

VAN Training for Precinct Organizers

WHAT IS VAN?

VAN/Votebuilder is a voter database available to precinct, party leaders, and candidates. It contains information on all registered voters regardless of affiliation. As a Precinct Organizer you'll have access to your precinct's VAN data. There are multiple levels of access to VAN. You may need assistance from someone with a higher level.

WHAT CAN I USE VAN FOR?

- To create contact lists of voters— to attend caucus, drop literature, introduce themselves, and invite them to an event. You can create a script to follow as well. This is just the beginning.
- Update the database with new voter information— moved, deceased, provided phone number or email.
- To link to a smart device app called Minivan. VAN sends a walking list to Minivan for those who want to go paperless. It also allows you to enter contact responses and update their data in real time!
- To use for campaign activities by candidates. Precinct Organizer only use only is covered here.

VAN BASIC FUNCTIONS

- **Quick Look Up:** Search for individual voters using categories such as name(s), addresses, phone number, email. You can: Learn more about a person before contacting them, check if a neighbor is registered and with what party. See examples of VAN examples and a VAN home screen below.
- **Create a List:** Create lists of voters to contact using various (and multiple) filters. You can create a list of 18-30 year old voters, democrats who are regular voters, voters who attended the last caucus or voted in a primary, independent women who lean democratic, and much more. See the example of a VAN list creation on the following pages.

HOW TO CREATE A LIST

- First decide how you want to use your list, and from there what characteristics want to contact.
- To create a list of voters, click "Create a List" from the "My Voters" menu. See examples on the following pages.
- Select "Suppressions" – people you don't want to include, such as people who've asked not to be contacted by door knocking.
- Click "Preview My Results" to see if your list is what you're expecting.
- Click "Run Search". Congratulations! You've created your list!
- To cut a turf, click "Cut Turf" to pull up a precinct map with a dot for every household on your list. Click the map near a group of dots. A white box will appear. Keep clicking the map to enclose some of the dots on the map. See examples of turfs at the end of this document.
- Save that turf for later use
- Print lists and/or send it to someone's MiniVAN app. MiniVAN is a smart device app that allows a canvasser to download a list, map and script instead of using paper lists.

Note: VAN occasionally updates their VAN information so make sure these instructions are current.

EXAMPLES OF LISTS YOU CAN CREATE

- Precinct list and map. You can include any parties you want. You can also use the map to "Cut Turfs". Cutting turfs is the process of sub-dividing your precinct map into smaller chunks. That's useful when you and a co-leader or additional volunteers want to divide up canvassing geographies.
- Your precinct's Democrats for literature drops, Get Out The Vote Activities
- Voters by age, gender, length of time registered
- Voters with phone numbers and/or emails – perfect for efficient communications

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- Prior caucus attendees – these folks tend to be engaged voters. It's a great way to recruit volunteers.
- Independents who vote progressively
- Registered voters who haven't voted in previous elections to encourage to vote in an upcoming election
- Inactive voters

OTHER VAN RESOURCES

- Ask for help on our Facebook's precinct leaders' page (Precinct Leaders – ColoradoDems)
- ngpvan (www.NGPVAN.COM) publishes a VAN manual – "THE OFFICIAL VANUAL".
- Numerous videos for using VAN and MiniVAN available on YouTube.

WANT TO GET VAN ACCESS? HAVE OTHER QUESTIONS?

- Contact your county or house district leadership for an account and training. If you have questions, you want to learn more about VAN or want additional training, email Pete at pwilliams@coloradodem.org or call 303-623-4762.

Sample VAN pages follow

Example of VAN Home Screen

The screenshot shows the DNC VOTEHOLDER Colorado VAN home screen. The top navigation bar includes links for 'My Voters' (which is highlighted in purple), 'My Campaign', a search bar, and a 'Help Wiki' link. The main content area is titled 'Welcome' and features several sections: 'VOTER CONTACT' (with 'Contact Voters' and 'Track Activity' options), 'PEOPLE' (with links to 'Create a List', 'My Folders', etc.), 'DATA ENTRY' (with 'Bulk Upload Wizard', 'Form View', etc.), 'ORGANIZING' (with 'Canvass Results', 'MinIVAN Campaigns', etc.), and 'REPORTING' (with 'Counts and Crosstabs', 'Report Manager'). The 'ORGANIZING' section is currently active, showing 'Recent Contacts' (with a 'Quick Look Up' button), 'Phone Banks' (showing 0 total calls assigned to the user), and 'Distributed Canvasses' (with a 'Create New' button). A large watermark reading 'SAMPLE' is overlaid across the center of the screenshot.

How to Create a List

Step 1: (Start with anyone who meets the selected criteria)

FAVORITES

Party

- Democrat
- Unaffiliated
- Republican
- Green
- Libertarian

Home Districts

Search for Districts that have been applied to a person's physical Voting Address.

Media Market
County Costilla
Precinct 3356212004
Street Name No Streets selected
School District
Congressional
State Senate 35
State House 62
Commission
City San Luis
Judicial District

Suppressions

Remove All suppressions

Include people who have:

- Good Voting Address
- Bad Voting Address
- Good Mailing Address
- Bad Mailing Address

Exclude Deceased
Include Walkable People
Exclude Do Not Walk
Exclude Do Not Call
Include Do Not Email
Include Do Not Mail
Include Alternate Mailing Addresses Only

OTHER SEARCH CRITERIA

Activist Codes
Addresses
Age - Registration Date
Blast Emails
Canvass Status

Step 1: New Search

Suggestions

include Deceased
and include Good Voting Address only
and include Good Mailing Address only
and exclude
and include
and exclude Do Not Walk
and include Do Not Call
and include Do Not Email
and include Do Not Mail

Refresh Step

Preview My Results

-- People

Add Step Run Search

Running this search will clear your current list of 338 people.

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and include Good Voting Address only
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VAN/ Example of Urban Area Turfs

oteBuilder Colorado - Cut Turf

6/25/18, 9:58 PM

Main Menu / My List / Cut Turf

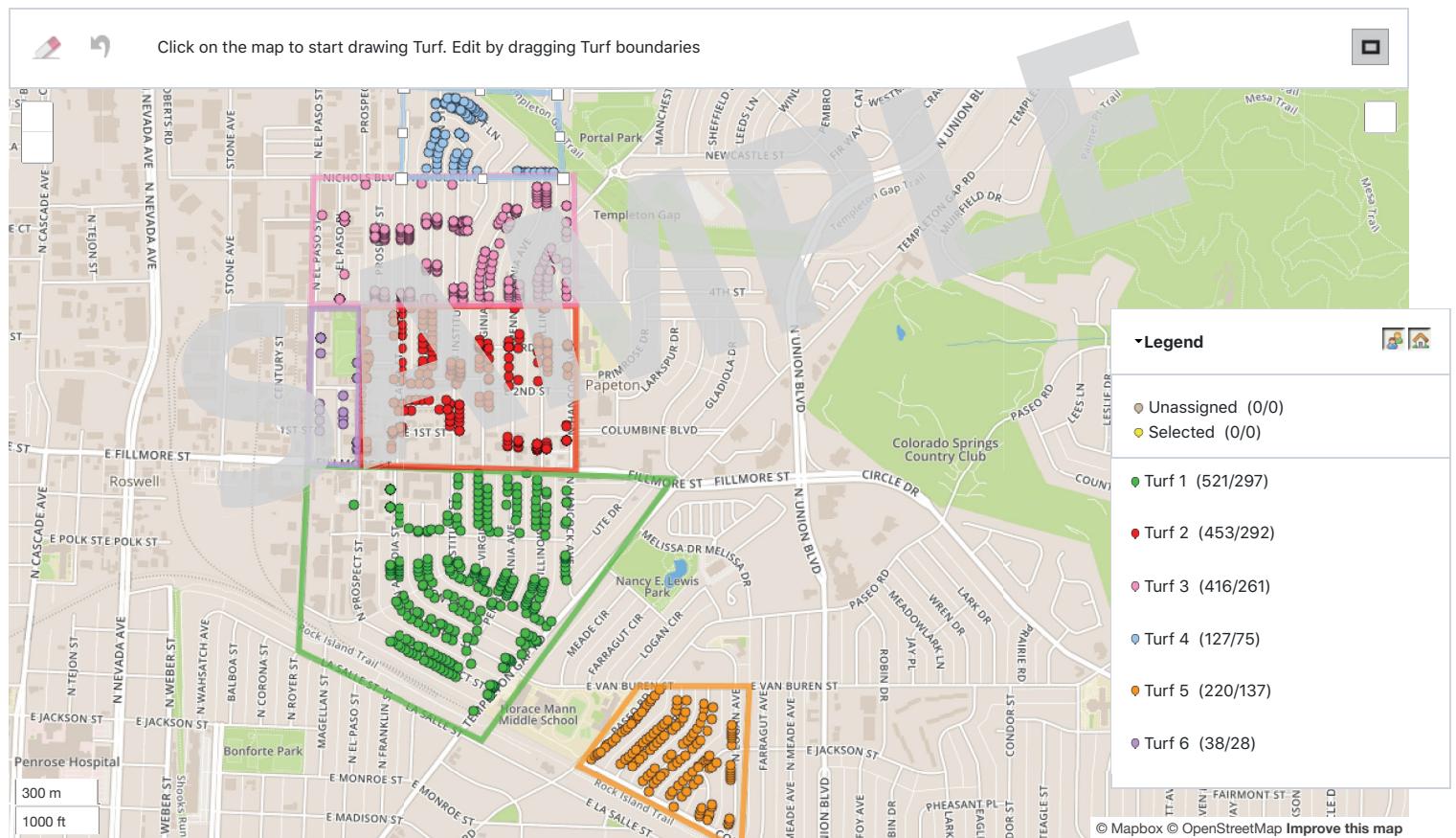
Help Wiki

Cut Turf

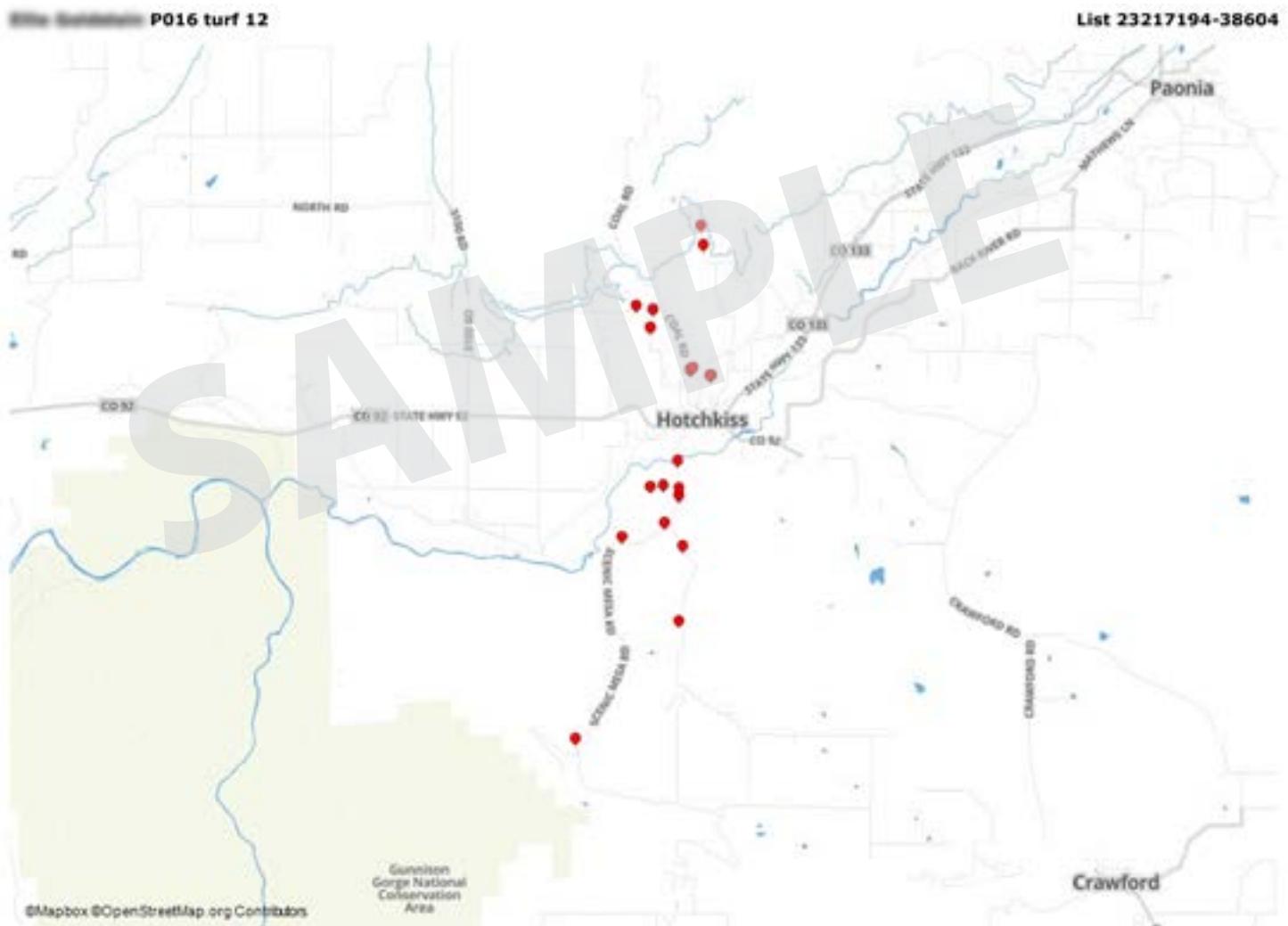
Save

Save & Finish

Canvas Map



VAN/Example of Rural Turf Area



VAN/ Sample Pages

P016 turf 12

Script: **People 2 People Script**

Generated 2/1/18 6:20 PM

People: **32**

Doors: **22**

Canvass Results Key

Not Home = NH

Deceased = DC

Come Back = CB

Refused = RF

Moved = MV

Hostile = HO

Inaccessible = IN

Spanish = SP

Left Message/Lit = LM

Hi, my name is []. I am here because we are gathering input to share with candidates and elected officials about how they could better

If you could tell candidates and elected officials anything what would it be?

[Stop. Listen. Learn. Take Notes. Ask Questions -- Don't debate]

[If right leaning]

Thank you for your time have a great day.

[If left leaning]

Are there any unregistered voters who need to update their voter registration information in your household?

Candidate: [Likely Party Leaning]

1 = 1 - Strong Democrat

2 = 2 - Lean Democrat

3 = 3 - Uncommitted

4 = 4 - Lean Republican

5 = 5 - Strong Republican

Action: Are you planning on voting a Democratic ballot or a Republican ballot in next years Primary election?

D = Dem Ballot

R = Rep Ballot

N = Not Voting

Thank you for your time.

VAN/ Sample Pages

Precinct Code: 5650 7460 Election Day Location:

Delta · 3056115016 · 3400 Rd · Even	
	(970) 379-2580 Sex: F Age: 64 Party: D
	(720) 354-0761 Sex: F Age: 36 Party: D
	(970) 872-4963 Sex: F Age: 36 Party: U
	(970) 872-4963 Sex: M Age: 36 Party: U
	(970) 872-4963 Sex: M Age: 59 Party: U
	(970) 872-4963 Sex: M Age: 29 Party: D

SAMPLE