



# VOTER ACTIVATION NETWORK (VAN)

“EACH DEC IS GIVEN FREE ACCESS TO VOTEBUILDER FOR THEIR COUNTY, AND STATEWIDE CLUBS AND CAUCUSES ARE GIVEN FREE STATEWIDE VOTEBUILDER ACCESS. THE PURPOSE OF THIS ACCESS IS TO ASSIST EACH ORGANIZATION WITH THEIR VOLUNTEER RECRUITMENT, PARTY BUILDING, AND VOTER CONTACT EFFORTS.”

FLDEMS

# CONTACT

- **Mel Lopez**
- **President**
- **DHCF of Orange County**
- **Cell: 407-519-0178**
- **Email: [dhcf.ocpresident@gmail.com](mailto:dhcf.ocpresident@gmail.com)**

# VAN TEMP ACCOUNT

- **User: DHCF.OCPRESIDENT@GMAIL.COM**
- **Pass: DemsHispa1**

# WWW.VOTEBUILDER.COM

## Log in

Log in with your ActionID

 Log in with ActionID

or

Log in with your VAN ID

User Name

Password

[I forgot my password](#)

Log In

# DASHBOARD

- Quick Loop Up
- Create a New List
- Manage Turf
- Virtual Phone Bank
- Grid View
- Canvass Results

The dashboard features a search bar at the top right with the text "Search for a page" and links for "Help Wiki" and "What's New?". The left sidebar contains a navigation menu with the following items:

- Dashboard
- Main Menu
- PEOPLE
  - Create a List
  - My Folders
  - My List (67 People)
  - Quick Look Up
- DATA ENTRY
  - Form View
  - Grid View
  - Quick Mark
  - Scan Bar Codes
  - Script View
- ORGANIZING
  - Canvass Results
  - MiniVAN Commit
  - MiniVAN Formats
  - My Turfs
  - Report Manager
  - Virtual Phone Bank
  - Virtual Phone Bank List

The main content area is divided into several sections:

- Welcome Precincts**: A table with 7 rows and 2 columns. The first column lists items like "My Requests", "My Export Files", "My PDF Files", "Counts/Crosstabs Outputs", "Support Requests", "Contact the Admin", "Request a User Account", and "NGP VAN Help and Training Guides". The second column shows counts, mostly "0".
- Quick Look Up**: A section with a "Quick Look Up" button.
- Lists**: A section with buttons for "Create A New List", "Go to My List (67 People)", "View My Folders", and "Manage Turf".
- Get Out The Vote**: A section with a "Get Out The Vote" button.
- Reporting & Data Analysis**: A section with a "Report Manager" button.
- Load Data**: A section with buttons for "Quick Mark", "Scan Bar Codes", "Script View", "Grid View", "Form View", and "MiniVAN".
- Quick Tasks**: A section with a "Virtual Phone Bank" button.

# QUICK LOOK UP

- Search for Voters in your precinct
- Click on Name for voting profile

Quick Look Up

Last Name:  × First Name:  Middle Name:  Phone:  DOB:  VANID:

Street Address:  City:  Zip:  Email:  County:

Use SmartName search technology  Exclude Unregistered Voters

[Remember Filters](#) [Clear](#) [Search](#)

Name	Address	City	Age	Phone	Email
<a href="#">Rubio Loveira, Mario</a>	12301 SW 195th Ter	Miami	30	(786) 975-3355	
<a href="#">Rubio, Marco</a>	716 W Las Olas Blvd	Ft Lauderdale	40	(954) 980-2121	
<a href="#">Rubio, Marco A</a>	6060 SW 13th St	West Miami	45	(305) 262-2621	

# VOTERS PROFILE

> Addresses	☰	> VANID
> Salutation	☰	> Vital Stats
> Polling Location	☰	> Districts
> Phones	☰	> Also in Household
> Email	☰	> Actions
> Activist Codes	☰	> Program Type
> Survey Responses	☰	
> Contact History	☰	
> Early Voting	☰	
> Voting History	☰	

# CREATING A NEW LIST

## Location

- County
- Precinct

## Targets Demos

- Hot (Recruit)
- Warm (Reassure)
- New (Nurture)

## Preview Results

## Run Search

**Favorites**

▼ Location ★ ≡

Media Market

County

Precinct

Street Name

Street # From  To   Odd Only  Even Only

City

Zip Radius  Miles From Zip Code

Zip From  To

▼ Targets ★ ≡

Include people in  of the following:

- Precinct Leaders Targets : Hot Demos
- Precinct Leaders Targets : Drop Off Demos
- Precinct Leaders Targets : Warm Demos
- Precinct Leaders Targets : New Demos

**Step 1: New Search**

**Districts**  
Precinct = 543  
and County = Orange

**Targets**  
Target = Precinct Leaders Targets: Hot Demos

**Registration**  
Registration Status = Registered Active or Registered Inactive or Other

**Suppressions**  
exclude Deceased  
and include Good Voting Address only  
and include Good or Bad Mailing Address [...less](#)

Preview My Results

**277 People**

Add Step  Run Search

# LOAD THE RESULTS FROM THE LIST

## My List

277 People  
233 Phones  
221 Doors  
223 Mailboxes

Print Letters Labels Calls Export MiniVAN Counts **Cut Turf** Split Grid Script Form

Map

Edit Search ▾

Load List

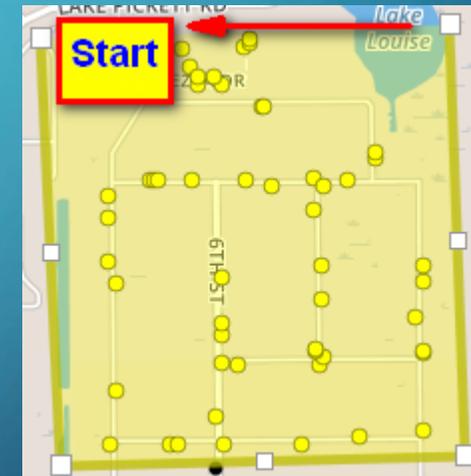
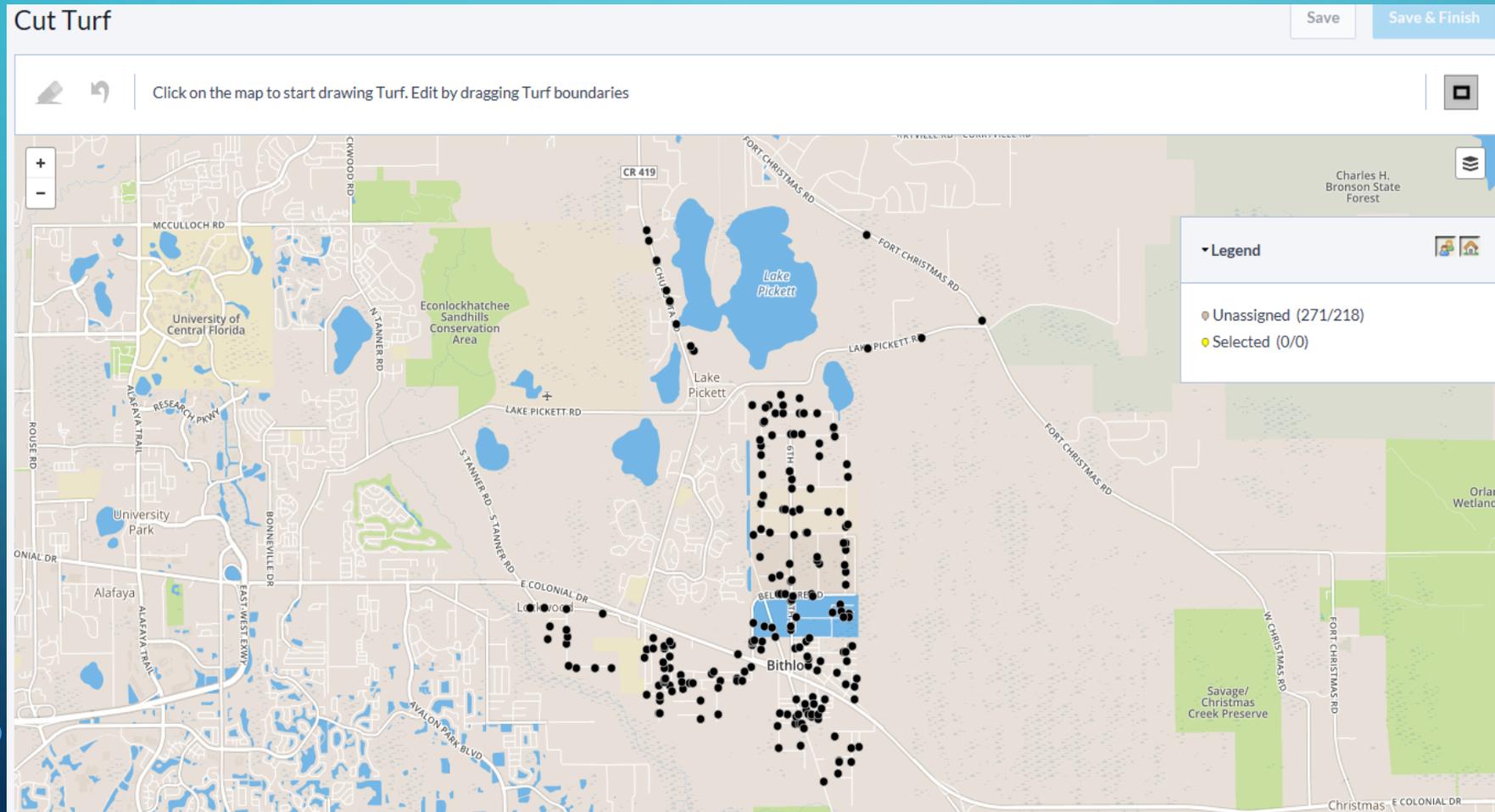
Save List As

New Search

- **Cut Turf from List**
- **Print from List**
- **Calls – Create Virtual Phone Bank**

# CUT TURF

Create Vertices from one point to the next and complete the polygon



# CREATE POLYGONS

- Divide the Homes by Turfs.
- Assign your team Turfs
- Save & Finish

The screenshot displays the 'Cut Turf' web application interface. At the top, there are 'Save' and 'Save & Finish' buttons. Below the title bar, there are icons for drawing and editing, followed by the instruction: 'Click on the map to start drawing Turf. Edit by dragging Turf boundaries'. The main area is a map showing a residential area with several colored polygons representing different turf areas. A legend on the right side of the map provides the following information:

Turf	Count
Unassigned	0/0
Selected	0/0
Turf 1	19/15
Turf 2	67/54
Turf 3	79/62
Turf 4	38/31
Turf 5	51/42
Turf 6	17/14

The map also shows various landmarks and roads, including Lake Pickett, University of Central Florida, and Charles H. Bronson State Forest.

# SAVE TURFS

- Create a new folder. Add current year to the name.

## Save My Map Region

Folder \* 543 OCDEC PL  New Folder

Region Name \* 543 Precinct Hot

Description |

# MY TURFS

Select;

- Turf or all Turfs
- Quick Actions
- Generate Lists

My Turfs

Name  Created By  Last Out/Distributed  to

Saved in Folder(s)

Add all 6 results to selection

<input type="checkbox"/>	Turf	Folder	People	Doors	Last Out/Distributed	
<input type="checkbox"/>	543 Precinct <small>(Map Region - 6 Turfs)</small>					<input type="button" value="Refresh"/> <input type="button" value="Globe"/> <input type="button" value="Pencil"/> <input type="button" value="Printer"/>
	<small>Created: 2/24/2017 (OCDEC, P) Last Refresh: 2/24/2017 6:49 PM 277 221 Doors 6 / 3 Doors UnTurfed</small>					
<input type="checkbox"/>	543 Precinct Turf 01	543 OCDEC PL	19	15		<input type="button" value="List"/> <input type="button" value="Mobile"/> <input type="button" value="Pencil"/> <input type="button" value="Printer"/>

# GENERATE LIST

Select;

- Report Format
- Script
- Contacted How
- Title
- MiniVAN Campaign
- Sort Order

## Generate 1 List Number

Map Region 1 of 1 (543 Precinct)

Report Format\* Walking List

Script\* !!2016 GOTV Statewide Script\*\*

Contacted How\* Walk

Title 543 Precinct Turf 01

MiniVAN Campaign Precinct Captain MiniVAN Campaign ?

Clear Sort Order

Sort Order1 County

Asc  Desc

Show Group Header  Page Breaks

Sort Order2 Precinct

Asc  Desc

Show Group Header  Page Breaks

Sort Order3 Street Name

Asc  Desc

Show Group Header  Page Breaks

Sort Order4 Odd/Even

Asc  Desc

Show Group Header  Page Breaks

Sort Order5 Street Number

Asc  Desc

Show Group Header  Page Breaks

Sort Order6 Apartment

Asc  Desc

Show Group Header  Page Breaks

2/24/2017 7:08 PM

Generated List #21433857-36866



# CANVASS YOUR TURF



# CANVASS RESULTS

Date Range

Group by;  
• Canvasser

Contact Type;  
• Walk

## Canvass Results by County

Committee	Date From	Date To
Orange DEC ▼	2/24/17 	2/24/17 
Input Type	Contact Type	
▼	Walk  ▼	
Group By	Filter	Campaign
Canvasser ▼		▼

# VIRTUAL PHONE BANK

THE VIRTUAL PHONE BANK TOOL ALLOWS A USER TO DEFINE A GROUP OF UP TO 20,000 VOTERS AND ASSIGN USERS TO CONTACT THOSE VOTERS FROM ANYWHERE SIMPLY BY LOGGING IN TO THE VAN AND CALLING THE VOTERS ON THE LIST.



# VIRTUAL PHONE BANK

- Load List from Turfs already cut
- Select Calls to setup Virtual Phone Bank List

The screenshot shows a software interface for managing a list. At the top left, it says "My List". On the right, there are buttons for "Edit Search", "Load List", "Save List As", and "New Search". Below these are several icons for actions: Print, Letters, Labels, Calls, Export, MiniVAN, Counts, Cut Turf, Split, Grid, Script, and Form. The "Calls" icon is highlighted in yellow. To the left of the icons, there is a list of statistics: 67 People, 53 Phones, 54 Doors, and 54 Mailboxes. Below the statistics is a "Map" icon. Underneath, there is a "Description" section with a right-pointing arrow. At the bottom, there are input fields for "Last Name" and "First Name". A modal window titled "Calls" is open in the center, with a close button (X) in the top right corner. It contains four radio button options: "Set up Virtual Phone Bank List" (which is selected and highlighted in yellow), "Set up RoboCall using CallFire", "Set up RoboSurvey using CallFire", and "Set up Predictive Dialer Campaign". A blue "Next" button is located at the bottom right of the modal.

My List

67 People  
53 Phones  
54 Doors  
54 Mailboxes

Print Letters Labels Calls Export MiniVAN Counts Cut Turf Split Grid Script Form

Map

► Description

Last Name First Name

Calls

- Set up Virtual Phone Bank List
- Set up RoboCall using CallFire
- Set up RoboSurvey using CallFire
- Set up Predictive Dialer Campaign

Next

# SETUP VIRTUAL PHONE BANK

## Display Settings

- Upper
- Lower
- Editable
- Viewable
- Start & End Date
- Time Set
- Time Limit
- Contact Limit
- Publish to [openvpb.com](https://www.openvpb.com)
- VBP Code

## New Virtual Phone Bank

Name \* 543 Precinct VPB Hot

Description

List Size 67 People

Script \* !!2016 GOTV Statewide Script\*\*

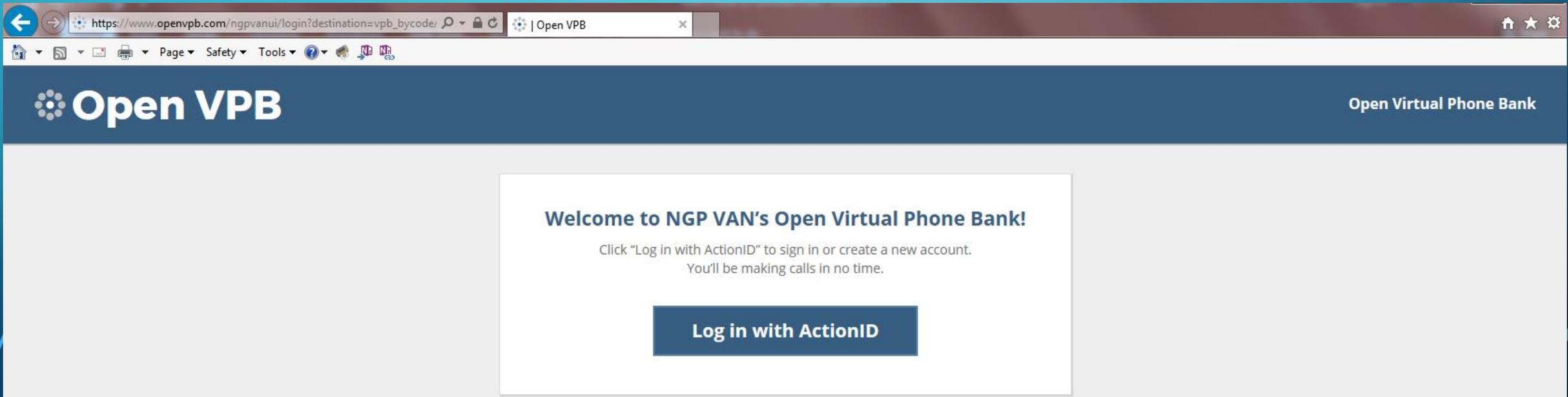
Upper Display  Age  Party  Sex

VPB Code AECD12L-2534

Public Link [https://www.openvpb.com/vpb\\_bycode/AECD12L-2534](https://www.openvpb.com/vpb_bycode/AECD12L-2534)

# OPEN VIRTUAL PHONE BANK

- Use the published VPB URL with any browser
- Login with an Action ID or Create an Action ID



# VPB DASHBOARD

Donna J Rountree - 73 D F  
VANID: 21163070

(407) 574-1056

Were you able to talk to Donna?

No  Yes

Skip

Save - Next Household

Hello, is [VOTER NAME] there?

Hi! This is [YOUR NAME] calling from the Florida Democratic Party

We wanted to thank you again for being a registered voter in Florida.

Do You support Hillary and Democrats up and  
down the ballot in Florida?

IF NO:

THANK THEM and disconnect.

IF YES:

Great!

(Continue with script)

Can we count on you to go vote Today?

# VIRTUAL PHONE BANK RESULTS

## Virtual Phone Bank Lists

Export To Excel

Status: Active  
Committee:   
Name:

Date From:   
To:   
User Group:

Show Expired Virtual Phone Banks

Remember Filters

Refresh Results

Name	Round	Voters	Attempted	%	Completed	%	Canvassed	%	Voted	%	Start Date	End Date	Report	Owner Committee
543 Precinct VPB Hot	1	67							N/A		2/25/17	2/27/17	Report	Orange County DEC

# MiniVAN Canvassing



# MINIVAN OVERVIEW

- **MiniVAN is an application that can be downloaded on the iPhone, iPod Touch, iPad, and Android phone. This brand new technology gives volunteers the opportunity to canvass without any paper walk packets or clipboards, by allowing users to upload canvass maps, targeted voters, and necessary coding directly to their smart phone or tablet.**
- **Information that is gathered while canvassing with MiniVAN can be directly synced, in real time, into our voter database. Canvassing with MiniVAN makes our campaign more efficient and more effective.**

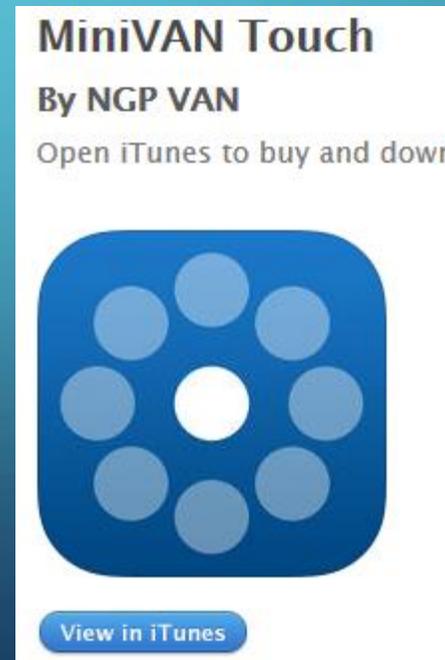
# DOWNLOAD THE MINIVAN APPLICATION

- On your iPhone, iPad, iPod Touch, or Android phone visit your “App Store/Play Store.” From there, search for MiniVAN and download the application. It’s Free!

Android

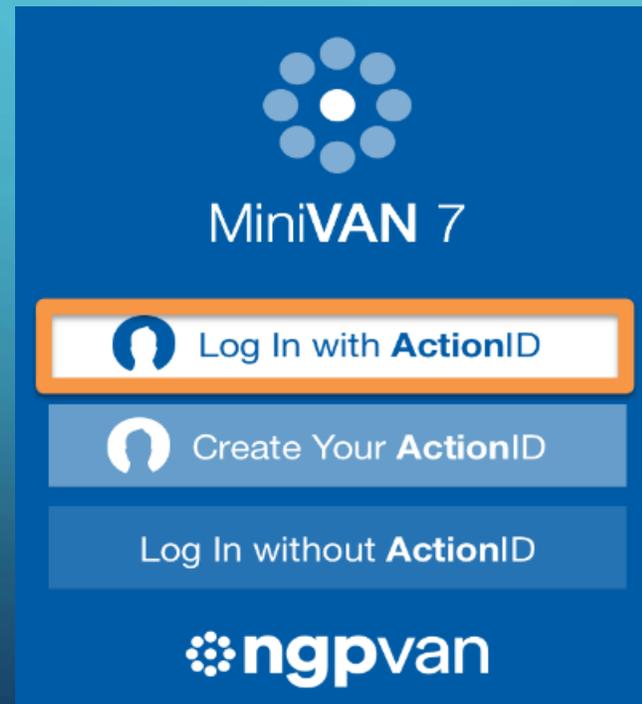


iPhone



# MINIVAN LOGIN

- If you don't have an ActionID yet, "Create Your Action ID" to make one. Fill out your information to create your ActionID and log into the app.



# CREATE ACTION ID

## Create ActionID Account

ActionID is the account you use to access services from NGP VAN and EveryAction. [Learn more about ActionID »](#)

Email Address

Password

Show Password

One lowercase character

One uppercase character

One number or special character

8 characters minimum

First Name

Last Name

# ENTER LIST NUMBER

- After you have already created your turf, you can generate a list to canvass.

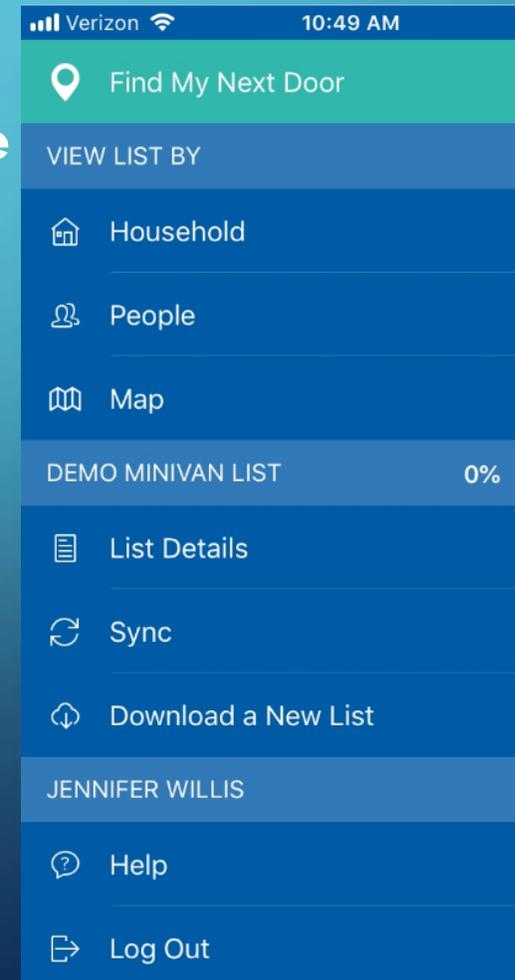
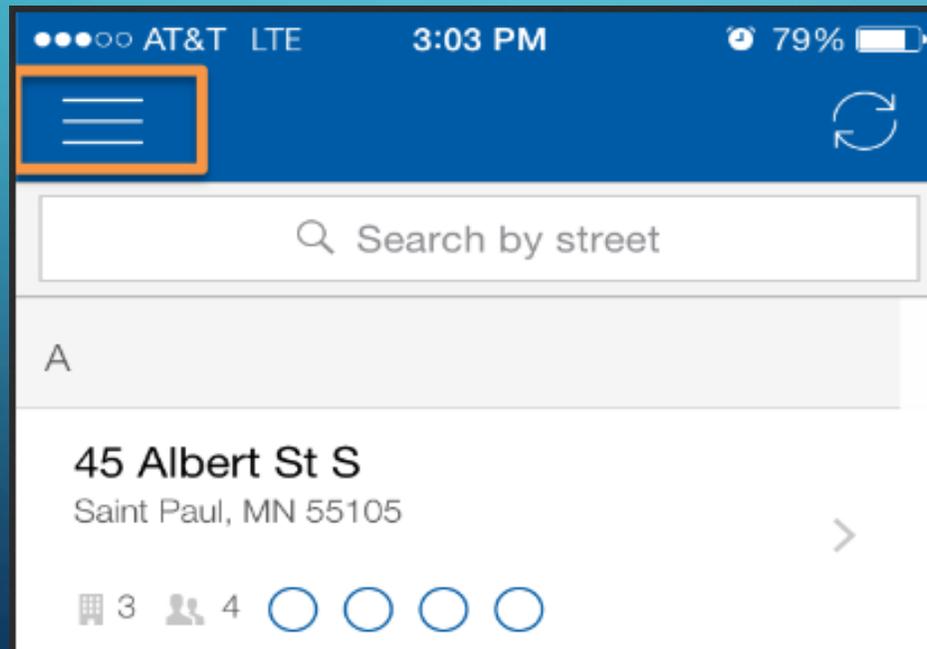
[← Back](#) Enter List Number

Enter a printed list number below or log in to VAN and create a list. Send it to your device by clicking on the MiniVAN icon in My List.

-

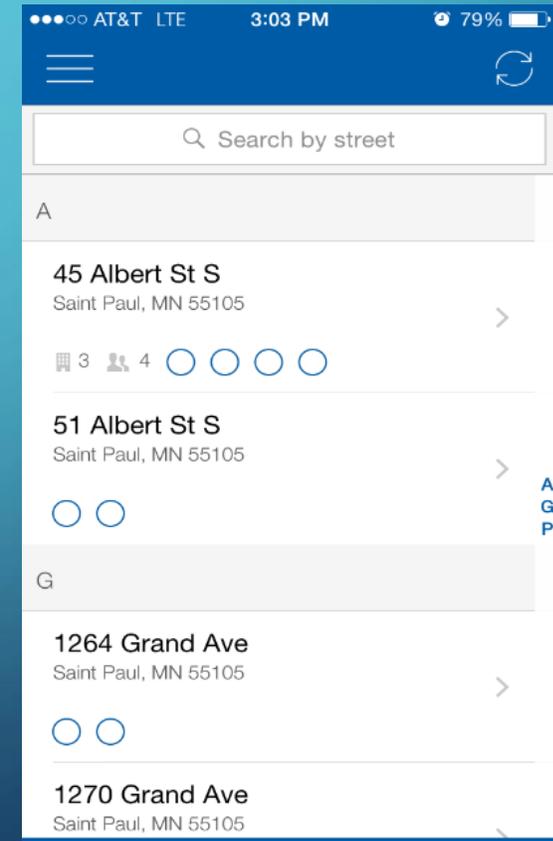
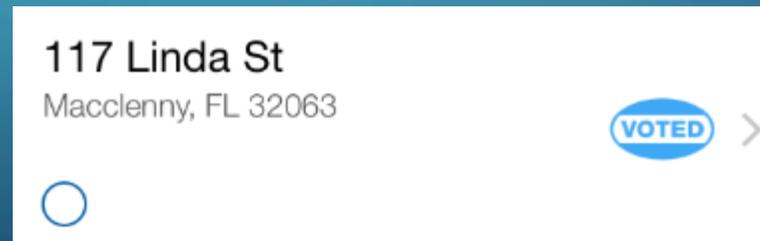
# VIEWS & OPTIONS

- On the default screen, you can press the three lines in the left hand corner to choose different views & options.



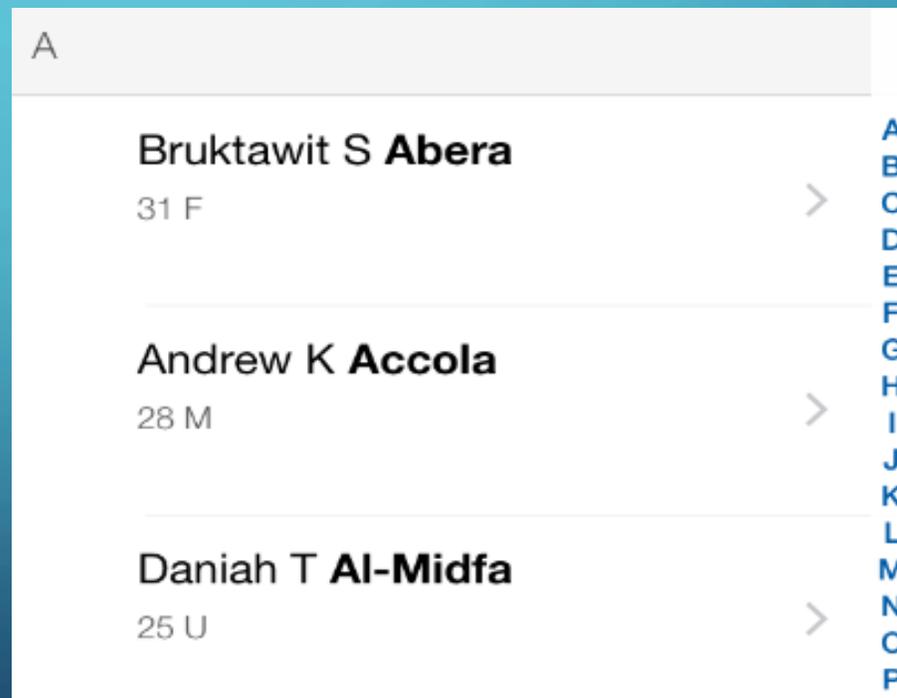
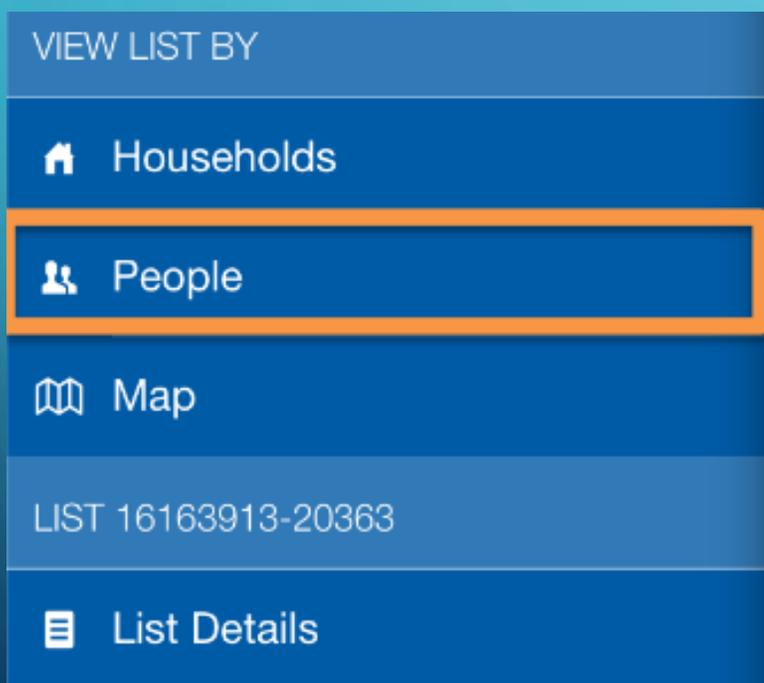
# HOUSEHOLDS

- The default screen is an alphabetical list
- Click on the address to see the names of residents.
- The building icon indicates the residence is an apartment building. It also tells you how many units it has. The number of circles indicate number of people.
- Voted Sign



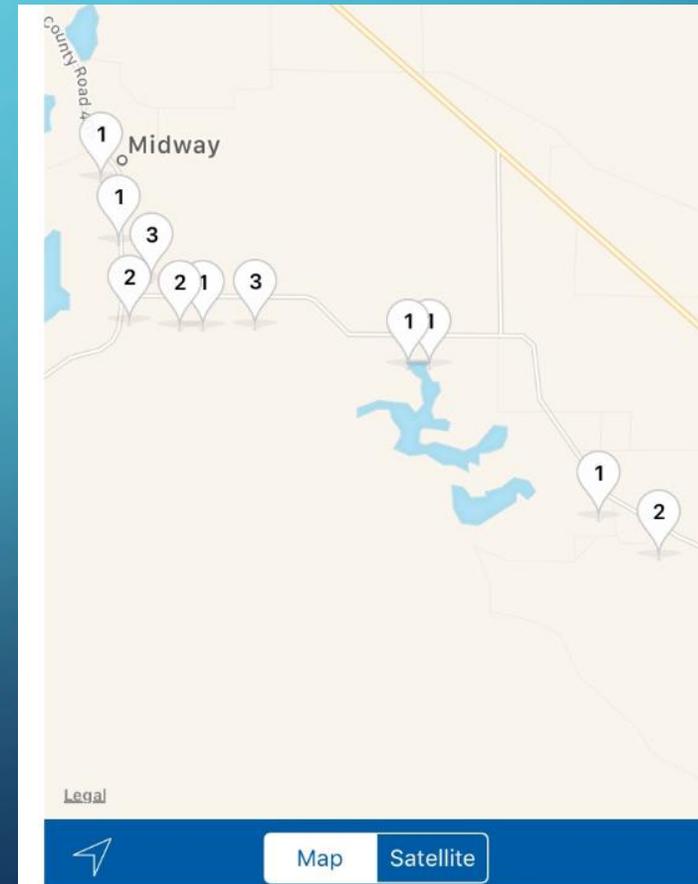
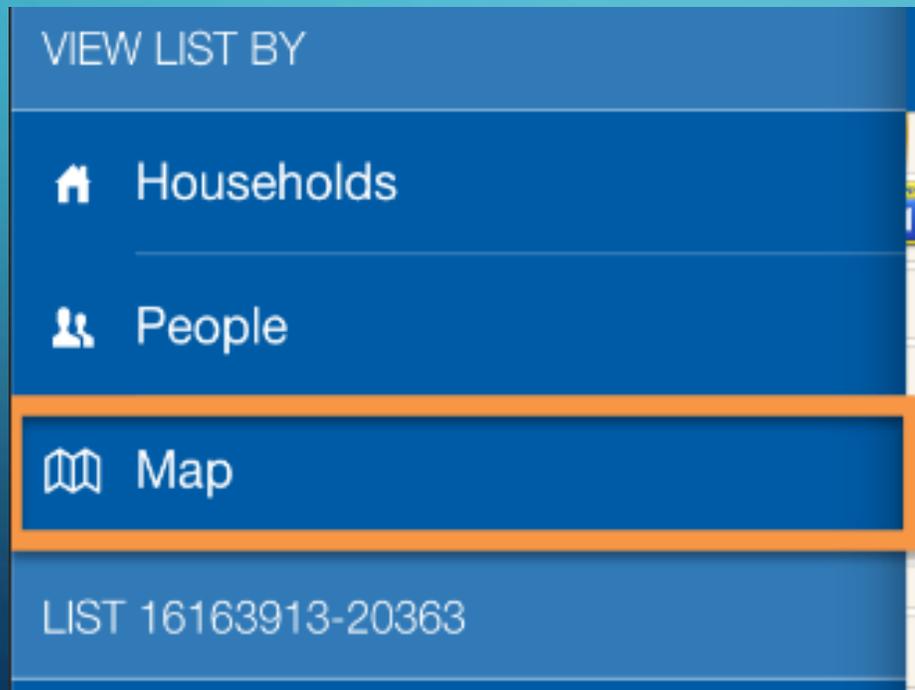
# PEOPLE

- Selecting “People” will show you an alphabetical list of voters.



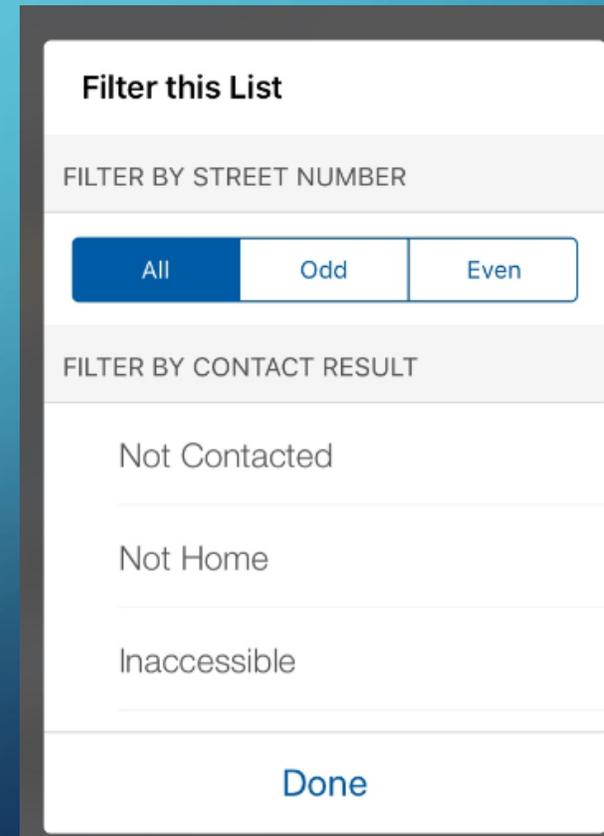
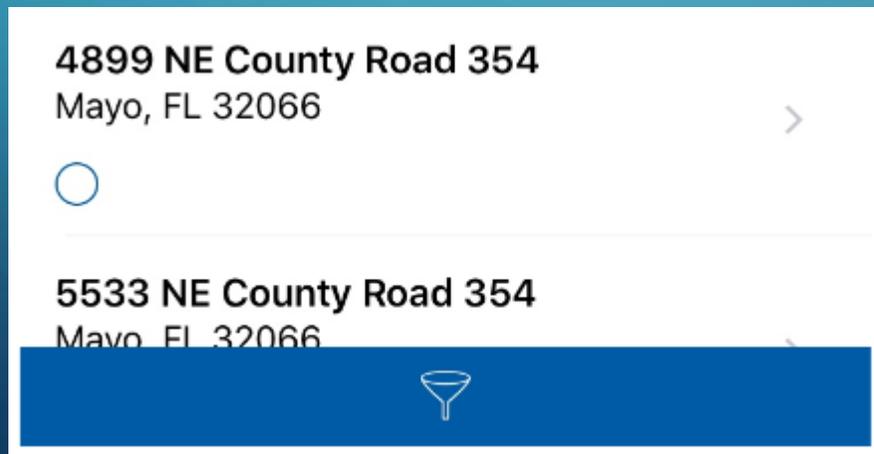
# MAP

- Selecting “Map” will show you a street view of the doors you are knocking.



# FILTERING

- **Filter by Street Number or Contact Result.**



# SCRIPT, SURVEY QUESTIONS

- Click on a specific resident to see the script, survey questions, and collect data.

Script Details

Were you able to contact this person?  N  Y

Hi, my name is \_\_\_\_\_. How are you today?

Will you vote in the upcoming election?

Vote Probability [Yes >](#)

Can we count on you to vote for Ms. XYZ for Governor?

Support XYZ [>](#)

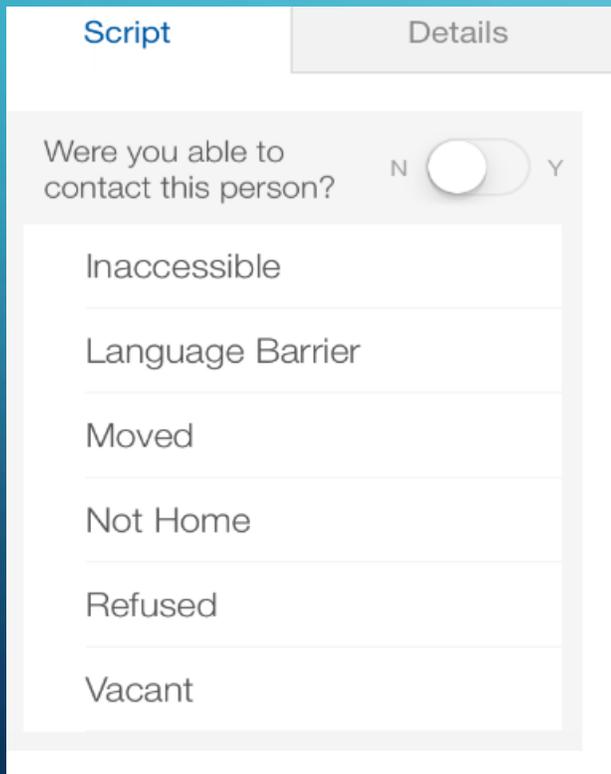
As governor Ms. XYZ will be a strong advocate for families and the working class. What issues concern you most this election cycle?

Healthcare  N  Y

Hide Script

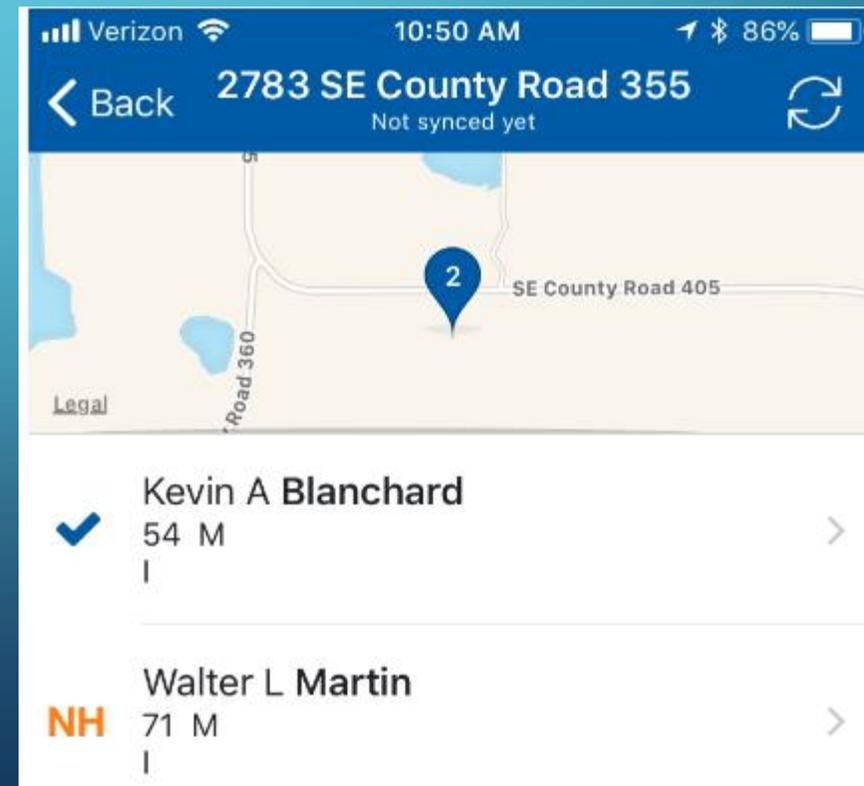
# WHERE YOU ABLE TO CONTACT THIS PERSON?

- Slide the switch above the script to “N” if you were unable to speak with a voter. Then, record the reason why from the list.



The screenshot shows a mobile application interface with two tabs: "Script" and "Details". The "Script" tab is active. Below the tabs, there is a question: "Were you able to contact this person?". To the right of the question is a toggle switch with "N" on the left and "Y" on the right. A green arrow points to the "N" option. Below the question is a list of reasons for not being able to contact the person:

- Inaccessible
- Language Barrier
- Moved
- Not Home
- Refused
- Vacant



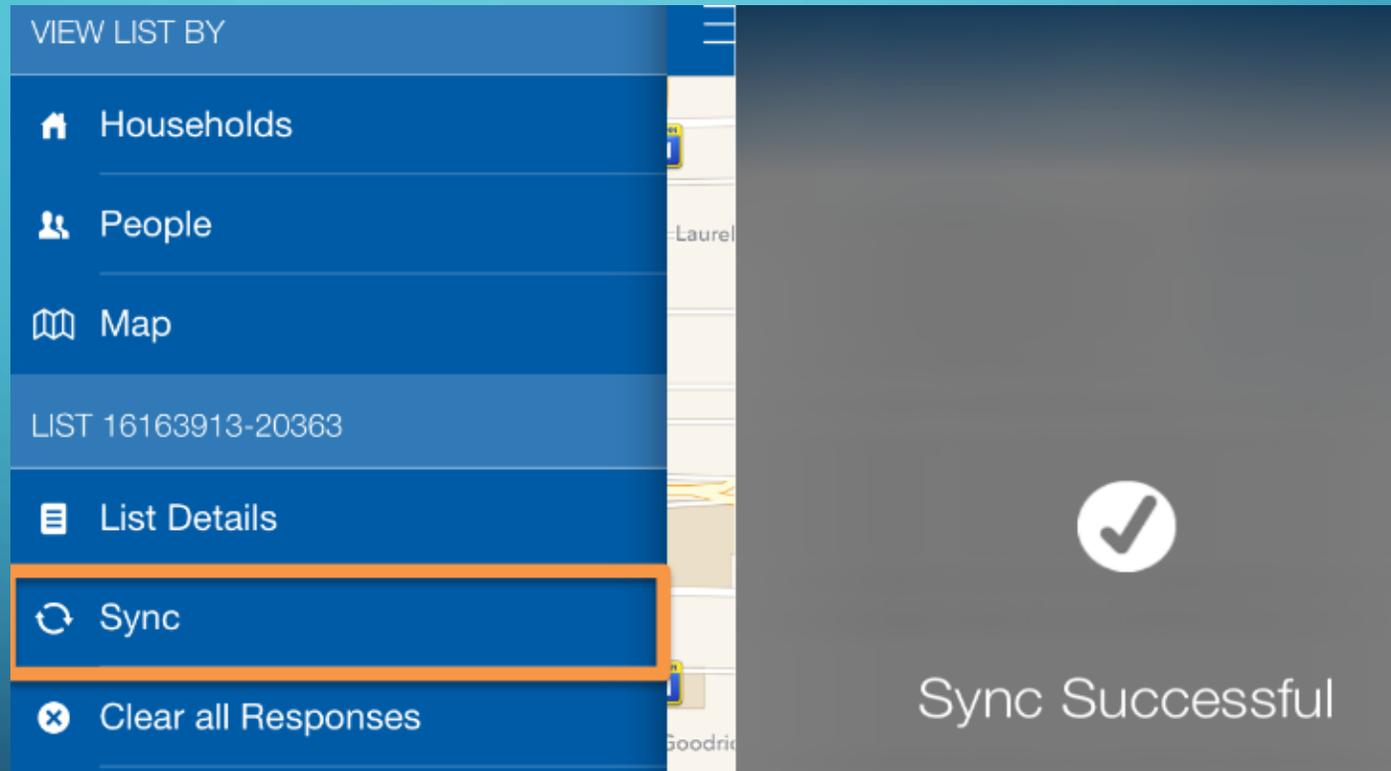
# VOTER DETAILS

- **Select the details tab at the top of the screen to see more information about a voter.**

Script	<b>Details</b>
Name	Rochelle T Privratsky
Voting Address	45 Albert St S Apt 1 Saint Paul, MN 55105
Voting City	Saint Paul 55105
Age	25
Sex	F
Likely Party	ND

# SYNC DATA

- Click “Sync” to transfer your collected data to the VAN. I recommend to sync every time you add data, in the event your phone crashes.



# LIST DETAILS

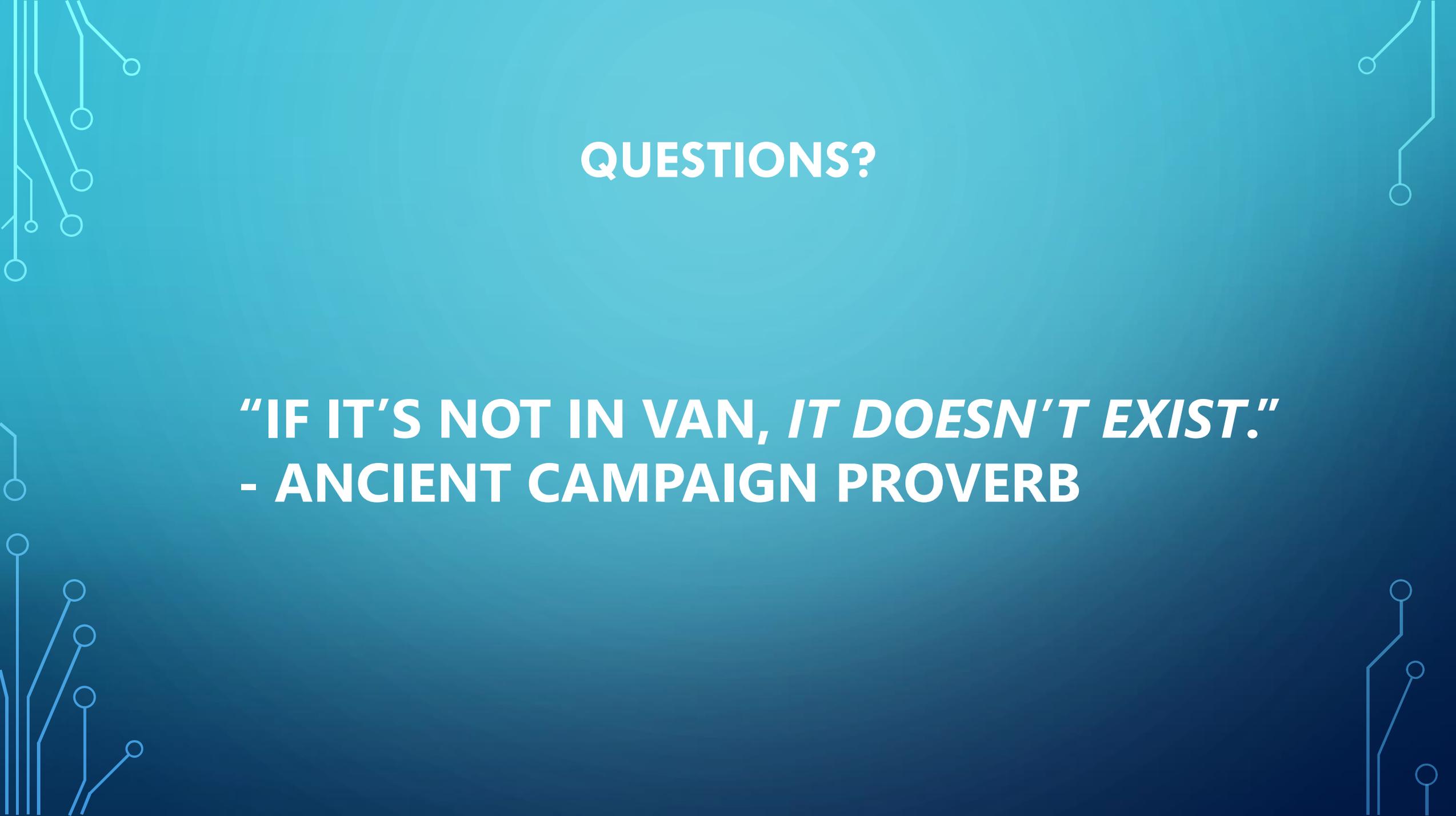
- Selecting “List Details” will show you the status of completing your list.

A screenshot of a mobile application interface. At the top, the status bar shows Verizon service, Wi-Fi, 10:51 AM, and 85% battery. Below the status bar is a dark blue header with a back arrow and the text 'Demo MiniVAN List'. The main content area is titled 'LIST STATISTICS' and contains a table with three columns: 'CONTACTS', '6 Attempts', and '3 Doors'. The table lists various contact statuses and their corresponding counts and percentages.

CONTACTS	6 Attempts	3 Doors
Canvassed	3	50%
Not Home	3	50%
Inaccessible	0	0%
Moved	0	0%
Spanish	0	0%

A screenshot of a mobile application interface showing a list of response categories. The title is 'RESPONSES'. Each category is listed with a count and a right-pointing chevron icon.

RESPONSES	Count
Vote Probability	3 >
Support XYZ	0 >
Healthcare	0
Volunteer	0 >

The background is a dark teal gradient. In the corners, there are decorative white line-art elements resembling circuit boards or neural networks, with lines connecting to small circles.

**QUESTIONS?**

***"IF IT'S NOT IN VAN, IT DOESN'T EXIST."***  
**- ANCIENT CAMPAIGN PROVERB**