VoteBuilder Step-By-Step: Updating Voter Information

* <u>ONLY</u> UPDATE VOTER PROFILES WITH INFORMATION YOU HAVE <u>VERIFIED</u> *
* <u>ONLY</u> UPDATE THE DATA POINTS <u>LISTED</u> IN THIS STEP-BY-STEP *

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 th appropriate step.
- You can also edit voter profiles from a list you created by clicking on their blue name, like THIS. (If you do this, skip "Using Quick Look up".)

Using Quick Look Up:
1. From your home page, depending on your access level, in the menu under "PEOPLE" you will find "Quick Look Up" like THIS.
2. Search for the appropriate person by typing in the appropriate information then click the blue "Search" button, seen HERE. (More than one voter may be listed in the results. Prior to selecting an individual, ensure that it is the correct person by verifying other listed details.)

Adding an Address: * NEVER REMOVE ADDRESSES FROM VOTER PROFILES *
1. Once on a voter profile, navigate down to the "Addresses" tab and click on it, like THIS. (The voter may have one or more addesses already listed.)
2. To add an address, click "Add New Address" seen HERE.
3. Type in the appropriate address information, like THIS, then click "Next".
4. Review the information, as seen HERE, then click "Save".

Removing/Adding a Phone Number:
1. Once on a voter profile, navigate down to the "Phones" tab and click on it, seen HERE. (The voter may already have a few numbers listed.)
2. To remove a number, click the "Delete" seen HERE. (You may have to scroll your mouse to the right)
3. To add a number, first select what type of phone this number is associated with (home, cell, etc.), then type the number in, like THIS, then click "Save New". If the phone number your adding is a <u>verified cell phone</u> select that in the third box. Otherwise, <u>DO NOT TOUCH THE THIRD BOX</u>.

Adding Emails: * ONLY ADD EMAILS WHICH YOU HAVE RECEIVED PERMISSION TO ADD *
1. Once on a voter profile, navigate down to the "Emails" tab and click on it, like THIS. (The voter may have one or more emails already listed NOTE: emails in VB are typically inaccurate and are cautioned against using as a means of contact.)
2. Select the type of email (work/personal/other), type in the email, then click "Save New" like THIS.

Related Step-By-Steps:
- Creating a Precinct-Wide List and a Strong Democrats List Within your Precinct (FIND HERE)
- Printing a List (in progress of being created)
- Printing Address Labels from a List (in progress of being created)

CLICK HERE FOR PRINTABLE VERSION