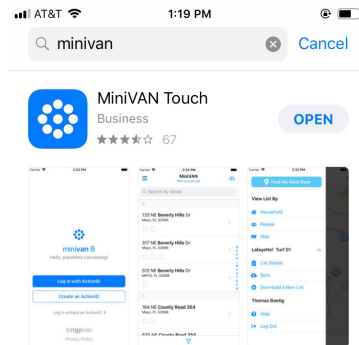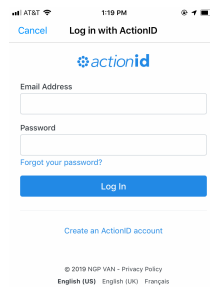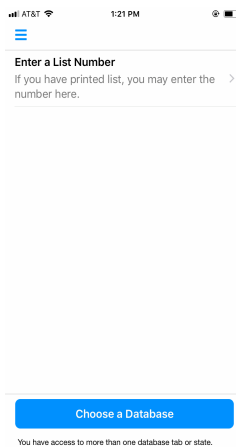# MiniVAN How-To Guide

1. Load the "MiniVAN Touch" app on your phone from the App Store

2. Create or log in using your ActionID (supplied by your Regional Organizing Director/DPW contact) Or create your own ActionID.


3. Click "Enter a List Number" and enter the appropriate list number of your canvass packet (located in the bottom left corner of every page, or on the top right of your canvass packet map), then click Download list. You
   a. *NOTE*: when you first login, you may be prompted to "Choose a Database"; you will want to select "Votebuilder: My Voters"
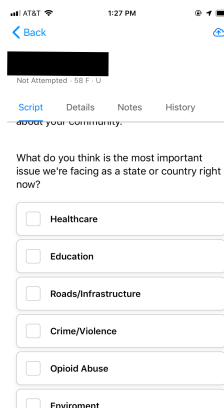
4. When the list loads, you will be brought to a page that automatically sorts your list by streets
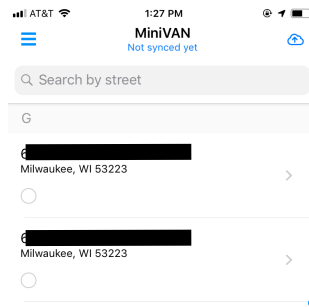
   a. This is one of two views you can use while canvassing
   b. You can simply click on an individual address to be taken to a screen with the target's name(s)

   c. After talking with the individual, you can click on their name to record the result of the conversation
       i. IF YOU CANVASS/TALK TO THE PERSON(S): you simply scroll down and select the appropriate survey responses
           1. You will need to do this for all members in the household
       ii. IF YOU DO NOT TALK TO THE PERSON: just click "I couldn't reach this contact" and apply the appropriate reason
           1. You will need to do this for all members in the household
       iii. When completed, simply hit the back button in the top left corner to return to your main screen
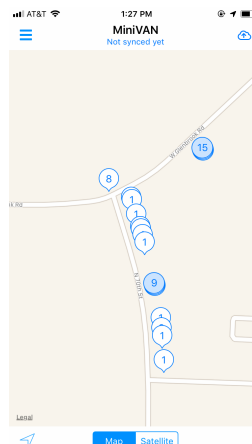
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5. If you click on the 3 lines in the upper left corner, you will be brought to the main menu of MiniVAN
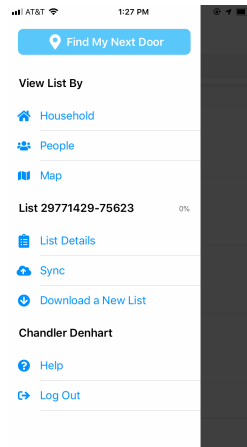
6. The other helpful view you can see is Map View
   a. When you click on map view, you will be zoomed into your location at that moment
   b. You can zoom out (by pinching two fingers together on-screen) and you will be able to see the location of your doors
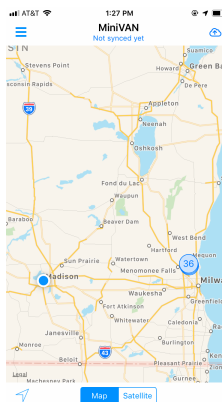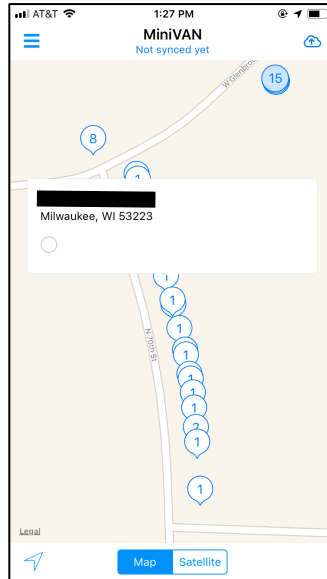

   c. This map provides a visual layout of your targeted doors on the screen

d. When you click on a dot it will give you the address (the numbers in each represent how many individual targets are within an address)


e. Clicking on the address will then take you to the same screen as listed above to enter the data accordingly

7. On the main screen you will also see the percentage of DOORS completed next to your list number halfway down the screen (this does not account for number of PEOPLE)
8. Finally, when you are done with all the doors (you'll get a notification!) you MUST SYNC RESULTS in order for them to move into VAN directly
9. After ensuring you SYNC RESULTS, you can then quit the app or select "Download a New List" to begin a new packet!

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Committing the MiniVAN data:

Once all canvassers have synched their data, you must login into votebuilder.com on a computer to formally transmit the data to VAN

1. Login into VAN via votebuilder.com and go to the "My Voters" side of the database
2. Midway through the middle column click the "MiniVAN" option, and then select "MiniVAN Commit"
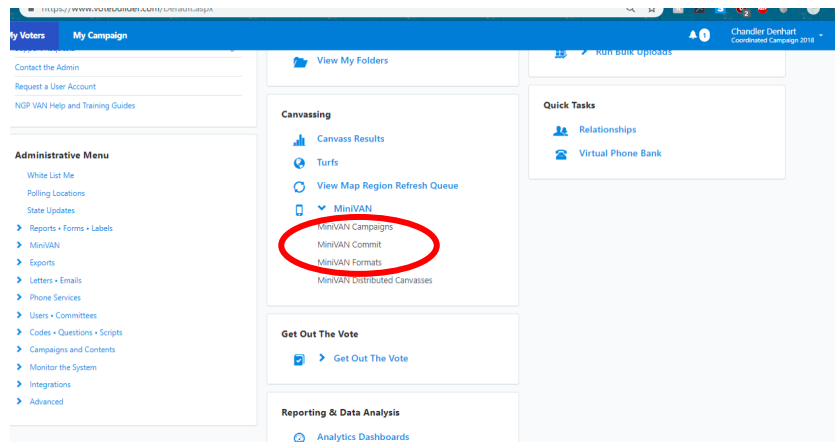
3. On the left side of the page, check the boxes for the canvasses you want to commit (please only select the ones you/your team has done!) and then click on the "commit" button in the upper right corner
4. Congrats, you have now used MiniVAN and the data is entered into VAN to be used later on!

NOTES:
- Instead of going into each individual profile to mark somebody as "Not home" you can simply swipe right on their names to mark them as "Not home"
- While the map view is convenient, please not the dots are not always 100% accurate geographically (i.e. a house may look closer on the map than it is in real life to the house next door)
- You can also sort the list by "People" from the main menu, but this view is rarely, if ever, used as it does not group people by similar addresses
- Make sure you charge your phone ahead of time; it uses a lot of battery!
- You don't need to be connected to the internet to use the list; you only need an internet connection when you first download the list and when you sync the list
- When you are in an individual's profile, you can also view "notes", "details", and "history" to get more context on each person before going to their door