



MiniVan Instructions

MiniVan is a smart-phone application used for canvassing. This product replaces the paper walk packets.

Download Instructions

You must download the app to your smartphone to use MiniVan. **Please complete the following steps on your own prior to coming to the canvass.**

1. Open your smartphone and head to your app store (For iPhone, this is called the “App Store” and for Android, this is the “Google Play Store”)
2. Search for **MiniVan**. The icon is a blue background with several lighter blue dots encircling a white dot. Download this to Install it.
3. The app will open automatically after being downloaded/installed on your phone.
 - a. If you already have an ActionID from the Sarasota County Democratic Party, enter it by clicking on “Log In with Action ID”
 - b. If you do not yet have an Action ID, click on “Create Your ActionID” where you will be asked to enter both a valid email address to access MiniVan and a Password (8-character minimum with 1 lowercase, 1 uppercase and 1 special character required). REMEMBER YOUR EMAIL AND PASSWORD AS YOU WILL HAVE TO ENTER THIS EVERY TIME YOU START MINIVAN.

Canvassing With MiniVan

You will be given a List Number by your canvass captain. This List Number is your actual walk packet for your shift. After downloading your list, there are 3 different ways to find your doors. Click to expand the sidebar on the top left of the screen, and you’ll have the option to select Households, People or Map.

Map. Starting with the map gives you a sense of where your turf is in relation to where you are. Zooming in and tapping a dot where you would like to start will give you the address of that location. Once you are on the street that you want to start on, many people prefer to sort by Household instead of Map, but you can always go back to Map to see where you are and where you still have doors to knock.

In **Households**, an address that has more than one circle means more than one person lives at this address. Tap the address and view the voters who live in the household. Tap a voter. Your script should be displayed. [If you see “Show Script” at lower left, tap it to “Show Script.”] Be sure to make answers to all the questions in the script.

No Contact?: If you can’t contact the person, tap the orange “contact” button (top right). Then tap the reason. If you tap “Not Home” for example, MiniVan will add an orange symbol to highlight that person in case you want to try them later. Should you reach them later, re-start their session by tapping the “Contact” button (top right). [If you see “Show Script” at lower left, tap it to “Show Script.”]

Odd & Even - To canvass first on one side of the street and then on the other, you can ask MiniVan to display only Odd or Even addresses while in Households. Tap the “Filter” icon at the top  to see filter options, when you can tap on Odd Even [or All]. Tap “DONE” to see your modified Household view.

Finishing Your List

Completing your entire list is very important. This could be the only chance we get to speak to these voters, and face-to-face communications is the most effective way to turn out voters for the Midterms.

How do you know if a list is complete? Click on the top left button to open the sidebar menu and next to list details, a percentage will be displayed. If you are 100% - you are completed.

Once you are done, it is CRUCIAL that you sync your data. Otherwise, we won't be able to see any of the information you collected. Tap the two arrows pointing in a circle in the top right of your screen to check that you have synced your data. You can synch as much as you like during your canvass, just be sure to do a final sync when you are finished.

Caution: MiniVan is able to keep all your entries and all your contacts for many days—or many weeks--after you first download your list. It's designed to let you resume your canvass as often as needed until you decide that you are done with it. Just make sure you don't accidentally erase your list before you are ready to completely end your canvas of that list. **All the data you have entered, and all your people and households become erased forever from your smartphone if you were to download a new list—or even download again the same list that you are currently working on.**

So as long as you might want to check back with some households or do other work to complete your canvas, don't do any downloading of any kind to MiniVan, because doing so will erase from your phone any record of who you've contacted and all entries you've made. The only time you should download another list is if you are 100% finished with the list that you previously downloaded to MiniVan--and are sure that you synced **all** your results for the final time so they are saved permanently in the party database.

Additional Instructions For Canvassers

● Together or split up?

If 2 or more Canvassers work in the same area (the same MiniVan list ID), do you want to stay together (slower), or split up? It helps to decide early on.

If canvassers wish to split up, will it be --By the street? And/or-- By Odd and Even sides of street? Decide at the start to avoid confusion.

● Returning at another time?

It's great to return a 2nd or 3rd time to reach those not home, but each time it should be the same volunteer(s), so MiniVan can continue to direct canvassers to those NOT YET contacted. (A different volunteer could download that area's ListID to make a repeat visit, but all downloads in MiniVan start from scratch and don't show previous entries made during this canvass.)

● Going To A Different Area?

MiniVan Canvasser should not switch to a MiniVan canvass in a new area **UNTIL AFTER ALL work by that user on the currently loaded List is done and synced, completely and finally.** Why? Because downloading a new list would remove all canvass data previously entered into the MiniVan app on that user's phone.

● Need Help?

Questions About MiniVan: Contact Your Data Representative

VOTE PLAN

The purpose of asking voters about their “vote plan” or voting arrangements is to focus them on WHEN? WHERE? and HOW they’re going to vote. The goal is to improve turnout.

VOTE BY MAIL FORMS

Try to get signed forms. That’s more effective than a referral to online sign-up or their promise to do it later. Signed forms should go to the Democratic Party Office, 7358 S. Tamiami, between 10 AM and 2 PM, M-F. (They should be placed in a folder at front desk at Headquarters. This allows the Party to track County follow up on signed forms, and improve the voter database).