

VoteBuilder (VAN) Tips & Tricks

Log in & Set up

1. When setting up your account, you must create an action ID and set up two-factor authentication.
2. Make sure that you are in the "My Voters" tab, when creating lists and entering data. The "My Campaign" tab can be used to organize volunteers.

Creating a Walk List

3. Star (on the right-hand side) the criteria that you use frequently when creating a list so that boxes will stay at the top of the page.
 - a. Often the most used criteria are Home Districts, Voting History, Addresses and Scores.
4. When creating a list, in the Addresses criteria box, check "Walkable Houses" to remove apartment buildings and other inaccessible addresses from your walk list.
5. Always utilize the Preview My Results function on the right-hand side, before running your search in case you need to adjust the size of your list.
6. Some candidates like to have all of the voters in a household on their list, even if some of them don't meet the search criteria.
 - a. To do this, run your search and then use the Edit Search function, at the top right of the screen, and choose Householding → Fill Household by → Voting Address.
7. You use the same process to create a walk list and a phone banking list.

Data Entry

8. If your campaign is using printed walk lists, you will need to use the Grid View function to manually enter canvassing data.
 - a. When entering data, only input responses to survey questions, then at the bottom click Mark Remaining Not Home, and VoteBuilder will automatically mark the rest of the voters on the page as Not Home.
9. Each printed walk list has a List Number associated with it that you will use to enter data. These numbers expire after 21 days so it is important to canvass the walk list and enter the data within 21 days after creating the list.
10. If your campaign is using MiniVAN, make sure that you use the MiniVAN Commit function to review the data and import it into VoteBuilder. This should be done after each turf is completed so you do not lose any data.

