



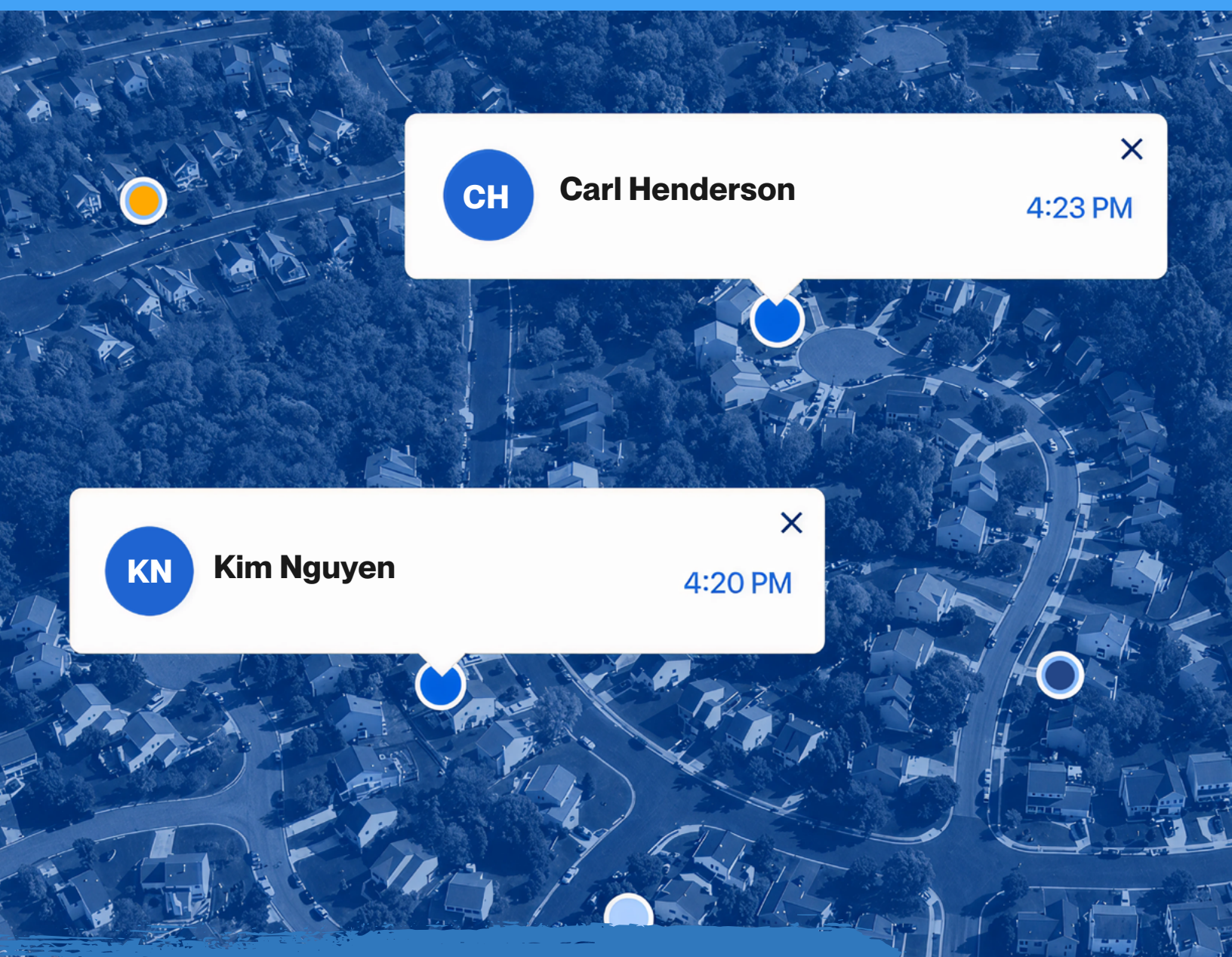
The **Official** MiniVANual

The **official guide** to navigating voter and volunteer canvassing using MiniVAN—every organizer's favorite mobile campaign technology.



Table of contents

Why MiniVAN?	> 4	Editable Jobs (advanced feature for labor organizing)	> 21
Running a MiniVAN-first canvass	> 5	MiniVAN Manager	> 22
Quick start	5	Set up MiniVAN Manager	22
Tips on running a mobile-first canvass	> 6	Monitor the canvass in real time	22
Preparing your canvassers to use MiniVAN	> 7	Optimized Routing	> 25
Training materials	7	Street Team Canvassing	> 26
Setting up a training area in your staging location	7	Creating Street Team efforts	26
What to include in your reminder email	8	How to use Street Team in MiniVAN	28
Sending your canvassers out on the doors	8	Adding new contacts to My Campaign or EveryAction	29
Notifications	9	Adding canvass results	30
Create your MiniVAN campaign	> 10	Collecting form responses	30
What is a MiniVAN campaign?	10	Collecting contributions when canvassing	31
Link Scripts to your MiniVAN campaign	11	Syncing your data	32
Creating Branched Scripts	12	MiniVAN Contributions	> 33
Advanced settings	14	Setting up MiniVAN contributions in VAN	33
Turf Manager	> 15	Reviewing MiniVAN contributions in VAN	33
Printing your turf	16	Collecting contributions in MiniVAN	33
Push out lists in bulk	16	Refresher on creating a canvass	> 34
Reviewing MiniVAN data	> 17	Creating a list	34
Commit your MiniVAN data	17	Survey Questions + Activist Codes	39
Review your results	18	Building Scripts	40
Distributed Contacts	> 19	Cutting Turf	41
Best practices: creating your Distributed Contacts campaign	19	FAQ	> 44
Setting up Distributed Contacts	20		



Carl Henderson



4:23 PM



Kim Nguyen



4:20 PM

MiniVAN Manager

Smarter canvassing in real time.

Keep your canvassers on track. MiniVAN Manager shows you the vital stats of every canvasser, including location, progress, and effectiveness in real time.

[Learn more](#)

Why MiniVAN?

MiniVAN is our mobile canvassing application, which can be used to replace traditional list printing, data entry, and even turf cutting for canvassing.

We built MiniVAN to help campaigns run more efficient canvasses and to improve the experience for canvassers (we're pretty excited to help campaigns use less paper, too).

Campaigns are always short on time. **MiniVAN speeds things up.** In addition to saving you time and resources (you're welcome), MiniVAN will help you field a more agile and adaptable campaign. One canvasser can work through up to five scripts on the same canvass, allowing you to target your

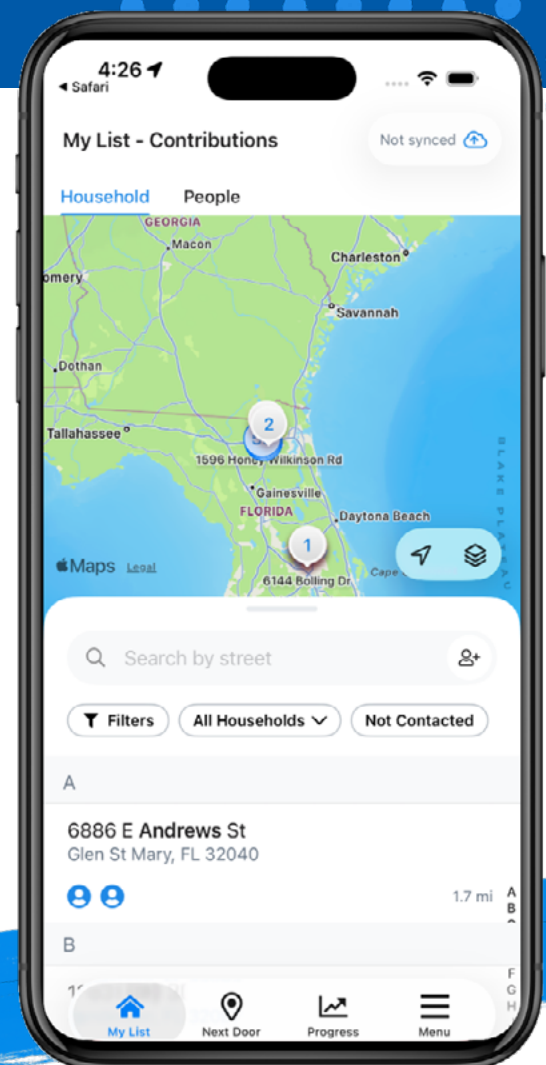
messaging door-by-door. You'll also be able to send canvassers additional turf while they're still on the doors. If you invest in MiniVAN Manager, you'll be able to monitor your canvass in real time and keep your team on track.

If you don't want to cut turf anymore, you don't have to. Distributed Contacts automates turf cutting for you. (New to cutting turf? Check out our **Distributed Contacts Guide**.) Instead of entering data at the end of the day, household-by-household, you will be able to simply commit the data to the system. It's that easy.

MiniVAN also creates a better experience for canvassers. MiniVAN's map view helps canvassers confidently navigate unfamiliar turf. The Find My Next Door feature shows all houses, ordered by distance. With the closest houses at the top of the list, canvassers can quickly orient themselves. In addition, the Optimized Routing add-on provides canvassers with the most efficient route, including turn-by-turn directions.

Replacing walk packets with smartphones means that canvassers no longer have to shuffle paper. You can even build responsive branched scripts that guide canvassers when they're at the door. **We've made it easy and intuitive.**

The best part? Our core MiniVAN features are **free to campaigns** that are already using our organizing tools. Whether you have ten volunteers or a hundred, they can download the app and start hitting the doors today.



Running a MiniVAN-first canvass

You already know how to field a great canvass. MiniVAN is here to make it easier. By following these [instructions](#), you can get your mobile canvass up and running.

Quick start

The transition to MiniVAN canvassing can be as simple or as sophisticated as you want. You do not have to create user accounts because canvassers can create their own ActionID right from the app. Canvassers can reuse their ActionID for every canvass (and can use it for other tools like OpenVPB!)

If you want to get a quick start, make sure that you have a script associated with your turf and ask your canvassers to download the MiniVAN Touch app in the iOS App Store or Google Play Store. After they create an ActionID for themselves, have them enter the list number from a turf packet.

This will send all the script, list, and other details of that walk packet directly to their mobile device and they can start knocking doors right away.

Turf Packet Summary – Lafayette! Turf 01

Script: [2016 Demo ID Script - not branched](#)

Generated [5/10/18 3:14 PM](#)

List Number	Turf	People	Doors	Canvasser
23995616-28490	Turf 01	137	76	
23995617-90180	Turf 02	5	3	
23995618-19616	Turf 03	28	15	
23995619-71483	Turf 04	127	64	

Tips on running a **mobile-first** canvass

1 **Make a decision and commit to it**

Once you've decided to switch to mobile canvassing, make a complete transition. Let your team and volunteers know that your **canvass is now a fully mobile operation**. Don't offer them the option to continue using paper walk packets.

2 **Partner new canvassers with experienced canvassers**

If you're able to, share your own stories about good experiences with MiniVAN, and pair newer or less tech-savvy volunteers with more seasoned pros who can show them the ropes. Most people are comfortable with smartphones at this point in time, but smoothing a path for new volunteer onboarding can help build trust and validate new tools!

3 **Invest in a few tablets**

This transition will greatly reduce the amount of paper and ink your campaign goes through, saving you money on printers, toner, and paper. **We recommend re-investing** some of those savings in your canvass operation by purchasing a couple of tablets. This will ensure that all volunteers are able to participate in your canvass, even if they don't own a smartphone or feel comfortable using their own device.

Please note that phone data is not required to use MiniVAN. Canvassers can download the list and sync the results back using WiFi. If your canvassers lose their signal, MiniVAN will queue up data when they're off the grid and syncs the data when they get back in range.

4 **Create a phone charging station**

Be sure to have a power strip with multiple phone chargers available for your volunteers to use. You should have chargers for iPhones, Android phones, and tablets.

5 **Update your reminder email**

Refresh your pre-canvass reminder email to make sure volunteers know ahead of time that you're running a MiniVAN canvass—check out our tips below!

Preparing your canvassers to use MiniVAN

Training materials

Good training materials will help your canvassers hit the ground running. Your volunteers are showing up to support you and your candidate, and the best training materials will come directly from your campaign, so consider creating a guide or video to walk users through MiniVAN.

Your guide should walk volunteers through the basics of using the MiniVAN app.

Videos are an effective way to capture the attention of your volunteers. If possible, feature your candidate in the video. Their enthusiasm will motivate your volunteers to show up and bring their best attitudes to the doors.

Can't make your own video?

Here's ours



Set up a training area in your staging location

Training your volunteers before a canvass is an opportunity to make sure that they are comfortable using MiniVAN and excited to hit the doors. **A good training will** boost volunteers' confidence, prepare them to hit the doors, and leave them excited about working with the campaign. Keep your training short, simple, and upbeat

Print out large, wall-sized screenshots of the app to help walk volunteers through each step of their canvass, from downloading the app to syncing their results.

What to include in your reminder email

The day before your canvass, send a reminder email with instructions on how to download and get started with the MiniVAN app. In addition to thanking them for volunteering, you will also want to ask each volunteer to:

- 1 **Download** the MiniVAN Touch app before they arrive—include links to the Apple and Google Play Store.

According to our research, the #1 blocker to folks using MiniVAN is users not knowing their App Store password. Make sure volunteers download the app before they show up at your canvass location.

- 2 **Create** an ActionID to log in.

- 3 **Bring** a well-charged smartphone or tablet. Also, encourage them to bring a charger or an extra battery for their device to use in the field office or in their car.

- 4 **Update** their app if they've used MiniVAN before. The app is being improved every cycle.

- 5 **View** training materials and videos—use our [MiniVAN training video](#), or make your own!



Sending your canvassers out on the doors

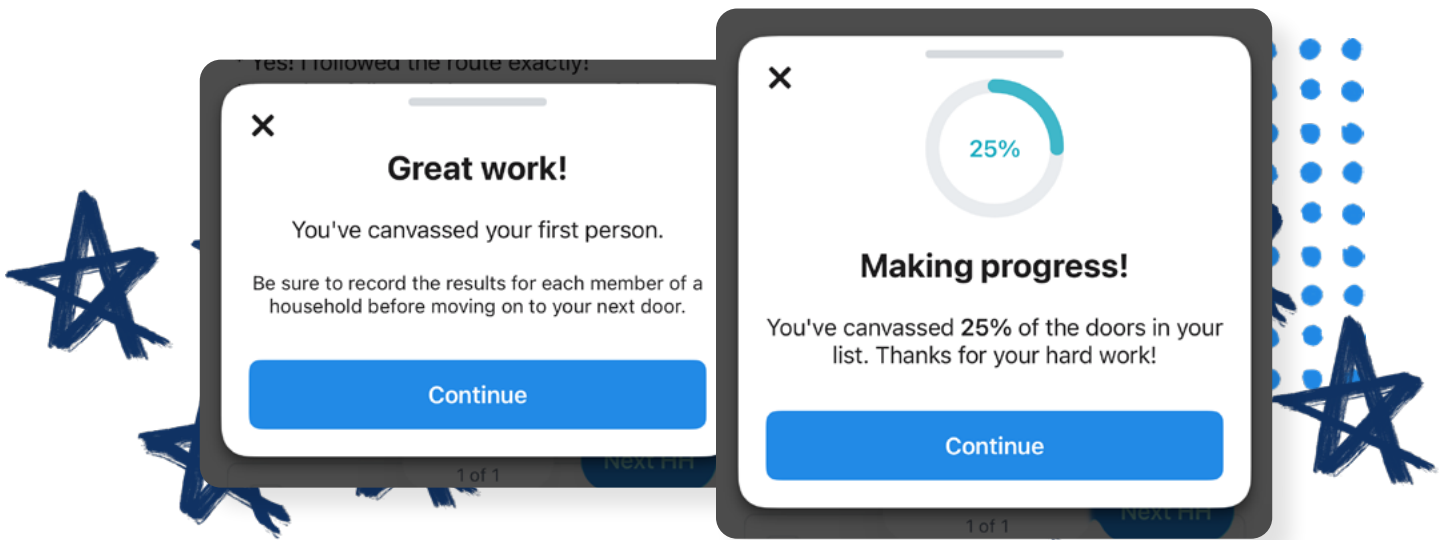
Once your canvassers have the app, all they need to do is enter the turf's list number and download the list. This will give them their turf and they can head out and get knocking. The list can also be sent directly to their phones to download if you want to pre-assign their turf.

Canvassers will be able to view a combined map and list view of the households on their turf—this will make it easier for canvassers to orient themselves on

turf and find the houses they are looking for. They can also view an address in Google Street View for visual confirmation.

Selecting Next Door will show canvassers all houses, ordered by distance. With the closest houses at the top of the list, canvassers can quickly get started on the most efficient route through their turf. If available, canvassers can use the Optimized Route option to get a smart walking or driving route through their turf.

Pro Tip | Team canvassing. If your canvasser prefers to canvass with a partner, have the two canvassers enter the same list number. When a canvasser syncs their data, their partner will be able to see which doors have already been knocked. This feature is especially helpful during GOTV, or if you have canvassers working the same lists for multiple days. The most recent knock attempt will appear for that list number for 7 days, or until the turf is refreshed.

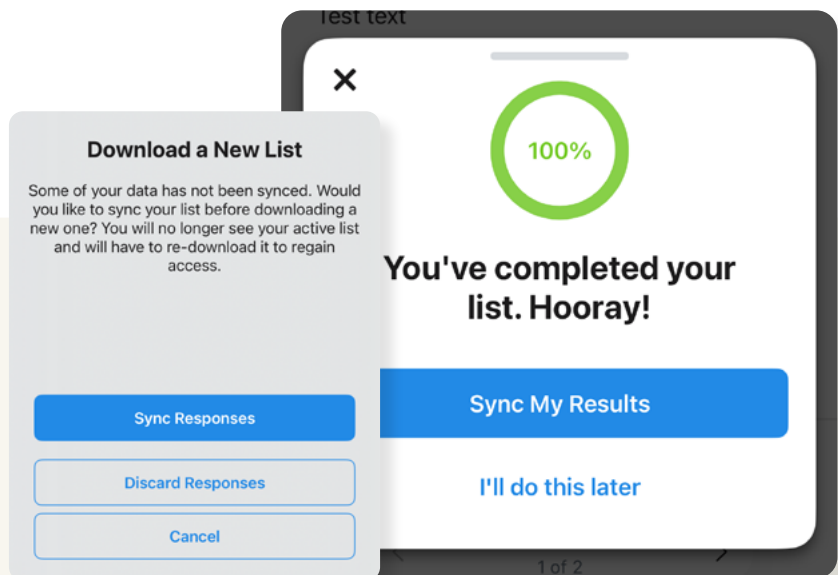


Notifications

Pop-up notifications in MiniVAN help and encourage canvassers as they make their way through their lists. These notifications will make it easier to operate the app and will help the canvasser stay motivated along the way.

Notifications will appear after canvassers successfully canvass their first home and at the 25%, 50%, and 75% progress marks.

When canvassers complete their list, they'll be encouraged to **sync their results** and download a new list.



When a voter is not home, canvassers can quickly mark them as Not Home or NH in the app. A pop-up notification will provide a friendly reminder about the quick-mark shortcut, making each canvass even more efficient and saving multiple clicks for the canvasser. This quick-mark functionality is also available for lit drops.

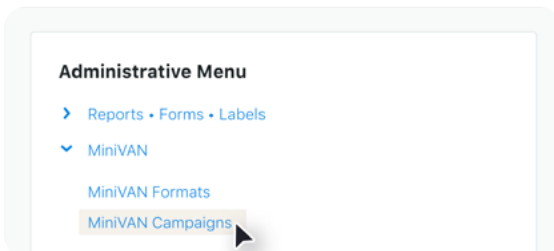
Canvassers will also **receive a notification** if there aren't doors available for distributed contacts.

Create your MiniVAN campaign

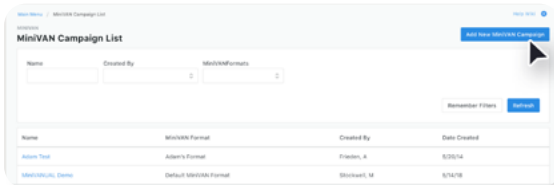
What is a MiniVAN campaign?

A roll-up of settings for your canvassers, including script, contact method, and display fields that are available on the app.

- 1 **From the Administrative Menu** on the Main Menu of My Voters, select MiniVAN Campaigns.

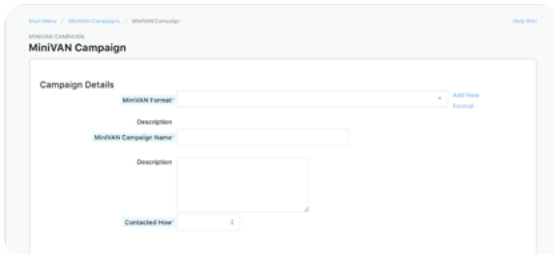


- 2 **From the MiniVAN Campaign List**, select Add New MiniVAN Campaign in the upper right corner.



- 3 **Under Campaign Details on the MiniVAN Campaign page**, select your MiniVAN Format. The Default MiniVAN Format will work well for most canvasses.

Enter a MiniVAN Campaign Name and select a contact method (for a canvass, select Walk) from the Contacted How dropdown menu.



Link Scripts to your MiniVAN campaign

Within Script Details, you are presented with three script options:

Script Details

Script Options ☒ Choose a Script for everyone in the List
☐ Choose a Default Script and up to 4 alternate Scripts
☐ Choose a Default Script and alternate Scripts based on Target's Subgroups

Script* 2016 Demo ID Script - not branched



Choose a Script for everyone in the List

Select Choose a Script for everyone in the List to address each voter with the same script, and then select a script using the Script dropdown menu.



Choose a Default Script and up to 4 alternative Scripts

Select Choose a Default Script and up to 4 alternate Scripts to give your canvassers up to five scripts to employ. Select your default script using the Script dropdown menu, and then select Add New Script to select each additional script.



Choose a Default Script and alternate Scripts based on Target's Subgroups

Select Choose a Default Script and alternate Scripts based on Target's Subgroup to send out multiple scripts by target. We often see this feature employed by member organizations who are canvassing a list of both members and non-members. This feature allows canvassers to use different scripts with members and non-members.



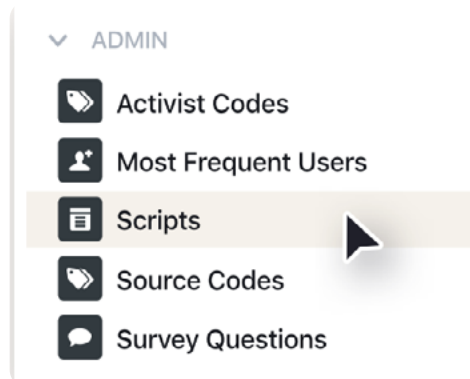
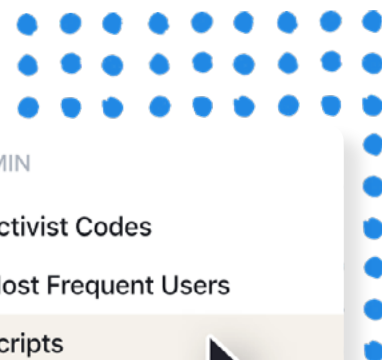
Creating Branched Scripts

Branched Scripts are responsive to the results that your canvassers receive on the doors. The voter's responses will inform the next question.

Branched Scripts

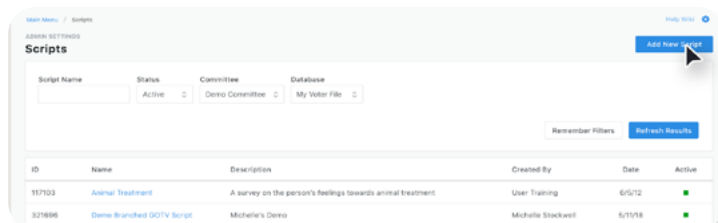
Branched scripts help guide canvassers on the doors by programmatically showing the next question on the script based on the answer to the first. If you want to use branched scripts with printed list numbers, you'll need to select the MiniVAN campaign associated with your branched script. You'll also need to select a linear script in the required "Script" field, but don't worry—your branched script in the MiniVAN campaign will override it.

For example, when voters indicate strong support for your candidate, the script could prompt the canvasser to ask if the voter would consider volunteering for the campaign. If a voter indicates that they strongly support the opponent, the script could then prompt the canvasser to politely leave. This makes it easier for canvassers to adapt to new situations on the doors.



1 To get started, **select Scripts** from the Admin section of the Main Menu.

2 In the upper right-hand corner of the Scripts page, select **Add New Script**. After naming your script, you will be able to begin building your script.



3 Under Script Type select **Branched**.

Using Text Boxes, Survey Questions, and Activist Codes, you can start to build out a survey. To keep canvassers moving through the script, it is important that each response is linked to its next step.

To link a response to its next step, use the dropdown menu next to the branch icon and select the number of the next question in the sequence, or select End to prompt canvassers to end the conversation.

Pro-Tip | Light mode and dark mode.

MiniVAN is supported in both light and dark modes, so your volunteers can use their preferred app view.

Script Type

Script Type ☐  Linear

Linear scripts offer the standard script format of stacked elements with no conditional statements.



Branched

Branched scripts are reserved for MiniVAN use only. Create multiple script paths for your canvassers.

Branched Script Preview

	1	Text	Hi, my name is _____ and I am a volunteer with the local Democratic Party.	 2 Delete Edit
	2	Survey Question: Still supporting	A few weeks ago, you promised to support our candidate on election day, Tuesday, November 6. Do you still intend to vote for our candidate on Tuesday?	Delete
		Yes	 3	
		Unsure	 6	
		No	 End	
		No Response	 End	

Enhanced MiniVAN Notes

With our latest MiniVAN update, we created an “Add a Note” button to make it easier for canvassers to write notes or use voice-to-text dictation to gather more information.

Admins can also configure the prompts to help guide canvassers to capture helpful information. This update was made to gather more information that doesn't fit neatly into structured responses.



Mobilize Integration

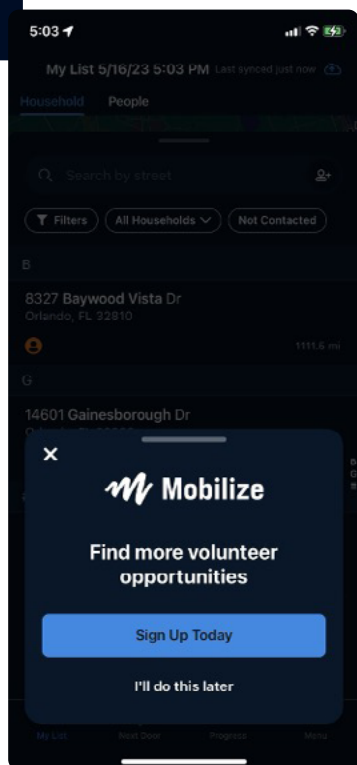
You can link a Mobilize event to a MiniVAN campaign. At the end of a canvass, volunteers will be prompted to sign up for their next shift within the app.

Mobilize

Drive your canvassers to volunteer for more events. Link to a Mobilize event, and when canvassers have completed their lists they will be prompted to sign up.

Mobilize Link

Only Mobilize URLs can be sent to MiniVAN



Advanced settings

Auto-Sync is automatically enabled, which means the MiniVAN app will automatically sync back to your CRM every 5 minutes.

MiniVAN Manager is an add-on accountability tool that shows you the vital stats of every canvasser, including location, progress, and effectiveness in real time. Select Enable MiniVAN Manager to enable this feature for your campaign.

You can also require canvassers to turn on location services, which ensures reliable location tracking and bridges the compliance gap.

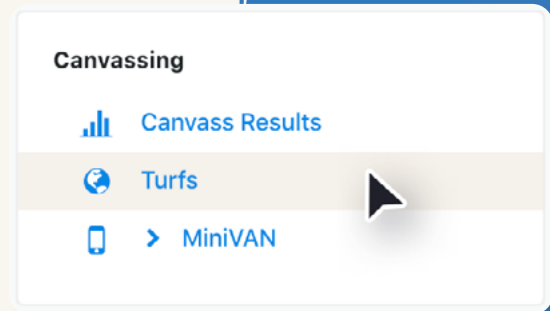
- Auto-Sync ☒ Enable Auto-Sync
- MiniVAN Manager ☒ Enable MiniVAN Manager
- Location Services ☒ Require canvassers to turn on location services
- Daily Access Code ☐ Require canvassers to enter a Daily Access Code ?
- Online Form

Pro-Tip | Collecting sign-ups and donations

If you're a user of NGP VAN's industry-leading digital tools, you can attach any of your Online Action forms quickly and easily. Attaching an online form can help you collect sign-ups and donations directly from the app. Once you've selected the details of your MiniVAN Campaign on the MiniVAN Campaign page, you can set-it-and-forget-it by clicking Save on the bottom of the page.

Turf Manager

- 1 From the **Canvassing** section of the Main Menu, select Turfs.



- 2 On the **My Turfs** page, select the Turf you intend to canvass by checking the box to the left of the Turf's name. Click on the Quick Actions dropdown menu in the upper right.

A screenshot of the "My Turfs" page in a web application. The page has a header with "Main Menu / My Turfs" and "Help Wiki". Below the header is a "CANVASSING My Turfs" section with a "Jump to Folders" button and a "MiniVAN" dropdown. A "Filters" section shows "No filters applied." Below this is a table titled "Select All 10 Turfs". The table has columns: "Turf", "Folder", "People", "Doors", "Last Out/Distributed", "MiniVAN Status", and "Progress". The first row is expanded, showing "Baker County" with 1,949 people and 987 doors. Below this are five rows for "Baker County Turf 01" through "Baker County Turf 05". A "Quick Actions" dropdown menu is open over the "Progress" column, showing a list of actions. The table data is as follows:

Turf	Folder	People	Doors	Last Out/Distributed	MiniVAN Status	Progress
▼ Baker County	Baker County	1,949	987			▼
■ Baker County Turf 01	Baker County	259	147	23890583-21872 Generated: 5/1/18 3:16 PM	1	0% ▼
■ Baker County Turf 02	Baker County	101	54	23890584-66424 Generated: 5/1/18 3:16 PM	1	0% ▼
■ Baker County Turf 03	Baker County	75	41	23890585-18294 Generated: 5/1/18 3:16 PM	1	13% ▼
■ Baker County Turf 04	Baker County	85	52	23890586-14867 Generated: 5/1/18 3:16 PM	0	0% ▼
■ Baker County Turf 05	Baker County	32	19	23890587-31811 Generated: 5/1/18 3:16 PM	0	0% ▼

When you're ready to send your lists out to your canvassers, you can print out a turf packet, send lists directly to the MiniVAN app, or generate list numbers and distribute them yourself. **Note that all list numbers will expire after 30 days.**

Printing your turf

If you'd like to print the entire turf packet, select Print. We recommend selecting **Print for MiniVAN** to print the list sign-out sheet as well as a map and cover sheet for each turf.

Canvassers can then enter the list number listed on the packet.



Push out lists in bulk

To send lists out in bulk, select the Turf you intend to canvass by checking the box to the left of the Turf's name. Click on the Quick Actions dropdown menu in the upper right and select Send to MiniVAN.

The Send Turfs to MiniVAN window will pop up, allowing you to assign canvasser(s) to each block of turf.

Reviewing MiniVAN data

MiniVAN canvassing data is automatically committed to VAN every 30 minutes.

You can review and roll back committed data using the MiniVAN Activity Report.

To roll back MiniVAN data, navigate to the MiniVAN Activity Report, and filter the report to the rows you'd like to roll back. All rows displayed in the report will be rolled back, so make sure to exclude any rows you don't want to roll back.

The screenshot shows the 'MiniVAN Activity Report - Voter Activation Network' interface. It includes a 'Report Actions' dropdown menu with options like 'Save As', 'Schedule', 'Export', 'Roll back MiniVAN Commits' (highlighted with a red box), 'Export & Apply Bulk Actions', and 'Choose a different MiniVAN Activity Report'. Below the menu is a 'Report Summary' section with metrics: Total Attempts (6), Total Doors (6), Total People Canvassed (3), Total People Not Home (1), Contact Rate (50%), and Minutes Since Last Refresh (0). A 'Group By' dropdown is set to 'Group By'. At the bottom is a table with columns: Import ID, Export ID, List Name, Sync Date, Sync Time, Canvasser, Attempts, Doors, Canvassed, Contact Rate, Not Home, Moved, Refused, Status, and Date. The table contains one row of data.

Import ID	Export ID	List Name	Sync Date	Sync Time	Canvasser	Attempts	Doors	Canvassed	Contact Rate	Not Home	Moved	Refused	Status	Date
5320	15625	test list	8/23/24	10:39 AM		6	6	3	50%	1	1	1	Pending	

Note: Rolling back MiniVAN data cannot be undone.

Click the **Report Actions** button in the top right, and then select Roll back MiniVAN Commits from the dropdown menu.

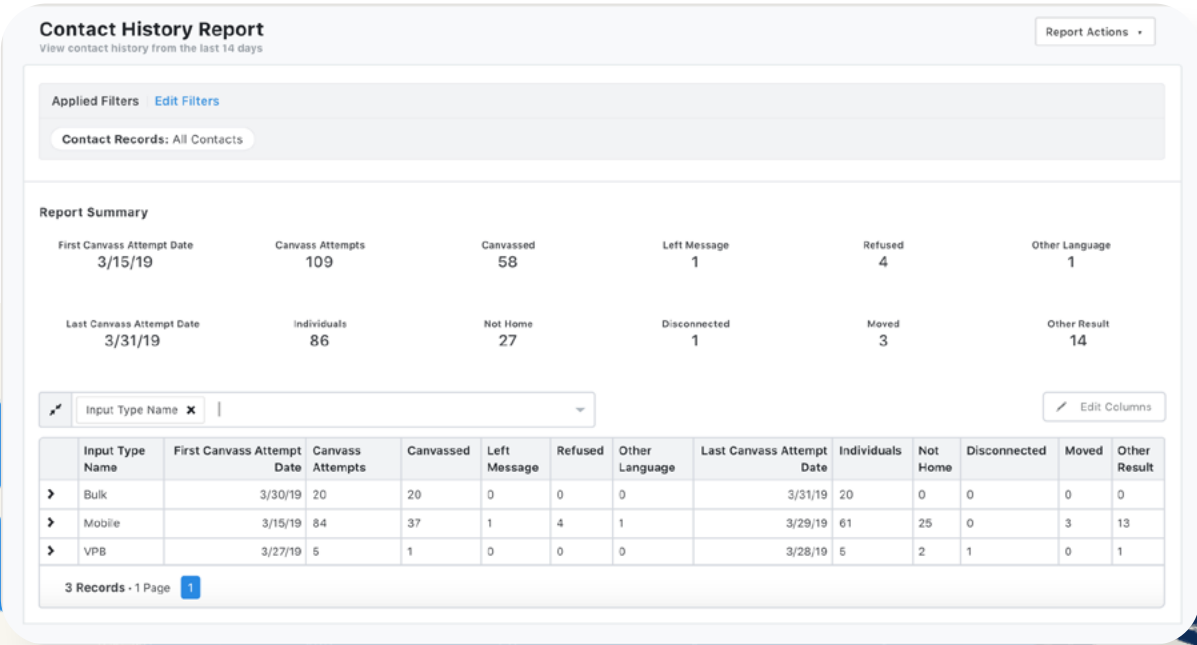


Review your results

From the Canvassing section on the Main Menu Screen, select Canvass Results to view the results of your canvass. In the upper right corner, select Export to Excel to download an Excel report of your canvass. The report will include the names of your canvassers, the number of contacts canvassed and attempted, and statistics about the contact rate and efficiency of the canvass.

You can get a full overview of voter contact with the Contact History Report, which displays your committee's contact history from the past 14 days.

From the Report Manager, select the Contact History Report.



From the drop-down menu under the Report Summary, you can filter the results with filters including Campaign, Contact Type, and Canvassed By.

Distributed Contacts

Distributed Contacts is designed to completely automate the turf cutting process, saving hours of valuable time for campaign staff and allowing increased flexibility for volunteers.

Best practices: creating your Distributed Contacts campaign

Think about scale

When you pull a list for distributed contacts, be mindful of your turf and volunteers. A volunteer in a suburban or rural setting may be comfortable driving thirty minutes to reach their turf, but a volunteer in an urban setting may expect turf that is closer to their staging location. Collaborate with your field team to identify which lists are appropriate for which volunteers. To control this, you can customize the ruleset for how many miles away the contacts can be from a canvasser.

When to use Distributed Contacts vs Cut Turf

We've seen folks use Distributed Contacts in a number of creative ways, such as running lit drop programs, ballot cure operations, and generally creating walk universes where staff is low but volunteers are ready to knock doors. While hand-cut turf by an organizer who knows their turf is always going to be the gold standard for turf creation, Distributed Contacts can be used when you don't have the time or the staff power to hand-cut turfs.

Include enough doors

Make sure the number of doors in your distributed contacts universe matches your level of volunteer availability and engagement. It's important to have enough doors for everyone participating.

Include a remove step in your Saved Search

Distributed Contacts campaigns are driven by Saved Search. Be sure to include a step in your Saved Search that removes folks who have already been canvassed to make sure they aren't contacted more than once.

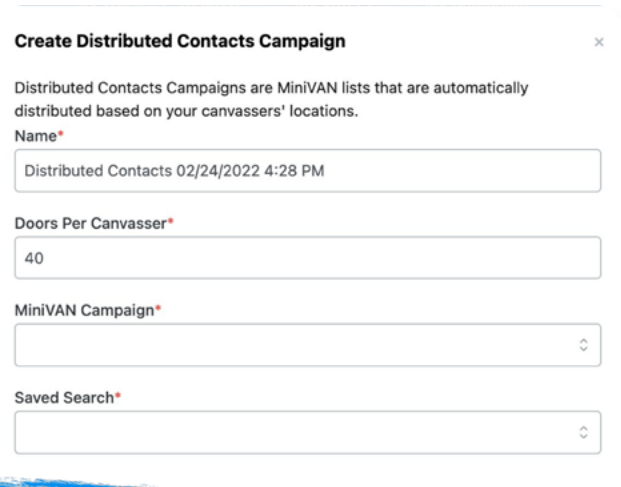


Setting Up Distributed Contacts

1 From the Organizer Dashboard or the Distributed Contacts List Page, select **Create New**.

2 In the **Create Distributed Contacts Campaign** pop-up window, name your canvass and indicate how many doors you want to be assigned to each canvasser. Then select your MiniVAN Campaign and your Saved Search or universe.

Under Advanced features, you can adjust the canvass radius and the number of days that a list can stay checked out to an individual canvasser.

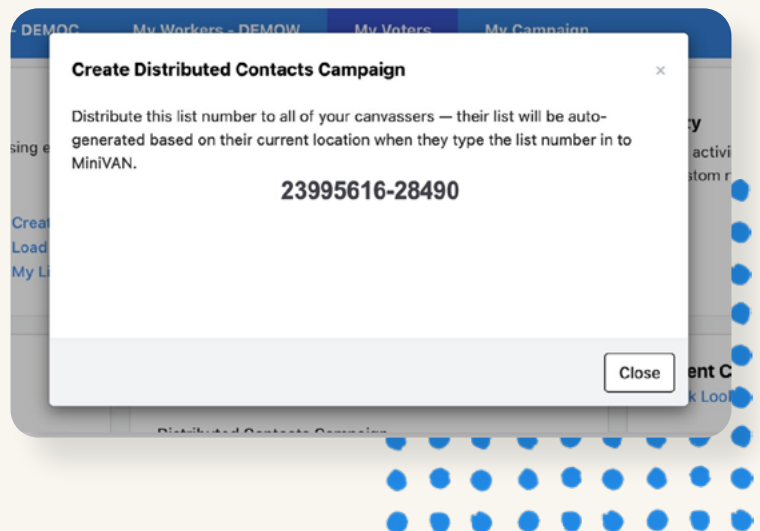


3 Next, **you'll see a list number** that you can distribute to all of your canvassers (each canvasser will use the same list number). Their turf will be auto-generated based on where they are located when they type the list number into the MiniVAN app.

Each canvasser will get a unique list of doors. Once a door has been assigned, it can't be checked out by another canvasser for a set period of time. That list is checked out to them until the voters are checked back into the Distributed Contacts universe or the days checked out has passed.

You can customize the rule set for the number of days that a list can stay checked out on a device. The Saved Search powering the Distributed Contacts campaign refreshes overnight, which is when voters are added to or removed from the universe based on the search criteria.

After the canvass, you will be able to see a full Distributed Contacts report.



Editable Jobs

(Advanced feature for labor organizing)

We created the Editable Jobs feature to support the needs of union organizers. You can enable this feature and select which jobs are editable when you set up your MiniVAN Campaign.

In order to enable the Jobs section when creating a MiniVAN Campaign, **you must select a MiniVAN format with jobs fields.**

Then, in the Jobs section of a MiniVAN Campaign, select the checkbox next to Enable Edit Jobs On MiniVAN. You will then have the option to limit jobs by Termination Status and Employer.



Jobs

Limit Jobs by Termination Status

Limit Jobs by Employer

Edit Jobs on MiniVAN ☒ Enable Edit Jobs on MiniVAN

Advanced

Auto-Sync ☐ Enable Auto-Sync

MiniVAN Manager ☐ Enable MiniVAN Manager

Online Form No Online Forms Available

Online Form Url (500)

Permissions

Committee Access ☐ Enable Committee Sharing

If canvassers encounter inaccurate or new job information, they can easily edit that information in the MiniVAN app.

When the canvasser syncs their data, the changes will be sent back to VAN. Canvassers will also be able to enter job information when they add a new contact in the app.

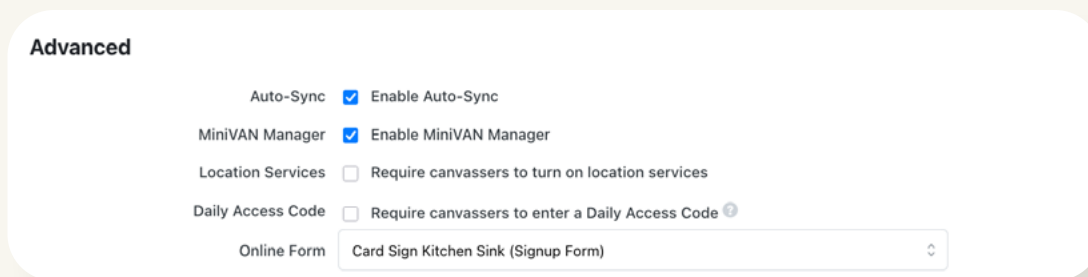
MiniVAN Manager

MiniVAN Manager is an add-on accountability tool that shows you the vital stats of every canvasser, including location, progress, and effectiveness in real time.

Set up MiniVAN Manager

On the lower left side of the dashboard, **select MiniVAN Campaigns** from the MiniVAN dropdown menu.

Select the campaign that you'd like to enable MiniVAN Manager for from the list. On the MiniVAN campaign's page, locate the Advanced section and check the box next to Enable MiniVAN Manager. While on this page, make sure that your MiniVAN campaign is clearly labeled.



The screenshot shows the 'Advanced' settings panel for MiniVAN Manager. It contains the following options:

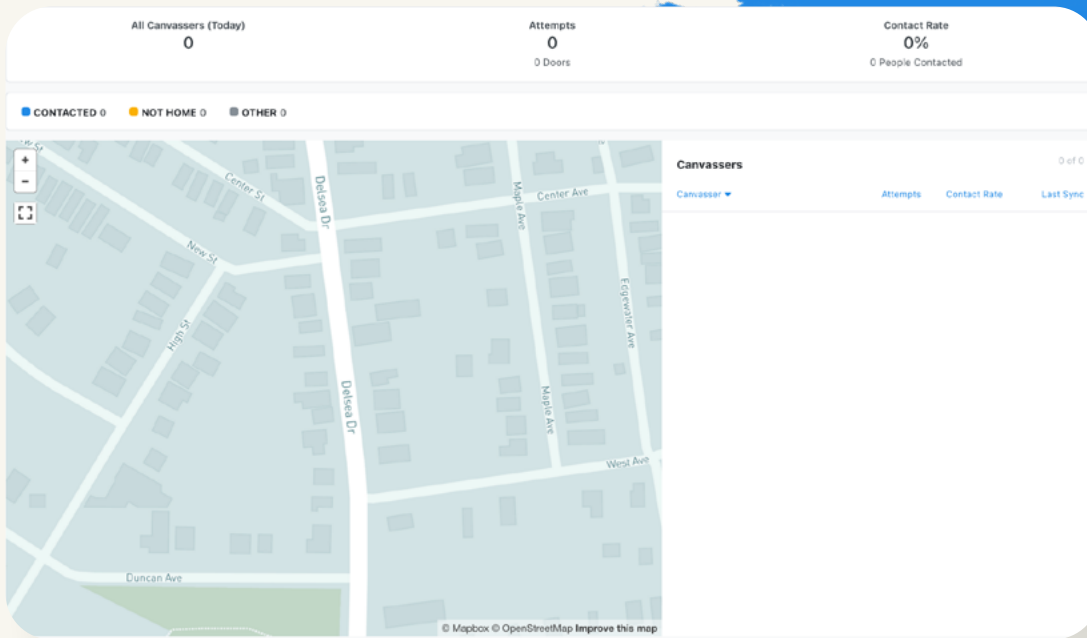
- Auto-Sync: ☒ Enable Auto-Sync
- MiniVAN Manager: ☒ Enable MiniVAN Manager
- Location Services: ☐ Require canvassers to turn on location services
- Daily Access Code: ☐ Require canvassers to enter a Daily Access Code ⓘ
- Online Form: Card Sign Kitchen Sink (Signup Form) ⌵

You can send a MiniVAN Manager-enabled list to your canvassers via Turf Manager, My List, or a printed list number.

Monitor the canvass in real time

Once you have pushed the list out to the devices of your canvassers, return to the Main Menu and select MiniVAN Manager from the Canvassing panel.

This brings you to the Canvasser Activity page which displays canvass results in real time. The top bar shows an overview of the canvass' progress. The Map (which updates automatically) displays the location of each of your canvassers. Each canvasser will be represented by a different color dot.



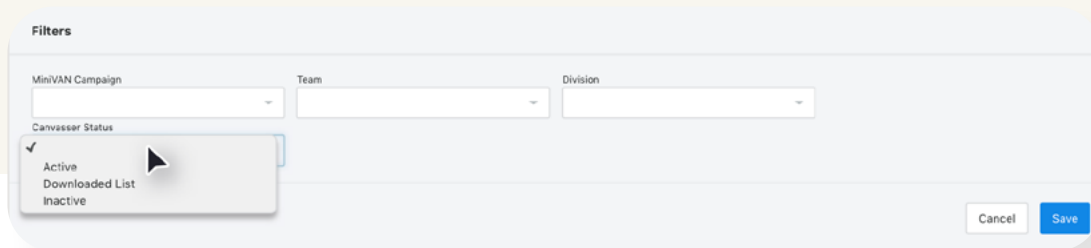
By selecting a canvasser's dot, you'll be able to see the progress they've made on the doors. As you adjust the view of the map, the list will automatically filter to display only the canvassers within your map view.

On the right, you'll see a list of your canvassers. When you select their name, you will be able to view their synced results.

From the upper right side of the list, use the dropdown menu to toggle between different statuses:

- **All Canvassers** will display the whole team assigned to the canvass.
- **Active Canvassers** will display canvassers who have synced back information in the last 90 minutes.
- **Downloaded List** will display canvassers that have not synced back any data since downloading the list.
- **Inactive** will display canvassers that have not synced back any data in the last 90 minutes.

In addition to filtering by Canvasser Status, you can also filter by MiniVAN Campaign, Team, and Division. Enable these filters by selecting Edit in the grey Filters bar.



You can also re-order the list of canvassers by Attempts, Contact Rate, and Last Sync.

You can hide the Canvasser Panel on the right by selecting the square icon on the map.

Pro-Tip | Using MiniVAN in Spanish and French. Spanish and French language translations are now available for all app elements! If you have a Spanish or French language script, the entire app will be translated into Spanish or French. Be sure your canvassers set their device language to Spanish or French to set the appropriate translations.

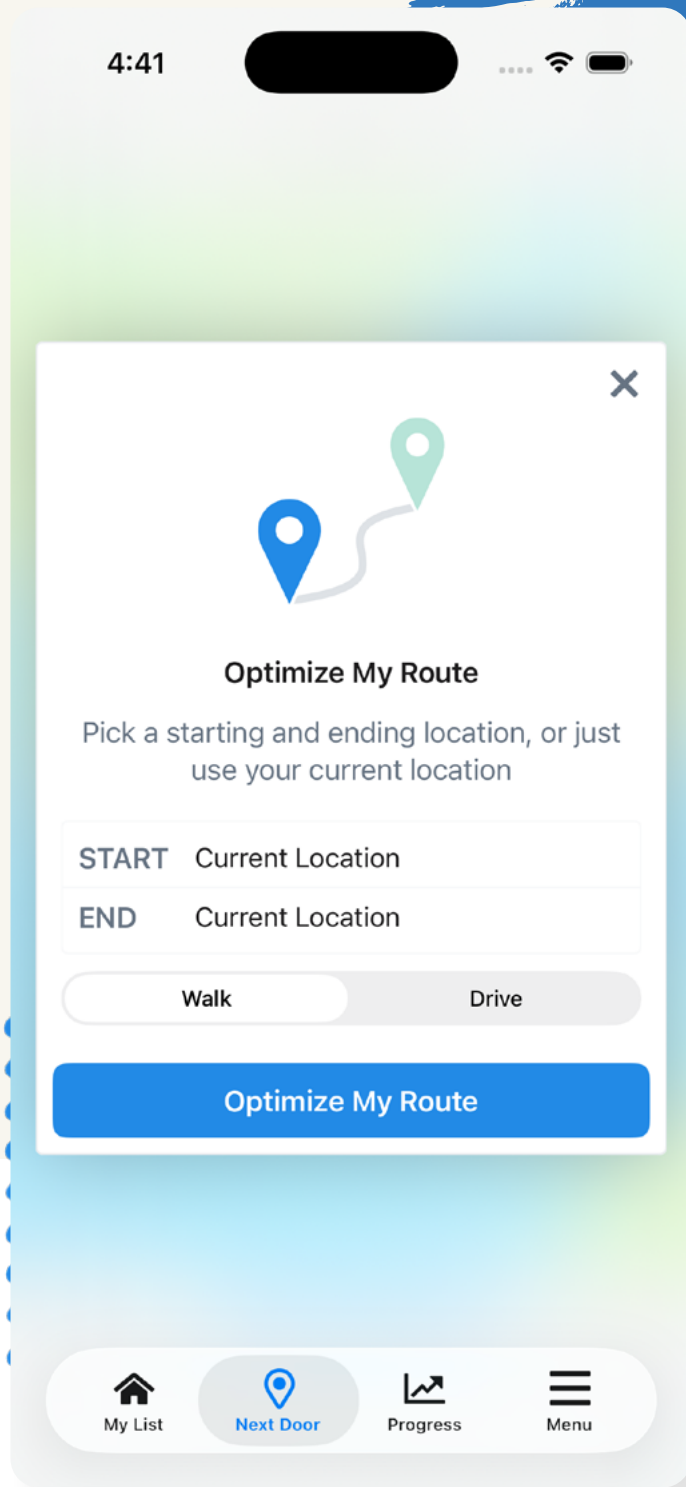


Optimized Routing

Optimized Routing is an add-on tool that create an optimized walk route for the canvasser. Once the canvasser enters their start and end point and chooses walking or driving directions, their canvass list will be reordered based on the most efficient route between their start and end point.

Canvassers are also provided with turn-by-turn walking or driving directions, making it easier to complete the entire packet efficiently.

Optimized Routing can be enabled for lists with up to 148 doors or locations, although that number could vary based on the number of apartments on the list.



Street Team Canvassing

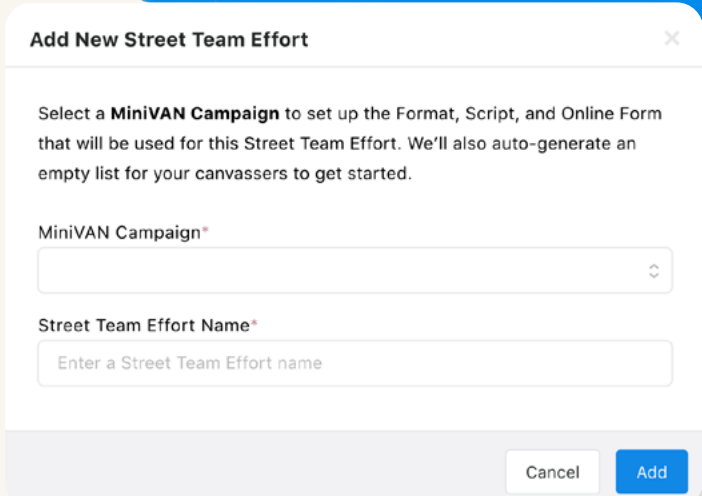
The Street Teams feature allows you to survey anyone you might encounter, which means you don't need create a list or cut turf ahead of time. It allows you to enter a brand new contact or lookup an existing voting record. Canvassers will also be able to collect contributions.

Creating Street Team efforts

From the Administrative Menu on the Main Menu, select **MiniVAN Campaigns** from the MiniVAN dropdown menu.

Select the campaign that you'd like to enable MiniVAN Manager for from the list. You can do so on an existing campaign or by creating a new one. Then on the MiniVAN Campaign page, check the **MiniVAN Manager** box to enable MiniVAN Manager. While on this page, make sure that your MiniVAN campaign is clearly labeled.

- 1 From the Canvassing section on the Main Menu, select **Street Team Efforts**.
- 2 Select **Add New Street Team Effort** on the upper right side of the page.
- 3 From the pop-up window, select your MiniVAN Campaign from the dropdown menu. This MiniVAN Campaign will include the Format, Script(s), and Online Form that will be used for this Street Team Effort. Then add a Street Team Effort Name and a List Expiration Date.

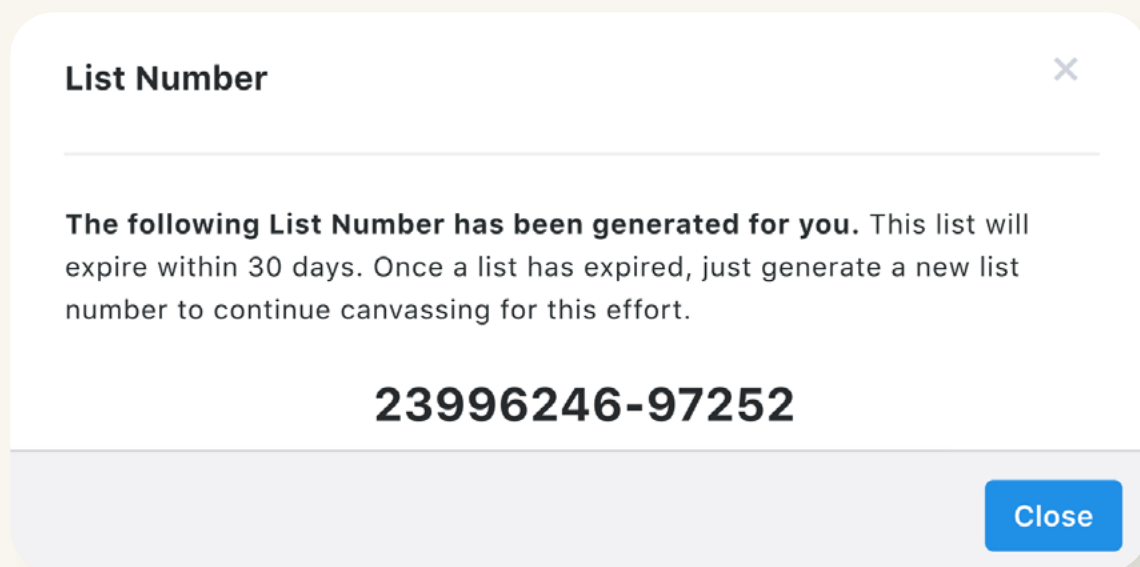


The screenshot shows a modal window titled "Add New Street Team Effort" with a close button (X) in the top right corner. The window contains the following text and form elements:

- Instructional text: "Select a **MiniVAN Campaign** to set up the Format, Script, and Online Form that will be used for this Street Team Effort. We'll also auto-generate an empty list for your canvassers to get started."
- Form field: "MiniVAN Campaign*" with a dropdown menu and a clear (X) button.
- Form field: "Street Team Effort Name*" with a text input field containing the placeholder "Enter a Street Team Effort name".
- Buttons: "Cancel" and "Add" at the bottom right.

This will automatically generate a list number that you can distribute to your canvassers. Canvassers should enter the most recent **List Number into the MiniVAN app** to see the Street Team Effort on their device.

Canvassers will then see a pop-up after creating or refreshing their Street Team Effort with their new list number so they can start canvassing right away.



A new landing page will appear in the MiniVAN app that will count the Number of Contacts and the Amount Raised.



How to use Street Team in MiniVAN

When you use the add-on MiniVAN Street Team package for your canvassing efforts, you'll have an easy way to capture the contact details of the people you speak to in the community and then record the results of your conversations. You won't need a pre-defined list of voters or contacts. After entering a supporter's name or identifying their voter record, you can jump right into your script, gather their answers to questions, encourage them to sign electronic petitions, and even donate on the spot. All your results automatically sync back to your CRM.

If you are canvassing registered voters for your Street Team effort in My Voters, your first step will be to search the voter file for the person you are speaking with. If you're not using the voter file but instead are using your EveryAction or My Campaign database, you'll be able to directly add a new person to your list as you go.

A mobile app interface for searching people. It features a back arrow in the top left corner. Below it, a message states: "All fields are required to search for matching people in the database." There are three input fields: "First Name", "Last Name", and "Zip". At the bottom is a blue button labeled "Search".

A mobile app interface showing search results for "John Smith". At the top, there is a back arrow and the search term "John Smith". Below this, it says "44 matches found". The results are listed as follows:

- John P Smith**
63 • Winter Park, FL
- Jack D Smith**
73 • Orlando, FL
- John A Smith**
100 • Orlando, FL
- Jean M Smith**
66 • Orlando, FL
- Jean M Smith**
55 • Orlando, FL
- John D Smith**
76 • Orlando, FL

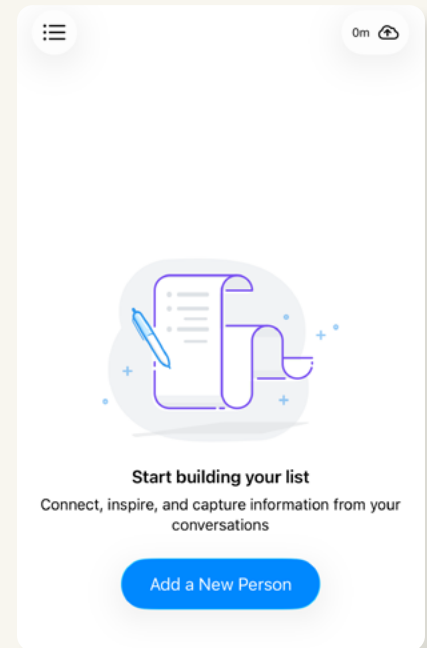
Talk to someone not on your list? From any list you can now search the voter file for that person and record your conversation if there is a match.

Select one of the names from the results or try searching again with different criteria. If there is no record for the person in the voter file, you will not be able to add the contact.

Adding new contacts to My Campaign or EveryAction

If you're not using the voter file but instead are using your EveryAction or My Campaign database, you'll be able to directly add a new person to your list as you go.

You'll also be able to enter other information like phone number and email address.



Close

Add a New Person

☐ Resched

Contact Information ^

Enter Address

Search

Manually Add Address >

The only required fields to add a new contact are first and last name, but you'll have the option to add other information about the person you are canvassing.

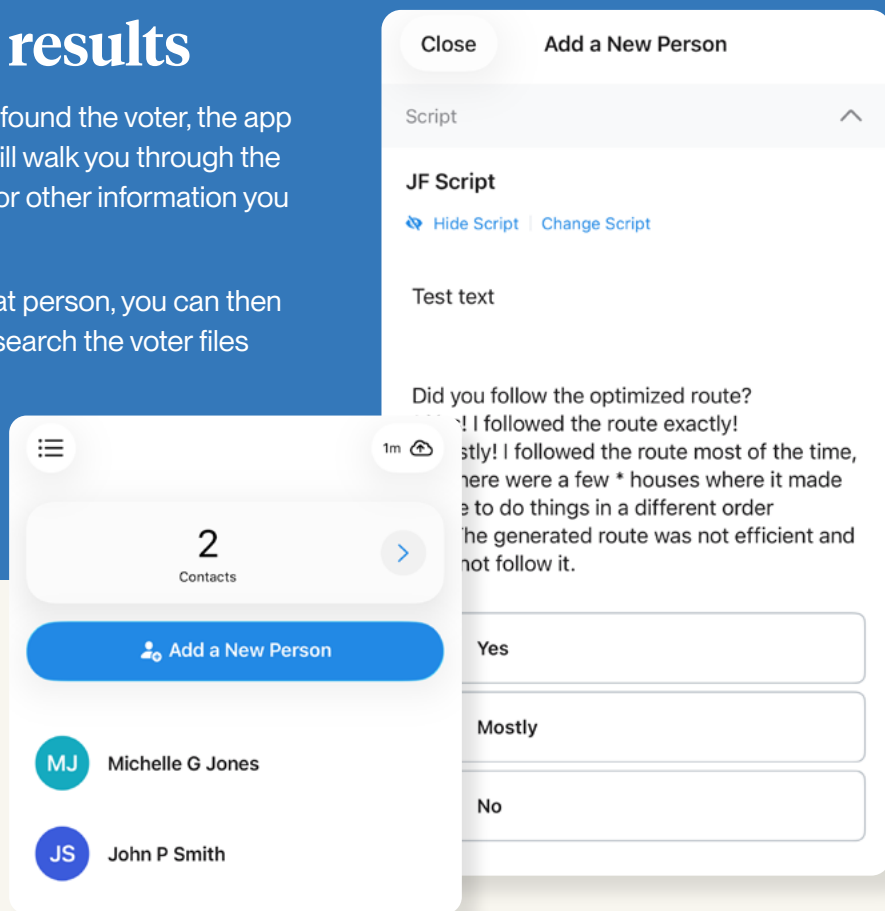
Manually Add Address >

When adding an address, you can search for it on Google Maps and auto-fill the results or manually add an address.

Adding canvass results

Once you're added the contact or found the voter, the app will open on the script page that will walk you through the survey questions, event sign-ups, or other information you need to gather.

Once you are done canvassing that person, you can then add another person to your list or search the voter files again for the next person.

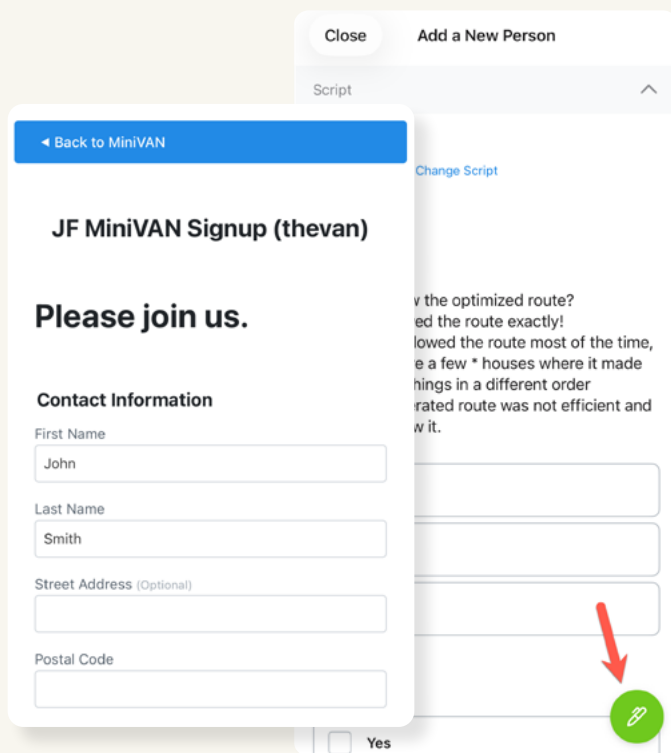


Collecting form responses

If you're collecting form responses or signups, you will see a green pen icon in the lower right. If you do not see this button, contact your organizer for more help.

Clicking on the button will take you out of the app and into the signup or questionnaire form on your device's default browser. The person's information will be auto-filled based on what you entered when you added the contact, and you or the supporter can finish filling out anything else and submitting the form.

After the supporter has submitted the form, use the button at the top to navigate back to MiniVAN.



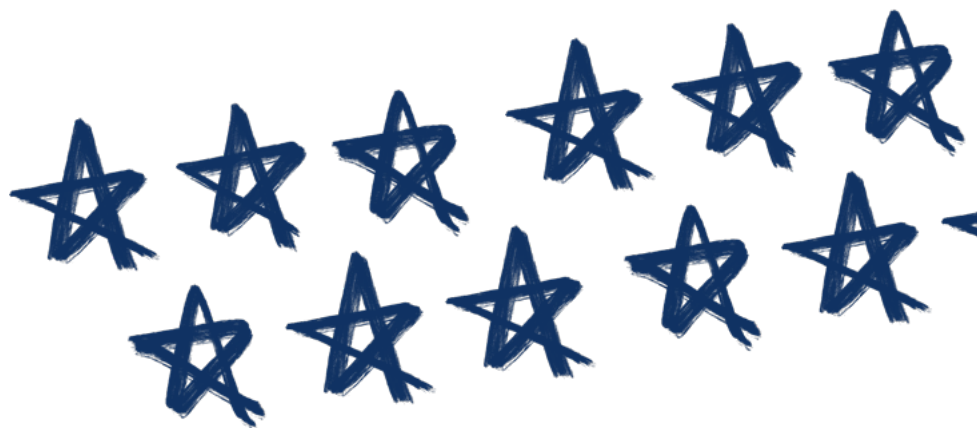
Collecting contributions when canvassing

The image displays three sequential screenshots of the MiniVAN app interface. The first screenshot shows the 'Add a New Person' screen with a 'Script' section containing a 'JF Script' and a 'Test text' field. Below this is a form with three radio button options: 'Yes', 'Mostly', and 'No'. A yellow callout bubble points to a green circular button with a white dollar sign icon, labeled 'To enter a payment, tap the payment button.' The second screenshot shows the same screen with a 'Select a Payment Method' modal overlay. The modal has four buttons: 'Cash', 'Check', 'Credit Card', and 'Cancel'. The third screenshot shows the 'Add an Payment' screen with a 'Check' option selected, a text field containing '\$100', and 'Cancel' and 'Save' buttons. Below this is a numeric keypad with digits 1-9, 0, and a backspace icon.

If you're collecting contributions, you can enter a donation from the supporter by tapping the green payments button. If you do not see this button, contact your organizer for more help.

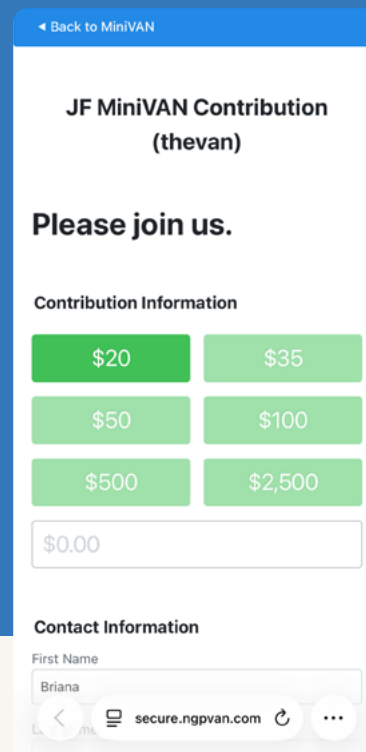
Select one of the available payment methods. If you do not see the payment options you need, contact your organizer for instructions.

If the donation is cash or check, you will only need to enter the amount you were given.



If the person is paying with a credit card, the online contribution form that is assigned to your effort will open so you can process their payment immediately. The donor's contact information will be pre-filled with the information you entered when you added the contact. You can then collect their card number and any other details and submit the form. You can also use the camera on your device to add their credit card information using the Scan Card link available by default on most mobile devices.

Once you sync your MiniVAN data back to the CRM, credit card contributions donated through the form will process right away and a contact record will be created. You should always manually sync your MiniVAN data right away if you are processing credit card transactions.



← Back to MiniVAN

JF MiniVAN Contribution
(thevan)

Please join us.

Contribution Information

\$20	\$35
\$50	\$100
\$500	\$2,500

\$0.00

Contact Information

First Name
Briana

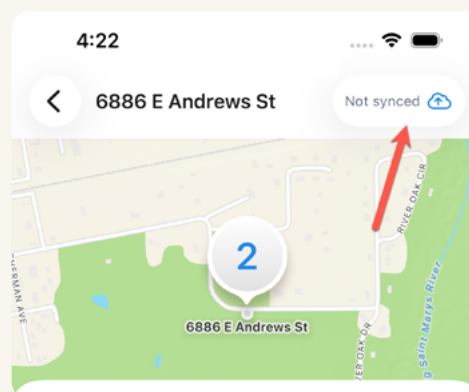
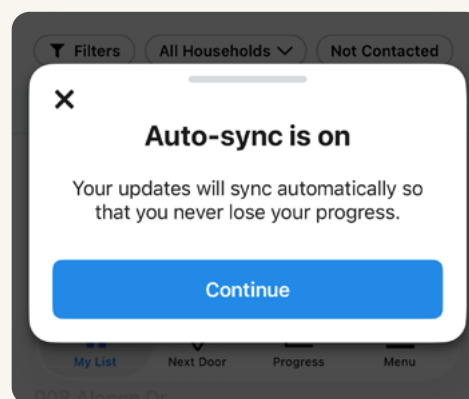
secure.ngpvan.com

Syncing your data

When you first open your list, you should see a message that Auto-sync is on (only Administrators can disable the auto-sync option). This will allow canvass results to be added automatically to your database as long as you have an active data connection.

You will need to be connected to WiFi or a data connection in order to download your list at the beginning of your canvass. But even if you lose your connection while you canvass (or if you only have WiFi-enabled devices), the app will still save your results and automatically send them back to your database as soon as your connection is restored.

You can always manually sync your data by using the sync icon in the right-hand corner or from the Menu at the bottom. It's a good practice to make sure you have synced your data before you leave for the day.



MiniVAN Contributions

Setting up MiniVAN contributions in VAN

From the Advanced Features setting of the MiniVAN Campaigns Page, select a Contribution Form from the Online Form dropdown.

When an Online Form is selected, canvassers will be able to accept credit card contributions. If the designation associated with the online form allows cash and/or check contributions, the user can check the Cash and/or Check boxes to allow canvassers to record cash and/or check contributions in the app.

Reviewing MiniVAN contributions in VAN

If MiniVAN Contributions are enabled, users will see Contribution information on the MiniVAN Activity Report.

Note: Credit Card Contributions are created via Online Forms at the time the contribution is processed. When the MiniVAN data is auto-committed, contact history and canvasser attribution will be applied to the Contribution/associated record.

Collecting contributions in MiniVAN

If MiniVAN Contributions have been enabled, canvassers will be able to collect contributions. A green payments button will appear on the bottom navigation bar.

Clicking on the green payments button will allow the canvasser to select a payment method (Cash/Check/Credit Card). The associated Online Actions Form/Donation Page will open in their default browser.

For Credit Card contributions, the canvasser can use the Scan Credit Card option instead of manually typing in credit card information. Canvassers must hit the Back to MiniVAN link at the top of the page to return to the app.

JF Script

[Hide Script](#) | [Change Script](#)

Test text

Did you follow the optimized route?

* Yes! I followed the route exactly!

* Mostly! I followed the route most of the time, but there were a few * houses where it made sense to do things in a different order

No. The generated route was not efficient and I did not follow it.

☐ Yes

☐ Mostly

☐ No

To enter a payment, tap the payment button.

MiniVAN

☐ Yes

Refresher on creating a canvass

If you're completely new to VAN, [check out our VANual on the NGP VAN website](#).

This is the best resource to help you get started with VAN, Votebuilder, or SmartVAN.

If you're just looking for a refresher to help you create your next canvass, you've come to the right place. Here we review:

- 1 Creating a list (choosing the voters you'll contact)
- 2 Creating survey questions (creating questions for your script)
- 3 Building a script
- 4 Cutting turf

After you've created your list and built your script, you can go back to the start of this guide to create your MiniVAN campaign.

Creating a list

Creating a list of voters is the first step to running a canvass. From the Lists panel on the homepage, you can navigate to either creating a new list, returning to a previous list, or accessing a list that has been saved into a folder.

Select Create a New List

Create a New List is found on the Main Menu of both My Voters and My Campaigns.

Lists



Create a New List



Go to My List (4 People)



View My Folders

Select your desired search criteria

From the Create A New List page, you can search based on a wide variety of data points, such as location (under the Addresses tab, you can search by state, city, zip code, address, etc.) Home District (County, State, or Congressional), demographic information, and profile characteristics such as having a listed phone number or email address.

When pulling lists for canvassing or phone banking, other important fields to keep in mind are **Canvass Status** and **Survey Questions**. These tools allow organizers to pull (or exclude) voters from lists based on their previous contact history—selecting only voters who have answered “yes” to a Survey Question or excluding those who have already been called recently, for instance.

The screenshot shows the 'Create A New Search' interface. On the left, under 'CONTACTS', there's a 'Create A New Search' section with a 'Step 1: (Start with anyone who meets the selected criteria)' instruction. Below this, under 'FAVORITES', it says 'Click the stars below to move search criteria to the top.' Under 'OTHER SEARCH CRITERIA', there's a list of criteria: 'Activist Codes', 'Addresses', 'Age • Registration Date', 'Asks', 'Attached Files', 'Automation', and 'Canvass Status', each with a star icon. On the right, there's a 'Step 1: New Search' section with 'Suppressions' (exclude Deceased, and include Previous Address, and include Do Not Call, and include Do Not Email, and include Do Not Mail, and include Do Not Contact) and a 'Preview My Results' button. Below that, there's a '+ Add Step' button and a 'Run Search' button. A message states: 'Running this search will clear your current list of 0 contacts.'

Selecting multiple search terms

Many fields on the Create A List page include the ability to select multiple options from the list. These fields appear in blue text, rather than black. To use this feature, rather than selecting the dropdown menu, click on the blue label to access the select options.

The screenshot shows the 'Home Districts' section. It has a 'Search for Districts' dropdown menu with a 'Select multiple' tooltip. Below it, there are three fields: 'State', 'Custom Team', and 'Civis Region', each with a blue label and a dropdown arrow. A large blue checkmark is visible on the right side of the image.

Track your list

As you choose qualities to search by, they will appear in the summary on the right side of the screen, allowing you to track the qualities that you are adding to the list.

◀ Step 1: New Search

Canvass Status

Canvass Status = Canvassed or Mailed
and Canvass Committee = Voter Activation Network

Districts

State = Florida

Suppressions

exclude Deceased
and include Previous Address
and include Do Not Call
and include Do Not Email
and include Do Not Mail
and include Do Not Contact

...less

Preview My Results

+

15,257 Contacts

+ Add Step

▶ Run Search

Preview My Results

+

15,257 Contacts

+ Add Step

+ Add Contacts
- Remove Contacts
Narrow Contacts
Narrow by Sample
Narrow by Scores
Householding
Relationships

▶ Run Search

Run the search

Clicking the Preview My Results button will show you a count of people on the list without fully running the search. The plus sign next to the number displayed expands the preview to show the number of phones, doors, and mailboxes present on the list as well. When you are satisfied with the list you have pulled, the green Run Search button will process the query and return your results.

Edit the search, if necessary

In addition to adjusting the search terms of the list, organizers can further edit the query by using the Add Step button. The Add Step button uses the previously pulled list as a starting point and performs new commands to add or remove voters based on a new set of criteria. Hovering your cursor over each option will reveal details on what actions will be performed by each command.

View the list

Once VAN has run the search, the My List page displays a summary of the list, a row of icons with various options for using the list, and a sample of the list so you can spot check the data.

Home / My List

Help Wiki FR ES EN

CONTACTS

My List

Edit Search Load List Save List As New Search

15,257 Contacts 12,038 Total Phones 11,780 Best Phones 4 Subscribed Emails 13,869 Doors 13,848 Mailboxes 15,257 Envelopes

Print Mail Merge Letters Labels Calls Export MiniVAN Counts Reports Cut Turf Split Grid Script Form Task Bulk Apply

Messages Duplicates Call Time Relations... WealthEn...

Description

Last Name First Name Common Name Official Name

Below is a sample because your list is too large to display.

Remember Filters Refresh Results

	VANID	Name	Organization	Address	City	State/Province	State	Zip/Postal	Landline Phone
☐	100466984	Adair, [redacted]							
☐	100084368	Applegate, [redacted]							
☐	100234663	Battle, [redacted]							
☐	100471222	Borkhart, [redacted]							

The icons at the top of the screen of the My List folder display the most common actions that organizers will use lists for Mailing (Letters, Labels), Phone Banking (Print, Calls), Canvassing (MiniVAN, Cut Turf, Map), Data Entry (Grid, Script, Form, Bulk Apply), and moving data to other sources (Export).

Hovering your cursor over an icon will reveal more information about each action. To rearrange the icons, simply drag and drop them to move your most commonly used to the front.

Saving + sharing lists

You can save and share lists you create to easily collaborate with other users in your committee.

Saving lists

Select Save List As from the upper-right corner of the My List page.

VAN allows the option to save a list either as a fixed set of people or as a dynamic search (the latter means your criteria is saved and can be updated as voter profile information changes).

Create a folder to house the list

Lists can be saved into existing folders, or a new folder can be created from this screen. These folders can always be accessed from the Lists section of the Main Menu.

Sharing lists

VAN allows users to share lists with each other, so that, for instance, turfs created by one organizer can be viewed and printed by another. To adjust a list's sharing settings:

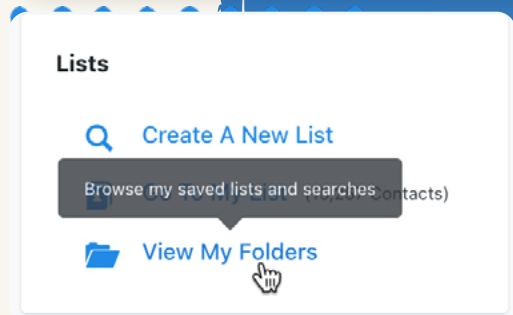
View the folder

From the Main Menu, select View My Folders in the Lists section. Open the desired folder and click the Edit Folder button.

Add user access

From the Edit Folder page, access to the folder can be granted to or removed from other user accounts in the VAN. Simply select the user(s) who need access and add them to the appropriate column.

The 'Save My List' form is titled 'LIST Save My List'. It has two main sections: 'Saved List' and 'New List'. The 'Saved List' section is selected and contains a description: 'Saved Lists consist of a static list of contacts.' The 'New List' section has three radio buttons: 'New List' (selected), 'Replace an old List', and 'Folder*'. Below the 'Folder*' radio button is a text input field for the folder name. There is also a 'New Folder' radio button. Below these is a 'Name*' text input field and a 'Description' text area with a character limit of 'Up to 250 characters'.



The 'Edit Folder Test turfs' form is titled 'FOLDERS Edit Folder Test turfs'. It has a 'Name*' text input field with the value 'Test turfs'. Below this are two checkboxes: 'Allow other users to save into this folder' and 'Allow the API to save into this folder'. There is a 'Description' text input field and a 'Created By' text input field. Below these is a 'Status' section with two radio buttons: 'Active' (selected) and 'Inactive'. At the bottom right are 'Delete' and 'Save' buttons. Below the form is a 'User Access' section. It has a 'Committee' dropdown menu with the value 'Voter Activation Network'. Below this are two columns: 'Users with Access' and 'Users without Access'. Each column has a list of users (represented by blurred images) and a 'Remove' or 'Add' button at the bottom.



Survey Questions + Activist Codes

Survey Questions and Activist Codes are a critical part of voter contact, enabling organizers to store and utilize information collected about voters. Both can be found on the Administrative Menu panel of the Main Menu.

The process for creating both Survey Questions and Activist Codes is very similar so this guide will focus on creating Survey Questions since they are slightly more complicated.

Select **Survey Questions or Activist Codes** from the Codes-Questions-Scripts dropdown. From this screen, you can view and edit existing Survey Questions and Activist Codes.

Select **Create New Survey Question or Create New Activist Code** from the upper-right corner of the screen.

Cycle* 2026
Type* Registration
Long Name* Voting Plan Voting Plan (Español)
Medium Name* Voting PI Voting PI (Español)
Short Name* Plan Plan (Español)
Question* Have you voted yet or have a plan to vote?

Enter question/code text and name details

Once you have filled in the text and details, click the Save button. For Activist Codes, this is all you need to do.

For Survey Questions: enter responses

You can enter as many responses to a Survey Question as you need—from a simple yes or no, to a 1–5 Candidate ID scale.



Response English [Español]	Resp Medium Eng [Esp]	Resp Short Eng [Esp]	Master Response
Yes [Yes]	Yes [Yes]	Y [Y]	☒ Edit
No [No]	No [No]	N [N]	☐ ☒ Edit
Maybe [Maybe]	May [May]	M [M]	☐ ☒ Edit Delete
No Response [No Response]	No [No]	N [N]	☐ Edit Delete
			Add

Building Scripts

Once you have created Survey Questions and Activist Codes, put them into a Script and you'll be ready to start contacting voters for your campaign.

Building a script is an easy process of assembling various elements.

Type text elements

On the Add Script Element panel, enter your desired script introduction into the Text field. When satisfied, click Add, and a preview of that text will populate in the Linear Script Preview Panel.

Insert dynamic script elements

To insert a Survey Question, Activist Code, or Event invitation into a script, select them from the dropdown menus and click Add. The element will populate in the script preview.

Edit or adjust as necessary

Script elements can be edited or deleted from the preview panel using the buttons to the right and rearranged by clicking and dragging the buttons to the left.

Choose canvass results options

Select the options you want people to be able to choose from when adding canvass results.



Script Preview

Save Script Elements

1 Text English
Hello my name is ____, do you have time for a few quick questions?

2 Survey Question **2010 Party: Party ID**
Do you consider yourself to be a Democrat or Republican?

Strong Democrat
Lean Democrat
Independent
Lean Republican
Strong Republican

3 Text English
If strong Dem ask next question

4 Activist Code **Volunteer: Vol Signup**
Will you volunteer for us?

Save Script Elements

Cutting Turf

From the My List page, select Cut Turf. A map will populate, with black dots representing each voter record on your list.

Click the screen to drop pins

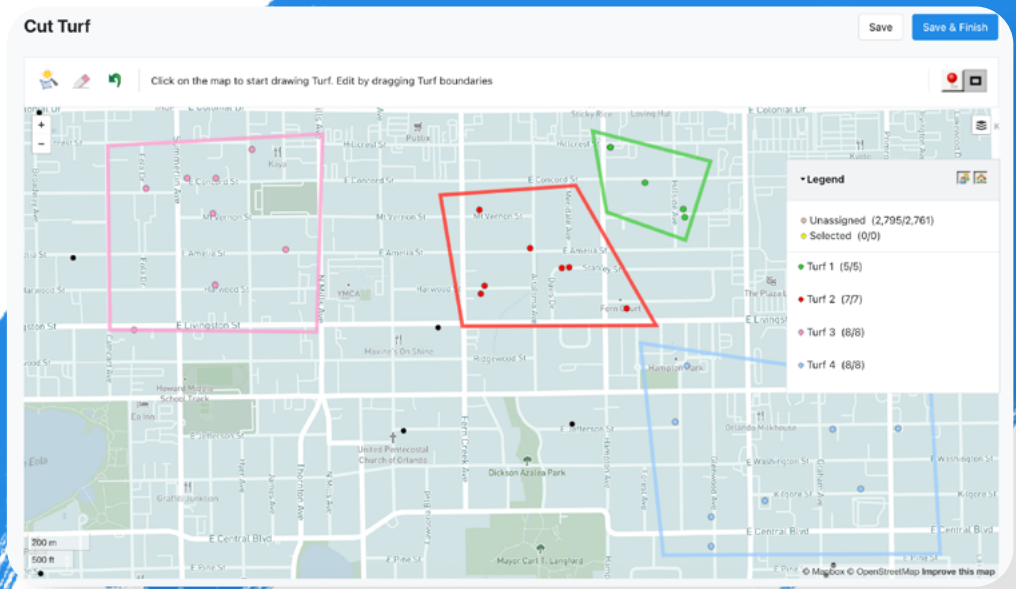
To begin cutting the turf, click on the screen to drop a pin where you want to begin a turf. Click on the screen again to drop the second pin, creating a turf boundary between the two points, and continue dropping pins until you are happy with the turf size. As shown on the yellow turf below, doors that are included in a turf will be highlighted, and the Selected section of the Legend shows a count of the doors that will update as you select.

Cut additional turfs

To close the turf, simply click on the first pin again. Your turf will be displayed on the color-coded legend and can be edited at any time by clicking on it and dragging the pins. Repeat the process for as many turfs as you need.

Erase or undo as necessary

The icons at the top of the screen allow you to automatically cut turf (based on preference such as door count), erase all turfs in the map region, or undo your last action.



Save the turf

When satisfied with the turfs, hit Save & Finish. You will be prompted to select a destination folder or to create a new folder to house the turf.

Canvassing

-  Canvass Results
-  Turfs
-  View Map Region Refresh Queue
-  > MiniVAN
-  Street Team Efforts

Print the turf

Saved turf can be accessed by selecting the Turfs option in the Canvassing section of the Main Menu.

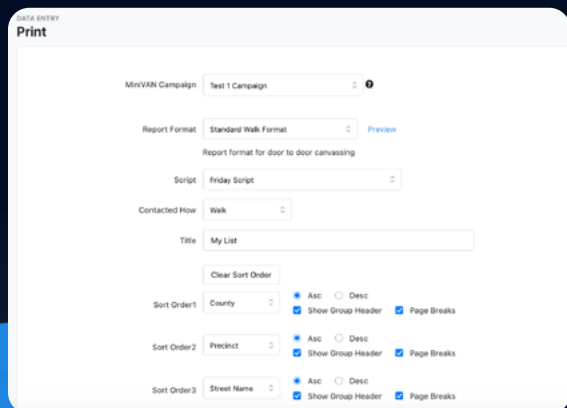
From the Turfs screen, select the desired turf or turfs (organizers can select multiple regions to print at once) and choose Print from the Quick Actions dropdown menu. This menu also houses options to export, send to MiniVAN, or generate list numbers.

✓ Quick Actions

- Print
- Export
- Generate List Number
- Send To MiniVAN
- Print for MiniVAN

Choose print settings

Once you have chosen settings and hit Print, you can access the PDF files through the Message Center on the Main Menu. Simply download the file, print from your computer, and it is ready to be assembled onto clipboards!



The screenshot shows the 'Print' settings form in the MiniVAN system. It includes fields for 'MiniVAN Campaign' (set to 'Test 1 Campaign'), 'Report Format' (set to 'Standard Walk Format'), 'Script' (set to 'Friday Script'), 'Contacted How' (set to 'Walk'), and 'Title' (set to 'My List'). There are also checkboxes for 'Show Group Header' and 'Page Breaks' for each of the three sort orders: County, Precinct, and Street Name. The sort order for each is set to 'Asc'.

Download and print PDF

The print settings screen will prompt organizers to select the script that will be used for the canvass, choose the order that records will be displayed, and set other settings for printing the map and list.

PDF Printing Instructions

Download Selected Files

1 selected file: 2.48 MB (500 MB maximum)

☒	ID	Title	Type	Created	Created By	Completed	Web Server ID	Render Time (ms)	Error Code	File Size	Committee	Retry	Download Link	Delete
☒	19315251	My List	List	2/5/26 4:05 PM		2/5/26 4:05 PM	61	4517		2.60 MB	VAN	Retry	Download File	Delete

Now that you’ve refreshed your memory on creating a canvass, you’re ready to set up your MiniVAN Campaign! [Hop back to the start of this guide to get going!](#)



Frequently asked questions

How does the MiniVAN app affect battery life?

MiniVAN has been optimized to use as little battery life as possible and should last a three- to four-hour canvassing shift. We recommend that canvassers begin with a fully-charged phone and bring an additional battery.

Do my canvassers need phone data in order to use MiniVAN?

Phone data is not required to use MiniVAN. Canvassers can download the list and sync the results back using WiFi. Set up a WiFi hotspot at each staging location to allow canvassers to sync their results.

Who should I contact for support?

First, contact your organizer or a state VAN administrator for help. If your issue is still unresolved, please submit a ticket with your device information, replication steps, and the version of MiniVAN that you're using.

Always check to make sure that your app is up to date. We are releasing new updates all the time.

When do I need to be connected to phone data or WiFi?

You only need to be connected to the internet to download your list and sync your results. If you're using optimized routing, you need data or WiFi to identify your route, but you can go offline during your canvass.

You do need to be connected to data or WiFi to collect contributions or use MiniVAN Manager.

My synced data is taking a while to show up.

Refresh the MiniVAN Activity Report. Data is auto-committed every 30 minutes.

I canvassed and synced my data. Afterwards, I re-downloaded the list and it looks like all of my results are gone! What happened?

MiniVAN does not keep data after you have discarded a list—but you can rest assured, if you've synced the data, it is safe in VAN.

Some of the contacts in MiniVAN have a Voted icon next to them. What does that mean?

The Voted icon indicates folks that have already voted. This helps you focus your efforts during Get Out the Vote or GOTV.

I'm encountering an error when I try to input my list number into MiniVAN.

Most often folks have mistyped the list number — double check and try again! If you still can't download the list, reach out to your organizer to submit a support ticket.

Additional Notes

Make sure that you have a script associated with your turf before inputting your list number into MiniVAN. If you're troubleshooting, make sure that your app is up-to-date. Most issues will be resolved by app updates.



Get out there and **change** **the world** for the better

After reading through this guide, we hope you've gained a better understanding of what you need to do to run a winning campaign for local office. All that's left to do is declare your candidacy and get out there and run your race.

And remember, NGP VAN is just an email or phone call away. **With a full suite of campaign tools, we've got the best political software available** to help you raise money, organize and engage supporters, and turn voters out so you have the best chance to win your race and change the world for the better.

Our industry-leading organizing, fundraising, compliance, and digital tools have helped power more victories than any other tool in the progressive tech space. We're proud to power campaigns up and down the ballot every cycle, and we look forward to partnering with you to help you win your race.

[Get a demo](#)

