

Cheat sheet: MY VOTERS

Cutting Turf

1. Make sure you are in **My Voters**
2. Click on **Create a New List**.
3. Scroll down to **Home Districts**.
4. Select County, State and Civil District.
5. If necessary, select specific wards (Note: You can select multiple wards by clicking the “Ward” in light blue text.)

The screenshot displays the 'My Voters' web application interface. At the top, there is a navigation bar with 'My Voters' and 'My Campaign' tabs. The main content area is titled 'Step 1: (Start with anyone who meets the selected criteria)'. On the left, under 'FAVORITES', there is a section for 'Home Districts' with a search prompt: 'Search for Districts that have been applied to a person's physical Voting Address.' Below this, there are dropdown menus for 'County' (set to 'Columbia'), 'City' (set to 'Columbus City'), 'Ward' (with a 'Select multiple' tooltip), 'Congressional', 'Media Market', and 'State Senate'. On the right, there is a 'Step 1: New Search' panel. It includes a 'Registration' section with a 'Refresh Step' button, a 'Suppressions' section with a 'Refresh Step' button, and a 'Preview My Results' button. Below this, there is a '+ Add Step' button and a 'Run Search' button. A status bar at the bottom indicates 'Running this search will clear your current list of 430 people.'

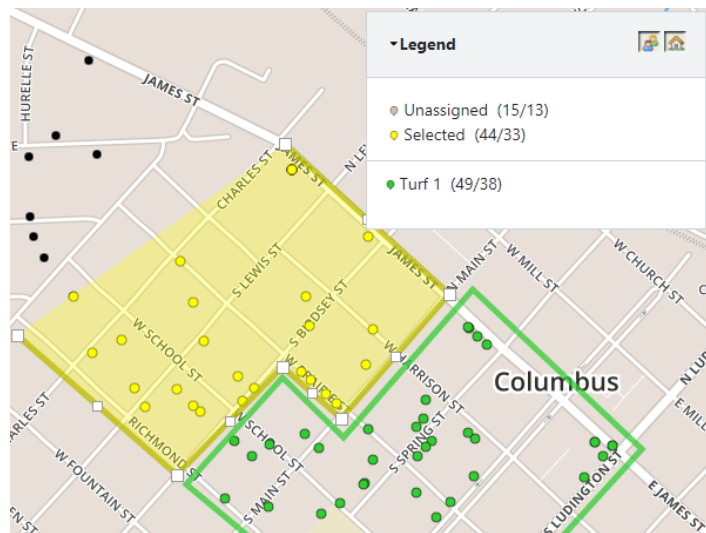
6. On the right hand corner, click **Preview My Results** to get a glimpse of how many records we're working with.
7. Narrow your list size by selecting the appropriate **Targets** (Select the appropriate **Tiers** as directed by your organizer).

8. Click **Preview My Results** and you will see the list size adjusted based on your request.

The screenshot shows the 'My Campaign' interface. On the left, there are filters for 'School', 'Coordinated 2018 Region' (set to R08), and 'Coordinated 2018 Organizer'. Below these is a 'Targets' section with a list of checkboxes: 'AD 42 Special Election Target V1.0 : AD 42 Special Election Universe' (unchecked), '2018 Canvass Target : Tier 1' (checked), '2018 Canvass Target : Tier 2' (checked), '2018 Canvass Target : Tier 3' (checked), '2018 Canvass Target : Tier 4' (unchecked), 'SD 01 Persuasion : Tier 1' (unchecked), and 'SD 01 Turnout : Tier 1' (unchecked). On the right, a 'Step 1: New Search' panel shows search criteria: 'Districts' (County = Columbia and Civil District = Columbus City and Coordinated 2018 Region = R08), 'Targets' (Target = 2018 Canvass Target: Tier 1 or 2018 Canvass Target: Tier 2 or 2018 Canvass Target: Tier 3), 'Registration' (Registration Status = Registered Active or Applicant), and 'Suppressions' (exclude Deceased, include Good Voting Address only, and include Good Voting Address only). A 'Preview My Results' button is visible, and below it, a count of '610 People' is shown.

9. Once you are okay with the list size, click “**Run Search.**”
10. You will now see a page titled **My List** with voters that will be on the list.
11. From My List page, select **Cut Turf**. A map will populate, with black dots representing each voter record on your list.
12. **CLICK THE SCREEN** to drop **PINS**.

- a. To begin cutting the turf, click on the screen to drop a pin where you want to start a turf. Click on the screen *again* to drop a second pin, creating a *turf boundary* between the two points, and continue dropping pins until you are happy with the turf size.
- b. As shown on the **yellow turf below**, doors that are included in a turf will be **highlighted**, and the **Selected** section of the Legend shows a count of the doors that will update as you select.



13. CUT ADDITIONAL TURFS
- a. To **close** the turf, simply click on the first pin again. Your

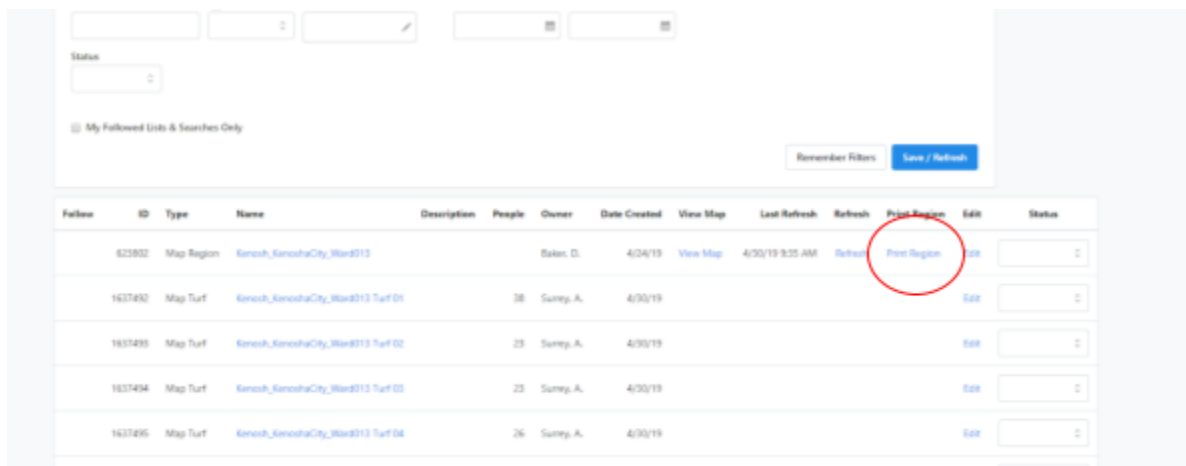
turf will be displayed on the **color-coded legend**, and can be edited at any time by clicking on it and dragging the pins. Repeat the process for as many turfs as you need.

14. ERASE OR UNDO IF NEEDED

- a. The icons at the top of the screen are options to **automatically cut turf**, based on preference such as door count, **undo last action**, or **erase all turfs**.

Printing Turfs

1. After you have saved your turfs, go to “**View My Folders**” from the Main Menu of MyVoters
 - a. Alternatively, you can go through “**Turfs**” under “**Canvassing**”
2. Once there, locate the specific folder/turf, and click “**Print Region**” on the right side (Hit “**Okay**” when asked if you want to overwrite your current list)



3. The next screen is setting up your turfs for print.
 - a. *Report Format*: What will be reflected on the actual pieces of paper when you print them. (**Ask your organizer** specifically which one to use!)
 - b. *Script*: This is what will be printed along with turfs when you print them out (page 2 of a canvass packet with specific survey questions/text. **If you are using MiniVAN, you MUST either select a script or a miniVAN campaign.** If you are not using MiniVAN, this is optional.
 - c. *Contacted how*: Walk for canvassing. If you are printing a list to make phone calls, then phones.
 - d. *Title*: Whatever you would like to call the canvass packet. It will be featured on every page of the packet and should be something simple and straightforward.
 - e. *MiniVAN Campaign*: Again ask your organizer which MiniVAN campaign to use.
 - f. *Sort order*: You should mostly leave at default. The only thing we

suggest changing is **Sort Order 4: Odd/Even**. Most people choose to **completely eliminate this**, as it separates odd and even house numbers, whereas eliminating it as a sort order will put the house in *numerical order* on a page.

A Report Format: 2019 Budget, Medicaid Expansion Canvas [Preview](#)

B Script

C Contacted How: Walk

D Title: Kanosh, KanoshCity_Ward013

E Municipal Campaign

F 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

Sort Order7: Asc Desc Show Group Header Page Breaks

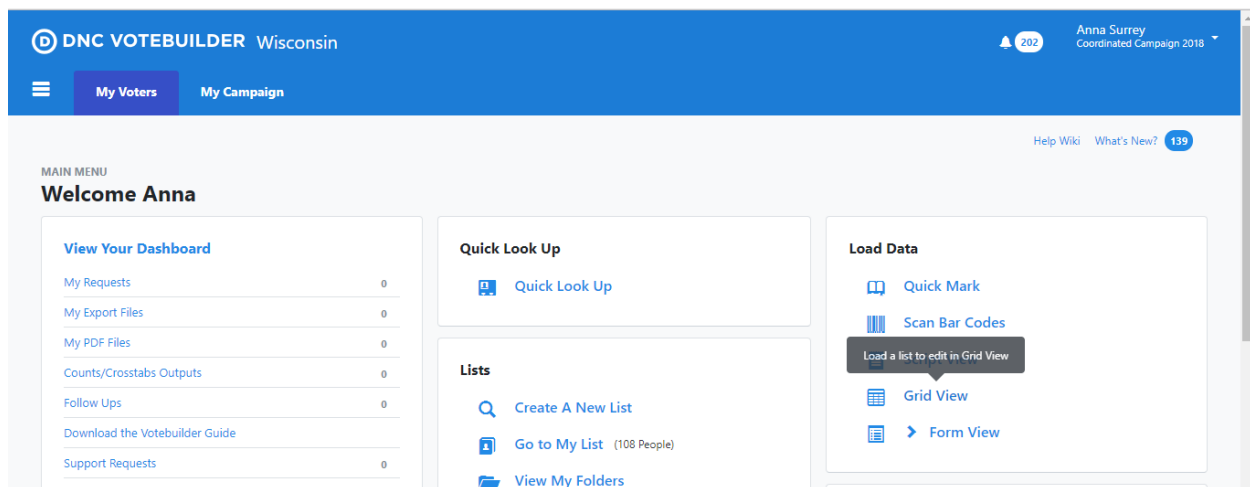
4. Once you've set all of those up, you can scroll to the bottom and hit **NEXT**, leaving everything else as default.
5. At this point, your PDF file of turfs is prepared. If you're ready to print or want to download it to print later on, you can select "**My PDF Files**" (also located on the left hand side of the Main Menu of My Voters)
6. When on the "**PDF Print Jobs**" screen, simply click the "**download file**" link on the left side.
 - a. If your file is not available to click right away, simply hit "**refresh**" located just above it until it allows you to download it
7. From the next screen you can **print** or **save** the PDF file.

TIPS / NOTES

- ★ If you/your volunteers are all using MiniVAN, and you know 100% ahead of time that you do not need paper packets, you may consider using the **“Print for MiniVAN”** option rather than printing all turfs and wasting paper.
- ★ Remember to **set printer settings before printing!** You will want to be sure to print canvass packets **“landscape”** paper orientation and make sure **single-sided** printing is selected
- ★ Make sure to **turn off color printing** if you have it enabled. It certainly isn't necessary for anything within the canvass packets.
- ★ It can be helpful to print packets a day or two ahead of time to allow enough time to paper clip individual packets together ahead of a canvass. Saves time and makes for an organized launch.

Enter Data using GRID VIEW:

1. The most common way to enter data from canvassing and phone banking events, **Grid View** offers a table-style interface where people from a selected list appear along with possible responses and Canvass Results from a designated Script.



2. SELECT THE LIST.

- a. Grid view data entry is always based on an existing list - you can enter the list number for turfs and call lists, use the My List

currently loaded in VAN, or use **Quick Look Up**. For printed turfs and call sheets, the list number can be found at the bottom of the page.

DATA ENTRY

Grid View

Which list do you want to use?

☐ Use My List
☒ Let me enter a List Number

23456332

-

2198425

☐ Use Quick Look Up

Next

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107575183 Preeti Narayan (614) 717-9316 9016 Tartan Fields Dr. Dublin 43017	Result ☐ LM ☐ CB ☐ NH ☐ RF ☐ DC ☐ OL ☐ SP ☐ WN	Volunteer? ☐ Yes ☐ Maybe ☐ No	Event Date: Time:
107573071 Dean Smith (937) 407-2080 7003 Brown Rd. Ostrander 43061	Result ☐ LM ☐ CB ☐ NH ☐ RF ☐ DC ☐ OL ☐ SP ☐ WN	Volunteer? ☐ Yes ☐ Maybe ☐ No	Event Date: Time:
107573148 Emerick Worthington (614) 353-9455 9680 Mission Dr. Plain City 43064	Result ☐ LM ☐ CB ☐ NH ☐ RF ☐ DC ☐ OL ☐ SP ☐ WN	Volunteer? ☐ Yes ☐ Maybe ☐ No	Event Date: Time:

3. CHOOSE THE APPROPRIATE **SCRIPT & CONTACT TYPE**. You should consult your organizer about the appropriate script to select (if you cut the turfs then it will be the same script as you used before). Then put the appropriate **contact type**. If you're entering a canvassing packet you should put "**Walk**" and if you entering a phone list you should put "**Phone**". *Make sure you have the correct canvasser and date!* When all that information is correct, scroll to the bottom and click **NEXT**.

DATA ENTRY
Grid View

Script* Summer 2018 DVC Script

Canvasser* Surrey, Anna [Add New Canvasser](#)

Date Canvassed* 6/27/18

Contacted How* Walk

[Clear Sort Order](#)

Sort Order1 County ☒ Asc ☐ Desc

Sort Order2 Precinct ☒ Asc ☐ Desc

4. ENTER RESPONSES ON GRID. Records will be displayed in the same order that they are on the printed lists, for easy entry. Enter **Canvass Results** like "Not Home," responses to **Survey Questions** or schedule events (whatever fields are included in the script applied to the list will be editable in Grid View).

DNC VOTEBUILDER Wisconsin 202 Anna Surrey Coordinated Campaign 2018

My Voters My Campaign

Main Menu / Grid View [Help Wiki](#)

DATA ENTRY
Grid View

Records 1 - 20 of 108 [Go](#) Voter File VANID [Go](#)

Contacted By Surrey, Anna Date 6/27/18 How Walk

[Back](#) [Clear](#) [Print](#) [Save](#) [Next](#)

Voter File VANID	Name	Result	Canvasser	Imp Issue		18IDSDDC
			Surrey, Anna	Education		
			Last Name, First Name			

1-Strong Baldwin
2-Lean Baldwin
3-Uncecided
4-Lean Republican
5-Strong Republican

5. MARK REMAINING AS NOT HOME. Typically, "**Not Home**" is the most

common response for phone banks and canvasses, so *rather than entering each **individual instance** into the grid, fill in all of the **other** responses, and then use the “**Mark Remaining Not Home**” button at the bottom left corner of the grid.*

6. SAVE PROGRESS. Once the list has been entered, click the **SAVE** icon to finish. All of the data will now be available to view in VAN.