How to **MiniVAN** for **Be a Primary Voter** Volunteers

Logging into MiniVAN and Downloading your list of voters

MiniVAN is a free app that makes canvassing an easier and more efficient process for canvassers as well as campaigns. The app can be downloaded from the App Store for iOS devices, and Google Play for Android devices.

There are three primary steps to using MiniVAN:

1. Logging in and downloading your list
2. Viewing and canvassing your list
3. Syncing your list back to the database

Help us get better

We want volunteers to be effective and get clear directions. If you notice ways that this manual can be improved, contact us so that we can help future volunteers!

Downloading and Logging into MiniVAN on your smartphone

1. Start by **downloading MiniVAN** from the App Store or Google Play Store onto your iOS or Android device (see above). Make sure you have the latest version of your operating system before downloading.

2. Next, log in by clicking on **Log In with ActionID**. If you have not created an ActionID yet, select **Create Your ActionID.**

3. **Enter your ActionID (email address) and password.** You'll also need to enter your cell phone number — so you can receive authentication codes that assure who is the user.

Let's Set Up Your Phone

With Two-Factor Authentication, you'll protect your account with both your password and your phone. You'll be asked to enter a short code anytime you log in from a new device. Message and data rates may apply.

What phone number do you want to use?

🇺🇸 ▼ (617) 797-2939

Back | **Send Code**

Confirm Your Phone Number

A text message with a 6-digit verification code was just sent to: **(617) 797-2939** .

Verification Code

Enter the code here ⇕

Didn't receive a code?

Back | **Verify**

🔒 MiniVAN uses a two factor authentication for extra security when logging in, requiring a second piece of information only you should have access to when logging in. After you enter your ActionID and password, you will be prompted to enter a code that is texted to your phone.
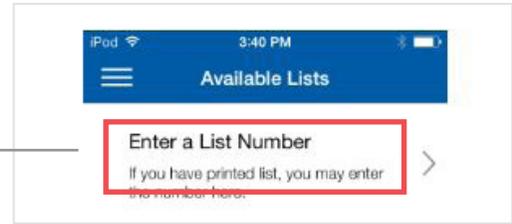
Next time you log in with your ActionID and password, a similar code will be texted to you, and you will enter that code on your screen to verify and finish logging in.

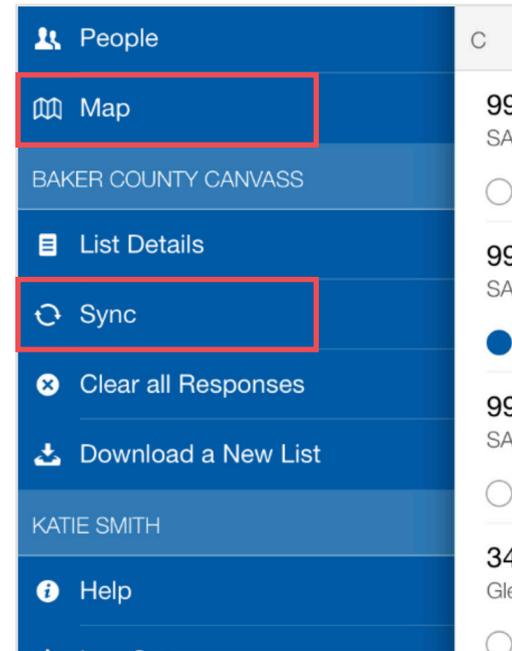## Downloading your list of voters to contact

1. You're signed in! Next, you will have a screen inviting you to choose from Available Lists. You can also enter a list number.

2. Multnomah Democrats will email you a list number when you sign up to help— and you can always request a list number at NAVOutreach@multdems.org

3. Our campaign is designed to give you non affiliated voters right in the area where you download your list.
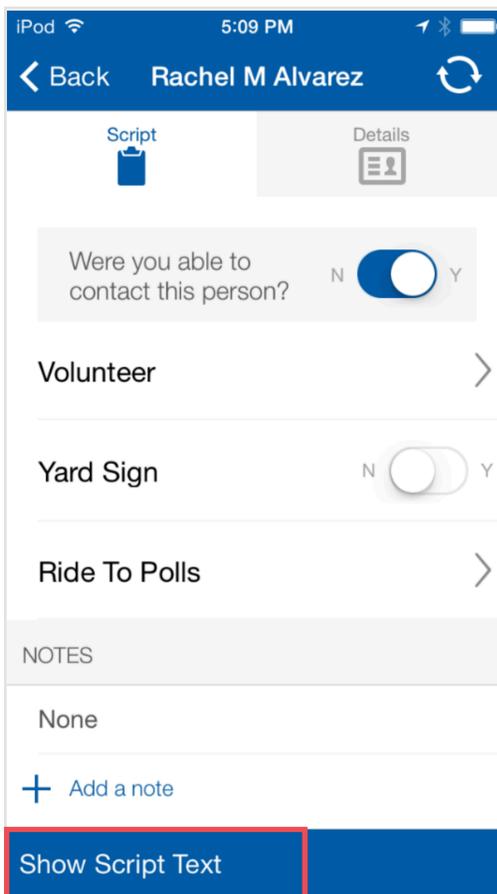
Be a
PRIMARY
Voter

4. Once the list number is entered or the list has been selected, **click on 'Download List.'** You'll get a screen like this

5. **Click on the Map** to see a dot for each door you need to visit. You may need to zoom in to the dots to see each address.

> See the Sync button? Use this often, preferably after every door. It takes no real effort and saves your work.

Using MiniVAN for each door

1. Using the map and the list, choose a route or order to connect with voters.

2. Click an individual voter's name. You'll get a screen similar to this

> Click **Show Script Text** to review the script for this campaign. You will also get your script and FAQs as a part of your action kit. Lots of volunteers like to print out this information to keep handy.

3. After interacting with the voter, MiniVAN prompts your data collection.

    Were you able to contact the person?

    YES There'll be a range of responses to choose from **Updated Now**, to **No Thank you**.

    NO Also a range of responses, **Not Home/Left Literature; Moved; Door Not Accessible**, etc.

    To record any notes or questions, such as if they need information in another language, **click Add a note**.

4. *You know what would be amazing?* If the person you met on the door wanted to volunteer. If you click Volunteer we know to follow up with them. There, you just multiplied your efforts times 2.

5. Click **Back** to return to the map and head to the next voter door! You'll notice that the dot for the voter you just visited has turned a different color.

    > **Regularly click the Sync button (two curved arrows in a circle) in the top right corner.**

6. You can check 'List Details' to see your progress – doors knocked, contacts made.

7. When you're done, you're done! No need to turn in a clipboard, you've been syncing your data, and we've already got it. Thanks!! When you're ready for a new list, **Download a New List.**

8. If you aren't able to finish the whole list, don't worry. **Thank you for all that you do**. After one week, the voters you did not get to will automatically become available for another volunteer. No worries!

Be a
PRIMARY
Voter