your coordinator.

Driving around? You're the inspection team

Tap any sign pin and mark it missing or damaged, with an optional note or photo. It alerts the campaign immediately and shows up pulsing red on their map. This is how the campaign's signs stop quietly disappearing.

Pickup season

When the campaign flips to pickup mode, your app changes automatically: you get numbered stops with Navigate buttons. Tap "Picked up" at each sign. Grabbed one by mistake? "Put back out" undoes it.

Good to know

No signal? Keep working. Drops save on your phone and upload when you're back in coverage.
You can install it like an app: open the link, then "Add to Home Screen".
Something not working? Tap the ticket link in the app and tell us.

Full illustrated guide: signmanager.tgoenterprises.com/guide.html

Questions? Reply to your welcome email any time.