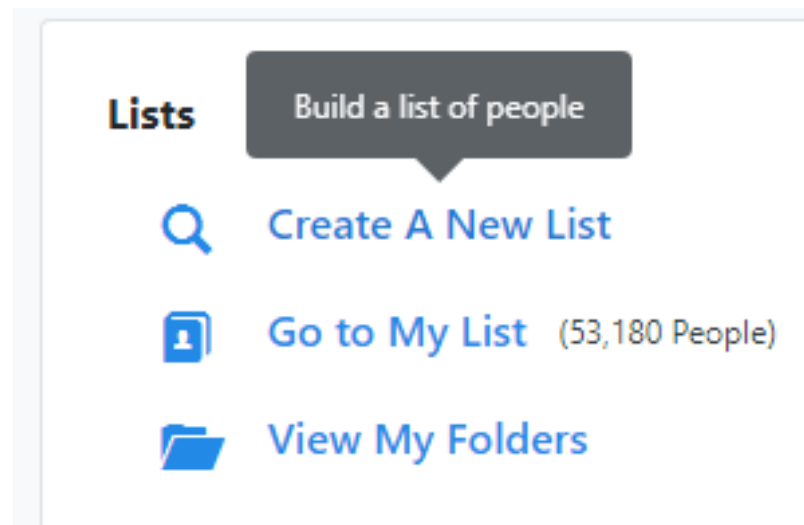


Creating Pre-Printed Caucus Registration Lists

To start, you will need access to VAN. VAN access can be authorized by any party unit chair.

- When you log into VAN you will look for the option for Create A New List:



- In Create A New List, click on the arrow next to Activist Codes and you can click on the word Activist Code in blue.

▼ Activist Codes

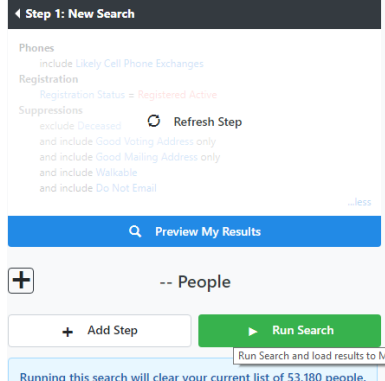
Activist Code

- After clicking on Activist Code you will have a page of check boxes that you can select. We recommend (but you are not required at all) that you use caucus attendees from '10, '12, and '14. However, your district can pull any list you want for these sheets.

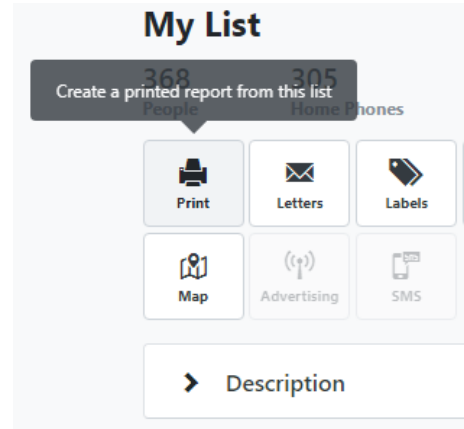
Caucus [Check Type]

- Caucus Attendee 2008 (Public)
- Caucus Attendee 2009 (Public)
- Caucus Attendee 2010 (Public)
- Caucus Attendee 2011 (Public)
- Caucus Attendee 2012 (Public)
- Caucus Attendee 2013 (Public)
- Caucus Attendee 2014 (Public)
- Caucus Attendee 2015 (Public)
- Caucus Attendee 2016 (Public)
- Caucus Attendee 2017 (Public)

- After selecting the options you want you can click save in the bottom right. The search screen will reload and you can hit the green button for Run Search.

A screenshot of the "Step 1: New Search" interface. It features a dark header with the text "Step 1: New Search". Below the header, there are several sections of search criteria: "Phones" with the subtext "include Likely Cell Phone Exchanges"; "Registration" with the subtext "Registration Status = Registered Active"; and "Suppressions" with the subtext "exclude Deceased" and "and include Good Voting Address only and include Good Mailing Address only and include Walkable and include Do Not Email". To the right of the "Suppressions" section is a "Refresh Step" button with a circular arrow icon. Below these sections is a blue button with a magnifying glass icon and the text "Preview My Results". Underneath that is a grey bar with a plus icon and the text "-- People". At the bottom, there are two buttons: a white "Add Step" button and a green "Run Search" button. A small notification box at the very bottom reads "Run Search and load results to M" and "Running this search will clear your current list of 53,180 people."

- On the next screen you can select the option for Print.



- Now select the Report Format named Caucus Sign In Sheet. You do not need to make any changes after selecting Caucus Sign in Sheet and you can scroll down and hit Next

Report Format* [Preview](#)

Script

Contacted How*

- The database will tell you it is creating your PDF. If you select the link for My PDF files you will be taken to a screen where you can download the list.

PDF Print Jobs

Created From Created To Created By

Type Title Map Region Source Folder

[Remember Filters](#) [Clear](#) [Refresh](#)

[PDF Printing Instructions](#) [Download Selected Files](#)

<input type="checkbox"/>	Title	Type	Created	Created By	File Size	Download Link	Delete
<input type="checkbox"/>	My List	List	1/18/18 11:42 AM	Crusinberry, Michael	304 KB	Download File	Delete

- After you download the file you can print the sheets to use for caucus!

If you have any questions, please contact Michael Crusinberry with the DFL Data team at mcrusinberry@df.org