

BASIC VOTEBUILDER WALKING LISTS

A screen by screen instruction sheet

***King County Democrats
March 7, 2009***

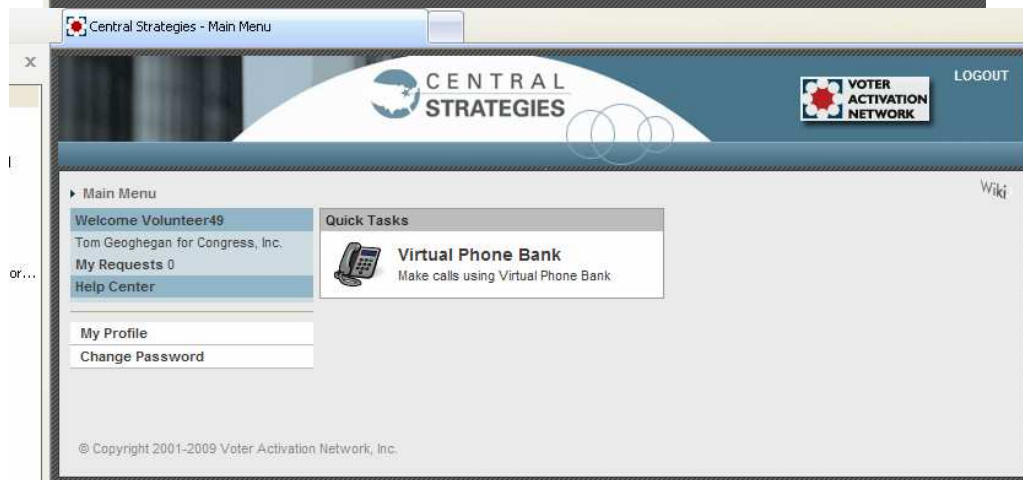


Screenshots of opening page

This is not actually our version of VoteBuilder, but one used in Illinois, where one of us recently did some phonebanking for Tom Geoghegan, a special election congressional candidate.

You will quickly see that the formatting is very close to that used by the Washington State Democrats. This is going to be a really powerful tool when all states get up to speed.

Your Username will be assigned by your legislative district chair or designated VoteBuilder specialists. You will choose a password when your first account notification is emailed to you. It must be changed every 30 days, but if you only log in a couple of times a year, all you need to do is to use the prompt to enter your email address, and VoteBuilder will send you a password reset notice without need for intervention by a live person.





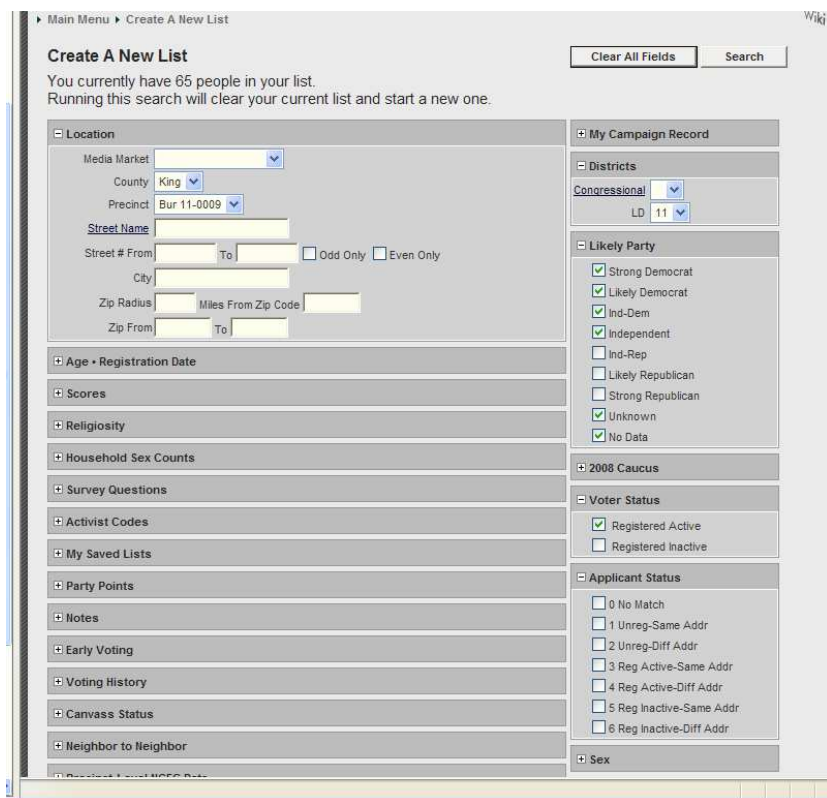
This is the main screen for Washington State VoteBuilder. You will probably not see all of these options; it depends on what functions you have been authorized to control.

Quick Look Up is used to look up voters anywhere in the state if you know their names.

To create a new list, click on that icon.

The new list page has many features. To begin the process you **must** click on **both** the LD and the county you are in. Only then will the precinct pull-down list appear. It will contain only the precinct(s) that you are allowed to access.

Party affiliation, voting history (to select occasional or frequent voters) and Voter Status are the most common selection features used. The applicant status section may be used to set up a voter registration canvass, but if you are canvassing during the run-up to an election, you will usually want to list only active registered voters. When you have entered your list criteria, click Search.



VoteBuilder Washington - My List

My List
185 People
121 Doors
148 Mailboxes

Add People
 Remove People
 Narrow People

Reports
 Letters
 Labels
 Export
 Palm
 Counts
 Sample
 Cut Turf
 Save
 Split
 More...

Description

Last Name: First Name:

Remember Me Refresh

Name	Address	City	Likely Party	Age	Phone
Adams, Cecil R	13718 8th Ave S	Burien	IR	84	(206) 362-9339
Adams-Cameron, Flora L	1218 S 138th St	Burien	IR	69	(206) 246-4366
Akimoto, Bob M	926 S 137th St	Burien		83	(206) 243-4174
Akimoto, Fusako	926 S 137th St	Burien	I	76	(206) 243-4174
Akimoto, Randolph D	901 S 138th St	Burien	U	49	(206) 246-1391
Alexander, Kevin A	537 S 137th Pl	Burien	U	57	(206) 431-9859
Alexander, Meghan Grace	537 S 137th Pl	Burien		29	(206) 431-9859
Anderson, Steven L	13625 Des Moines Memorial Dr	Burien	U	54	(206) 433-8378
Aparicio De Beltran, Juana	13635 Des Moines Memorial Dr	Burien		50	
Arns, Carmelita	914 S 137th St	Burien	LD	78	(206) 722-0948
Arrick, Jessica M	13627 8th Ave S	Burien		27	
Arrindell, Doreen Y	920 S 137th St	Burien		66	(206) 431-9608
Bailey, Allene E	13818 9th Pl S	Burien	SD	75	(206) 244-1932
Bailey, Robert M	13818 9th Pl S	Burien	SD	88	(206) 244-1932
Bandy, Ty	1058 S 140th St	Burien		40	
Barker, George D	13622 1/2 12th Ave S	Burien	U	34	(206) 839-0745
Beach, Nina Marie	914 S 137th St	Burien		33	(206) 243-3960
Beltran, Esmirna	13635 Des Moines Memorial Dr	Burien		19	
Beltran, Ismael	13635 Des Moines Memorial Dr	Burien		22	
Bermudes, Nathanael Beltran Sr	13635 Des Moines Memorial Dr	Burien		51	
Bernstein, Anna	901 S 137th St	Burien	SD	46	
Berry, Gene J	705 S 137th Pl	Burien	LD	35	
Betz, Terri L	13806 8th Ave S	Burien	LD	50	
Betz-Javcox, Jessie A	13806 8th Ave S	Burien		36	(206) 244-7545
Bolam, Nancy	1228 S 140th St	Burien	IR	39	(206) 268-0720
Boyd, Ryan Earl	623 S 136th St	Burien		30	
Branham, Sara E	13651 Des Moines Memorial Dr	Burien		36	(206) 860-4193
Cage, Daron J	719 S 136th St	Burien		26	
Cameron, Harry C	1218 S 138th St	Burien	IR	79	(206) 246-4366
Caraway, Eric A	1050 S 140th St	Burien		36	
Cash, Pamela M	609 S 137th Pl	Burien	LD	54	
Chadwick, Tavissa Lynn	1243 S 136th St	Burien		34	(206) 935-6453

The Search function gives you an alphabetical list of all the voters meeting your search criteria, their addresses, likely party, age and phone numbers. Phone numbers are not provided by the Secretary of State, and one easy thing you can do to improve VoteBuilder data is to look up people without listed numbers in the phone book to see if they have a listing.

Likely Party is based on an accumulation of data from past canvasses and phone banks, and also public donation data. Strong Democrat, Likely Democrat, and Independent Democrat voters have accumulated a decreasing number of assigned Democratic Party points. ND means that there is no information at all about the voter in the database, and U means that there is some information, but not yet enough to assign a likely party.

VoteBuilder a partnership between the DNC and the Washington State Democrats LOGOUT

My Voter File My Campaign

Main Menu > My List Wiki

Save My List

Saved List (Fixed set of People)
 Saved Search (Dynamic set of search criteria)

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Before you do anything else, **SAVE** your list! If you are not a frequent VoteBuilder user, just save the fixed list of voters. Saving the search criteria does not save the particular list, but when you open the file again, it will ask you to search and provide the latest information, with new voters added and those who have moved (hopefully) omitted.

Edit Search

Name	BUR 11-0009 March 2009
Description	Democrats through independents Registered Active
Created By	Martha Koester (3/4/09)

Step 1: Create a New List

Search Criteria
 Likely Party = Independent or Ind-Dem or Ind-Rep or Likely Democrat or No Data or Strong Democrat or Unknown

Districts
 County = King
 and Precinct = Bur 11-0009
 and LD = 11

Registration
 Registration Status = Registered Active

Suppressions
 exclude Deceased
 and include Good Mailing Address only
 and exclude NCOA Mailing Address

Assign Folders

Folders with Access	Folders without Access
Burien-NH-Seatac	2008 caucus attendees 2008 caucus delegates and alternates 37th LD

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If you saved search criteria, every time you open the file, you will get a screen prompting you to search again. You also have the option of letting other folders have access to the list.

You will be prompted to select a folder you have previously named, or to create a new folder. A name can indicate the precinct, which voters are listed (all Democrats, for instance), and the date you generated the list.

Once you have saved a list, you can access it again from My Folders. Whenever you make a new list, the previous list is eliminated from the My List page.



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LOGOUT

My Voter File | My Campaign

► Main Menu ► My List

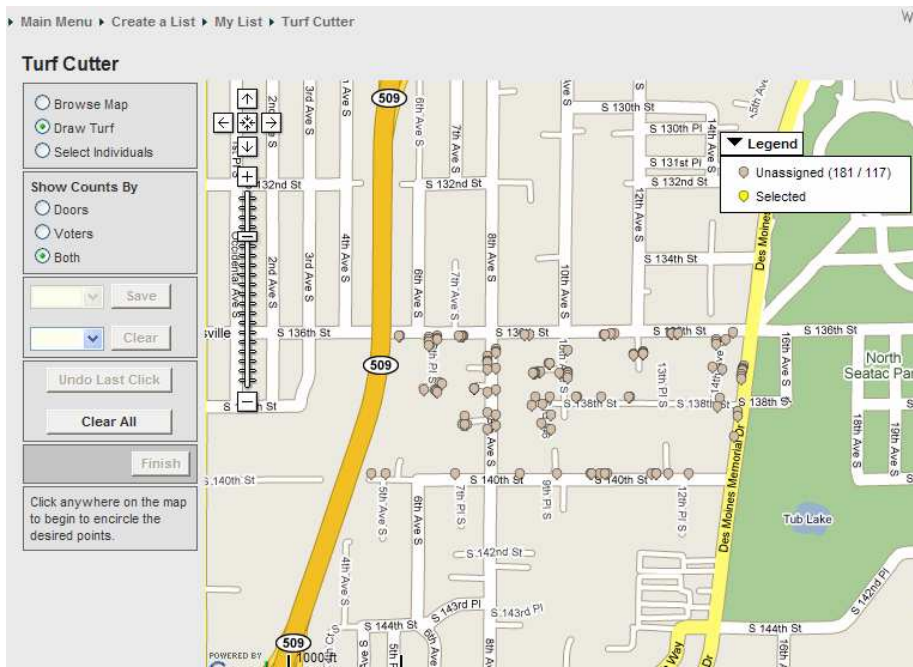
Save My List

Saved List (Fixed set of People)
 Saved Search (Dynamic set of search criteria)
 New Search

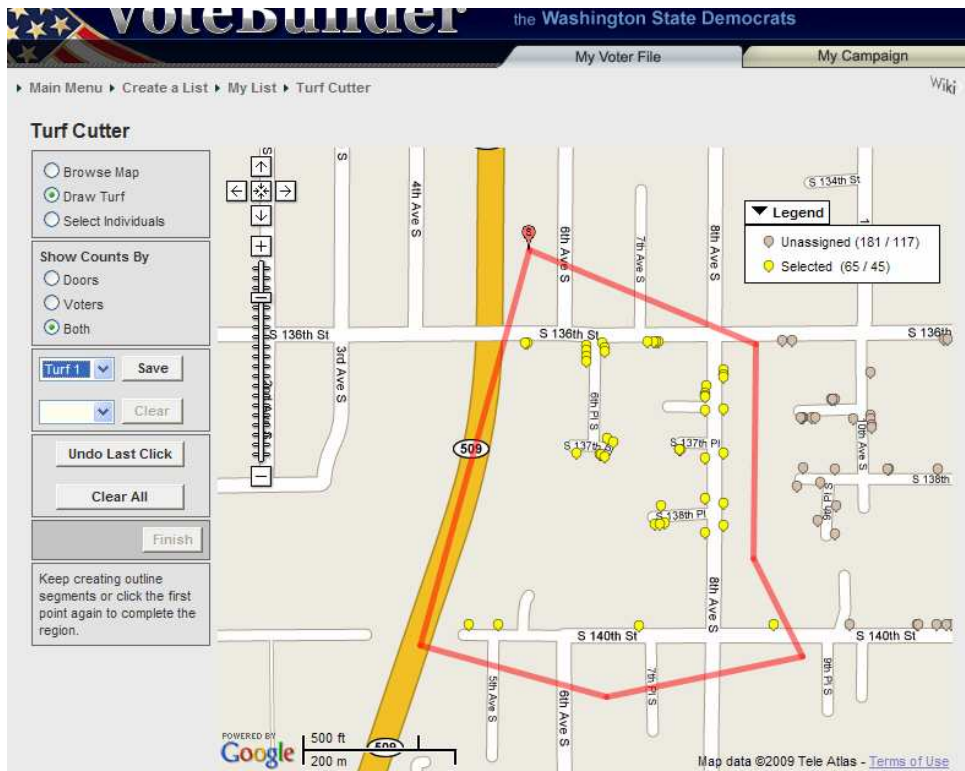
Folder: New Folder

Name:

Description:



One extremely useful feature of VoteBuilder is the ability to subdivide your precinct lists into smaller turfs which account for streets that are not through streets. (Note: not all browsers support this feature, including some older versions of Internet Explorer). Go to My List and click on the Cut Turf option. Use the zoom feature and direction keys to home in on the area you want to select. You can have the map pins represent households, voters, or both.



Whenever you drop your mouse on a point in the map, a red indicator spot appears. The next click produces a line connecting the dots. Surround your desired turf this way. Clicking on the first spot completes the cut. Save your first turf cut as turf 1, the second as turf 2, etc. Clear All allows you to start over.

Main Menu ▶ Create a List ▶ My List ▶ Turf Cutter

Turf Cutter

Browse Map
 Draw Turf
 Select Individuals

Show Counts By

Doors
 Voters
 Both

Turf 4 Save

Clear

Undo Last Click

Clear All

Finish

Click anywhere on the map to begin to encircle the desired points.

A completed turf cut is shown to the right, with four turfs represented by different colors of locator pins. **At this point, you MUST click Finish, or all your work will be lost.**

Clicking Finish stores all your turf information in the same file folder that the precinct list it was cut from was saved in.

Main Menu ▶ My Folders

My Folders

Add New Folder

Name

Remember Me Refresh

Name	Owner	Created	Print All Lists
2008 caucus attendees	Koester, Martha	7/29/08	Print All Lists
2008 caucus delegates and alternates	Koester, Martha	3/16/08	Print All Lists
37th LD	Koester, Martha	9/18/08	Print All Lists
AUGUST-1	Training, Account	8/11/08	Print All Lists
Burien-NH-Seatac	Koester, Martha	2/20/09	Print All Lists
SEPTEMBER-2	Training, Account	8/11/08	Print All Lists

6 Folders · 1 Page

To access the turf cuts, just go to that folder under My Folders and click on it.

Main Menu ▶ My Folders ▶ Burien-NH-Seatac

Burien-NH-Seatac

Edit Folder

Type	Name	Size	Owner	Date Created	View Map	Print Region	Edit
Search	Beverly 2009 all residents		Koester, M.	2/20/09			Edit
Map Region	BUR 11-0009 March 2009		Koester, M.	3/4/09	View Map	Print Region	Edit
Map Turf	BUR 11-0009 March 2009 Turf 01	65	Koester, M.	3/4/09			Edit
Map Turf	BUR 11-0009 March 2009 Turf 02	58	Koester, M.	3/4/09			Edit
Map Turf	BUR 11-0009 March 2009 Turf 03	40	Koester, M.	3/4/09			Edit
Map Turf	BUR 11-0009 March 2009 Turf 04	18	Koester, M.	3/4/09			Edit

6 Items · 1 Page

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You will see the turf cut lists appear right under the original precinct list.

Main Menu ▶ My List ▶ Print Report

Print Report

Report Format	WA-DEMS Walking List With No Bar Codes		
Script	WA-DEM Voter ID Script (New)		
Source	Walking		
Report Title	BUR 11-009 March 2009 Turf 1		
	Clear Sort Order		
Sort Order 1	Street Name	<input type="radio"/> Ascending <input type="radio"/> Descending	<input checked="" type="checkbox"/> Page Breaks
Sort Order 2	Odd/Even	<input type="radio"/> Ascending <input type="radio"/> Descending	<input checked="" type="checkbox"/> Page Breaks
Sort Order 3	Street Number	<input type="radio"/> Ascending <input type="radio"/> Descending	<input type="checkbox"/> Page Breaks
Sort Order 4	Apartment	<input type="radio"/> Ascending <input type="radio"/> Descending	<input type="checkbox"/> Page Breaks
Sort Order 5	Name	<input type="radio"/> Ascending <input type="radio"/> Descending	<input type="checkbox"/> Page Breaks
Sort Order 6		<input type="radio"/> Ascending <input type="radio"/> Descending	<input type="checkbox"/> Page Breaks
Sort Order 7		<input type="radio"/> Ascending <input type="radio"/> Descending	<input type="checkbox"/> Page Breaks
	<input checked="" type="checkbox"/> Print Map with People <input type="checkbox"/> Print Map without People <input type="checkbox"/> Do Not Print Map		
	<input checked="" type="checkbox"/> Print List Number and Page Numbers		
	<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		
Split Report			
	Remember Me		Next

To print your walking list, go to My Folders and select the list you want to print. Select a style. Bar codes are used if you have a scanner, but not otherwise. (There are still a few bugs in this process.) The minimalist option with names and addresses only is useful for literature drops or any application where you aren't actually trying to contact the voters.

The sort order indicated is one of the most common ones. Even/odd and selecting page breaks allow you to print your list so it can be split between people walking opposite sides of a street. The map print function prints out either the map you selected for turf cuts or the initial uncut map if you are printing the whole precinct.

**** IMPORTANT ****

To make your report print correctly, you must ensure that your browser's printer settings are correct.

- Go to File | Page Set Up menu.
- Make sure all values are set as shown below:

Page Setup

Paper:

Size: Letter

Source: Automatically Select

Headers and Footers:

Header:

Footer:

Orientation:

Portrait Landscape

Margins (inches):

Left: 0.25 Right: 0.25

Top: 0.25 Bottom: 0.25

OK Cancel Printer...

PLEASE NOTE:
Your printer may not accept values as low as .25" and may replace your selection with another value. This value is your printer's minimum acceptable margin and may still work as long as it is not much more than .25". It is possible that you may not be able to print labels using your current printer.

Finish

Next gets you to the setup page. It is important to set your Page Setup options according to these instructions to have the printing come out right. An exception is that Portrait can save paper for the minimalist option. Then click Finish.

Name	Address	City	Likely Party	Age	Phone
Adams, Cecil R	13718 8th Ave S	Burien	IR	84	(206) 362-9000
Alexander, Kevin A	537 S 137th Pl	Burien	U	57	(206) 431-9859
Alexander, Meghan Grace	537 S 137th Pl	Burien		29	(206) 431-9859
Arrick, Jessica M	13627 8th Ave S	Burien		27	
Berr, Gene J	705 S 137th Pl	Burien	LD	35	
Betz, Terri L	13806 8th Ave S	Burien	LD	50	
Betz-Jaycox, Jessie A	13806 8th Ave S	Burien		36	(206) 244-7545
Boyd, Ryan Earl	623 S 138th St	Burien		30	
Cage, Daron J	719 S 136th St	Burien		26	

A very useful feature of VoteBuilder is that it allows you to easily enter the canvassing data you collect. Remember that knowledge is cumulative; any information you collect becomes useful only to the extent that current and future Democratic candidates can access it.

To record your data, go to the list or turf cut that you canvassed in My Folders. Click on it, and it reappears in My List. The green arrows in the upper right hand corner give you a drop down menu. Select the Grid View option.

Use the My List option and click Next.

Choose the script you used. If you are a PCO, your name should appear under the Canvasser option.

Use the exact same sort order that you used to generate your list, and the voter information will appear in the same order that it appeared in on your walking list. Click Next.

My Voter File My Campaign

Main Menu Grid View

Grid View Settings People 1 to 20 of 65 Go to Person Go to VoteBuilder ID << Save >>

VanID	Name	Last Name	Address	City	Party	Age	Phone	Result	Do Not Solicit	Issue	PartyID S
2733491	Hart, Ruth E	Hart	511 S 136th St Apt A	Burien	U	56	(206) 439-1354		<input type="checkbox"/>		
2303943	Linehan, David A	Linehan	515 S 136th St	Burien	U	78	(206) 243-9086	Deceased	<input type="checkbox"/>		
3694013	Boyd, Ryan Earl	Boyd	623 S 136th St	Burien	U	30		Inaccessible	<input type="checkbox"/>		
2359515	Comstock, Barbara	Comstock	701 S 136th St	Burien	U	57	(206) 246-7020	Moved	<input type="checkbox"/>		
2288676	Vaughan, Tonya Marie	Vaughan	711 S 136th St	Burien	U	40	(206) 244-7453	Not Home	<input type="checkbox"/>		
2288680	Thorson, Melanie A	Thorson	715 S 136th St	Burien	U	55	(206) 246-4652	Other Language	<input type="checkbox"/>		
6483998	Cage, Daron J	Cage	719 S 136th St	Burien	U	26		Refused	<input type="checkbox"/>		
3403400	Davis, Artina L	Davis	719 S 136th St	Burien	U	44	(206) 244-5999	Spanish	<input type="checkbox"/>		
2307746	Davis, Darav Kevin	Davis	719 S 136th St	Burien	U	23	(206) 244-5999		<input type="checkbox"/>		
2368550	Alexander, Kevin A	Alexander	537 S 137th Pl	Burien	U	57	(206) 431-9859		<input type="checkbox"/>		
2369248	Alexander, Meghan Grace	Alexander	537 S 137th Pl	Burien	U	29	(206) 431-9859		<input type="checkbox"/>		
2296288	Cash, Pamela M	Cash	609 S 137th Pl	Burien	U	54			<input type="checkbox"/>		
2281425	Forrest, Kimberly R	Forrest	615 S 137th Pl	Burien	U	35			<input type="checkbox"/>		

The Grid View has a selection of drop down menus where you can enter your results. **Be sure to SAVE frequently!** If you click on the arrow that brings up the next page without saving, your data will be lost.

If you have corrections you want to enter to voter information data, do it by looking up the voter in Quick Look Up, available from the Main Menu. You can mark addresses and phones as bad. The information is not actually deleted, but the default options for generating lists will leave it out for subsequent users. If the voter has a preferred phone contact, you can enter that. If you successfully find a phone number for the voter in the phone book, you can enter it here. If the voter has a preferred mailing address not the same as the voting address, you can enter it. The Script View button in the upper right hand corner will allow you to enter answers to script questions.

Main Menu Quick Look Up Martha K Koester

Martha K Koester Print View Script View

Addresses

Address: 10015 2nd Ave S [Get Map](#)
Seattle, WA 98168-1376 [Mark Addr Bad](#)

[Add a New Mail Address](#)

Salutation

Polling Location

Phones

Home: (206) 762-6417* [Mark Phone Bad](#)
Cell: (206) 491-4542 [Set Preferred](#) [Mark Phone Bad](#)
Cell: [] - [] - [] [Save New Phone](#)

E-Mail

Activist Codes

Constituency/Issue: LGBT (Public) [Delete Code](#)
Party Officials: LD Committeewoman (Public) [Delete Code](#)
Party Officials: PCOs '08-'10 (Public) [Delete Code](#)
Precinct Program: 2008 Caucus RSVP (Public) [Delete Code](#)
Volunteer: My Volunteers (11th LD Democrats) [Delete Code](#)

[Add Multiple Codes](#)

Survey Questions

Contact History

Neighbor Relationships

Early Voting

Voting History

VoteBuilder ID

Vital Stats

Likely Party

2008 Caucus

Districts

Media Market: Seattle-Tacoma, WA
County: King
Precinct: Beverly
Congressional: 7
LD: 11

Scores

Also in Household

Actions

Save All Changes

Save Page Layout

There are many options for entering data about voters, some of which are shown. There is a Notes section at the bottom of the page (not shown) where you can enter information for later use. Remember that this database will be used by many people, so please leave value judgments like “is nice” or “is a jerk” out of them. “Rossi sign in the yard” is an actual fact.

And don't forget to Save All Changes!