



## CAUCUS NIGHT DATA ENTRY

Type in [www.votebuilder.com](http://www.votebuilder.com) in to your web browser, and enter your Username & Password.

If you are having trouble remembering your password but know your Username, you can try resetting your password. If that doesn't work, contact Colin O'Connor ([coconnor@coloradodems.org](mailto:coconnor@coloradodems.org)), or your county VoteBuilder administrator.

Once you're logged in make sure you're on the My Voters Tab than look for "Form View" under the "Load Data" box.

The screenshot shows the VoteBuilder web interface. At the top, there are tabs for 'My Voters' and 'My Campaign'. Below the tabs, there are links for 'What's New' and 'Help Wiki'. The main content area is divided into several sections: 'Main Menu' on the left, 'Quick Look Up' and 'Create A List' in the middle, and 'Load Data' on the right. The 'Load Data' section contains several options: 'Quick Mark', 'Scan Bar Codes', 'Script View', 'Grid View', and 'Form View'. A red arrow points from the text above to the 'Form View' option in the 'Load Data' section.

Click on "Enter Data Using Form View"

The screenshot shows a close-up of the 'Form View' option in the 'Load Data' section. It includes a small icon of a document with a grid. Below the icon, the text reads: 'Form View', 'Enter data using custom-built forms', 'Enter Data Using Form View', and 'Print Blank Form'.

For bar code data entry click “Scan Bar Codes” and Next.

If you don't have a bar code scanner, click “Use Quick Look Up” and Next.

**Form View**

Which list do you want to use?

Let me enter a List Number  -


Use Quick Look Up

Scan Bar Codes

**Next**



From the drop down menu select OFFICIAL 2012 Caucus Form. To pick a canvasser, type in the first few letters of your last name in the box, your name should appear, click on it.

**Form View**

Form	OFFICIAL 2012 Caucus Form ▼ *
Canvassed By	o'c  *
Date Canvassed	<b>O'Connor, Colin</b>
Canvass Type	coconnor@coloradodems.org Denver, CO
	<b>Next</b>

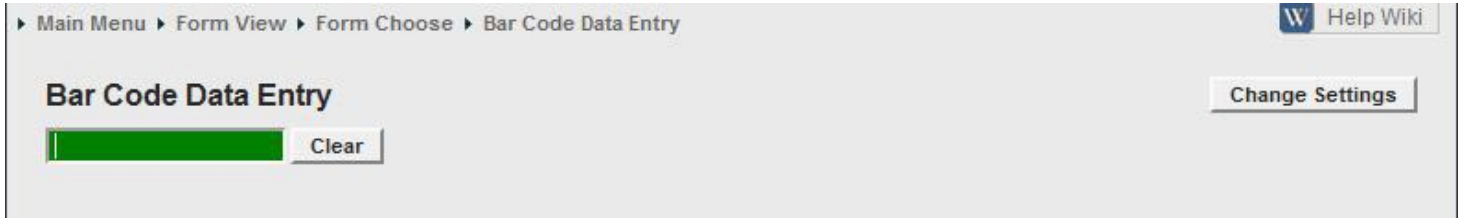
Pick the Date as 3/6/2012 and the “Canvass Type” as “Meeting”. Click Next.

**Form View**

Form	OFFICIAL 2012 Caucus Form ▼ *
Canvassed By	O'Connor, Colin  *
Date Canvassed	3/6/2012  *
Canvass Type	Meeting ▼ *
	<b>Next</b>

# Bar code Data Entry

Make sure your bar code scanner is plugged into the computer and working. You should see a green field on the screen.



Looking at the printed caucus sign in sheet, that you used during caucus, scan the bar code of the first Attendee on the list.



**VANID: 728560**  
SOS: 2655242

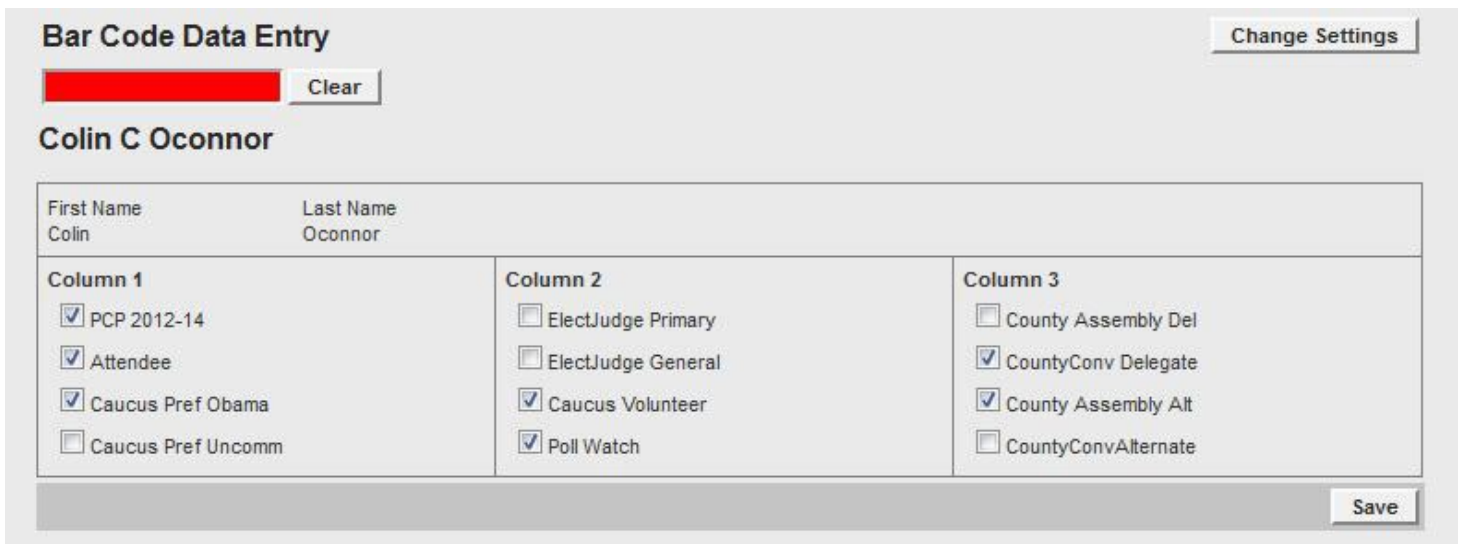
**Oconnor, Colin**  
1179 S University Blvd  
Denver 80210  
(720) 333-9989

**SIGN HERE:**  
**EMAIL:**  
ccoconnor@gmail.com

<input type="checkbox"/> PCP	<input type="checkbox"/> E.Judge Pri	<input type="checkbox"/> County Assembly Del
<input type="checkbox"/> Attendee	<input type="checkbox"/> E.Judge Gen	<input type="checkbox"/> CountyConv Delegate
<input type="checkbox"/> Obama	<input type="checkbox"/> Volunteer	<input type="checkbox"/> County Assembly Alt
<input type="checkbox"/> Uncomm	<input type="checkbox"/> Poll Watch	<input type="checkbox"/> CountyConvAlternate

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The attendee should pop up with check boxes corresponding to the sign in sheet. Check all that apply and Save



**Bar Code Data Entry** Change Settings

Clear

**Colin C Oconnor**

First Name	Last Name
Colin	Oconnor

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> PCP 2012-14	<input type="checkbox"/> ElectJudge Primary	<input type="checkbox"/> County Assembly Del
<input checked="" type="checkbox"/> Attendee	<input type="checkbox"/> ElectJudge General	<input checked="" type="checkbox"/> CountyConv Delegate
<input checked="" type="checkbox"/> Caucus Pref Obama	<input checked="" type="checkbox"/> Caucus Volunteer	<input checked="" type="checkbox"/> County Assembly Alt
<input type="checkbox"/> Caucus Pref Uncomm	<input checked="" type="checkbox"/> Poll Watch	<input type="checkbox"/> CountyConvAlternate

Save

Scan the next caucus attendee.

Go through your entire list and this will conclude your post caucus data entry.

# Quick Look up Data Entry

Find the VAN ID of the caucus attendee on the sign in sheet.

<b>VANID: 728560</b> SOS: 2655242 	<b>Oconnor, Colin</b> 1179 S University Blvd Denver 80210 (720) 333-9989	<b>SIGN HERE:</b>  <b>EMAIL:</b> ccoconnor@gmail.com	<input type="checkbox"/> PCP <input type="checkbox"/> Attendee <input type="checkbox"/> Obama <input type="checkbox"/> Uncomm	<input type="checkbox"/> E.Judge Pri <input type="checkbox"/> E.Judge Gen <input type="checkbox"/> Volunteer <input type="checkbox"/> Poll Watch	<input type="checkbox"/> County Assembly Del <input type="checkbox"/> CountyConv Delegate <input type="checkbox"/> County Assembly Alt <input type="checkbox"/> CountyConvAlternate
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Enter the VAN ID in to the Quick look up field and Click Search.

### Form View








Last Name	First Name	Middle Name	Phone	VANID	DOB
				728560	
Street Address	City	Zip	Email	County	

Use SmartName search technology

[Remember Me](#) [Clear](#) [Change Settings](#) [Search](#)

The attendee should pop up with check boxes corresponding to the sign in sheet. Check all that apply and Save

### Colin C Oconnor

VANID 728560 <a href="#">Go</a>	 	Contacted By O'Connor, Colin 	   
How Meeting	Date 3/6/12		

First Name Colin	Last Name Oconnor	
<b>Column 1</b> <input type="checkbox"/> PCP 2012-14 <input type="checkbox"/> Attendee <input type="checkbox"/> Caucus Pref Obama <input type="checkbox"/> Caucus Pref Uncomm	<b>Column 2</b> <input type="checkbox"/> ElectJudge Primary <input type="checkbox"/> ElectJudge General <input checked="" type="checkbox"/> Caucus Volunteer <input type="checkbox"/> Poll Watch	<b>Column 3</b> <input type="checkbox"/> County Assembly Del <input type="checkbox"/> CountyConv Delegate <input type="checkbox"/> County Assembly Alt <input type="checkbox"/> CountyConvAlternate

Type in the VAN ID of the next caucus attendee and click search.

Please do this for the remaining caucus attendees. This will complete your post caucus process.