

How to Use VAT to Improve the Voter Data in VAN

Step 3: Creating a VAN Survey Question to Upload VAT Data

The VAT to VAN Process

VAT (Voter Analysis Tools) has 3 kinds of voter data that can be extracted with pre-written programs, then uploaded into VAN: New Voters (DEM and NPA voters new to your county since the last update); Status Changes (DEM and NPA voters who have become active or inactive); and Party Changes (voters who have changed their party affiliation). The groups are not mutually exclusive. For example, a voter may become active and change party affiliation.

To extract data from VAT and upload it into VAN your county must be given VAT authorization and have a VAT Administrator. Send a request to rbiltgen@me.com for VAT authorization. You also need VAN level 4 administrative rights to conduct the bulk upload.

In the detailed instructions that follow, New Voter information is used as the example. The procedure is quite similar for Party Changes and Status Changes. The changes required for creating a survey question for party and status change data are detailed after the applicable steps.

The entire VAT to VAN process involves 5 steps which should be completed in order.

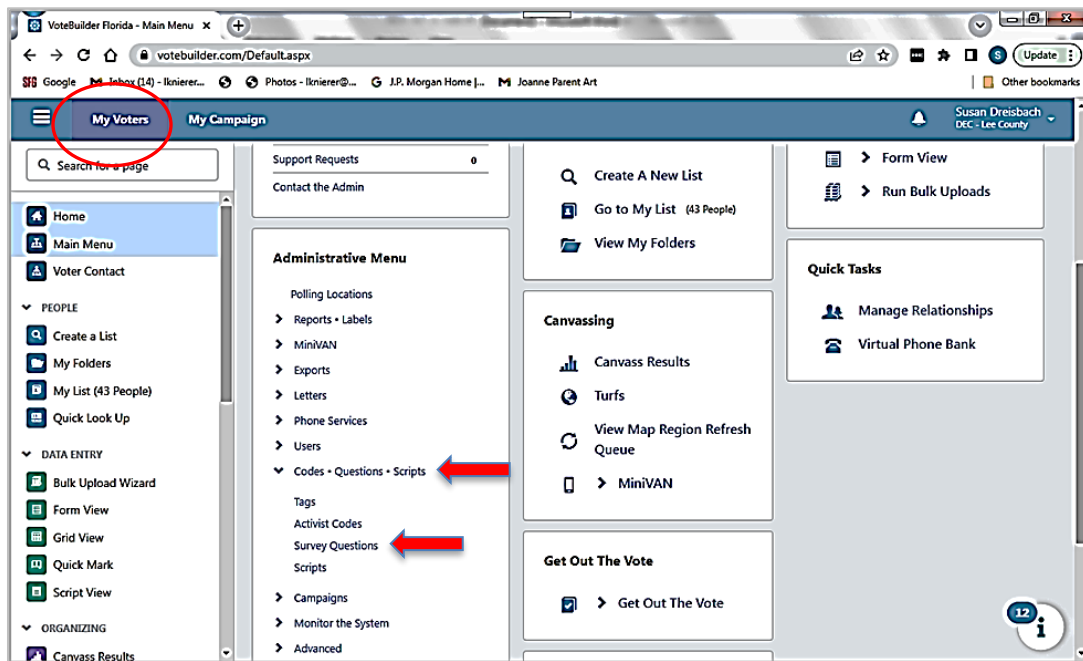
- 1) Download the appropriate VAT extraction program and save on your computer.
- 2) In VAT, use the program from step 1 to download a .csv spreadsheet with the information to upload into VAN.
- 3) In VAN, either select a previously created Survey Question or create a new Survey Question with responses that correlate with the information in the spreadsheet extracted from VAT.
- 4) In VAN, complete a Bulk Upload of the VAT spreadsheet into the Survey Question mapping the data in the spreadsheet to the Survey Question Responses by creating a bulk upload mapping template or selecting a previously created mapping template.
- 5) To access the VAT data uploaded into VAN, use the Survey Question and responses you used to complete the bulk upload to create a targeted list of voters for canvassing.

Note: It may be useful to document the file locations and file names of extraction programs and downloaded files, as well as the names of saved survey questions and mapping templates for future data team use.

Step 3: Create a Survey Question in VAN for uploading VAT spreadsheets

Before uploading the VAT .csv spreadsheet into VAN for the first time, a Survey Question must be created in VAN (<https://www.votebuilder.com>) with responses that correlate with the information in the VAT spreadsheet. If a Survey Question has previously been created for the upload, use that question for each bulk upload for consistency.

3.1. On the VAN **Main Menu** page, check that My Voters is highlighted. From the **Administrative Menu** (lower left), **CLICK Codes-Questions-Scripts**, then **CLICK Survey Questions**.



3.2 This takes you to the **Admin Settings / Survey Questions** page. **CLICK New Survey Question** in the upper right-hand corner. This takes you to the **New Survey Question** page.

Select or enter a value for each item listed below. The survey question is what you would ask if you were actually canvassing the voter. When finished, **CLICK Save** in upper right of screen.

- **Cycle** – SELECT current year or year of next election
- **Type** – SELECT “Registration” from the drop-down menu
- **Long Name** – TYPE “New Registration”
- **Med Name** – TYPE “New Reg”
- **Short Name** – TYPE “NwR”
- **Question** – TYPE “Are you a new voter in _____ County or changed your Precinct?”
- Verify the following default choices are selected:
 - Applies to** • People
 - Scope** • Public
 - Status** • Active
- **Owner Committee** –your county DEC

Table for Step 3.2 - shows values for Status Change and Party Change survey questions.

	NEW VOTERS	STATUS CHANGE	PARTY CHANGE
Cycle	Next election cycle	Next election cycle	Next election cycle
Type of data	Registration	Registration	Affiliation
Long Name	New Registration	Status Change	Party Change
Medium Name	NewReg	Change	Pty Chg
Short Name	NwR	SC	PCH
Question	Are you a new voter in X County or changed your precinct?	How has your voting status changed?	How has your party affiliation changed?

3.3. After saving, the lower section of the page will allow you to ENTER **Survey Responses**.

In the left-hand **Response box**, type the survey question responses shown in the VAT file (Table for Step 3.3). CLICK **Add** after each entry and enter the next Survey Response until all responses are listed. VAN automatically assigns the Resp Medium and Resp Short names.

Save when done.

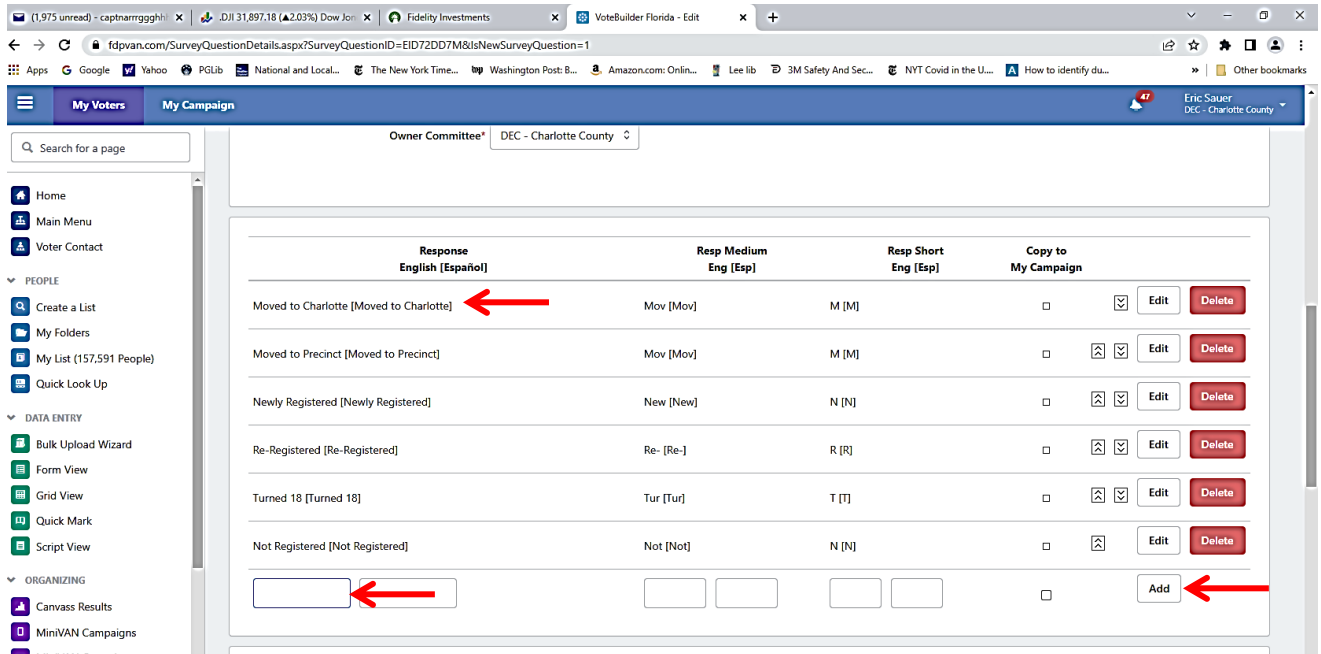


Table for Step 3.3 - The survey question responses for each data category are shown below. For Party Change, the smaller political parties including Independents are grouped as “Other” or OTH.

For NEW VOTERS *	For CHANGE of STATUS	For PARTY CHANGE
Moved to County	ACT to INA	REP to DEM
Moved within County	INA to ACT	REP to NPA
Newly Reg		REP to OTH
Re-Registered		DEM to REP
Turned 18		DEM to NPA
Not Registered		DEM to OTH
		NPA to DEM
		NPA to REP
		NPA to OTH
		OTH to DEM
		OTH to REP
		OTH to NPA