



*DuPage Township Democratic Organization  
Presents*

# **VOTEBUILDER TRAINING**

*January 18, 2014*

# AGENDA

Overview of votebuilder

Logging on

Lists

Creating/printing a precinct worksheet

Creating/printing a phone list

Cutting Turf

Mailing Labels

Overview of codes and survey questions

Support

Additional Q&A

## ***Votebuilder: A Critical Tool***

- Database of voter information
- Voter records plus enhanced data from DNC (ethnicity, religion, scores, etc.)
- Can be used by any computer with internet access (iPads and smartphones too)
- To identify and target voters
- To create lists for walking, phone banking, or mailing
- To store voter survey information
- *My Campaign* tool helps manage volunteers

## Logging On

To access VoteBuilder, go to <http://votebuilder.com/Login.aspx>. You will be asked for your user name and password. A user name will be assigned to you, usually your first and last name. Users pick their own password. Votebuilder requires a combination of letters and numbers, and is case sensitive. Users are also required to change their passwords every 30 days, which can pose a bit of a challenge. I personally use a password that is meaningful to me, followed by the two digit month and year. For example, I get a userid in January 2014, and let's say my cat's name is Daisy. I set my password up to be Daisy0114. I log on again in May, and am prompted to change my password. I change it to Daisy0514. Just a suggestion that works for me!

**IF YOU FORGET YOUR PASSWORD** -- VoteBuilder also lets you reset it. You can email yourself a new link. You must do this after your first or second attempt to log on, however. After 3 tries, votebuilder locks you out and you would need to contact your admin to reset.

© | VOTEBUILDER

USER NAME

PASSWORD

Log In

[Forgot your password?](#) *Click here to reset password*

Some users will be required to put in a 4-digit pin as well. If so, you would be asked to set one up the first time you log in. You can't key in the numbers; you must key in the letters that correspond to the numbers. The letters change every time, so don't worry about remembering them. Per the sample grid below, if my pin were 1234, I would type in "rkhz" in the box provided. Lower case letters can be used.

**VOTE BUILDER** [Logout](#)

### Enter PIN

1 <sub>R</sub>	2 <sub>K</sub>	3 <sub>H</sub>
4 <sub>Z</sub>	5 <sub>X</sub>	6 <sub>D</sub>
7 <sub>A</sub>	8 <sub>E</sub>	9 <sub>P</sub>
	0 <sub>S</sub>	

Please enter the letters that correspond to your numeric PIN. Do not type the numbers themselves.

My PIN \*

[Next](#)

Once your pin is accepted, you will be asked to select your committee. Most everyone will have only one, Will County Democrats, and it should see it in the box. Click on "Next" and you're in!

**VOTE BUILDER** [Logout](#)

[My Voters](#) [My Campaign](#)

### Select Committee

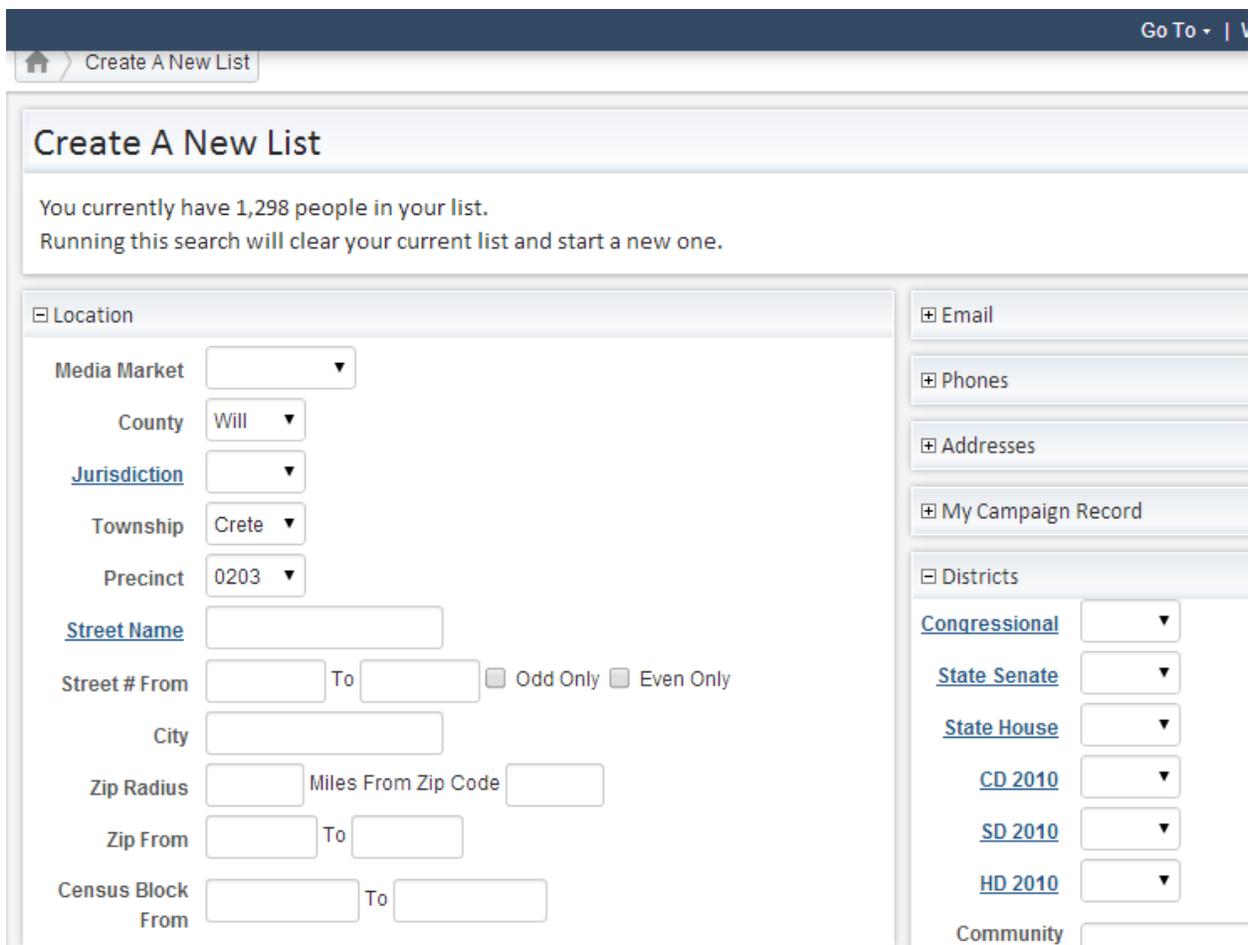
Please select the Committee to use for this session.

Committee

[Next](#)

# Creating a list of Voters

To work with any data in Votebuilder, you must first create a list. Any and all information in the database – such as demographic data, party, voting history, canvass information, and even free-form notes – is available for these searches. Let's say I want to know how many people voted Democrat in the 2012 primary in my own precinct. From the main menu, click on Create a New List. Select the county, township, and precinct you're interested in.



Go To ▾ | V

Home > Create A New List

## Create A New List

You currently have 1,298 people in your list.  
Running this search will clear your current list and start a new one.

Location

Media Market

County

[Jurisdiction](#)

Township

Precinct

[Street Name](#)

Street # From  To   Odd Only  Even Only

City

Zip Radius  Miles From Zip Code

Zip From  To

Census Block From  To

Email

Phones

Addresses

My Campaign Record

Districts

[Congressional](#)

[State Senate](#)

[State House](#)

[CD 2010](#)

[SD 2010](#)

[HD 2010](#)

Community

Then expand the Voting History section further down the page (click on the + sign to expand a section). Select “All” from the drop-down box, click on “2012 Primary”, “Voted” and “Democrat”.

Include anyone who did  of the following

<input type="checkbox"/> 2012 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
<input type="checkbox"/> 2010 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
<input type="checkbox"/> 2008 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
<input type="checkbox"/> 2006 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
<input type="checkbox"/> 2004 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote
<input type="checkbox"/> 2002 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote
<input type="checkbox"/> 2000 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote
<input type="checkbox"/> 1998 General	<input type="radio"/> Voted <input type="radio"/> Didn't Vote
<input checked="" type="checkbox"/> 2012 Primary	<input checked="" type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
	<input checked="" type="radio"/> Democrat <input type="radio"/> Republican
<input type="checkbox"/> 2010 Primary	<input type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
	<input type="radio"/> Democrat <input type="radio"/> Republican
<input type="checkbox"/> 2008 Primary	<input type="radio"/> Voted <input type="radio"/> Didn't Vote <input type="radio"/> Absentee <input type="radio"/> Early
	<input type="radio"/> Democrat <input type="radio"/> Republican

Strong Der  
 Leaning D  
 Independe  
 Leaning R  
 Strong Rep  
 Unknown  
 No Data



Click Search, and your target voters will appear.

Go To - | Will County Democrats [Switch](#) | [Logout](#)

**VOTEBUILDER** brought to you by the Democratic National Committee

My Voters My Campaign

My List [Help Wiki](#)

My List *My target voters* Load a Saved List Save As New Search

105 People  
83 Doors  
83 Mailboxes

[Add People](#)
[Remove People](#)
[Narrow People](#)

[Print](#)
[Letters](#)
[Labels](#)
[Emails](#)
[Calls](#)
[Export](#)
[MiniVAN](#)
[Counts](#)
[Cut Turf](#)
[HH Wiz](#)
[Split](#)
[Sample](#)

> Description

Last Name First Name

Remember Me Refresh

Name ^	Address	City	Phone	Age	Work Phone
<a href="#">Albert, Courtney</a>	3531 Peoria St	Steger	(708) 754-3937	43	
<a href="#">Allen, Karen</a>	3422 Loverock Ln	Steger	(708) 754-2021	50	
<a href="#">Baader, Anne Marie</a>	3504 Wallace Ave	Steger	(708) 709-0457	45	

Now select from the menu items above to use the list you have created.

**Print** – print call or walk sheets

**Labels** – print mailing labels

**Cut Turf** – divide up a list of voters by drawing sections on a map

**Save As** – save your list for future use

## Print

To print walk or call sheets, port, you must select a Report Format and a Source from the drop-down lists. Script is optional. To get the best results, if you select a Walking report format, set the source as Walk. The same goes for Calling reports. Create your own title, one that will help you identify the list. The sort order is automatically set, depending on whether the report is Walking or Calling, but the sort can be changed. Also, a map may be printed, without or without dots showing the location of the voters in your list. Printing a footer is

highly recommended, as you can use that list number to simplify input of canvassing results. Report formats can be added. If you would like to create a new format, please contact your administrator.

The screenshot shows the 'Report Format' configuration page in the VOTEBuilder application. At the top right, there is a navigation bar with 'Go To - | Will County Democrats | Switch | Logo'. The main form includes the following elements:

- Report Format:** A dropdown menu set to 'Will County PC Walk/Call Sheet' with a red asterisk indicating it is required.
- Script:** An empty dropdown menu.
- Contacted How:** A dropdown menu set to 'Walk' with a red asterisk.
- Title:** A text input field containing 'Crete 03 - 2012 Dem Primary Voters'.
- Clear Sort Order:** A button to reset the sorting preferences.
- Sort Order1-7:** Seven rows of sorting options. Each row has a dropdown for the field (County, Precinct, Street Name, Odd/Even, Street Number, Apartment, and an empty dropdown), radio buttons for 'Ascending' (selected) and 'Descending', and checkboxes for 'Show Group Header' and 'Page Breaks'.
- Header Style:** Radio buttons for 'Single Row' (selected) and 'Multi Row', and a checkbox for 'Include Field Labels'.
- Print Options:** A checked checkbox for 'Print People', and radio buttons for 'Print Last Name Range', 'Print Address Range', 'Print Pollwatcher Range', and 'Do Not Print Range' (selected).
- Print Map:** A checked checkbox for 'Print Map', and radio buttons for 'With markers' (selected) and 'Without Markers'.

Click "Next" and your report will automatically be printed to a PDF file, and can be accessed either through the link on the screen or through the main menu.

The screenshot shows the 'PDF File' page in the VOTEBuilder application. At the top right, there is a navigation bar with 'Go To - | Will County Democrats | Switch | Logo'. The page header includes the VOTEBuilder logo and the text 'brought to you by the Democratic National Committee'. Below the header, there are two buttons: 'My Voters' and 'My Campaign'. A breadcrumb trail shows 'My PDF Files > PDF File' and a 'Help W' link. The main content area is titled 'PDF File' and contains the following text:

Your PDF is being created.

**Your PDF is being created.**

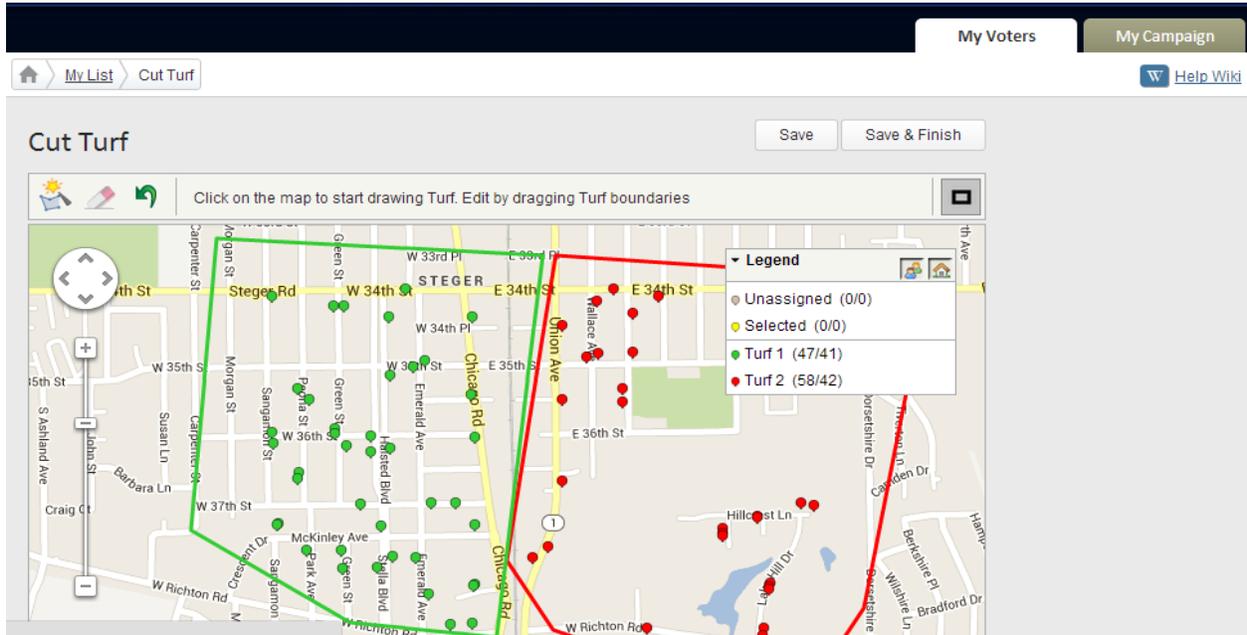
If you have a large list, the PDF creation process may take a few minutes to complete.

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](#).

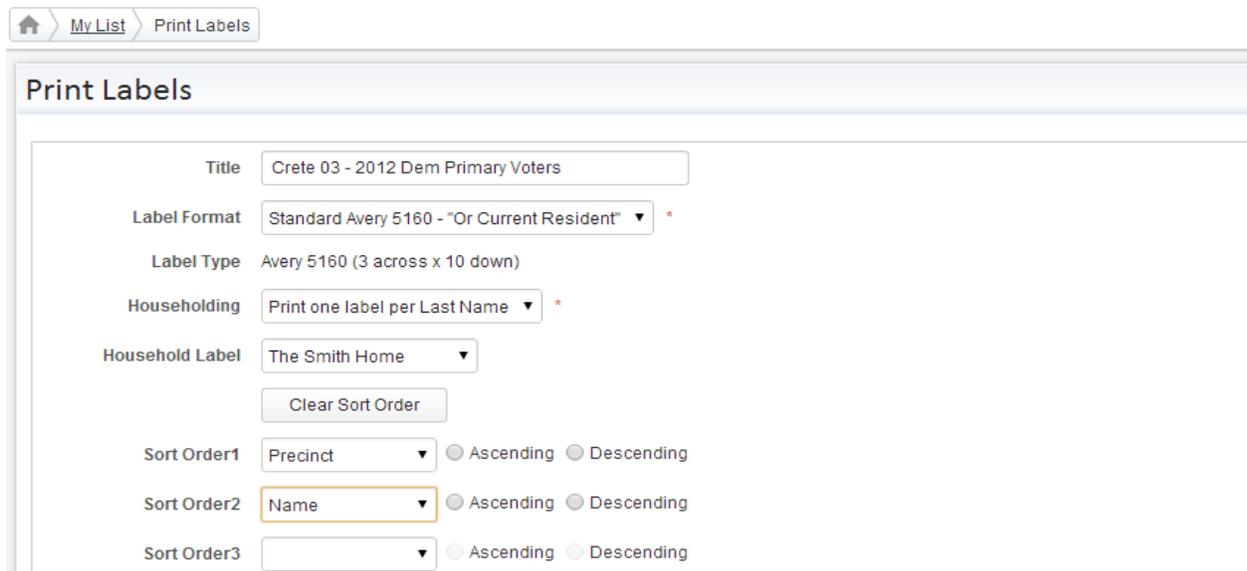
# Save As, Cut Turf, Mailing Labels

Click on **“Save As”** at the top of the page to save your list to a folder.

To create a more walkable list, use **“Cut Turf”**.



Use **“Labels”** to create mailing labels. The household function can send mail to each individual, or can limit mailings to one label per address or one label per last name.



## Help and Support

On the main VoteBuilder page, in the upper left-hand corner, is the Help Center. The answers to many common Votebuilder questions can be found by clicking on "Consult the Wiki", which is an on-line help facility. Reviews of the Wiki are mixed, depending on the question. But give it a try first. If the Wiki isn't helpful (and many times it won't be), click on "Contact the Admin" to send a help request. That will send an email notification to your admin, who can then log on to VoteBuilder and get the details of the problem. Of course, regular email and/or phone calls are always options as well, but logging a request via VoteBuilder first allows the request to be tracked and escalated up to the DCCA, and even to the DNC if needed. Suggestions and enhancement requests are welcomed and can also be logged by using "Contact the Admin" as well.

You can also consult "**NGP VAN Help and Training Guides**" for videos and other training materials.

Don't be afraid to experiment with Votebuilder. You can't break it. The data will still be there. If you need help, ask. Votebuilder can be a very powerful tool, but only if people use it. The information in VoteBuilder can help us identify and reach out to our fellow Democrats. Together, we can help our candidates win elections, and continue to build and strengthen our party.