

**Texas Democratic Party**  
**Voter Activation Network**  
**Precinct Chair User Guide**

# *License and Copyright:*

*Version 1.2, November 2002*

*Copyright (C) 2000, 2001, 2002 Free Software Foundation, Inc.*

*51 Franklin St, Fifth Floor, Boston, MA 02110-1301 USA*

Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed.

## **0. PREAMBLE**

The purpose of this License is to make a manual, textbook, or other functional and useful document "free" in the sense of freedom: to assure everyone the effective freedom to copy and redistribute it, with or without modifying it, either commercially or non-commercially. Secondly, this License preserves for the author and publisher a way to get credit for their work, while not being considered responsible for modifications made by others.

This License is a kind of "copyleft", which means that derivative works of the document must themselves be free in the same sense. It complements the GNU General Public License, which is a copyleft license designed for free software.

We have designed this License in order to use it for manuals for free software, because free software needs free documentation: a free program should come with manuals providing the same freedoms that the software does. But this License is not limited to software manuals; it can be used for any textual work, regardless of subject matter or whether it is published as a printed book. We recommend this License principally for works whose purpose is instruction or reference.

## **1. APPLICABILITY AND DEFINITIONS**

This License applies to any manual or other work, in any medium, that contains a notice placed by the copyright holder saying it can be distributed under the terms of this License. Such a notice grants a world-wide, royalty-free license, unlimited in duration, to use that work under the conditions stated herein. The "Document", below, refers to any such manual or work. Any member of the public is a licensee, and is addressed as "you". You accept the license if you copy, modify or distribute the work in a way requiring permission under copyright law.

A "Modified Version" of the Document means any work containing the Document or a portion of it, either copied verbatim, or with modifications and/or translated into another language.

A "Secondary Section" is a named appendix or a front-matter section of the Document that deals exclusively with the relationship of the publishers or authors of the Document to the Document's overall subject (or to related matters) and contains nothing that could fall directly within that overall subject. (Thus, if the Document is in part a textbook of mathematics, a Secondary Section may not explain any mathematics.) The relationship could be a matter of historical connection with the subject or with related matters, or of legal, commercial, philosophical, ethical or political position regarding them.

The "Invariant Sections" are certain Secondary Sections whose titles are designated, as being those of Invariant Sections, in the notice that says that the Document is released under this License. If a section does not fit the above definition of Secondary then it is not allowed to be designated as Invariant. The Document may contain zero Invariant Sections. If the Document does not identify any Invariant Sections then there are none.

The "Cover Texts" are certain short passages of text that are listed, as Front-Cover Texts or Back-Cover Texts, in the notice that says that the Document is released under this License. A Front-Cover Text may be at most 5 words, and a Back-Cover Text may be at most 25 words.

A "Transparent" copy of the Document means a machine-readable copy, represented in a format whose specification is available to the general public, that is suitable for revising the document straightforwardly with generic text editors or (for images composed of pixels) generic paint programs or (for drawings) some widely available drawing editor, and that is suitable for input to text formatters or for automatic translation to a variety of formats suitable for input to text formatters. A copy made in an otherwise Transparent file format whose markup, or absence of markup, has been arranged to thwart or discourage subsequent modification by readers is not Transparent. An image format is not Transparent if used for any substantial amount of text. A copy that is not "Transparent" is called "Opaque".

Examples of suitable formats for Transparent copies include plain ASCII without markup, Texinfo input format, LaTeX input format, SGML or XML using a publicly available DTD, and standard-conforming simple HTML, PostScript or PDF designed for human modification. Examples of transparent image formats include PNG, XCF and JPG. Opaque formats include proprietary formats that can be read and edited only by proprietary word processors, SGML or XML for which the DTD and/or processing tools are not generally available, and the machine-generated HTML, PostScript or PDF produced by some word processors for output purposes only.

The "Title Page" means, for a printed book, the title page itself, plus such following pages as are needed to hold, legibly, the material this License requires to appear in the title page. For works in formats which do not have any title page as such, "Title Page" means the text near the most prominent appearance of the work's title, preceding the beginning of the body of the text.

A section "Entitled XYZ" means a named subunit of the Document whose title either is precisely XYZ or contains XYZ in parentheses following text that translates XYZ in another language. (Here XYZ stands for a specific section name mentioned below, such as "Acknowledgements", "Dedications", "Endorsements", or "History".) To "Preserve the Title" of such a section when you modify the Document means that it remains a section "Entitled XYZ" according to this definition.

The Document may include Warranty Disclaimers next to the notice which states that this License applies to the Document. These Warranty Disclaimers are considered to be included by reference in this License, but only as regards disclaiming warranties: any other implication that these Warranty Disclaimers may have is void and has no effect on the meaning of this License.

## **2. VERBATIM COPYING**

You may copy and distribute the Document in any medium, either commercially or non-commercially, provided that this License, the copyright notices, and the license notice saying this License applies to the Document are reproduced in all copies, and that you add no other conditions whatsoever to those of this License. You may not use technical measures to obstruct or control the reading or further copying of the copies you make or distribute. However, you may accept compensation in exchange for copies. If you distribute a large enough number of copies you must also follow the conditions in section 3.

You may also lend copies, under the same conditions stated above, and you may publicly display copies.

## **3. COPYING IN QUANTITY**

If you publish printed copies (or copies in media that commonly have printed covers) of the Document, numbering more than 100, and the Document's license notice requires Cover Texts, you must enclose the copies in covers that carry, clearly and legibly, all these Cover Texts: Front-Cover Texts on the front cover, and Back-Cover Texts on the back cover. Both covers must also clearly and legibly identify you as the publisher of these copies. The front cover must present the full title with all words of the title equally prominent and visible. You may add other material on the covers in addition. Copying with changes limited to the covers, as long as they preserve the title of the Document and satisfy these conditions, can be treated as verbatim copying in other respects.

If the required texts for either cover are too voluminous to fit legibly, you should put the first ones listed (as many as fit reasonably) on the actual cover, and continue the rest onto adjacent pages.

If you publish or distribute Opaque copies of the Document numbering more than 100, you must either include a machine-readable Transparent copy along with each Opaque copy, or state in or with each Opaque copy a computer-network location from which the general network-using public has access to download using public-standard network protocols a complete Transparent copy of the Document, free of added material. If you use the latter option, you must take reasonably prudent steps, when you begin distribution of Opaque copies in quantity, to ensure that this Transparent copy will remain thus accessible at the stated location until at least one year after the last time you distribute an Opaque copy (directly or through your agents or retailers) of that edition to the public.

It is requested, but not required, that you contact the authors of the Document well before redistributing any large number of copies, to give them a chance to provide you with an updated version of the Document.

## **4. MODIFICATIONS**

You may copy and distribute a Modified Version of the Document under the conditions of sections 2 and 3 above, provided that you release the Modified Version under precisely this License, with the Modified Version filling the role of the Document, thus licensing distribution and modification of the Modified Version to whoever possesses a copy of it. In addition, you must do these things in the Modified Version:

- A.** Use in the Title Page (and on the covers, if any) a title distinct from that of the Document, and from those of previous versions (which should, if there were any, be listed in the History section of the Document). You may use the same title as a previous version if the original publisher of that version gives permission.
- B.** List on the Title Page, as authors, one or more persons or entities responsible for authorship of the modifications in the Modified Version, together with at least five of the principal authors of the Document (all of its principal authors, if it has fewer than five), unless they release you from this requirement.
- C.** State on the Title page the name of the publisher of the Modified Version, as the publisher.
- D.** Preserve all the copyright notices of the Document.
- E.** Add an appropriate copyright notice for your modifications adjacent to the other copyright notices.
- F.** Include, immediately after the copyright notices, a license notice giving the public permission to use the Modified Version under the terms of this License, in the form shown in the Addendum below.
- G.** Preserve in that license notice the full lists of Invariant Sections and required Cover Texts given in the Document's license notice.
- H.** Include an unaltered copy of this License.
- I.** Preserve the section Entitled "History", Preserve its Title, and add to it an item stating at least the title, year, new authors, and publisher of the Modified Version as given on the Title Page. If there is no section Entitled "History" in the Document, create one stating the title, year, authors, and publisher of the Document as given on its Title Page, then add an item describing the Modified Version as stated in the previous sentence.
- J.** Preserve the network location, if any, given in the Document for public access to a Transparent copy of the Document, and likewise the network locations given in the Document for previous versions it was based on. These may be placed in the "History" section. You may omit a network location for a work that was published at least four years before the Document itself, or if the original publisher of the version it refers to gives permission.
- K.** For any section Entitled "Acknowledgements" or "Dedications", Preserve the Title of the section, and preserve in the section all the substance and tone of each of the contributor acknowledgements and/or dedications given therein.
- L.** Preserve all the Invariant Sections of the Document, unaltered in their text and in their titles. Section numbers or the equivalent are not considered part of the section titles.
- M.** Delete any section Entitled "Endorsements". Such a section may not be included in the Modified Version.
- N.** Do not retitle any existing section to be Entitled "Endorsements" or to conflict in title with any Invariant Section.
- O.** Preserve any Warranty Disclaimers.
  - 1.** If the Modified Version includes new front-matter sections or appendices that qualify as Secondary Sections and contain no material copied from the Document, you may at your option designate some or all of these sections as invariant. To do this, add their titles to the list of Invariant Sections in the Modified Version's license notice. These titles must be distinct from any other section titles.

2. You may add a section Entitled "Endorsements", provided it contains nothing but endorsements of your Modified Version by various parties--for example, statements of peer review or that the text has been approved by an organization as the authoritative definition of a standard.

You may add a passage of up to five words as a Front-Cover Text, and a passage of up to 25 words as a Back-Cover Text, to the end of the list of Cover Texts in the Modified Version. Only one passage of Front-Cover Text and one of Back-Cover Text may be added by (or through arrangements made by) any one entity. If the Document already includes a cover text for the same cover, previously added by you or by arrangement made by the same entity you are acting on behalf of, you may not add another; but you may replace the old one, on explicit permission from the previous publisher that added the old one.

The author(s) and publisher(s) of the Document do not by this License give permission to use their names for publicity for or to assert or imply endorsement of any Modified Version.

## **5. COMBINING DOCUMENTS**

You may combine the Document with other documents released under this License, under the terms defined in section 4 above for modified versions, provided that you include in the combination all of the Invariant Sections of all of the original documents, unmodified, and list them all as Invariant Sections of your combined work in its license notice, and that you preserve all their Warranty Disclaimers.

The combined work need only contain one copy of this License, and multiple identical Invariant Sections may be replaced with a single copy. If there are multiple Invariant Sections with the same name but different contents, make the title of each such section unique by adding at the end of it, in parentheses, the name of the original author or publisher of that section if known, or else a unique number. Make the same adjustment to the section titles in the list of Invariant Sections in the license notice of the combined work.

In the combination, you must combine any sections Entitled "History" in the various original documents, forming one section Entitled "History"; likewise combine any sections Entitled "Acknowledgements", and any sections Entitled "Dedications". You must delete all sections Entitled "Endorsements."

## **6. COLLECTIONS OF DOCUMENTS**

You may make a collection consisting of the Document and other documents released under this License, and replace the individual copies of this License in the various documents with a single copy that is included in the collection, provided that you follow the rules of this License for verbatim copying of each of the documents in all other respects.

You may extract a single document from such a collection, and distribute it individually under this License, provided you insert a copy of this License into the extracted document, and follow this License in all other respects regarding verbatim copying of that document.

## **7. AGGREGATION WITH INDEPENDENT WORKS**

A compilation of the Document or its derivatives with other separate and independent documents or works, in or on a volume of a storage or distribution medium, is called an "aggregate" if the copyright resulting from the compilation is not used to limit the legal rights of the compilation's users beyond what the individual works permit. When the Document is included in an aggregate, this License does not apply to the other works in the aggregate which are not themselves derivative works of the Document.

If the Cover Text requirement of section 3 is applicable to these copies of the Document, then if the Document is less than one half of the entire aggregate, the Document's Cover Texts may be placed on covers that bracket the Document within the aggregate, or the electronic equivalent of covers if the Document is in electronic form. Otherwise they must appear on printed covers that bracket the whole aggregate.

## **8. TRANSLATION**

Translation is considered a kind of modification, so you may distribute translations of the Document under the terms of section 4. Replacing Invariant Sections with translations requires special permission from their copyright holders, but you may include translations of some or all Invariant Sections in addition to the original versions of these Invariant Sections. You may include a translation of this License, and all the license notices in the Document, and any Warranty Disclaimers, provided that you also include the original English version of this License and the original versions of those notices and disclaimers. In case of a disagreement between the translation and the original version of this License or a notice or disclaimer, the original version will prevail.

If a section in the Document is Entitled "Acknowledgements", "Dedications", or "History", the requirement (section 4) to Preserve its Title (section 1) will typically require changing the actual title.

## **9. TERMINATION**

You may not copy, modify, sublicense, or distribute the Document except as expressly provided for under this License. Any other attempt to copy, modify, sublicense or distribute the Document is void, and will automatically terminate your rights under this License. However, parties who have received copies, or rights, from you under this License will not have their licenses terminated so long as such parties remain in full compliance.

## **10. FUTURE REVISIONS OF THIS LICENSE**

The Free Software Foundation may publish new, revised versions of the GNU Free Documentation License from time to time. Such new versions will be similar in spirit to the present version, but may differ in detail to address new problems or concerns. See <http://www.gnu.org/copyleft/>.

Each version of the License is given a distinguishing version number. If the Document specifies that a particular numbered version of this License "or any later version" applies to it, you have the option of following the terms and conditions either of that specified version or of any later version

that has been published (not as a draft) by the Free Software Foundation. If the Document does not specify a version number of this License, you may choose any version ever published (not as a draft) by the Free Software Foundation.

## *Addendum:*

*Added September 2008*

Any questions concerning the Texas VAN interface, a Texas VAN account, the content of this guide or a modifiable version of this document should be directed to [voterfile@txdemocrats.org](mailto:voterfile@txdemocrats.org).

# Contents:

<b><u>Introduction</u></b>	<b>6</b>
<b><u>Support Request and Contact the Admin</u></b>	<b>7</b>
<b><u>Main Menu: Left Column</u></b>	<b>7</b>
<b><u>Quick Look Up</u></b>	<b>8</b>
<b><u>Voter Records</u></b>	<b>8</b>
<b><u>Create A List</u></b>	<b>10</b>
<b><u>Add Voters, Remove Voters, and Narrow Voters</u></b>	<b>16</b>
<b><u>Reports</u></b>	<b>17</b>
<b><u>Labels</u></b>	<b>17</b>
<b><u>Save</u></b>	<b>18</b>
<b><u>Folders</u></b>	<b>18</b>
<b><u>Grid View</u></b>	<b>18</b>
<b><u>Virtual Phone Bank</u></b>	<b>19</b>
<b><u>Conclusion</u></b>	<b>19</b>

Welcome to the Texas Democratic Party's Voter Activation Network (TexasVAN). This guide is designed to assist our elected precinct chairs and Texas Majority Builders in the general use and capabilities of the TexasVAN system.

First you must have an account to access the data. To request access, please go to <http://www.texasvan.com/UserRequest.aspx> and fill out the online form completely. Your organization would be your county party; you must have a valid e-mail; do not check the box to the left of No Email Communication because the initial login information will be sent there. Include at least one (1) phone number in case we need to contact you. Your role in the Party would be Precinct Chair. Finally, include any additional information that would be useful, especially your county and precinct number. Before any account is authorized, we must be able to verify your status as a precinct chair. Normally accounts are created within four (4) days, but delays may occur around holidays and the last weeks preceding an election. Additionally, we do not have current precinct chair lists for some counties or the list shows another person as the chair. In those cases you will receive an e-mail requesting a new list from your county chair or more information if the application was incomplete. If the account request remains in the queue for thirty (30) days, it will be considered outdated and rejected. If this happens, you will have to reapply for the account.

The Texas Democratic Party authorizes accounts for State Party elected officials (State Democratic Executive Committee members, county chairs and precinct chairs), active Democratic candidates and Texas Majority Builder participants. If you know someone who would like an account and is not a member of the three listed, please direct them to our Majority Builder signup page ( <https://secure.txdemocrats.org/page/contribute/TMBOnline> ) or petition the county party for an account. Those who are not provided an account are strongly encouraged to work directly with their local precinct chair. If that activist would like to assist a particular campaign, please have them contact the campaign directly for volunteer opportunities. More information on account access and legal uses of the TexasVAN system may be found in our Use and Access Policy ( [http://www.txdemocrats.org/page/-/VAN/Voter File Use and Access Policy.pdf](http://www.txdemocrats.org/page/-/VAN/Voter%20File%20Use%20and%20Access%20Policy.pdf) ).

After you receive your initial e-mail, your account is active and almost ready for use. Follow the link in the e-mail to set your initial password. To log in, go to <http://www.texasvan.com/> and enter your login and newly created password. Please note that the VAN requires the password to be changed every sixty (60) days; old passwords may not be reused and all new passwords must conform to the security requirements outlined by VAN. After the change, you must agree to each line of the addendum to the license agreement by typing your initials in each blank.

## Support Request and Contact the Admin

Once you log into the system you are taken to the Main Menu. The message and help section is shown at the top of the left column. If you are having a problem with the VAN system and the answer is not found within this guide or the Wiki, please Contact the Admin for assistance. The form used to submit the request has four (4) sections: the request type, urgency, a subject, and the body.

Generally, this form is used to submit problems with the system or the data, but it does allow for suggestions to improve the TexasVAN system. The urgency is the speed that an answer or solution is required, but support requests are handled in order of severity. A repeated system error or fault is far more important than an individual problem due to the number of users that are affected which in turn is more important than questions asking how certain features work.

The subject should be straight forward and concisely explain the basic issue. Use the description to add details. For suggestions, include what you are trying to do, what you wish to accomplish, how it will help other users and any other information that you believe to be important. For problems, include what you are trying to do, where in the VAN you are working and what steps were taken that is leading to the issue. The more information that is provided allows for a quicker diagnosis and remedy. Most problems are minor and will be handled by the State VAN Administrator. Any issue that cannot be resolved by the Administrator will be referred to VAN.

Additional information may be added at any time by using the Reply button within the support request details page. If the issue or question does not need an answer anymore, you may also close the request to cancel it.

All answers from the administrator and VAN are sent back through this ticketing system. When a new answer is available, the Support Requests will decrease by one (1) for each answer. For instance, if one (1) request was pending, it will show zero (0) remaining once the suggestion or problem is complete. Check the support requests if one is pending because it may show Status: Pending and Assigned: <your user name>. This means that additional information is required to fulfill the request. As mentioned above, add a Reply to respond. Additionally, the VAN system will send a quick note to the e-mail on the account alerting you to a response. While the entire process is usually prompt, some issues will take time and no estimate for completion will be given.

## Main Menu: Left Column

The remaining options in the left column of the Main Menu are control features.

My Profile contains the personal information associated with your account including your contact address, telephone numbers and the e-mail address where VAN communications are sent. If you change any information remember to click Save before you return to the Main Menu otherwise any alterations will be lost.

Change Password allows you to reset your password ahead of the required sixty (60) day expiration. As described above passwords may not be reused and they must conform to VAN's requirements. If you reset the password and forget it, please send an e-mail to [voferfile@txdemocrats.org](mailto:voferfile@txdemocrats.org) and ask for a reset link, use the reset link available from the login page that will appear after a failed login attempt, or contact your county party for a reset.

Reports Labels allows you to view the Format Control pages for reports and labels. Custom report and label formats will not be discussed but will be added in a later version of this manual.

Letters allows you to review past letter batches. This is not where you create the form letter batch. Also note that precinct chairs are not allowed to create a custom letter format; this must be done by the county party.

Codes Questions Scripts is inactive for precinct chairs. This does not mean that you cannot use these items, only that as a precinct chair you cannot create new codes, survey questions, or scripts. Similar to the letter formats, please contact your county party if a current code, question or script does not fit with your current needs.

## Quick Look Up

Quick Lookup is the best way to locate an individual voter on the TexasVAN system whether to check their voting history, find a telephone number, or add an activist code.

You may enter as much or as little information as you have. Please remember that while the pull down menus for State House Districts (HD), State Senate Districts (SD) and Congressional Districts (CD) show all districts for Texas, you will only be shown voters in your authorized geographic area. A precinct chair will only be able to look up voters in their precinct while the county chair will be able to look up voters in the entire county.

Caution: The VAN system is very particular about street addresses. If you are looking up a voter at 1234 Test Mark Drive, you must use one of the following formats for the system to work:

- (1) 1234 Test Mark
- (2) 1234 Test Mark Dr
- (3) 1234 Test Mark Drive

If you are unsure if the address's postfix is Street, Road, Drive, or something else, it is best to use the first format, (1), and leave the postfix off. Leave off any punctuation.

By checking "Use SmartName search technology," VAN will return names that are similar to the one you entered.

## Voter Records

After a Quick Look Up or a list creation search described later, you may select an individual voter to see their VAN record. What do we know about each voter?

First, we know the person's address. This may be just a voting address or there may be a separate mailing address. If a TexasVAN user has marked it as 'bad,' it will be crossed out. Second, we have a salutation and envelope name. The salutation is used on VAN-generated letters while the envelope name is used to create labels. If a campaign or the county party has entered it, we also have a polling location and the location's address. When this is entered, it will show up on walk reports to assist with GOTV efforts.

Next we have phone numbers and e-mails. Telephone numbers may come from a person's voter registration, a VAN user entered it, or a paid professional telephone match located it. It is possible to differentiate between Home, Cell, Work, and Fax numbers. One number will always be the preferred contact number and it will be marked by a '\*'. If the record has multiple numbers, there will be an option to make one the preferred number. E-mails may also be entered and stored; e-mails in the VAN are unique because they are private to the committee that enters them. In other words, if the Harris County Democratic Party enters an e-mail, only other members of the HCDP will be able to see that e-mail; campaigns won't see it, SDEC members won't see it, nor will the Texas Democratic Party.

Activist codes and survey questions are additional pieces of information that we may use to identify or classify a voter. Activist codes generally have two values: yes or no, true or false. Someone has children or they don't; someone was a 2008 precinct convention attendee or they weren't; someone is Asian or they aren't; and so forth. The codes are set for each statement that is true. Codes that have been set will show up one (1) per line with a control function (Delete Code or Save New Code) to the right. A pull down menu follows with all available codes listed. To set a new code, select it from the menu and click Save New Code. If the code is Public and provided by the State Party, anyone able to view that voter record will then see the new code. This helps so that we do not have volunteers and party activists spending time to ask the same voter the same question multiple times. A second method to set a code is to follow the Add Multiple Codes link. Clicking on the link will take you to a new web page listing all available codes with a checkbox to the left of each. Select all relevant boxes and click Save. You will be returned to the voter's record and the new code(s) will be saved.

Survey questions are similar to activist codes, but they usually have three (3) or more answers. A prime example would be party self-identification because it includes not only Democrats and Republicans, but also Greens, Libertarians, other minor parties, and independent voters. This question is also very important in Texas since we lack party registration. As

above, the survey responses that have been set are listed one (1) per line. If you are the user that input the response to the VAN, you will also see a Delete command to the right. Only the user who is attributed with entering the response may delete the response if it is incorrect. Unlike the activist codes, survey responses require more information before a new answer can be stored. Follow the Add New Survey Response link to set a new answer. You will need to enter day the question was asked, who asked the question, and how the voter was contacted. Once a Contact Type is selected, you may choose the survey question from the now active pull down menu. Following the question selection, the Response field will be populated with all available answers. Click Save to finish and return to the voter's record.

Neighbor Relationships is disabled.

Early Voting is used once voting begins before the election. If a campaign, county party, or the State Party obtains an electronic list of people who have early voted, it may be sent to the VAN to help with GOTV efforts. For instance, a person who has early voted or voted by mail does not need to be called for a ride to the polls on Election Day. By default, anyone who has been marked as having voted early will be left off a newly generated list.

Vote history is the most important information the VAN maintains. The pane lists the year and the type of election (General, Primary, May General, May Municipal, and November Municipal). While the State Party collects as much of this as possible, errors and delays from the State or county may affect the records. In addition, municipal and off-year data is incomplete. Within the section 'Y' means that, yes, the voter participated in that election in person on Election Day; 'E' means that the voter participated in early voting; 'M' means that a mail ballot was submitted. For primary elections a '-D' or '-R' will appear to show which primary the voter took part in – Democrat or Republican, respectively.

Notes allow freeform notations that do not fit elsewhere in the record to be stored.

The State Party targets for partisanship and turnout are assigned to each voter and those codes are visible on each record.

The VAN ID section lists three (3) numbers: the VAN ID – a unique identifier within the Texas VAN system, a Cert Number – a county certificate number that was used prior to 2007, and a State Voter Unique Identification Number (State VUID) – the Help America Vote Act mandated registration number that is unique statewide.

Vital Stats maintains information from the Texas Secretary of State including gender, date of birth and age, and the voter's date of registration. Additionally, the ethnic code is stored here as is the deceased marker. If the ethnic code is incorrect, please set the correct ethnic activist code and save it to the record so that the Party may update it during the next data update to VAN. If the voter is deceased, please take down their name and VAN ID; then submit a support request from the Main Menu with this information.

District information is available based on the voter's registered precinct from the County and Precinct, to the Congressional, State Senate, State House, Board of Education, County Commissioner and JP/Constable districts to the State Party designated Media Market.

Based on the voting address, basic house holding is matched to show likely family groups. People living in apartments, especially those that did not put a unit number on their registration card, may show as Also in Household.

Save All Changes stores any changes made to the record. If not saved, all changes will be lost when you navigate away from the voter's record and must be reentered. Save Page Layout will allow you to keep the Voter Record page exactly as you currently have it. Panes that are open will remain open the next time you view a voter record and those that are closed will remain closed.

## Create A List

The TexasVAN revolves around the creation and customization of lists. Everything from printing a walk list to creating labels for a mail piece to statistical analysis generation all stem from your current, active list.

The VAN system allows you to build a list of active voters based on almost every piece of data and characteristic available within the database. You may form your search using geographic regions, demographics, voting history and patterns, identifications made by yourself or other users, contact results, and more. If the data is in the system, there is a way to search for and on it.

The Main Menu allows three (3) options to work with:

- (1) Create A New List    Build an entirely new list overwriting the current list
- (2) Go to My List        Go to the My List view for the most recently created list if that list has at least one (1) voter
- (3) View My Folders    Browse my saved lists and searches

From the search screen itself, there are many different sections to work with. They will be described in order.

- (1) Location
- (2) Age & Registration
- (3) Targets
- (4) Voter Changes
- (5) Household Gender Counts
- (6) Survey Questions
- (7) Activist Codes
- (8) My Saved Lists
- (9) Notes
- (10) Early Voting
- (11) Voting History
- (12) Canvass Status
- (13) Districts
- (14) Gender
- (15) Ethnicity
- (16) Income
- (17) Phones Emails
- (18) Address Types
- (19) Name
- (20) Suppressions
- (21) Actions

But first, in addition to the 21 sections, there are two (2) buttons in the top right of the browser screen. The first, Clear All Fields, will clear all changes made to the form and reset it. After you have input your criteria, the second button, Search, will begin the search and provide you with a list in the My List View.

A good exercise to do the first time you log into the VAN is Create A New List, leave all search sections blank and click Search. This will return a list with all active voters in your account's region.

You may only have one (1) active list at a time. Any time you create a list or change your current list, you will overwrite the previous list. If you wish to retain a specific list for use at another time, be sure to save it.

### Section 1 – Location

When using the Location menu you may select groups of voters based on their geography including county, precinct, media market, street name, street numbers with or without an odd or even distinction, city, zip codes and distance from a specific zip code.

Notice that the precinct and zip code menus are missing from the basic location menu. These will appear later.

For each search criteria there are up to three ways to use it. The first option is to use the pull down menu. Any line with an arrow down is a pull down menu; an empty line is the default answer and tells VAN to ignore that particular criteria. The second option is to type in the search criteria on a blank line. Be careful when typing in any search criteria. An incorrect spelling, punctuation, or an extra space may cause your search to fail. The third option is used mainly to select multiple items in the same field. This lets us expand our search without having to add every piece, normally streets, one at a time. To see this option, select your county from the pull down menu; precinct will appear below county; select your precinct; now click on the underlined word Street Name. While this guide is only instructing on the street name selection, this same method may be used for any criteria, like Precinct and ZIP5, in the Create a New List screen that is underlined. To select one or more of the answers click on the checkboxes to the left of the answers. That will place a checkmark in the box to show that it is now a part of your search. Finish by clicking Save to return to the search screen.

As described above with a county selected, all search categories in the Location section are made available.

In the multiple selection screen for Street Name there will be a number in parentheses (). That number indicates how many households on a particular street have at least one (1) registered voter. Each household may have more than one registered voter.

The final location criterion involves Media Markets. We have divided Texas into nineteen (19) separate media regions: Abilene, Amarillo, Austin, Beaumont, Corpus Christi, Dallas / Fort Worth, El Paso, Houston, Laredo, Lubbock, McAllen / Brownsville, Midland / Odessa, San Angelo, San Antonio, Texarkana, Tyler / Lufkin, Victoria, Waco, and Wichita Falls. This is more for our Democratic candidates whose districts span several counties and will not affect your searches.

## **Section 2 – Age & Registration**

The next section allows you to search on some selected demographic information. The age search is designed to cover a range from a minimum to a maximum age. It will return voters as long as the maximum age is eighteen (18) or higher. If the left box, the minimum age, is greater than the right, the search will return zero (0) voters.

After Age is another range search covering Birthdays from a starting month and day to an ending month and day. There is no year in the search. Instead, you must combine the Age and Birthday searches.

For whatever it is worth, you may also search on astrological signs.

The final search for this section is voter registration. Like Age and Birthday, it covers a range of dates from a start date to an end date, but this it time incorporates the year into the search. The preferred date format is:

MM / DD / YY

MM is the two digit month ( 01 – 12 )

DD is the two digit day (01 – 31)

YY is the two digit year

November 13, 2007 would be: 11/13/07

To open the calendar, left click in either box on the Reg Date line. To select a specific date, left click on it. To change the month or the year, use the arrow keys.

The double arrow left    Decrease the year by one (1)

The single arrow left    Decrease the month by one (1)

The single arrow right    Increase the month by one (1)

The double arrow right    Increase the year by one (1)

### **Section 3 – Targets**

The State Party has developed two targeting codes that incorporate vote history, demographic and district information: major party partisanship and the likelihood of a voter participating in the next major election.

Caution: The categories within each target are mutually exclusive. This means that someone who is a Hard Democrat cannot be a Soft Democrat, Unknown, etc. A Certain Voter cannot be a Likely Voter, Potential Voter, etc.

To use the targets, select a qualifier from the pull down menu at the top and select either Any, the default option, or All. Any will include all selected targets. If Hard Democrat and Soft Democrat are selected under Any, the resulting list will include all voters that are Hard Democrats or Soft Democrats. All is used when selecting exactly one (1) Partisanship and one (1) Turnout code. If Soft Democrat and Likely Voter are selected under All, the resulting list will include all voters that are Soft Democrats who are Likely to vote in the next major election. If two partisanship codes or two turnout codes are selected under All, the resulting list will return zero (0) voters because the codes are mutually exclusive.

### **Section 4 – Voter Changes**

This section allows you to search for any altered voter records between certain dates. These are records that were already in the TexasVAN system, but have had information changed or corrected since they were included. The format for the start and end dates is the same used in Section 2.

### **Section 5 – Household Gender Counts**

Within each voting household, we track the number of male and female voters. The left box is the minimum and the right box is the maximum for each criteria. The third row is used to find households with a certain number of registered voters irrespective of gender.

### **Section 6 – Survey Questions**

The previous sections have dealt with content compiled by the TDP. The next two are mainly input by our users. The first, survey questions, is designed to have a question with several responses which may be obtained by a block canvas, a telephone call or any other method of contacting an individual voter. After the information is obtained, it can be fed into the VAN system and used for searches by the committee that first received the data and, hopefully, the rest of our users.

To use a survey question in a list creation you must use the first or third selection method described back in Section 1.

All survey questions available to an account will be in the drop down menu even if no one in the account's area has answered them.

Selecting a question from the drop down menu will refresh the Survey Question section and display more options to use in a search. One or more responses to the question may be checked. If all responses are checked, the resulting list will contain everyone who answered the question.

After the responses, it is also possible to narrow the list even further by using the Input Type, left, and Contact Type, right.

It is possible to see the results from a particular canvasser or the person who entered the data.

To coincide with the canvasser information is the canvass date and the data entry date. The date format for both sets of boxes is described above in Section 2.

The Committee option should be used only if searching for answers input by someone in your county. This applies to survey questions that are available statewide to all users like 2008 Action: Party Affiliation.

Finally, it is possible that the same voter will answer the same question during the election cycle. Because of that, you may select the box at the bottom of the pane to only include the most recent response given by the voter as their answers may change over time.

The third method for using the survey response pane is to click on Question. Although you cannot select the more detailed options like canvasser or canvass date, you may select multiple survey questions with their respective answers.

## **Section 7 – Activist Codes**

Activist codes are pieces of information that can be described as having two (2) answers: yes or no, true or untrue, et cetera. A person attended their last precinct convention; a person is a volunteer; a person is Hispanic. These are values do not change or change rarely.

Like survey questions, there are two ways to use activist codes in a search. You may use the drop down menu to select a single code or click on Activist Code to see a list of all activist codes available to an account similar to the survey response selection.

Once an activist code is selected from the pull down menu, the same options appear as they did on the survey codes, except there are no answers and there is no check box for the most recent time the person was coded.

The input and contact types are the same, as are the canvassers, data entry and date fields.

The main difference arises in the multi-selection screen: the Picker.

The first row is system commands. Check All selects all activist codes. Check All Activists selects all codes that are marked as Is Activist by the person who created the code. Uncheck All clears all the check boxes. Show Archived adds all archived activist codes to the page. Archived codes are activist codes that are old, but the data held within may still be useful in your searches.

Within the main window, the activist codes are split up according to their type: constituency and issue, demographics, events, get-out-the-vote, party officials, visibility, and volunteer. Within each type the codes are ordered alphabetically with a view marker in parenthesis (). If the marker is Public any user with access to that voter (the voter is within their region) will be able to see that code. If the marker is private, it shows who may view that code: your county party.

For instance, the code Events : Attend Training (TDP) is a private code. If the TDP marks someone with this code, only people within the TDP committee (state party staff) will be able to know which voters have been marked with this code by other TDP committee members. If a Bexar County precinct chair holds a training session, has access to use this code and uses it to mark some of their voters, only people with the Bexar County Democratic Party will be able to see it. For a code to be seen on any particular voter by a different group or committee, it must be public. Public activist codes are provided by the State Party.

## **Section 8 – Saved Lists**

Most aspects of VAN center on lists. Because of this, a user is allowed to save a list for use later and integrate it into a new search. All users begin with an empty folder for saved lists. Until a list is saved, the list search feature will not be available. Once a list is saved, the gray section is replaced with a pull down menu containing the folder and list names of every stored list.

## **Section 9 – Notes**

Within every voter record in the VAN database is a place for notes to be saved. The search may be structured to search for the text of the note itself, a date range that the note was saved on or for any voter with a note. As before, the format of the date is still MM/DD/YY described in Section 2. You may also do a very general search to include any voter with any note attached to their record.

## **Section 10 – Early Voting**

During early voting before major elections, the State Party, some county parties and several campaigns across the state gather the rolls of early voters from the election clerks to mark those who have voted. For instance, an early voter doesn't need to be called concerning a ride to the polls on Election Day. By default, those voters who have voted early are left off a new list.

## **Section 11 – Voting History**

Maintaining the statewide vote history allows the Texas Democratic Party, democratic organizations and candidates to effectively target their districts to maximize voter turnout.

The default history section is grayed out. It is inactive until the pull down menu at the top selects a search term.

The search terms fall into two groups: Open and Numbered

The Open group consists of Any and All. Any is the most general term and, when selected, it will check to see if a voter participated in any of the selected elections; those people may have voted in one, some, or all of the selected elections.

All is the most restrictive search because, although it casts a wide search like Any, it will only return voters who have participated in each and every election as marked including a party selection for each primary if input.

The Numbered group incorporates the remaining three (3) terms. These require a number ranging from one (1) to the total number of elections shown to be typed in the space that appears after a Numbered term is selected from the pull down menu.

At Least, Exactly, and No More Than use the number to set the minimum number, exact number, or maximum number of elections a voter must have participated in for a given search, respectively.

Once a term is selected, the checkboxes to the left of the elections darken and are available for use. Selecting your desired election will activate the rest of that line (or both lines for any primary). By default the system will select Voted as soon as the election is checked. The other options are Didn't Vote, Early (voted early), and Mail (used a mail ballot). For primary elections, a second line is added with a party designation of Democrat or Republican. If neither party option is selected (left blank) the search will ignore the party affiliation for that election including, or excluding, all people who fit the first line only.

For example, selecting All from the pull down menu, placing a check next to 2006 General with Voted and a check next to 2008 Primary with Didn't Vote and Republican will return all voters who participated in the 2006 November election and didn't vote in the 2008 Republican Primary. Those that will be included by the primary half of the search will be either Democratic primary voters or voters who did not vote at all in the 2008 Primary.

A note of caution: off-year and municipal election data is not complete, especially for the smaller counties. If a search using off-year or municipal data returns zero (0) voters, leave it off and try again.

## **Section 12 – Canvass Status**

Canvass status allows you to search on people contacted previously by you or your county party. This could include phone calls, block walks, or mail pieces.

Input Type is the method the data was input into the VAN. Contact Type is the way the data was collected. Pass is the call attempt for a virtual phone bank – first, second, third, et cetera. Canvassed By is the person who completed the contact. The data range uses the same date format described in previous sections to limit the search to the timeframe between a start and end date. Leave it blank to search for all canvass attempts. If a canvass has been entered recently, instead of the date range select a specified number of days up to the current day. Finally, you can search for a specified number of contacts from a minimum to a maximum.

### **Section 13 – Districts**

The district section is intended for those users with access to a larger segment of Texas voters than a single precinct, like a county with several State House districts. Although it will not affect your search, to reveal the County Commissioner and Justice of the Peace/Constable districts, select a county from the Location pane.

### **Section 14 – Gender**

Limit a search to one gender or another. Please note that while most records have a gender assigned, it is not complete.

### **Section 15 – Ethnicity**

Ethnic categorization is broken down into eleven (11) separate groups. Additionally, by selecting Show Details, Asian may be broken down into ten (10) smaller groups. Most non-Jewish, non-Hispanic Caucasians are going to be listed as Other. This section always uses an OR operator so selecting Other and Hispanic will return any voter listed as Other or Hispanic on their record.

### **Section 16 – Income**

Income is based on census data to provide a rough estimation for some voters. Many voters will be categorized as Unknown, however.

### **Section 17 – Phones Emails**

Phones Only, Cell Phones Only, and E-mails Only restrict the search to voter records with these categories available. A Phones Only search will look for voters that have a telephone number bound to the person's voter record already leaving off those voters who did not provide a telephone number when they registered and could not have a number linked to them by a professional phone match. This will be used most often with a call list to save paper. Cell Phones Only is similar, but looks for just cell numbers on voter records instead of any phone number. E-mails Only does the same, but precinct chairs cannot export an e-mail list. This must be obtained from the county party.

### **Section 18 – Address Types**

Walkable Houses are standard residences; they do not include apartment complexes or gated communities. Buildings should be used to locate apartments, condos, and any other multiunit locations. The PO Box search currently looks at the voting address only so it will miss most records with a PO Box in the mailing address field. This happens because the system is designed to search on geographic areas and Texas voter registration requires a physical address, not a PO Box. USPS Verified mean that the postal service can deliver mail to that address.

### **Section 19 – Name**

It is possible to search based on a particular name using either a last name, first name, or both. You may also search for a part of a name by typing only a portion of the name. If you are looking for a particular name like Jan instead of Janette, use Search for Exact Name. No records in the system have an unknown name because only registered voters are included in VAN.

### **Section 20 – Suppressions**

Suppressions are used to limit searches to a more valid universe of people.

Bad Addresses are excluded by default because someone has determined that the voter does not live there. Often this arises when people move but forget to change their voter registration. It is not very useful to knock on that door looking for that particular voter or send a piece of mail to that address because it is unlikely to reach the intended person. However, the search can be overridden forcing these voters be added to the list or even create a list just of those with a bad address.

Second, deceased voters are left off the default search as well. These voters have not been removed from the voter roll yet.

Lastly, walkable voters is similar to the Address Type above, but the suppression section allows you to include walkable voters in the list (the default), exclude walkable voters, or include walkable voters only leaving off the non-walkable households.

## **Section 21 – Actions**

Save Page Layout will allow you to keep the List Creation page exactly as you currently have it. Panes that are open will remain open the next time you run a search and those that are closed will remain closed. The default page layout has all panes closed except for Actions.

Click the Search button to generate the list using the criteria entered on the page. Once the list has been created, you will be taken to the My List View. This will display an overview of the list showing, in most cases, a random sample of voters from the entire list. Do not print from the My List View; this is not the purpose of this screen.

## **Add Voters, Remove Voters, and Narrow Voters**

After creating a list, you may end up with something that isn't quite what you were expecting. You may have too many voters, too few, or a group of people that shouldn't be included or excluded. To help, the VAN has three functions to adjust your current list: Add, Remove, and Narrow.

Add Voters will increase your list by merging voters from a second list creation into your original list.

If your original list has voters A, B, and C and your second list search has B, C, and D, then the result of the Add will give you a list of A, B, C, and D. For instance, if your first list contained all 2008 Democratic Primary voters, you could use Add and search on all those with ethnic minority tags.

Remove is designed to take voters out of the current list. Any voter from your original list that also matches the Remove search will be taken off your current list.

If your original list has voters A, B, and C and your second list search has B, C, and D, then the result of the Remove will give you a list of just A. For instance, if your first list contained all 2008 Democratic Primary voters, you could use Remove and search on all those with ethnic minority tags to end up with primary voters that do not have a known ethnic match (often Caucasians) listed as Other in the system.

Narrow aims to reduce the current list to a smaller subset. All voters from your original list must also meet the new criteria you use for the second list.

If your original list has voters A, B, and C and your second list search has B, C, and D, then the result of the Narrow will give you a list of B and C. Example, your list contains the 2008 Democratic Primary voters; you could use Narrow to limit the original list to just female primary voters.

While there is no limit to the number of Add, Remove and Narrow operations you can use, be careful that you use the right tool for the task and the criteria used do not contradict each other. An error either way could leave you up with the completely wrong list or a list with zero (0) voters.

## Reports

Once you have your list complete, it's time to use it. Most of the time, you will be generating a report to print out a call or walk list. Follow the Reports button above the list.

First, select a report format. Normally, you will see the generic formats provided by VAN and the Party. For most people, these are sufficient with the Basic List with Vote History being the most common. If you would like something else, you will need to create a custom report format which is beyond the scope of this guide.

Second, select a script if your county chair has provided you one, use one of the generic scripts, or leave the section blank. The script is not required. For the report formats, except the Basic List, leaving the script blank will just place a section of whitespace to the right of each voter's record on the report.

Select a source that the list will be used. If you change the source from Calling to Walking, the sort order section will be filled in with an exhaustive walking order. If you change it back to Calling, the sort order will be filled for a call list. Ascending orders the list according to 0 through 9, then A through Z; descending reverses that order. Page breaks will insert a break between sections. For instance, if you set a page break check on a sort order for street name, then the system will force your printer to start a new page for each street. Be careful though; setting a page break on name will put exactly one (1) voter per page wasting a lot of paper. A useful effect of using the page break is that each sort order that has a page break will print that segment at the top of each page. For instance, if you put precinct in sort order 1 with a page break and street name in sort order 2 with a page break, then your precinct number and the current street name will appear at the top of each printed page.

Leave the check next to Print List Number and Page Numbers in place. You will be able to use the list number again to help load the data you collect from your canvass (see Grid View below). Page numbers will also help you keep your report in order.

Generally you can ignore the Split Report. The maximum number of voters per segment (split) is 2,500 is larger than most precincts in the state. This function is in place for our campaign and county chair users who may be printing out lists of 4-5,000 records.

Click Next to go on to step two (2).

You will be shown a picture below a warning message to adjust your internet browser's page setup. The picture displayed should be very similar to your browser's settings, but each item circled in red must be checked. To access the page setup, go to your File Menu on the browser itself. If you do not see the file menu, which is common on Microsoft's Internet Explorer 7.0+, and then hit the Alt key and 'F'. Click Page Setup to open the window. Once the settings are the same as those shown on the picture, click OK to close the window and click Finish on the webpage.

The system will generate the report according to the report type and sort order. At this point the list is ready to be printed. Please note that these reports are generated on demand. Once you return to My List, close your browser window, or time out from the VAN system, the report is gone and must be regenerated. An alternative is to print the report to a PDF document, a computer file that you can save on your machine. Most computer users have Adobe Reader to open PDF documents. If you do not have Adobe Acrobat, the full paid program from Adobe ( <http://www.adobe.com/> ), then a suitable free substitute for Windows based machines is PDF Creator from SourceForge ( <http://sourceforge.net/projects/pdfcreator/> ). Follow the onsite directions to download the installer and install the program. Once installed the program works like your physical printer except when you tell it to save it will ask you to name a file and a location on your computer to store it.

## Labels

Similar to the reports, you may also print your mailing labels from the VAN.

First select your label format. Three (3) standard Avery sizes are already available. If you have another size, you must create a custom label format from the Main Menu.

Next select your house holding preference of one label per voter, one label per last name, or one label per address and the household label. As with the reports, you may adjust the sort order for the labels. The default is set to sort by just the name in ascending order.

You may exclude out-of-state mailing addresses and addresses that have not been certified by the USPS if you choose to.

Click Next to proceed to step two. As with reports, the VAN will alert you to check your print setup. Label printing uses different settings than report printing. When done, click Next to generate the labels. Again, like reports, the labels are dynamic and will be gone if you return to My List, close your browser window, or time out from the VAN system.

## **Save**

The Save function allows you to store your current list or your current search. This is especially helpful because the VAN system only allows you to have one (1) active list at a time. Each time you create a new list or alter the current one, it overwrites whatever was there before. By saving it you can come back to the exact same list a day, month, or year down the line.

After clicking on the Save button, you will be asked if you want to save the list as a static, unchanging list, or as a dynamic search. Generally, you will be saving a list because the data in VAN does not change that often. Select the type and the page will refresh with some additional options. First, select a folder to save it under. If you do not have a folder already, check the box to the right to create one. Name the folder something practical so that you will know what is in each folder. For instance, you may name a folder "2008 Primary Lists" that includes lists of minority primary voters, female primary voters and more. It is not advisable to create a folder for each list. After you select a folder or create a new one, give your current list a name to differentiate it from other lists in the same folder. Finally, add a description to give extra detail about the content or reason for creating the list.

## **Folders**

To retrieve and load a saved search or list, click View My Folders from the Main Menu. It will show a list of all folders. Click the folder name to view the contents of the folder. Select the desired list name to view the Edit List screen. From this final screen you may rename the list, change the description, load the list and overwrite your current list with the saved one, delete the list from the folder (cannot undo this action), and save changes made to the name and description. If you forget to save, any changes to the screen will be lost.

The assign folders pane is used to give more than one (1) folder access to the list. However as a precinct chair, very few people have access to your area's voters. This function is for the county chair to share a list with the precinct chairs, not the other way around.

## **Grid View**

Grid View is the easiest way to enter a lot of data at once without obtaining additional help from the county party. The view works in concert with a list and a script. Unlike the virtual phone bank described next, the grid is only for entering data after a more standard call or walk canvass has been completed.

If you have the printed call or walk sheets, at the bottom of each page should be a list number that the VAN will ask for. This is the easiest way. If you do not have the list number, but the list is still loaded as your current list, you may select it then fill in the details just like when you generated the report itself described above. Once the settings are identical – this is not required but makes the process much easier – proceed on to the grid. By default, it will display twenty (20) voters at a time, their information, and the results. The result column contains the canvass results that should only be used if you were unable to ask the questions from the script. The next one (1) or more columns contain the answers to the script question(s). Select the proper responses for all the voters on the page, click the Save button, and click the right arrows to go on to the next page of voters.

As with most sections of the VAN, forgetting to click the Save button will lose whatever information you input.

## Virtual Phone Bank

The virtual phone bank feature allows you to make telephone calls to a targeted group of people as outlined by your county party. You will need a computer, an internet connection and a phone line (home telephone or a cell). Your county party, specifically your county chair, will create the phone bank and provide you access to it through a direct link or a VPB code. The direct link will show the phone bank as an option when you click on Virtual Phone Bank from the Main Menu. The code option is a two-part key that may include letters and numbers. Often this key will be given out at a meeting or by e-mail.

Once you select a phone bank or type in the key, hit Next to read an introductory message and Next once more to begin. The phone bank may limit you to a specific number of calls (attempted calls), a specific number of successful contacts (someone picked up the phone), or a time limit. It may or may not have a progress bar to show you your goal for the session.

All subsequent screens will show a voter record, the script that you will be using for the call, and all possible responses. Canvass results are to be used if you are unable to ask the script questions like Busy, Refused, Disconnected, et cetera. Click the circle to the left of the status and click Save/Next to proceed on to the next voter. If you are able to reach the intended person, ignore the canvass results and proceed on to the script. Select the proper or closest response to the questions, click Save/Next, and continue through the phone bank session.

Your county chair may decide to include additional information for you to see or inquire about, especially other telephone numbers, e-mail addresses, and whether that voter still lives at the listed address.

When you finish or run out of time, just return to the Main Menu or close the browser.

## Conclusions

Again, if you have questions concerning the VAN please send an e-mail to [voterfile@txdemocrats.org](mailto:voterfile@txdemocrats.org) or send an administrative request through the VAN ticketing system.