

3. Lists

- 3.1 Creating a new list
- 3.2 My List Screen
- 3.3 Building complex lists
- 3.4 Saving and Folders
- 3.5 Creating Turf Regions

What

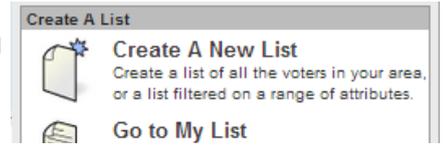
The 'Create a List' tool enables you to put together a list of voters on any criteria that you want. You can filter by all data held on individuals, like demographics, voting intention or postal votes.

Why

Creating a list is the starting point for a number of tasks, like printing canvass cards, printing letters or setting up a Virtual Phone Bank. Whenever you want to do something with a selection of voters, you'll need to put them in a list first.

Where

The 'Create a List' tool is accessed from Main Menu screen. Just click on 'Create a New List' in the centre column.



Creating a list

When you open the Create a List screen, you will see displayed a number of grey sections each with a name on the top.

You can expand any section by clicking on the '+' symbol on the left hand end. When expanded, you can they collapse it again using the '-' symbol.

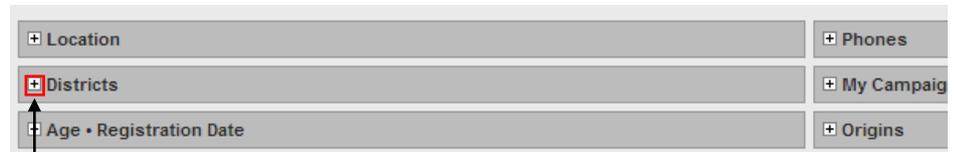
Collapsing the section doesn't lose any entries you make - it just hides them to make it easier to work around the screen.

Selecting a district

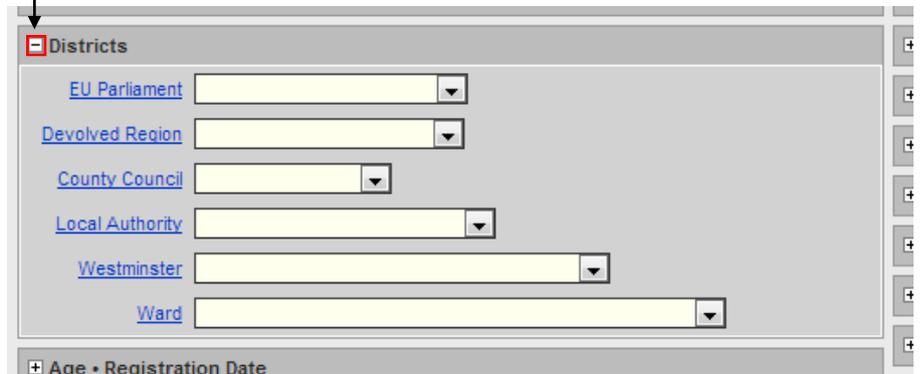
The districts section will display all the types of district you have in your area.

You will definitely see EU Parliament, Westminster, Local Authority and Ward. You will only see County Council or Devolved Region if you have these in your area.

Use the drop down menus to select an individual district of any type. You will only see districts listed that you have



Click on the '+' sign to expand the section. Once it is open, it will turn in to a '-' sign that will then hide the section if clicked.



access to in Connect.

Narrowing your choices

Once you have selected a district, the other drop down menus will change to reflect your choice.

For example, you may have two different Local Authorities in your constituency. Once you have selected one of them, the Ward drop down menu will contain only the wards in the selected Local Authority.

Extra Choices

Some of the District drop downs will cause additional drop down menus to be displayed:

- Selecting a Local Authority will enable you to select by Polling District
- Selecting a County Council will enable you to select by County Electoral Division
- Selecting a Devolved Region will enable you to select by Devolved Constituency.

Selecting Questions

To create a list of people based on answers to questions you have asked them, first expand the 'Questions' section.

You can then select your chosen question from the drop down menu. You can choose from national questions, your own local questions or master questions.

Connect will then load all the possible answers to this question. Select all the answers that you would like to include.

You can also select any associated data if you wish to further narrow your results, e.g. specify a date range or contact type.

At the bottom of the section there is a tick box to 'Include most recent response only'. This is most useful for canvassing questions, where a voter might have given multiple different responses.

Selecting Tags

To search by Tags, simply expand the Tag section and select the one you want.

Once you have selected your Tag, the section will expand to allow you to restrict your search by date, data entry type etc.

Making Multiple Selections

Four of the data sections on the 'Create a New List' screen - Districts, Questions, Tags and Origins - allow multiple selections.

You can see where this is possible because the label of the drop down

menu will be a blue underlined link. Clicking on this link will open a multiple selection screen. Simply select all your options and click

'Save'. You will then be returned to the main 'Create a new List' screen where you can make the rest of your selections.

Click the link here, then make your selections on the page that opens

My Voters

Suppressions

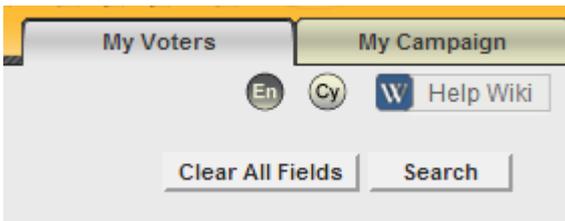
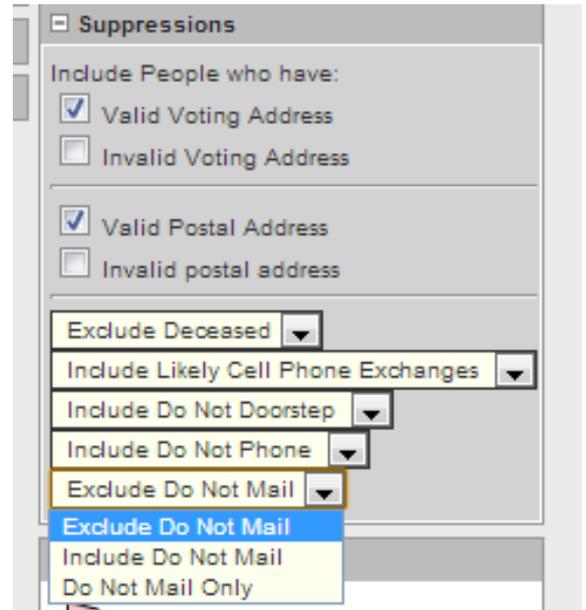
There are some people who you will want to exclude from our lists based on their contact options. For example, if you are going to use our list to print letters, you will need to exclude everyone marked as 'Do Not Mail'.

The Suppressions section is on the right hand side of the Create a List screen. There are four drop down menus for exclusions.

The first is for deceased residents, and is set as exclude by default.

Those for Do Not Doorstep, Do Not Phone and Do Not Mail are set to include by default. Simply change the drop down menu for whichever set you wish to exclude.

You can review who you have marked as 'Do Not Mail' etc at any time, by making a list using the 'Do Not Mail Only' option'.



Make My List

When you have entered all your search criteria, simply hit the 'search button' found at the top right of

the page to create your list.

Connect will then load the 'My List' screen and display your search results.

Save My List

In Connect, you can only ever have one list open at any time.

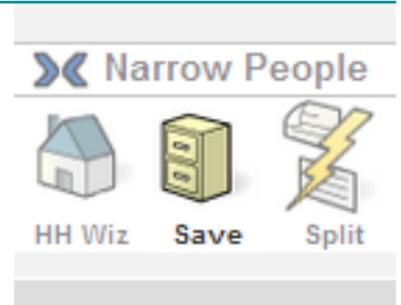
To avoid repeating work, you can save your lists in to folders.

On the My List screen, simply

click on the Save icon.

You can save your list as either a fixed list of people, or a set of search criteria.

For more details, see Quick Sheet 3.4 - Saving & Folders.



Keep on learning - these Quick Sheets will build on what you have learnt here:

3.2 - Building complex lists	Use the Add People, Remove People and Narrow People tools to build up more complicated lists of voters.
3.3 My List Screen	Learn how to use the My List Screen to do useful things with your lists of voters.
4.1 Canvass Cards	Use the list you have created to produce canvass cards.
4.2 Letters	Use the list you have created to print target letters.

**Watch training videos at Member.LibDems.org.uk/Skills
Get support on Facebook - search for Connect Users**

What
Why
Where

The My List screen is the starting point for manipulating your lists of voters.

Connect uses lists for all tasks which apply to a selection of voters, like printing letters, creating a phone bank, producing canvass cards,

The My List screen opens when you create a New List. You can return to it at any time by clicking 'Go to My list on the Main Menu.



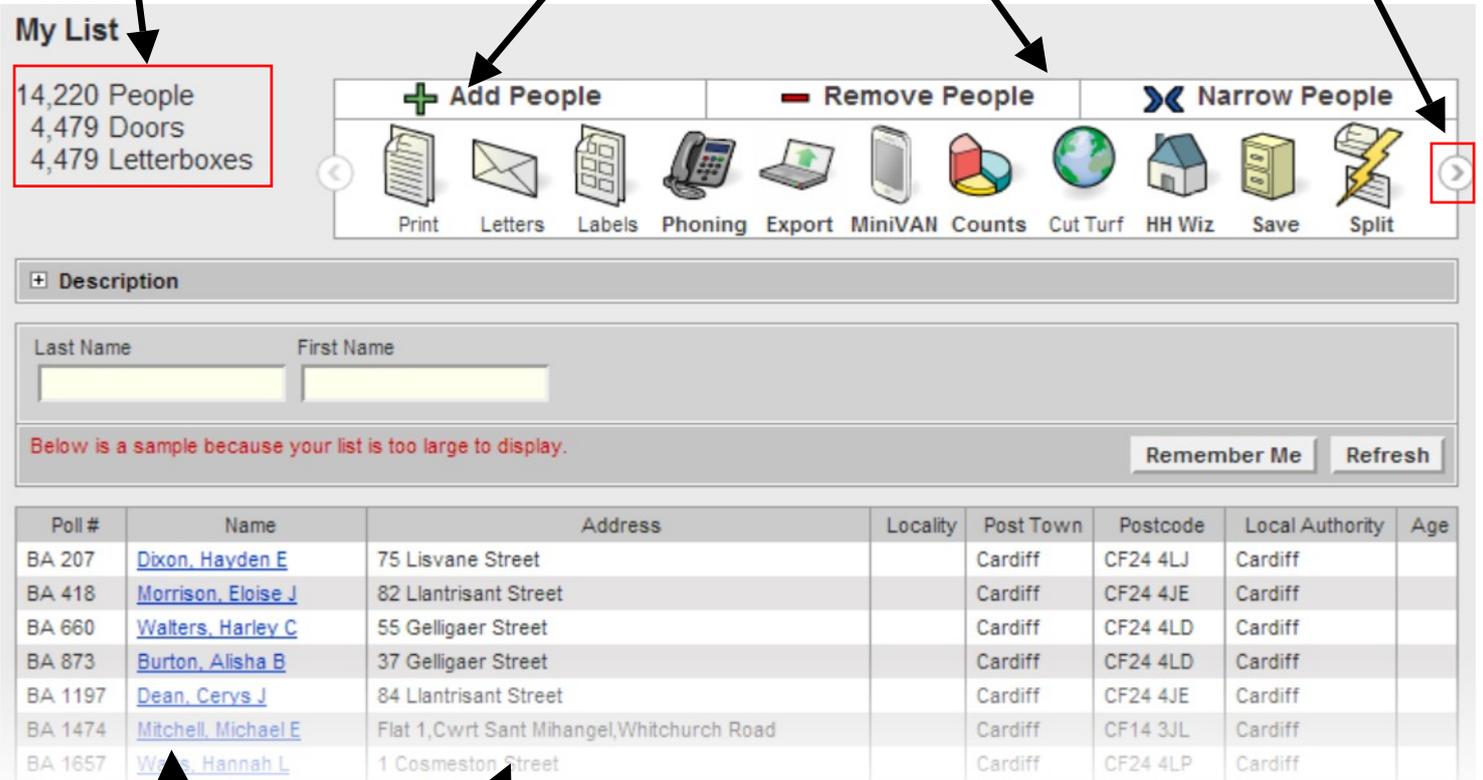
The My List Screen

Below is an example of the My List screen. As well as example voters in your list, there are a number of buttons for starting other tasks. These are outlined on Page 2 of this Quick Sheet.

The number of people and doors in your list is displayed in the top left.

The buttons in this section are where you can do things to your list, like printing, phoning and entering data. The top row of buttons allow you to add steps to your list.

The right hand arrow will show you more buttons to click.



My List

14,220 People
4,479 Doors
4,479 Letterboxes

+ Add People **- Remove People** **>> Narrow People**

Print Letters Labels Phoning Export MiniVAN Counts Cut Turf HH Wiz Save Split

Description

Last Name First Name

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

Poll #	Name	Address	Locality	Post Town	Postcode	Local Authority	Age
BA 207	Dixon, Hayden E	75 Lisvane Street		Cardiff	CF24 4LJ	Cardiff	
BA 418	Morrison, Eloise J	82 Llantrisant Street		Cardiff	CF24 4JE	Cardiff	
BA 660	Walters, Harley C	55 Gelligaer Street		Cardiff	CF24 4LD	Cardiff	
BA 873	Burton, Alisha B	37 Gelligaer Street		Cardiff	CF24 4LD	Cardiff	
BA 1197	Dean, Cerys J	84 Llantrisant Street		Cardiff	CF24 4JE	Cardiff	
BA 1474	Mitchell, Michael E	Flat 1,Cwrt Sant Mihangel,Whitchurch Road		Cardiff	CF14 3JL	Cardiff	
BA 1657	Watts, Hannah L	1 Cosmeston Street		Cardiff	CF24 4LP	Cardiff	

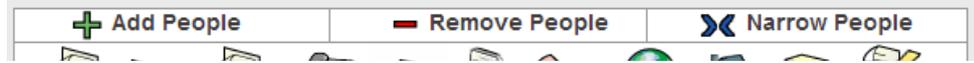
Displayed in the table in the lower part of the screen is your list (or a sample if your list is to large).

You can customise your My List screen by clicking the cog in the top right.

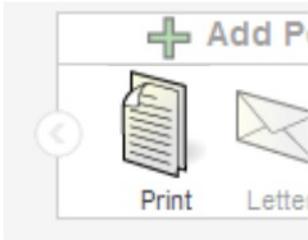


The add, remove and narrow people buttons across the top of the buttons section will enable you to build a more complex list of voters. Read more on how to use these in Quick Sheet 3.3.

Add a step



Print



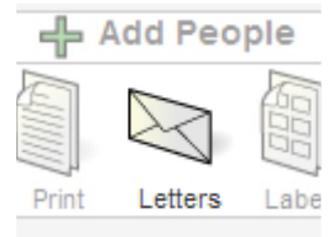
The Print button enables you to produce all types of reports, including Canvass Cards and Knock Up sheets. For more information, see the following Quick Sheets

- Canvass Cards - 4.1
- Knocking Up - 9.3

The Letters button will produce letters to the voters in your List. Connect's built in Letters tool quickly and easily produces letters to your voters. It enables you to quickly produce different letters for each voter based on their Target Pool (see Quick Sheet 2.4).

You can read more about how to print your letters in Quick Sheet 4.2.

Letters



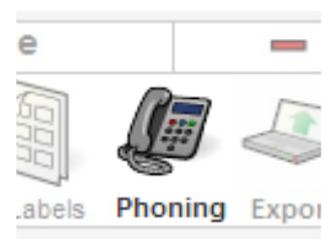
Labels



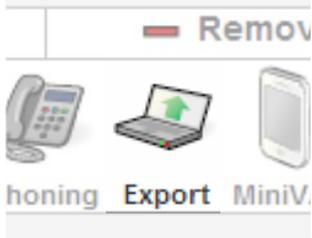
The Labels button will produce a PDF that will print address over your label sheets. You can select from a set of preset Label formats which conform to most industry standards.

Phoning

The Phoning button sends your list to a Virtual Phone Bank. A Virtual Phone Bank allows users anywhere in the country to log in and canvass your residents over the phone. They can enter the data straight in to Connect, so you don't have to do anything with it. Read more about setting up a Virtual Phone Bank in Quick Sheet 7.2



Export



The export button will send your list to a CSV file. There are a number of options available, depending on your level of access. They include:

Standard Text - A basic CSV format. You can choose which data you include. This produces one record per voter.

Householded Mailing List - A CSV file of names and address, with a single record per household.

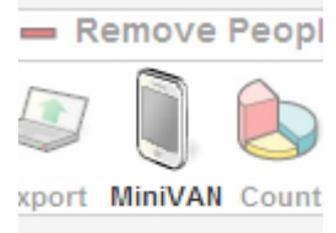
Notes List - A list of all the notes in records for people in your list.

Email blob - Just a list of all the email addresses in your list, which you can paste straight in to the BCC field of your email.

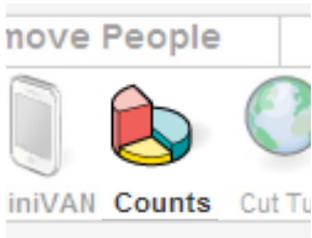
MiniVAN is the name of the Smartphone App that works with Connect. It allows you to canvass quickly and easily directly in to your mobile phone. You can then send the data straight to Connect without having to enter it manually.

The button here makes your list available as a download on MiniVan. See Quick Sheet 4.4 for more information.

MiniVAN

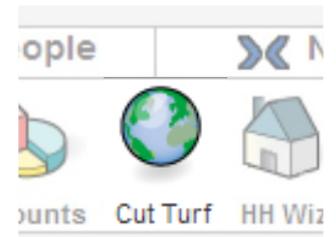


Counts



Counts will send your list to the Counts and Crosstabs section of Connect. This area allows you to count various data in your list, like voting intention, postal votes or age profiles. Read more in Quick Sheet 8.1.

Cut turf



The Cut Turf button places each of the properties in your list in to a map. You can then divide the list in to different geographical sections. You can read more about creating and saving Turf Regions in Quick Sheet 3.5.

HH Wiz



The Household Wizard increases or decreases the size of your list by changing people based on household. It can add in all people in households, or remove people in others. Like the Add, Remove and Narrow buttons, HH Wiz creates a Step in your List that can be edited or removed later.

Save



The Save button will save any changes you have made to your list. You can save your list in two ways - as a set of search criteria, or as a fixed list. For more on saving, see Quick Sheet 3.4.

Split



There will be times when your list is too large. Certain tasks in Connect (like creating a Virtual Phone Bank and printing letters) have a maximum number of voters. You can easily divide your list in to smaller chunks using the 'Split' button.

Split My List

Split into lists of:

Folder: New Folder

New Folder:

Name:

Description:

Select the number of people or households you want in each split list

Give your list a name and select a folder (or create a new one).

Split lists for letter printing

File Name: Owner: Date From: Date To:

Type	Name	Description	People	Owner	Date Created	View Map	Refresh	Print Region	Edit
List	Cathays for target letters_0001		2,000	O'Connor, K.	11/2/13				Edit
List	Cathays for target letters_0002		2,000	O'Connor, K.					Edit
List	Cathays for target letters_0003		2,000	O'Connor, K.					Edit
List	Cathays for target letters_0004		2,000	O'Connor, K.					Edit
List	Cathays for target letters_0005		2,000	O'Connor, K.					Edit
List	Cathays for target letters_0006		2,000	O'Connor, K.					Edit
List	Cathays for target letters_0007		2,000	O'Connor, K.					Edit
List	Cathays for target letters_0008		220	O'Connor, K.	11/2/13				Edit

8 Items - 1 Page

Smaller sections of your list will then be saved in your selected

Sample

If your list is too large, you may wish to randomly reduce it. The Sample button will create a random sample of your choosing. The reduced size list will be immediately loaded to My List. If you wish to be able to use the full list again, you must save it before you use the Sample button.



This feature is very useful if you want to do some randomising phone canvassing in an area. For example, if you wish to see how the vote has changed in an area since a previous election.

Sample

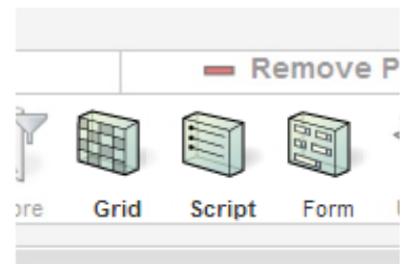
This function will reduce My List to a random sample.

Sample Size:

Too large to display.

Grid, Script and Form

From My List screen you can send your list to one of Connect's data entry modes.



The three available are Grid, Script and Form.

You are most likely to need to use Grid, which can be used to enter data from Canvassing. Form view is normally used for entering survey data.

You can also access these Data Entry modes from the Main Menu.

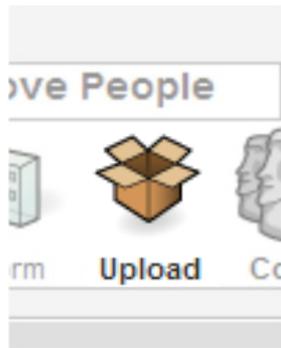
For more information on entering data, please see Section 5 of the My Voters Connect Quick Sheets.

Upload

If you wish to apply the same data to your list of voters, you will need to use the 'Upload' button.

This will send the list to Bulk Uploader. From there, you can then apply tags, question responses and contact results (such as Do Not Mail).

To learn more about the Bulk Uploader see Quick Sheet 5.6



Copy

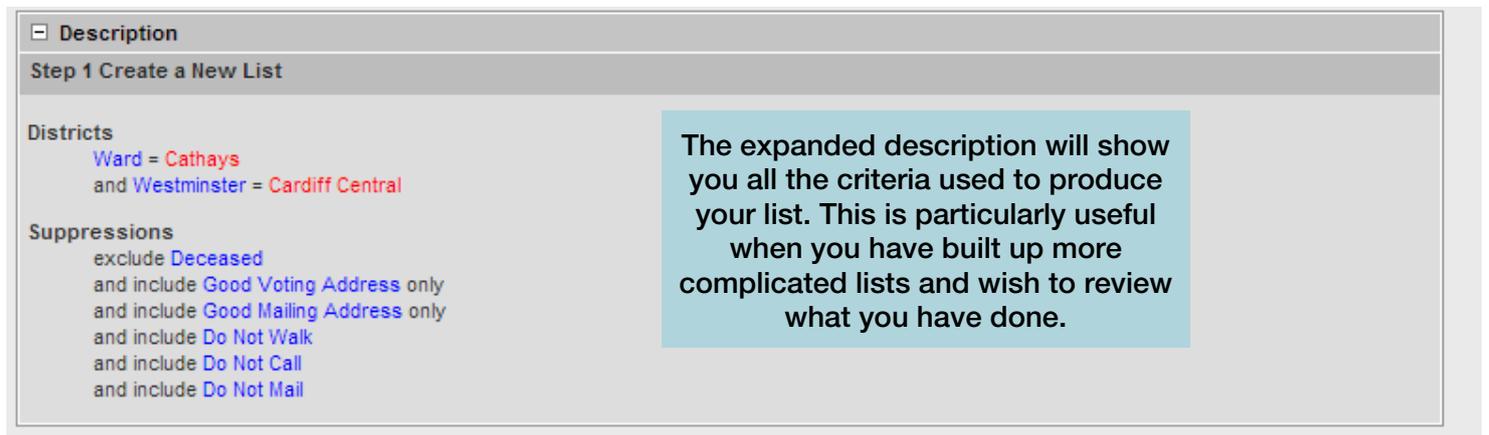
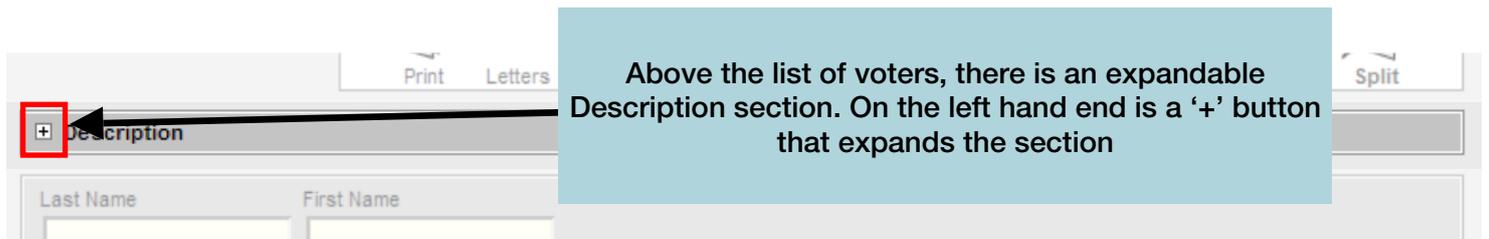
The Copy button allows you to import voters in to the My Campaign database.

You may wish to do this to import volunteer data held in a previous database, such as poster sites, deliverers or donors.

The My Campaign section of Connect enables you to manage your volunteer team online. It has it's own set of Quick Sheets.



Description



Keep on learning - these Quick Sheets will build on what you have learnt here:

3.3 - Building complex lists

Use the Add People, Remove People and Narrow People tools to build up more complicated lists of voters.

3.4 Saving and Folders

Learn how to use folders to store and manage your lists.

**Watch training videos at Member.LibDems.org.uk/Skills
Get support on Facebook - search for Connect Users**

What

Connect enables you to easily build up more complex lists of voters by adding in additional steps.

Why

Sometimes a basic list won't be enough for the task you are completing. This is especially true if you wish to remove certain kinds of voters.

Where

The 'Add People', 'Remove People' and 'Narrow People' buttons are found at the top of the My List screen.



Adding a step to a list

If you have created and opened a list, you will see a series of buttons at the top of the screen.

The three across the top are the main three ways to add a step to your list.

Clicking any of these buttons will open the 'Create a List' screen. You will have all the same options as when you created a list before.

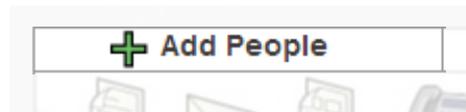
Instead of creating a list, the criteria you select will now be used to modify your existing list.

'Add People'

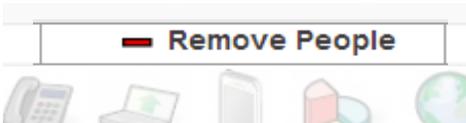
As you would expect, using 'Add People' will add to your list, any voters meeting your newly entered criteria.

The 'Add People' button does not pay any regard for your previous steps. This is important to note if you are producing a list for just one part of the area you have access to.

For example, if you created a new list of Lib Dem



The 'Add People' button will expand your list to include voters matching the criteria you enter.



The 'Remove People' button will reduce your list by removing voters matching the criteria you enter.



The 'Narrow People' button will reduce your list by removing any voters that do NOT match the criteria you enter.

supporters in the Abbey ward of your Local Authority and you wanted to add in Postal Voters. If you then used 'Add People' and only selected the Postal Vote criteria, you would add all the Postal Voters for they whole area you have access to - not just those in the Abbey ward.

To only add those in the Abbey ward, you would need to select it when you add the Postal Voters as well.

'Remove People'

The 'Remove People' button, will again, return you to the 'Create A List' screen. When you complete your criteria and hit search, any voters matching that criteria in your list will be removed.

'Narrow People'

'Narrow People' is effectively the opposite of 'Remove People'. When you complete your search, only people in your list who match your criteria will be kept. All others will be removed.

Editing a search

When you save a search, you are immediately able to edit it. You can also return to

this edit screen by locating the search in your folders (See Quick Sheet 3.4)

Edit Search

Name	Egdon ours nv 2010 *
Description	
Created By	Kev O'Connor (19/10/12)
Party Organisation	Caerphilly - Islwyn and Merthyr

Step 1: Create a New List

Districts
 County Council = Dorset
 and County Electoral Division = Egdon Heath ED

Suppressions
 exclude Deceased
 and include Good Voting Address only
 and include Good Mailing Address only
 and include Do Not Walk
 and include Do Not Call
 and include Do Not Mail

[Edit](#)

Step 2: Narrow My List

Search Criteria
 Likely Party = Lib Dem or Red Lib Dem or Blue Lib Dem or Green Lib Dem or Nat Lib Dem or Strong Lib Dem or Weak Lib Dem

Suppressions
 exclude Deceased
 and include Good Voting Address only
 and include Good Mailing Address only
 and include Do Not Walk
 and include Do Not Call
 and include Do Not Mail

[Edit](#) [Delete](#)

Step 3: Narrow My List

Voting History — Any of the following:
 2010 Westminster = Did Not Vote

Suppressions
 exclude Deceased
 and include Good Voting Address only
 and include Good Mailing Address only
 and include Do Not Walk
 and include Do Not Call
 and include Do Not Mail

[Edit](#) [Delete](#)

Assign Folders

Folders with Access	Folders without Access
<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">MDNP</div> <input type="button" value="Remove"/>	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> 12 Poll Day ICS W AAA - Strategic Seat Searches Amber Valley Turfs Anglesey Bath Bedlinog Canvassing Cardiff South Byelection Cheltenham training Chippenham PD Council Tax bands </div> <input type="button" value="Add"/>

You can change the name of the Search

Clicking 'Run Search' will open the search results in My List

Clicking 'Save As' will create a copy of the list. This is useful for making slight variations, like duplicating a search in a different ward, for example.

You can individually change any one of the steps in the search by clicking 'edit'. This will open the Create a List screen.

You can remove any individual step by deleting it.

The chevron buttons can be used to reorder steps in the search. The order makes a big difference when using the remove and narrow steps.

You can add a step - Add, Remove, Narrow or Householding Wizard - by selecting it in the drop down menu and clicking 'Add A Step'.

You can place a saved list or search in to more than one folder. Simply select the folders you wish the list to be available in and click 'add'.

Householding Wizard

The Householding Wizard will change your list based by analysing the households of people within it.

There are five main options (dependent on access level):

- **Fill Household** - Adds in to your list voters living in the same house as someone already in your list.
- **Narrow List to One Person** - Cuts your list to just one person in the household.
- **Remove any person with an address in another Saved List** - Removes people who live in the same house as someone in a saved list. For example, you may wish to remove anyone who lives in the same house as opposition councillors.
- **Fill Household with Limit** - Adds voters from another household, if the total household size is within the range you specify.

Householding Wizard

What would you like to do?

- Fill Household by Voting Address
- Fill Household by Postal Address
- Fill Household by Phone Number

- Narrow List to one Person per Voting Address
- Narrow List to one Person per Postal Address
- Narrow List to one Person per Phone Number

- Remove any Person with a Voting Address in another Saved List
- Remove any Person with a Postal Address in another Saved List
- Remove any Person with a Phone Number in another Saved List

- Fill Household by Voting Address with limit
- Fill Household by Postal Address with limit
- Fill Household by Phone Number with limit

- Fill Household by Person with a Voting Address in another Saved List
- Fill Household by Person with a Postal Address in another Saved List
- Fill Household by Person with a Phone Number in another Saved List

- **Fill Household by Person with an address in another Saved List** - Adds in voters in a saved list if someone in their household is already in your list.

Once you have made your

selection and click Finish, your new list will be opened immediately in the My List Screen.

If you wish to reuse your original list, you must save it before using the Householding Wizard.



Keep on learning - these Quick Sheets will build on what you have learnt here:

3.4 Saving and Folders

Learn how to use folders to store and manage your lists.

3.5 Creating Turf Regions

Learn how to divide your list in to geographical areas on a map.

**Watch training videos at Member.LibDems.org.uk/Skills
Get support on Facebook - search for Connect Users**

What

Connect enables you to save your lists for future reference. They are saved in to folders to make them more manageable.

Why

Saving searches saves time recreating them in future. Saving fixed lists helps for future reference and keeping track of activity with different voters - like sending them letters.

Where



View My Folders

Browse my saved lists and searches

Lists are saved from the 'My List Screen'. Your saved lists and their folders are accessed by clicking 'View My Folders' on the Main Menu.



Save

Saving your list

Once you have created a list, simply click on the 'Save' Button on the My List screen. You are then given a choice between saving a search or a list.

If you select Saved Search, every time you open it, the search criteria will be rerun, and any new matches will be added. Similarly, any voters who no longer qualify will not be included.

If you select Saved List, then every time you open the list, it will load the exact same set of voters. The data in their records will change, but the set of voters will remain fixed.

Save My List

Saved List (Fixed set of People)
 Saved Search (Dynamic set of search criteria)

Save

First select whether you wish to save a fixed list or set of search criteria.

Save My List

Saved List (Fixed set of People)
 Saved Search (Dynamic set of search criteria)
 New Search

Folder: South East Cornwall * New Folder

Name: D&P and Postal Voters *

Description:

Save

Next select a Folder (or create a new one) and give your list a name. You can also add an optional description.

Save My List

Saved List (Fixed set of People)
 Saved Search (Dynamic set of search criteria)
 New List
 Replace an old List

Folder: Bath * New Folder

Name: Member mailing list *

Description:

Save

When saving as a Fixed list of voters, you can choose whether to create a new list, or update an existing list.

Managing Folders

You can access your folders from the Main Menu by clicking the 'View My Folders' button.

All your folders are displayed in a list. From here, you can open any folder and create new ones.

You can use these options to search through your folders

My Folders

Add New Folder

Folder Name: File Name: User Group: Status:

Remember Me Refresh

Name	Owner
12 Poll Day ICS W	Campion-Smith, Ian
AAA - Strategic Seat Searches	Holland, Jake
Anglesey	Taylor, Rhys
Bath	O'Connor, Kev
Cheltenham training	O'Connor, Kev
Chippenham PD	O'Connor, Kev
Council Tax bands	O'Connor, Kev
CSP polling day	O'Connor, Kev
Eastleigh by-election	O'Connor, Kev
Hazel Prior-Sankev	Bridges-Westcott, Alice
R Cymru	Bennett, Sam
UDMP	O'Connor, Kev

You can create a new folder any time you save a list, but you can also create one direct from the My Folders screen.

Your folders (and those other users have shared with you) are listed here.

Clicking on any of the links will open a screen showing the contents of your Folder.

New Folder

Name:

Allow other users to save into this folder

Description:

Status: Active Inactive

Save

You can use these options to search through your lists.

The Edit Folder button lets you change the folder settings (see page 3).

Bath

Print All Edit Folder

File Name: Owner: Date From: Date To:

Remember Me Refresh

Type	Name	Description	People	Owner	Date Created	View Map	Refresh	Print Region	Edit
Map Region	Bath west turf			O'Connor, K.	9/10/12	View Map	Refresh	Print Region	Edit
Map Turf	Bath west turf Turf 01		244	O'Connor, K.	9/10/12				Edit
Map Turf	Bath west turf Turf 02		152	O'Connor, K.	9/10/12				Edit
Search	Lib Dems + Over 60s			O'Connor, K.	9/10/12				Edit
List	Member mailing list		2,224	O'Connor, K.	12/2/13				Edit

5 Items · 1 Page

Clicking on a the Edit button will allow you to change the name of a list. For saved searches it will also allow you to edit the criteria. (See Quick Sheet 3.3)

Clicking on a list's name will load it to My List.

Editing and Sharing Folders

To edit the settings for a folder, open it from the My Folders screen, then click on the 'Edit Folder' in the top right of the screen.

Ticking this option will allow other users who you share the folder with can save lists in to it. If left unchecked, they will only be able to open the lists you save in the folder.

You can change the folder's name and description

If you no longer wish to use a folder, change it's status to Inactive

Edit Folder
Bath

Name: Bath

Allow other users to save into this folder

Description:

Created By: O'Connor, Kev (9/10/12)

Status: Active Inactive

User Access

Party Organisation: Liberal Democrats

Users with Access: Pollard, Tim; Purchase, Dan

Users without Access: Abell, Geoff; Alliance, Democratic; APIUser, NGP; **Aylwin, Jon**; Calling, LibDem; Campaigns, InFocus; Cannicott, Douglas; Data, Enter; Day, Ashley; Demonstration, Live

User Group Access

Party Organisation: Liberal Democrats

User Groups with Access: Constituency Organisers

User Groups without Access: All North West Users; All Wales users; **Central Campaign Staff**; North & Midlands (no elections); South East and East of England (No elections); South West No Election Ar...

To give Users access to the folder, highlight them in the right hand box and click 'Add'. You can use the Shift and Ctrl keys to make multiple selections.

To remove them again, select them in the left hand box and click 'Remove'

The User Group section below works in exactly the same way.

Users in this box can access the folder.

Users in this box cannot access the folder.

User groups in this box can access the folder.

User Groups in this box cannot access the folder.

Keep on learning - these Quick Sheets will build on what you have learnt here:

3.5 Creating Turf Regions

Learn how to divide your list in to geographical areas on a map.

**Watch training videos at Member.LibDems.org.uk/Skills
Get support on Facebook - search for Connect Users**

What

The Turf Cutter enables you to restrict your list by selecting clusters of properties on a map. These turfs can then be loaded to My List.

Why

When preparing for canvassing or printing letters, you may wish to cut your list down to a smaller patch.

Where

The Turf cutter is accessed from the icons bar on the My List screen.



Cut Turf

Cutting Turf

To divide your list on a map, simply click on the 'Cut Turf' button. All the properties will

be loaded as dots on the map that you can then draw round.

Click anywhere on the map to start drawing. To draw your shape, just click once for each corner. When you get back to

the start, click on the square at the top of the line and your shape will close.

You can edit the shapes once they are drawn by dragging any of the corners.

Got it all wrong? This eraser will clear all your turfs on the map.

Just one mistake? The undo button will cancel your last click.

You can save as you go, and then click 'Save & Finish' when you've drawn all your turfs.

Cut Turf

Click on the map to start drawing Turf. Edit by dragging Turf boundaries

Save Save & Finish

Legend

- Unassigned (634/340)
- Selected (0/0)
- Turf 1 (146/74)
- Turf 2 (132/61)

Map Satellite

86 Birchwood Road
Alfreton DE55 7QB

data ©2013 Google - Terms of Use

This square button expands the map to fill your available screen space.

Thy legend displays the number of voters and/or houses in the turfs you have created, as well as the number currently selected and unassigned.

You can see aerial photography of the area by clicking on 'Satellite'.

You can view the address of any individual property by clicking on it.

My Voters

Saving Turf Regions

Once you have finished cutting your turfs, click on

'Save and Finish'.

You can then choose a folder to save your Turf region in, or create a new one.

You will also need to give the region a name.

The Turf region is the all the turfs together on the map. Once you have saved it, you

Save My Map Region

Folder	<input type="text"/>	<input checked="" type="checkbox"/> New Folder
New Folder	<input type="text" value="Amber Valley Turfs"/>	*
Region Name	<input type="text" value="Amber Valley Canvassing 1"/>	*
Description	<input type="text"/>	
		<input type="button" value="Save"/>

Refreshing the turf will run the search criteria it is based on and reassign voters in the new list to your turfs.

'Print Region' sends the whole region to My List and opens the 'Print' screen. You can then print canvass cards batched by each turf.

Amber Valley Turfs

File Name Owner Date From Date To

Type	Name	Description	People	Owner	Date Created	View Map	Refresh	Print Region	Edit
Map Region	Amber Valley Canvassing 1			O'Connor, K.	13/2/13	View Map	Refresh	Print Region	Edit
Map Turf	Amber Valley Canvassing 1 Turf 01		146	O'Connor, K.	13/2/13				Edit
Map Turf	Amber Valley Canvassing 1 Turf 02		132	O'Connor, K.	13/2/13				Edit

3 Items · 1 Page

Clicking on the name of the region or a turf will load the voters within it to My List.

Clicking 'View Map' will return you to the Turf Cutting screen (Page 1) where you can edit the turfs.

The Edit button allows you to change the names or share the turfs with another folder

Keep on learning - these Quick Sheets will build on what you have learnt here:

4.1 Printing Canvass Cards

Learn how to print canvas cards for your Turfs and Turf Regions.

4.2 Letters

Learn how to use folders to store and manage your lists.

Watch training videos at Member.LibDems.org.uk/Skills
Get support on Facebook - search for Connect Users