

# Votebuilder Basics

## Creating a list of strong Democrats by precinct (+ MiniVAN) v1.2



Votebuilder is our Democratic voter database that we use to keep track of our volunteers and voters so we can communicate with them and get them out to vote on Election Day. Votebuilder is supported by NGP/VAN. The precinct is the basic building block for all of our elections and getting volunteers connected and talking to their neighbors is the most effective way to increase turn out and win elections. The first step of organizing your precinct is recruiting volunteers and we use Votebuilder to create lists of likely volunteers (Strong Democrats) and then call or knock on their door to recruit them to attend events and help contact voters by phone banking or knocking on doors. To create a list of strong Democrats by precinct do the following:

In order to use this site, you must be registered. Please log in by entering the user name and password you have been provided.

**USER NAME**

**PASSWORD**

**Login to Votebuilder.com**

SECURED BY SBS Secure Plus AUTHENTIC

**NOTE:** If you need Votebuilder access, please contact your local party chair.

**VoteBuilder** LOGOUT

**My Voters** **My Campaign**

**Select Committee and State**

Please select the committee to use for this session.

Committee

**Select your committee in the drop down menu and click Next.**

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► Main Menu

Welcome Todd  
[Fairfax County - Lee \(400\)](#)  
 My Requests 0  
 My PDF Files 0  
 Download the Votebuilder Guide  
 Support Requests 0  
 Contact the Admin  
 Request a User Account

My Profile  
 Change Password  
 Letters  
 Codes • Questions • Scripts

**Quick Look Up**  
 Quickly look up individual people

**Create A List**

**Create A New List**  
 Build a list of people

Go to My List  
 View my current list of 0 people

View My Folders  
 Browse my saved lists and searches

**Analyze Data**

View Canvass Results  
 View survey response and canvass data

Run Counts and Crosstabs  
 Get counts from the VoteBuilder data warehouse

**Load Data**

Quick Mark  
 Look up people and add data on one screen

Scan Bar Codes  
 Use a barcode reader

Script View  
 Load a list to edit in Script View

Grid View  
 Load a list to edit in Grid View

**GOTV Tools**

Turf Packets  
 View my turf packets

**Quick Tasks**

Virtual Phone Bank  
 Make calls using Virtual Phone Bank

Click **Create A New List.**

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My Voters | My Campaign

Clear All Fields | Search

► Main Menu ► Create A New List

**Create A New List**

You currently have 0 people in your list.  
 Running this search will clear your current list and start a new one.

**Location**

Media Market

County

Precinct

Street Name

Street # From  To   Odd Only  Even Only

City

Zip Radius  Miles From Zip Code

Zip From  To

**+** Age • Registration Date

**+** My Campaign Record

**+** Districts

**+** Likely Party

**+** Primary Ethnicity

**+** Religion

**+** Voter Status

**+** Applicant Status

**+** Sex

**+** Phones • Emails

**+** Address Types

Click **+ Location**. Select county and precinct in the drop down menus. Click **Likely Party**.

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► Main Menu ► Create A New List

**Create A New List**

You currently have 0 people in your list. Running this search will clear your current list and start a new one.

Check **Strong Democrats**. (You can also select other parameters to narrow your list) Click **Search**.

Clear All Fields Search

**Location**

Media Market

County

Precinct

Street Name

Street # From  To   Odd Only  Even Only

City

Zip Radius  Miles From Zip Code

Zip From  To

**Age • Registration Date**

**My Campaign Record**

**Districts**

**Likely Party**

Strong Democrats

Leaning Democrats

Independents

Leaning Republicans

Strong Republicans

Unknown

No Data

**Primary Ethnicity**

**Religion**

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My Voters **My Campaign**

► Main Menu ► My List Help Wiki

**My List**

806 People  
583 Doors  
584 Mailboxes

To print or export the list, click **Print**.

Remember Me Refresh

Name	Address	City	Phone	Likely Party	Age
[REDACTED]	5402 Green Glen Ln	Alexandria	[REDACTED]	SD	29
[REDACTED]	5402 Green Glen Ln	Alexandria	[REDACTED]	SD	58
[REDACTED]	5649 Tower Hill Cir	Alexandria	[REDACTED]	SD	38
[REDACTED]	5649 Tower Hill Cir	Alexandria	[REDACTED]	SD	35
[REDACTED]	6621 Springirth Ter	Alexandria	[REDACTED]	SD	53
[REDACTED]	6138 Old Telegraph Rd	Alexandria	[REDACTED]	SD	65
[REDACTED]	6504 Trask Ter	Alexandria	[REDACTED]	SD	64
[REDACTED]	6504 Trask Ter	Alexandria	[REDACTED]	SD	65

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My Voters My Campaign

▶ Main Menu ▶ My List ▶ Print W Help Wiki

### Print

PDF	<input checked="" type="checkbox"/> Print to PDF
Report Format	0011_CONTACT_LIST (Use for least paper) *
Script	
Source	Calling *
Title	My List
	Clear Sort Order
Sort Order1	Phone Number <input checked="" type="radio"/> Ascending <input type="radio"/> Descending
Sort Order2	Name <input checked="" type="radio"/> Ascending <input type="radio"/> Descending
Sort Order3	<input type="radio"/> Ascending <input type="radio"/> Descending <input type="checkbox"/> Show Group Header <input type="checkbox"/> Page Breaks
Sort Order4	<input type="radio"/> Ascending <input type="radio"/> Descending <input type="checkbox"/> Show Group Header <input type="checkbox"/> Page Breaks
Sort Order5	<input type="radio"/> Ascending <input type="radio"/> Descending <input type="checkbox"/> Show Group Header <input type="checkbox"/> Page Breaks
Sort Order6	<input type="radio"/> Ascending <input type="radio"/> Descending <input type="checkbox"/> Show Group Header <input type="checkbox"/> Page Breaks
Sort Order7	<input type="radio"/> Ascending <input type="radio"/> Descending <input type="checkbox"/> Show Group Header <input type="checkbox"/> Page Breaks
	<input type="radio"/> Print Map with People <input type="radio"/> Print Map without People <input checked="" type="radio"/> Do Not Print Map
	<input checked="" type="checkbox"/> Print List Number and Page Number
	<input type="checkbox"/> Print Two Copies of Cover Sheet
	<input type="checkbox"/> Exclude Anyone Who Has Early or Absentee Voted
	<input type="checkbox"/> Exclude Anyone Who Has Voted on Election Day
	<b>Next</b>

Check **Print to PDF**, select the **Report Format** and **Source** (required fields). Set the Sort order with **Phone Number** first then **Name** (This will list duplicate phone numbers together (same household) so you can avoid making duplicate calls). Click **Next**.

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My Voters My Campaign

▶ Main Menu ▶ My PDF Files ▶ PDF File

### PDF File

Your PDF is being created.

Your PDF is being created.

If you have a large list, the PDF creation process may take a few minutes to complete.

While you are waiting, you may do other work with your [My List](#). To check on your file at any time, go to the [Main Menu](#) and look for a link that says [My PDF Files](#).

Click **My PDF Files**.

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My Voters My Campaign

► Main Menu ► PDF Print Jobs ⚙️ W Help Wiki

### PDF Print Jobs

Date From  Date To  Created By  Type  Report Title

**Click **Download File** to download your list.**

Report Title	Type	Created	Download Link	Delete
My List	List	5/21/11 11:30 AM	<a href="#">Download File</a>	<a href="#">Delete</a>
Rose Hill Strong Dems	List	5/20/11 5:33 PM	<a href="#">Download File</a>	<a href="#">Delete</a>
KFS-Lane	List	5/10/11 3:25 PM	<a href="#">Download File</a>	
My List	List	11/18/10 9:28 PM	<a href="#">Download File</a>	

4 PDF Print Jobs · 1 Page

## MiniVAN Touch Smartphone App

MiniVAN Touch is a smart phone app that currently works with Apple iPhone, iPad and iPod Touch but is also under development with other platforms like Droid systems. MiniVAN Touch allows Democratic organizers to contact potential volunteers and voters, record the results of each contact and upload that information to the central voter database, without the need to pick up printed walk sheets. It also eliminates manual data entry. You will need to download the free MiniVAN Touch app from iTunes.

**MiniVAN Touch:** <http://itunes.apple.com/us/app/minivan-touch/id352087547?mt=8>

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My Voters My Campaign

► Main Menu ► My List ⚙️ W Help Wiki

### My List

806 People  
583 Doors  
584 Mailboxes

**To export your list to your iPhone, iPad or iPod, click **MiniVAN**.**

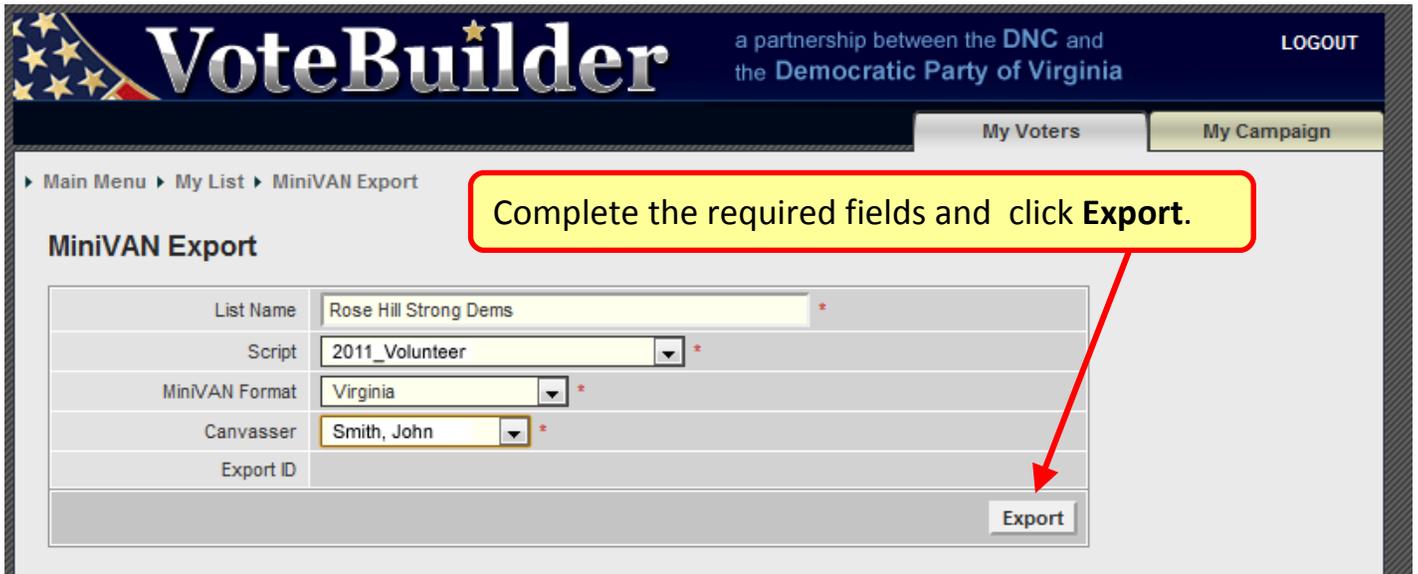
+ Add People
- Remove People
Narrow People

Print Letters Labels **MiniVAN** Counts Cut Turf HH Wiz Save Sample Grid Script

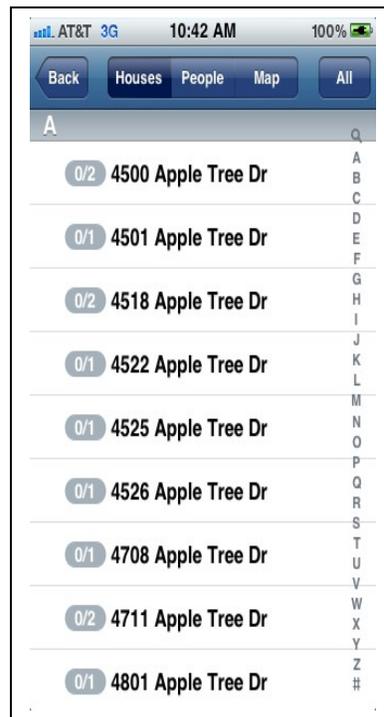
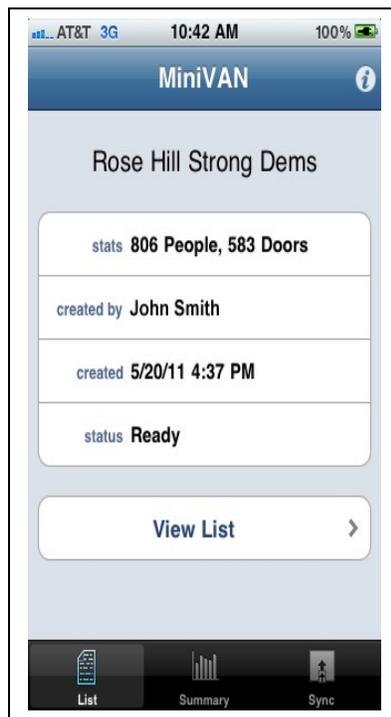
⊕ Description

Last Name  First Name

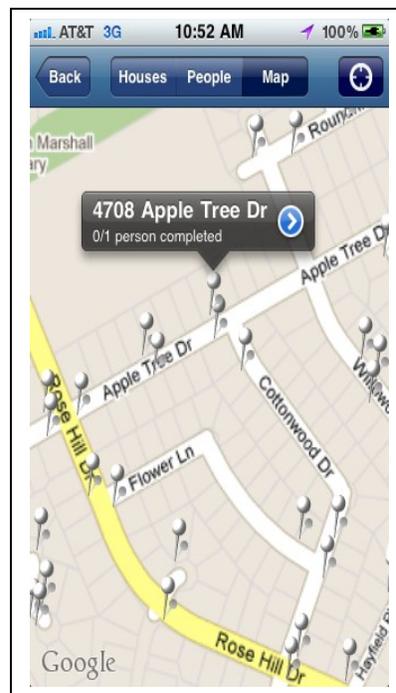
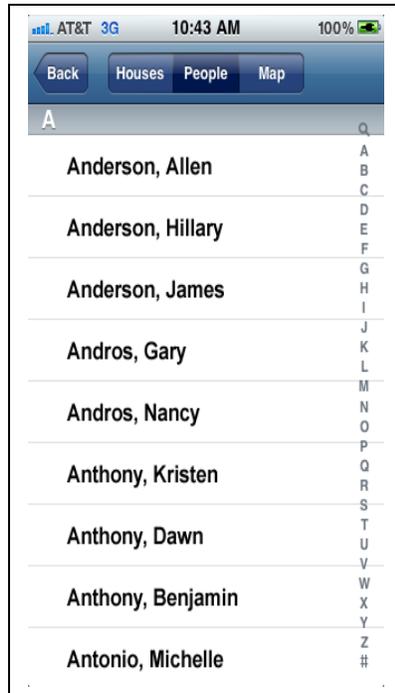
Name	Address	City	Phone	Likely Party	Age
[Redacted]	5402 Green Glen Ln	Alexandria	[Redacted]	SD	29
[Redacted]	5402 Green Glen Ln	Alexandria	[Redacted]	SD	58
[Redacted]	5649 Tower Hill Cir	Alexandria	[Redacted]	SD	38



Once you have exported your list, it is ready and waiting to be downloaded by your iPhone, iPad or iPod Touch device. Connect your device to your computer with the USB cable. Open the MiniVAN Touch app and login to Votebulder.com with your normal user name and password. Follow the on screen instructions to download your list. Once loaded, click **View List** and you will be able to find strong Democrats by address, name or by map. Touch **Houses**, **People** or **Map** to switch between each view.



From the **Map** view, you can touch the compass icon to reveal your location relative to the pins on the map. Each pin represents an address with a strong Democrat living there. When you touch the name of someone, it will take you to a screen with available contact and profile information. From this screen you can touch **Status** to record information about that voter based on the script you created in Votebuilder. Unfortunately at this time you can not automatically touch the phone numbers to call people. Hopefully this feature will be coming soon and may be available by the time you are using this. When you are finished collecting data, go back to the front list page and touch the **Sync** icon to sync your data to the central voter database.



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## Precinct Organizing 101

Effective precinct organizing has the most potential to increase votes and win elections. The basic idea of precinct organizing is that you recruit about 5 volunteers in each precinct. Over the course of the campaign those volunteers identify about 100 voters that are likely to vote for your candidates but may not be reliable voters. On election day, each of the 5 volunteers are responsible for making sure about 20 of those voters get to the poll to vote by election day. This is also known as “Flushing.” This can add up to about 100 extra votes per precinct. In a US Congressional district with 200 precincts, that's 20,000 extra votes, which will make the difference in most elections. There is a great deal of work that goes into recruiting those volunteers and identifying these voters but this is the most effective way to win elections. Now go out and organize your precinct, recruit volunteers, contact voters and win all of your elections.