

RESIST. REVOLT.

Using Quick Look Up in VAN

Good data is how a movement remembers its people.

Quick Look Up is one of VAN's most basic tools. It finds a person using almost any piece of information we have: name, contact info, address, or their **VAN ID**, a unique number assigned to every person in the system. If you have someone's VAN ID from a walk or call sheet, you will always find the right person. Quick Look Up works the same way in MyVoters and MyCampaign.

Step by Step

- 1 **Open Quick Look Up** from the top of the MyVoters or MyCampaign main page.
- 2 **Enter everything you know** about the person, then select Search. VAN uses SmartName search, so searching "John" also returns nicknames (Jack, Johnny) and similar spellings (Jon).
- 3 **Find the right person** and click their name to open the profile. If no one matches, click **Search My Voter File** to search all registered voters; if you find them, click **Copy Person** to add them to MyCampaign.
- 4 **View the profile.** Here you can see and edit addresses, phone numbers, survey responses, activist codes, contact history and more.

Voter and Comrade Profiles

From a profile you can switch between someone's Voter Record and their MyCampaign Record. Nearly all data about a person can be viewed and entered here. This guide covers the most useful sections.

Useful sections in MyVoters

Districts	The legislative districts the person lives in.
Activist Codes	Tags for past actions someone has taken, sometimes used to mark them as a type of supporter, volunteer or constituent.
Also in Household	Others registered to vote at the same address. This comes from voter rolls and can be out of date; for example, adult children who have moved out may still appear.
Contact History	Every attempt to reach the person: how (walk, phone), who tried, and how the data was entered.
Voting History	When and how the person voted, and sometimes which party primary they voted in. Never who they voted for. The ballot stays secret.
VAN ID	The person's unique number, for fast lookups. The MyCampaign ID links to their MyCampaign profile; if there isn't one, click Add to MyCampaign.
Vital Stats	Basic details, including when they first registered and their party affiliation, if any.
Address, Email, Phones	Current contact info. Update it whenever you learn something new.
Survey Responses	What the person told us, time-stamped, so we can see how their views shift over time.

Different or added in MyCampaign

Events	Every event the person was scheduled for, with date and status. Click an event to view details or update their status.
Survey Responses	MyVoters questions focus on voter contact. MyCampaign questions focus on volunteering and organizing.