ALABAMA **DEMOCRATS**

Quick Guide to Votebuilder

1. Logging In
   a. Go to votebuilder.com.
   b. The first time you log in, you will be asked to set your password. Votebuilder requires you to reset your password every thirty days.
   c. To make this easier, you may want to pick one word and use the current month and year, then change only the month and year each time you reset.
   d. **For example:** this month I would use votebuilder0911, and when Votebuilder asked me to reset my password, I would use votebuilder1011.

2. Pulling a List
   a. Create New List
   b. Select your county.
   c. Select the precinct you wish to call, or search by zip code or city.
   d. For phone lists, select 'phones only' under Phones – E-mails on the right hand side of the page.
   e. After you have entered data, go to 'canvass status' and choose 'exclude' to ensure you are not calling people twice for voter id questions.
   f. Click search. This is your list of potential voters to contact.

3. Printing a List
   a. When you are in the 'my list' menu, click **print** at the far left of the bar on the top of the page.
   b. Report Format: Precinct Program (personalized report formats for individual campaigns may be created – please contact the state party).
   c. Script: Precinct Program Script (again, personalized scripts may be created – contact the state party for details).
   d. Source: Select 'calling' or 'walking' as appropriate.
   e. Be sure to follow the page set-up directions provided by Votebuilder. This is very important!

4. Entering Data in Quick Mark
   a. Quick mark is a way to enter data for individuals. You can use quick mark to tag your club members, potential volunteers, or to mark survey responses for expired lists.
   b. Click Quick Mark on the right column and choose which data you want to enter. (Usually a survey question such as do you identify as a Democrat, or an activist code, such as tagging someone as a member of a club.)
   c. Choose the code or question you want to mark people as – for example, I could select the Party ID question. Select yourself for the canvasser, and either today's date or the date the individuals were contacted for the date entered.

d. Don't be too specific with your searches. Sometimes it's best to just search by first and last name, and select the county if you know it. Too much information makes it harder to find someone.

e. When you find the right person, select the correct response or click the check box next to their name. Enter the name of the next person you want to find and hit **Save/Search**. Do not hit enter for the next search! Your data will be lost.

5. Entering Data in Grid View
   a. Each time you print a call list or walk list, you are provided with a twelve digit list number at the bottom of each page. Look for My List – List #######-##### - Page #.
   b. From the Votebuilder front page, select Grid View in the middle left of the page.
   c. Enter your twelve digit list number.
   d. Script: Precinct Program Script.
   e. Canvasser: Name of the person entering data.
   f. Date Canvassed: Date the calls were made.
   g. Source: Calling
   h. Select the appropriate responses for each person who was canvassed.
   i. **PRESS SAVE FREQUENTLY**. Votebuilder **does not** automatically save entered data. You may want to press save after every few rows of data entry to ensure Votebuilder does not time you out.
   j. **Press save** before clicking the arrow to move on to the next page of data.

6. Helpful Tips
   a. When entering data, you have the option to 'mark remaining not home.' Enter the responses for every person on the grid view screen who was contacted (or who had a wrong number) and then click 'mark remaining not home' at the top of the page. The remaining people will be marked not home automatically. **NOTE:** the grid view screen contains more names than your printed sheet. Make sure you have entered every person who appears on the page.
   b. If your pages are out of order, you can click 'go to VANID' at the top of the page. Enter the seven digit number that appears above the barcode on your printed sheet, and you will automatically be taken to that person.