



This guide will take you through the steps you need to follow to produce lists for canvassing in Connect, and then save the data back into the system.

Connect has been set up with a number of default options which can be used when producing lists for canvassing. These options are our recommendations, and will suit most circumstances for most local parties, but you can customise each stage if you need to – we’ve provided pointers to the relevant Quick Sheet at each stage where you can learn more.

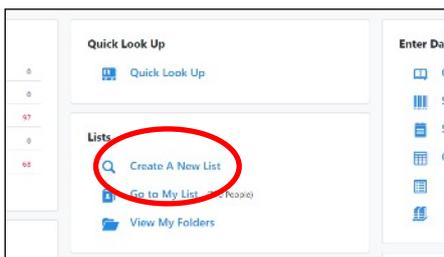
STAGE 1 – Create a list

The first stage is to create the list of people you want to call on. You might want to call on everyone in your ward, or just a selection.

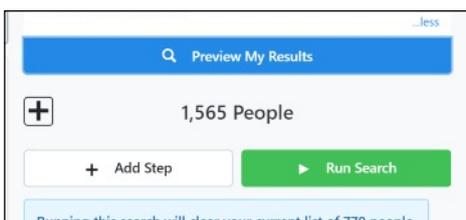
If you’re not sure where to start, you can use the Doorstep Canvass target pools. This is a pre-made selection of voters – for example the pools include people who vote regularly and excludes people who always say they support other parties.

There are various other options, for example, closer to an election you might want to call on part of your Shuttleworth, especially the ‘needs contact’ pools.

To access the list creator, select “Create a list” from the main screen.

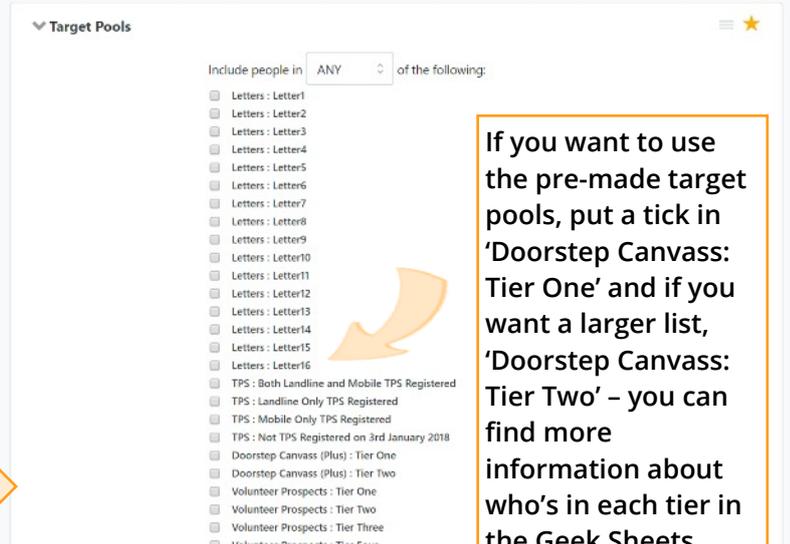
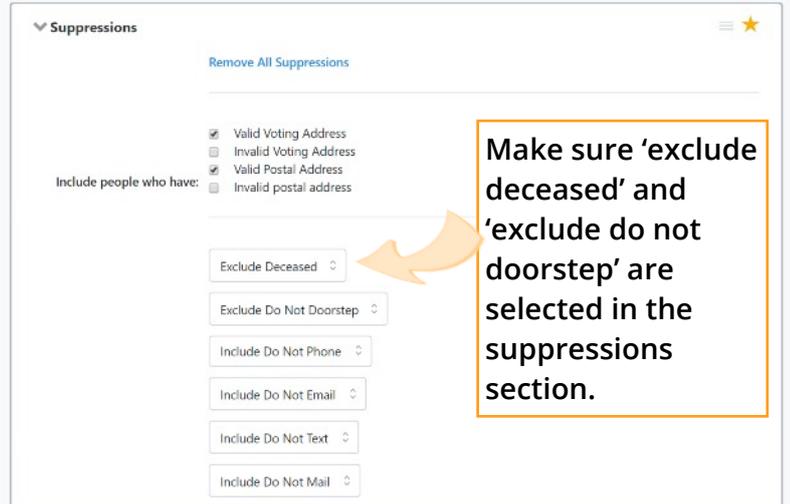
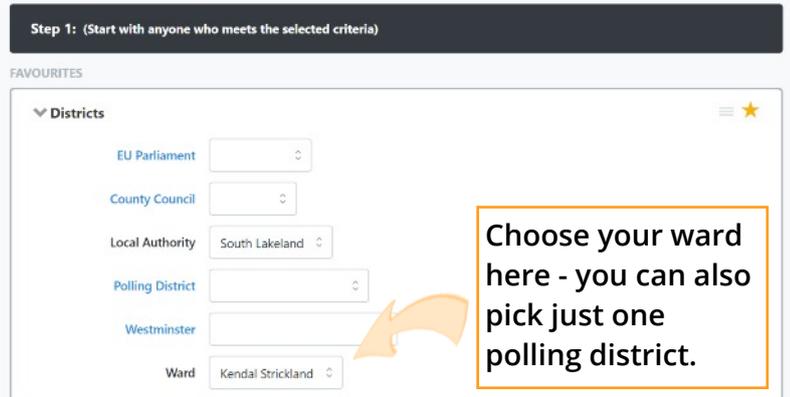


To preview and run your search click ‘preview my results’ and ‘run search’ on the list creator screen.



For info on creating more advanced searches, check out Quick Sheet 3.1

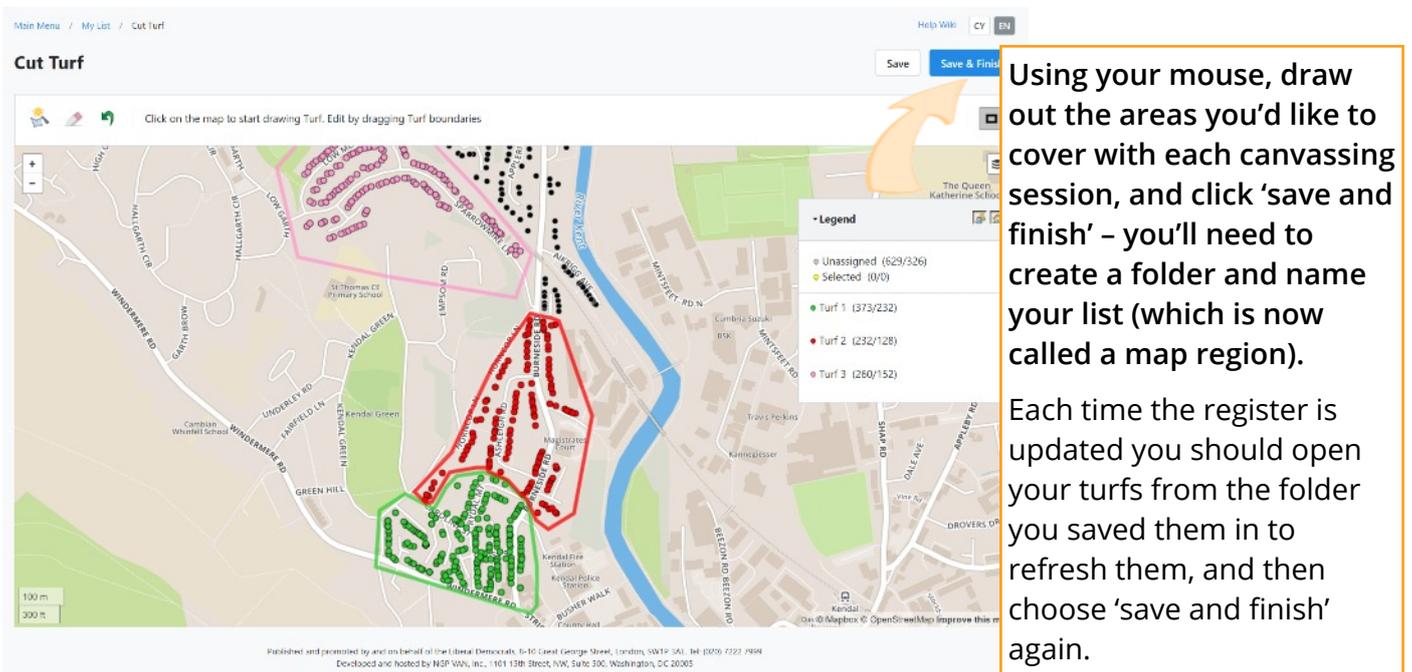
Create A New Search



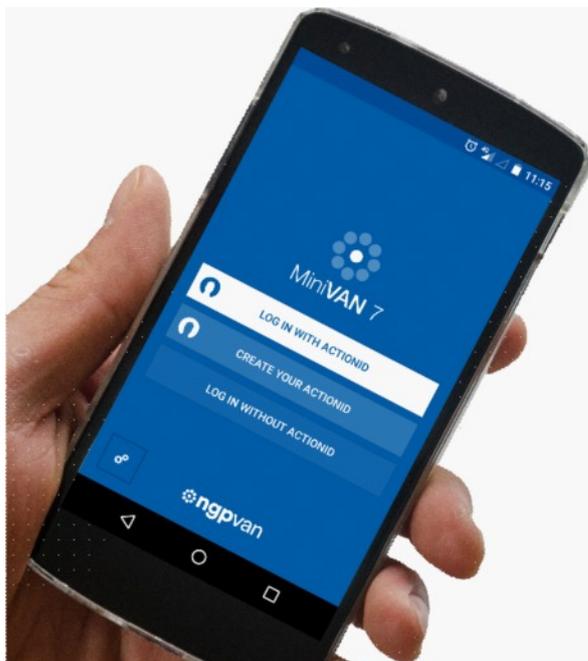
STAGE 2 – Cut your list info turfs

Unless you filtered down to a single walk in stage one, your list is likely to be too big for a single canvass session, so you'll want to cut your list into geographical areas. Your list needs to be smaller than 5,000 properties for this to work.

Rather than creating a new list each time we go our canvassing, we can cut a list into areas (we call them turfs in Connect), and then manage each canvass session through the 'My Turfs' screen.



STAGE 3 – Outputting your list



Once you have cut your list into 'turfs' you'll then want to output your list ready to go out canvassing.

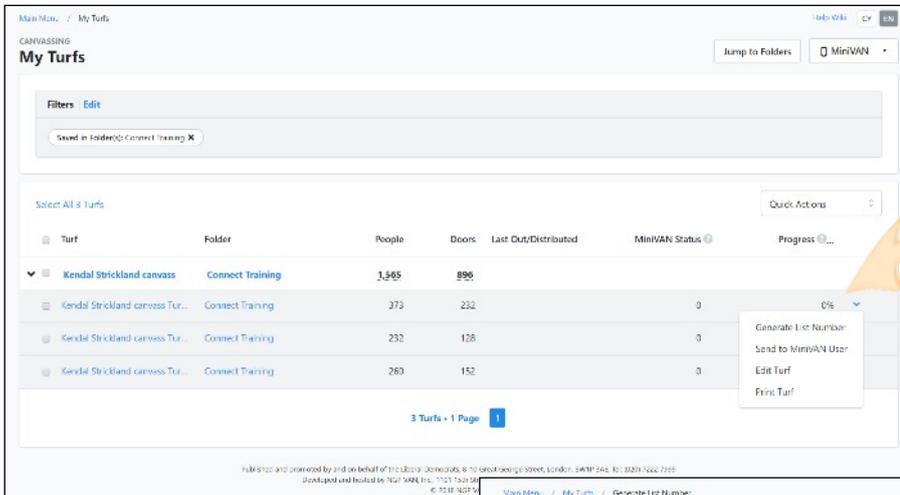
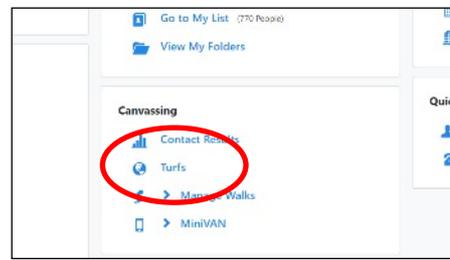
The preferred method of doing this is to use Connect's smartphone app, which is called MiniVAN. MiniVAN works on iOS and Android devices – so you can use it on most popular phones and tablets. The advantages of MiniVAN are that it saves paper, everyone out can have their own copy of the list and there's no data entry.

Alternatively, you can also produce printed lists, but you'll then need to enter the data back into the system once you return from canvassing.

For full instructions on how to download and use MiniVAN, check out Quick Sheet 4.3

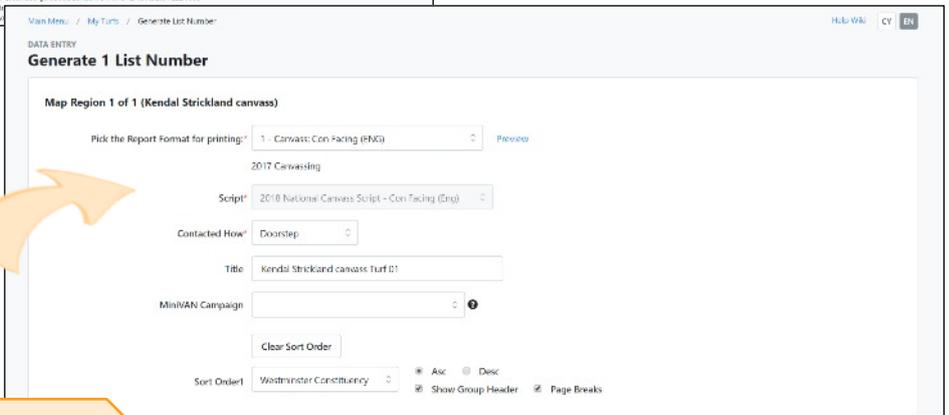
To output your list, you need to go into the 'My Turfs' screen.

You'll find yourself in this screen after saving your turfs, or otherwise you can select 'Turfs' from the main screen.



Choose the turf you want to canvass, and either generate a list number for anyone to use in MiniVAN, or send the turf to a specific MiniVAN user. You can also choose to print canvass cards by turf from here. Note that list numbers for MiniVAN or prints expire after 30 days.

For most people, the standard national canvass formats and questions will work fine. Choose the relevant format that starts '1-Canvass' for your seat.



If you need to use different questions or formats, check out Quick Sheets 10.1, 10.2 & 10.3

If you've skipped creating turfs, you can find the same options by choosing 'Print' from the My List screen.

What do the canvass card options mean?

If you're printing canvass cards, this is an explanation of the layout of the standard report format.

Street name (on first page of street).

First part of address

Voter info: Canvass Analysis, plus (if known) Postal Vote status, Membership status, Gender, Age, 18th birth date

Answers - tick the appropriate letter for the party question and write in the letter for the LocI, West and Euro options.

Street name: Haze Grove · JA · Avon Bank

Party: D : p : L : I : C : c : U : u : G : X

LocI: West: Euro:

Lead vote: Y/N Poster: Y/N Volunt: Y/N

Weak Lib Dem , F, Notes:

Out Not Voting Refused

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Key: D = definite LD, p = Probable LD, L = Lab, I = Soft Lab, C = Con, c = Soft Con, U = UKIP, u = Soft UKIP, G = Green, X = Not Lib Dem

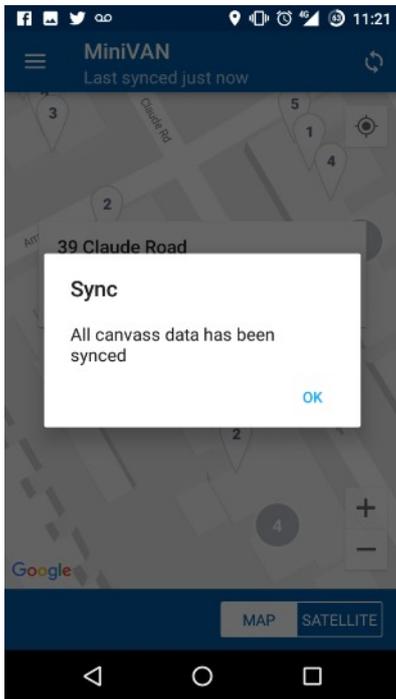
If they don't answer any questions

Key to answer options (at the bottom of page)

Addresses on page (at the bottom of page)

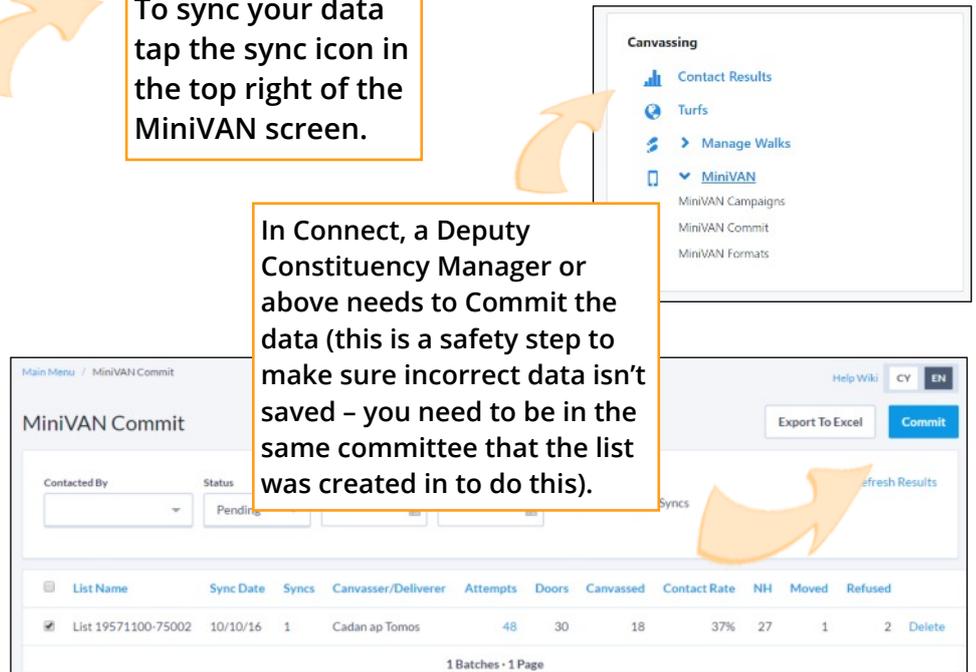
STAGE 4 – Entering your data back into Connect

At the end of your canvassing session, you'll need to enter your data back into Connect. If you've been using MiniVAN, you simply need to sync your phone or tablet, and then commit the data in Connect.



To sync your data tap the sync icon in the top right of the MiniVAN screen.

In Connect, a Deputy Constituency Manager or above needs to Commit the data (this is a safety step to make sure incorrect data isn't saved – you need to be in the same committee that the list was created in to do this).



Share your list with your team!

Thanks to a recent update on MiniVan, when your team are working from the same list number you can see each other's canvass data when you sync your lists.

Look for the Team Sharing symbol to see who your team has canvassed



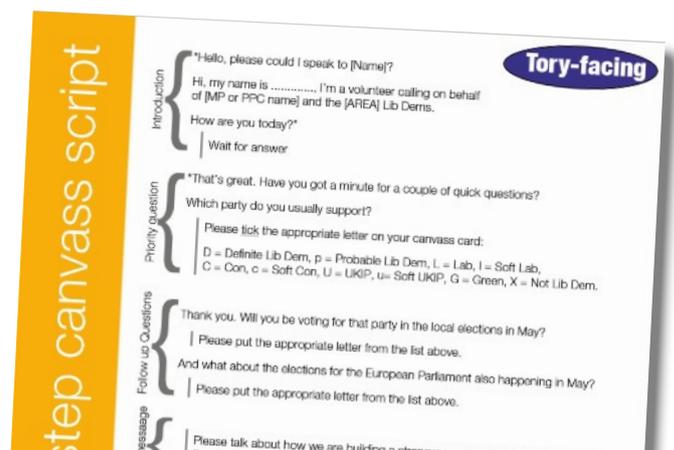
For full instructions on how to manually enter data, check out

EXTRA NOTE – Briefing your canvassers

Connect can store a huge amount of data – that's a massive help for our campaigns, but it's only as good as the data we collect.

You should always provide a briefing, even if your candidates and volunteers have canvassed before.

This should cover the questions in your script as well as information about the candidates and things like your squeeze message.



Watch training videos and find Quick Sheets at libdems.org.uk/oskar
Get support on Facebook - search for the 'Connect Users' group