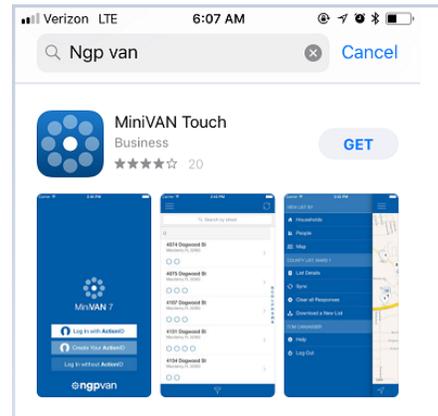


## MiniVAN User Guide

### 1. Download the MiniVAN app to your device (for smart phones and tablets)

- a. Go to the app store on your device, and search “MiniVAN” or “NGP VAN”
- b. The full app name is “MiniVAN Touch” – make sure you see the correct app, and select “GET” or “Download” to add to your device
- c. Once app is loaded, select “OPEN”

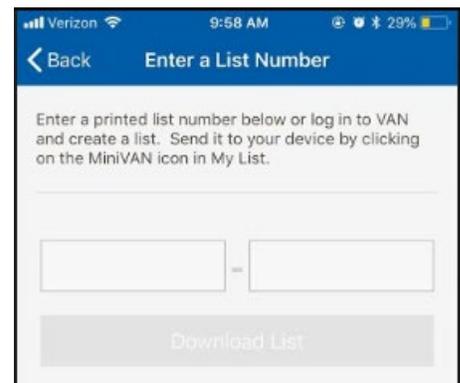


### 2. Open app and Log In

- a. Once app is open, you will see three options:
  - i. “Log In with ActionID” - You’ll need your email and password associated with your ActionID
  - ii. “Create Your ActionID”
  - iii. “Log in without ActionID” – You will need your VAN username, password, and the URL <http://www.votebuilder.com>
- b. Once signed in, the app will ask if you want to allow it to access your GPS location<sup>1</sup> – this is your decision, but can help if you care using MiniVAN to canvass

### 3. Download list to app using list ID number

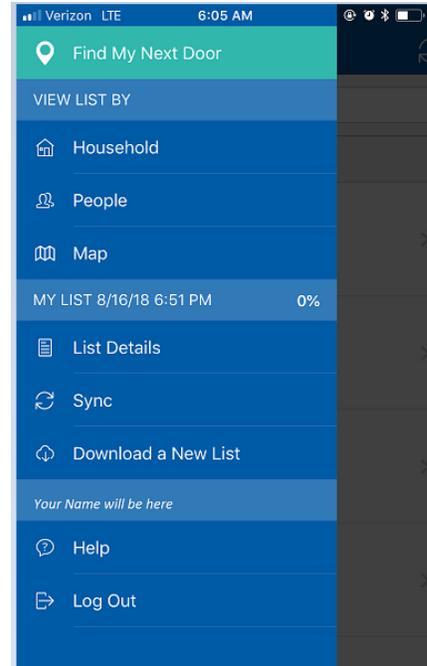
- a. Your new app should open to a page with an option that says “Enter a List Number” – select this option
  - i. If you do not see this option, open the navigation menu by clicking on the menu icon in the upper left-hand corner of your screen
  - ii. From the navigation menu, select “Download a New List”
- b. Once on the “Enter ID” page, you should enter the number found on the bottom left-hand corner of your printed lists, then click “Download List”



### 4. Using your list on MiniVAN

- a. When your list is downloaded, it will open listed by addresses
  - i. Click on the addresses to open the list if residents at that location
  - ii. Click on the resident’s name to see two tabs “Script” and “Details”
    1. The Script tab will show you the questions from the script tied to the list and allow you to answer them
    2. The Details tab will show you the voter’s information which you can verify when canvassing. You can also add phone numbers and emails on this tab

- iii. If you want to view the list by name or walking route instead, select the icon for the navigation menu in the upper, left-hand corner and choose the appropriate option under the “View List By” section of the menu
- b. Other options on the navigation menu include:
  - i. “Find My Next Door” – this will show you the closest door to your current location if you allowed the app to access your GPS location
  - ii. “List Details” – this will take you to an analytics page showing the specifics of your list like how many doors/people, export/expiration<sup>2</sup> dates, progress, and comprehensive results based on responses to the script.
  - iii. “Sync” – this will upload all information you have entered from MiniVAN to the main VAN website.
    - 1. There is also an easy-access icon in the upper, right-hand corner of the app that will do the same thing
    - 2. You should sync your MiniVAN results after every door if possible to ensure that data is not lost.
  - iv. “Help” – this will take you to a user guide that will help with basics on how to use the app and troubleshooting<sup>3</sup>



<sup>1</sup>Allowing the app to access your GPS location is very helpful when canvassing, but can drain your device’s battery at a faster rate. If you want to use it but preserve battery life, you can allow it then keep your phone on airplane mode while walking.

<sup>2</sup> The Export and Expiration dates of your list are important, as the list will expire and need to be re-downloaded after **30** days

<sup>3</sup> MiniVAN is a relatively new application, and therefore is subject to glitches and bugs. It is recommended that you have a printed copy of your list in the event of technical problems.

If you do experience glitches/tech issues, please take note of what problems you have having and report them back to Pat K. or Pat B. – they will help you address/solve if possible or report the issues to VAN tech support.