

VoteBuilder Step-By-Step: Creating a Precinct-Wide List and a Strong Democrats List Within your Precinct

Things to Know:

- If text is underlined and looks like [THIS](#), there is a visual linked to that text which you can open and use as a reference with the appropriate step.

Creating Your Full Precinct List:

1. Go to votebuilder.com and sign in with your ActionID.
2. When you login in, the landing page will be your Home Page, like [THIS](#). From here, you will navigate over to the menu on the LEFT of your webpage. From here, navigate to the “People” section, like [THIS](#). Under this section, click on the “Create a List” button, like [THIS](#).
3. At this point, there will be a lot of options, like [THIS](#), to select from when creating your list. For the purpose of this stop, we will only focus on [THIS](#) option: “Home Districts”. Under this option, select your respective county, then your respective precinct.
4. From here, you can preview how many people will be included in your search by clicking on the blue “Preview My Results” button. You can also select the “+” icon, seen [HERE](#), which will give you a few more details.
5. Now, we’re ready to run our search and form our precinct list. To do this, click on the green “Run Search” button, like [THIS](#). After you run a search, you will be brought to the “My List” page. Any time you run a search, the most recently run search will be displayed on the “My List” page until a new search is executed. Because we only adjusted the Home Districts data option, we will be given a list which includes everyone within your precinct, democrats, republicans, and everything in between included. This will give you an idea of how big your precinct is and the demographics of your precinct.
6. In order to save this search, to use now and in the future, you need to remain on the “My List” page and navigate to the top right of your screen and click on the white “Save List As” button, seen [HERE](#).
7. From [HERE](#), make sure to select “Saved Search”. Now, make sure “New Search” is selected and go ahead and select “New Folder” and name the folder whatever you want. (I would suggest “My Precinct” or something similar) Name the list whatever you want as well and then select the blue button “Save”.
8. Now your search has been saved. To access your saved search, navigate to the “My Folders” section in the menu. The search will be in the folder you recently created. To access it, click on the folder’s name, like [THIS](#).

Creating Your Strong Democrats List:

9. Now that we have a list of our entire precinct, we narrow down this list and identify our strong demorcats. To do this, click on the list you just created, like [THIS](#).
10. From here, hover your cursor over the “Edit Search” and then select “Narrow People”, like [THIS](#).
11. From here, you will see the search criteria for your entire district. In order to narrow our list to our strong democrats, we’re going to scroll down to “Likely Party” and select “Strong Democrat”, as seen [HERE](#). Now, you can select the green, “Run Search” and your list will appear, again, in the “My List” page.
12. In order to save this list for future reference, follow steps 6-8 above.

Related VoteBuilder Step-By-Steps:

- [Printing a List \(in progress of being created\)](#)
- [Printing Address Labels from a List \(in progress of being created\)](#)
- [Using MiniVan with a List from VoteBuilder \(in progress of being created\)](#)

[CLICK HERE FOR PRINTABLE VERSION](#)