



Florida Democratic Party
MiniVAN 101

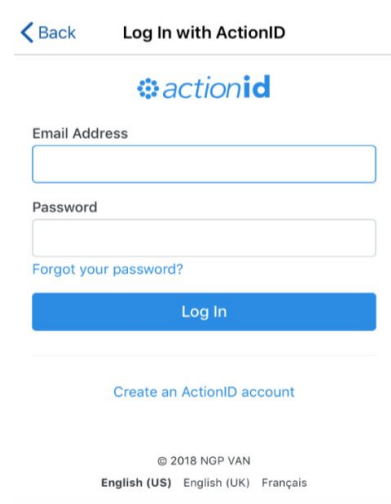
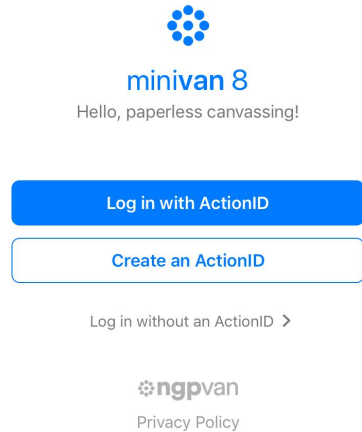
Logging into MiniVAN:

- Log into MiniVAN with your ActionID (email address)
- If you don't have an ActionID select the option to Create Your ActionID

What If you don't know you have an ActionID?

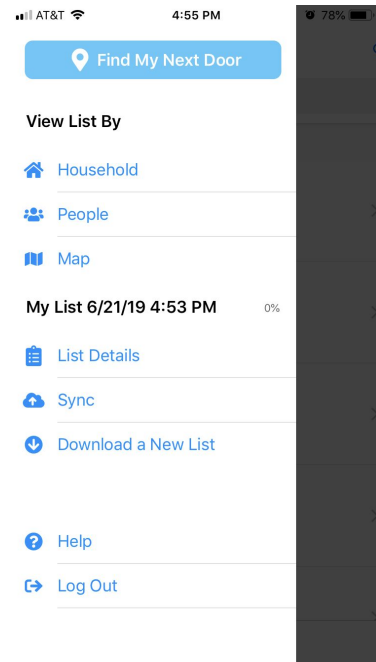
1. If you aren't sure if you have an ActionID or forgets their password
2. Select Log In With ActionID
3. Select "I forgot my password"
4. Enter your email
5. You will get an email that will let them reset their password
6. If you don't get an email within the next couple of minutes you should go back to the first page and select "Create New ActionID"

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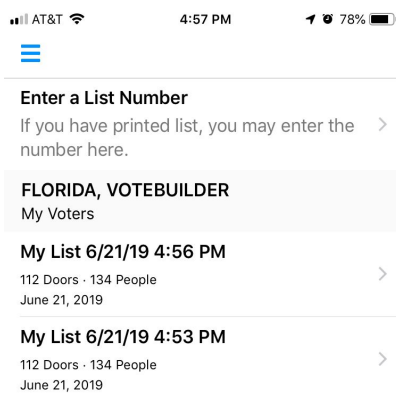
Main Menu Features:

- **Find my next door:** Brings up next closest door
- **Household:** View the list by address
- **People:** View the list by name
- **Map:** View the list by map
- **List details:** View statistics on your list
- **Sync:** Save data to votebuilder (very important!)
- **Download a New List:** Remove current list, load new one

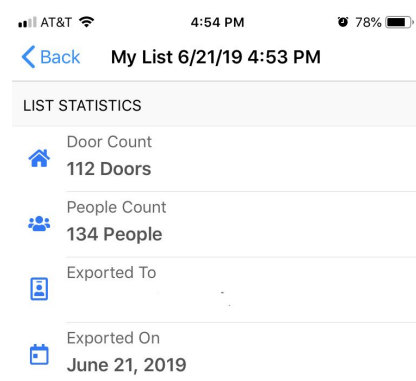


Lists:

- Option to enter a list number (for printed lists)
- Displays all of the lists that have been sent to MiniVAN
- Shows how many doors and people are on the list



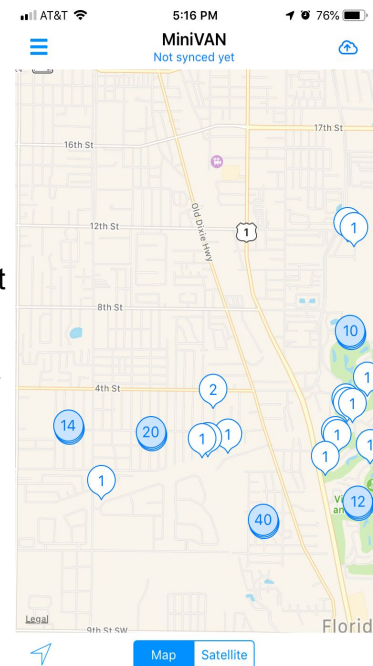
Switch Databases



Download List

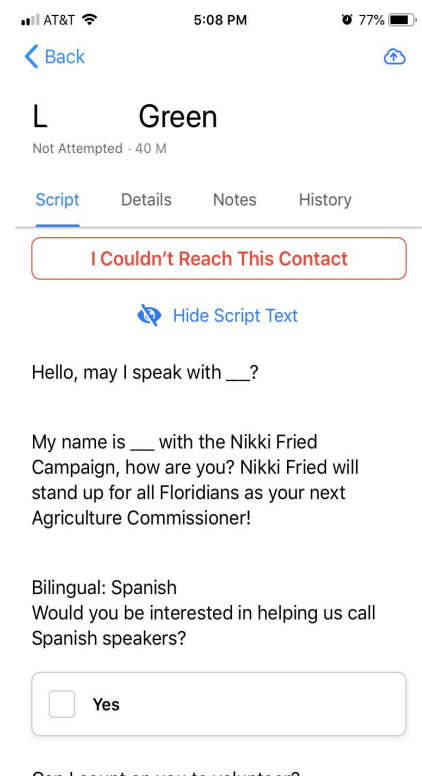
Finding your next door in MiniVAN:

- First decide if you want to canvass by Map view or Household View. Map view is highly recommended
- People view is only useful for looking people up after you canvass
- You can use the “Find Next Door” button to find the closest un-canvassed door or you can make your own route
- Get the householded open on your phone so you can view each voter at that address’s name



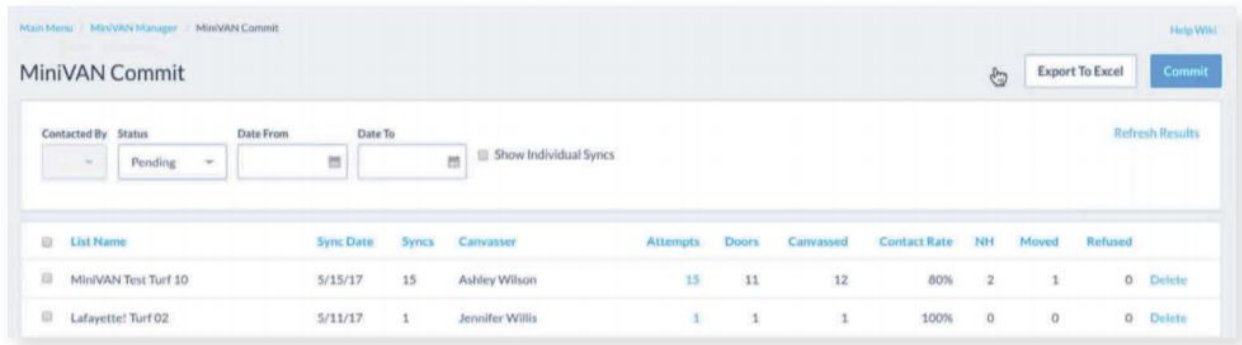
The Script:

- The cloud in the upper right corner is another way to sync the data collected. It's suggested to sync your results throughout the canvass rather than waiting until the end, so it's not forgotten.
- The 'notes' section displays below the voters name, this is very helpful if you need to jot down their feedback in real time!
- 'I couldn't reach this contact' button expands to select options like: Not home, refused, etc.



Committing MiniVAN data:

This step ensures that the data collected during the canvass reflects in VAN (hence why syncing data in the app is crucial). After the canvass is complete, sign into VAN and in the My Voters tab, click on **MiniVAN > MiniVAN commit**.



The screenshot shows the 'MiniVAN Commit' interface. At the top, there are navigation links for 'Main Menu', 'MiniVAN Manager', and 'MiniVAN Commit', along with a 'Help Wiki' link. Below the navigation, there are filters for 'Contacted By' (set to '-'), 'Status' (set to 'Pending'), 'Date From', and 'Date To'. There is also a 'Show Individual Syncs' checkbox and a 'Refresh Results' button. On the right side, there are buttons for 'Export To Excel' and 'Commit'. Below the filters is a table with the following data:

List Name	Sync Date	Syncs	Canvasser	Attempts	Doors	Canvassed	Contact Rate	NH	Moved	Refused	
MiniVAN Test Turf 10	5/15/17	15	Ashley Wilson	15	11	12	80%	2	1	0	Delete
Lafayette! Turf 02	5/11/17	1	Jennifer Willis	1	1	1	100%	0	0	0	Delete

The results from the canvass will be displayed on the commit page, (if they're not there, make sure to sync results again in the app). To see a breakdown of individual responses from the doors knocked, click on 'Attempts'. To commit the data, check the box next to **List Name** then click on the blue **Commit button**. Navigating back to the Canvass section in My Voters allows you the opportunity to review the **Canvass Results** after committing the data.

MiniVAN FAQ:

What is the difference between an ActionID and a Votebuilder account?

- o A Votebuilder account allows someone to log into Votebuilder.com and access voters. An ActionID allows a user to access MiniVAN.
- o The two can be linked together so the user has one login.

I heard that MiniVAN doesn't always save the data I enter. Is that true?

- o Once you 'sync' data in MiniVAN an administrator needs to 'commit' the data in Votebuilder. If no one commits that data it will not be permanently saved.

Can I only have one list loaded at a time?

- o Yes, you can only have one list loaded on your phone at once.
- o If you want to load a new list you will have to sync your results or delete them.

How should I mark it if someone is too busy to talk to me?

- o Mark them as "Not Home".

How can I enter phone numbers and emails for voters?

- o Slide over to the "Details" section of the voter's record. There will be a section for emails and a section for phone numbers. Click the + sign for either option to add a new record.