

## How to Set Up a Minivan Canvass

Prepare survey questions

Prepare script

Prepare report

Prepare List

Cut turf, finish and save

In My Turfs select region (in bold) which should automatically select all the turfs

Under quick actions select Print for Minivan

Enter Report Format, Script, Contacted How (walk)

Order should be County, Precinct, Street Name, Street Number, Apartment (i.e. remove odd/even)  
remove page breaks after street name

Check Print Map

Remind canvassers to synch any time in Wifi zone

Commit at any time – enters data into VAN

To retrieve data use Report Manager on Home Page under Reporting & Data Analysis