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Cut Turf: Getting Started

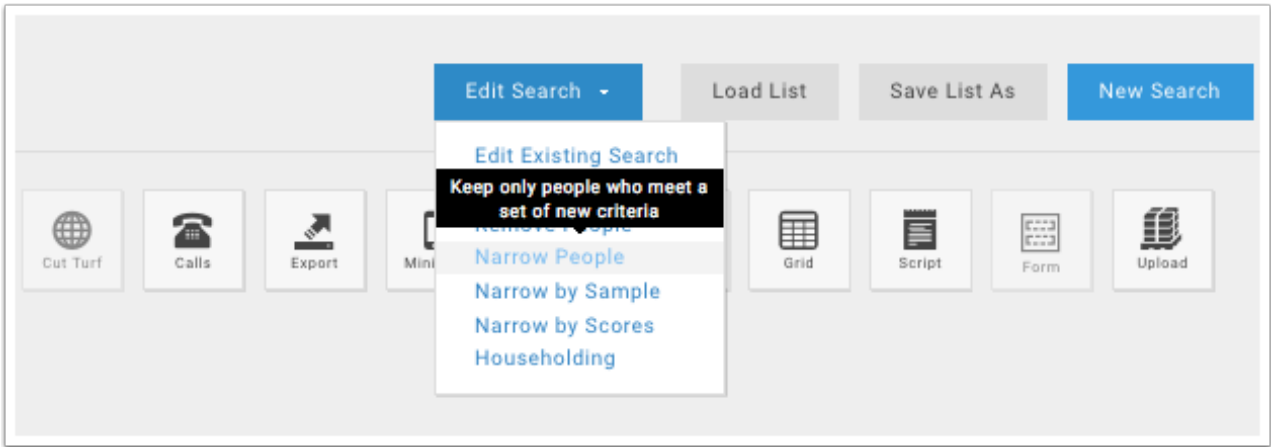
Create a List or reload a list from a Saved List or Search. From the My List page, click the Cut Turf button.

***This button will not be active if your list is larger than 5,000 doors. ***



Narrow Your List

To get your list to fewer than 5,000 voters, narrow your list to just one or two precincts.



Narrow by Precinct

Choose **County** then a new **Precinct** menu will appear. Choose more than one precinct by clicking the blue "**Precinct**" heading.

▼ Location

County

Orange

Precinct

Orange - 055

Orange - 076

Orange - 101

Orange - 102

Orange - 103

Orange - 104

Orange - 105

Orange - 106

Orange - 107

Orange - 108

Orange - 109

Orange - 110

Orange - 111

Orange - 112

Media Market

Census Tract

Voting City

Street Name

Street # From

Odd Only

Even Only

Choose Geocode Only

Make sure you choose to choose address types **Walkable** and **Geocoded** options on your list by choosing these options from the **Address Types** search module.

▼ Address Types

☒ Walkable Houses

☐ Buildings w/ Approx

ToUnits

☐ PO Boxes

☐ USPS Verified Only

☐ In-State Mailing Addresses Only

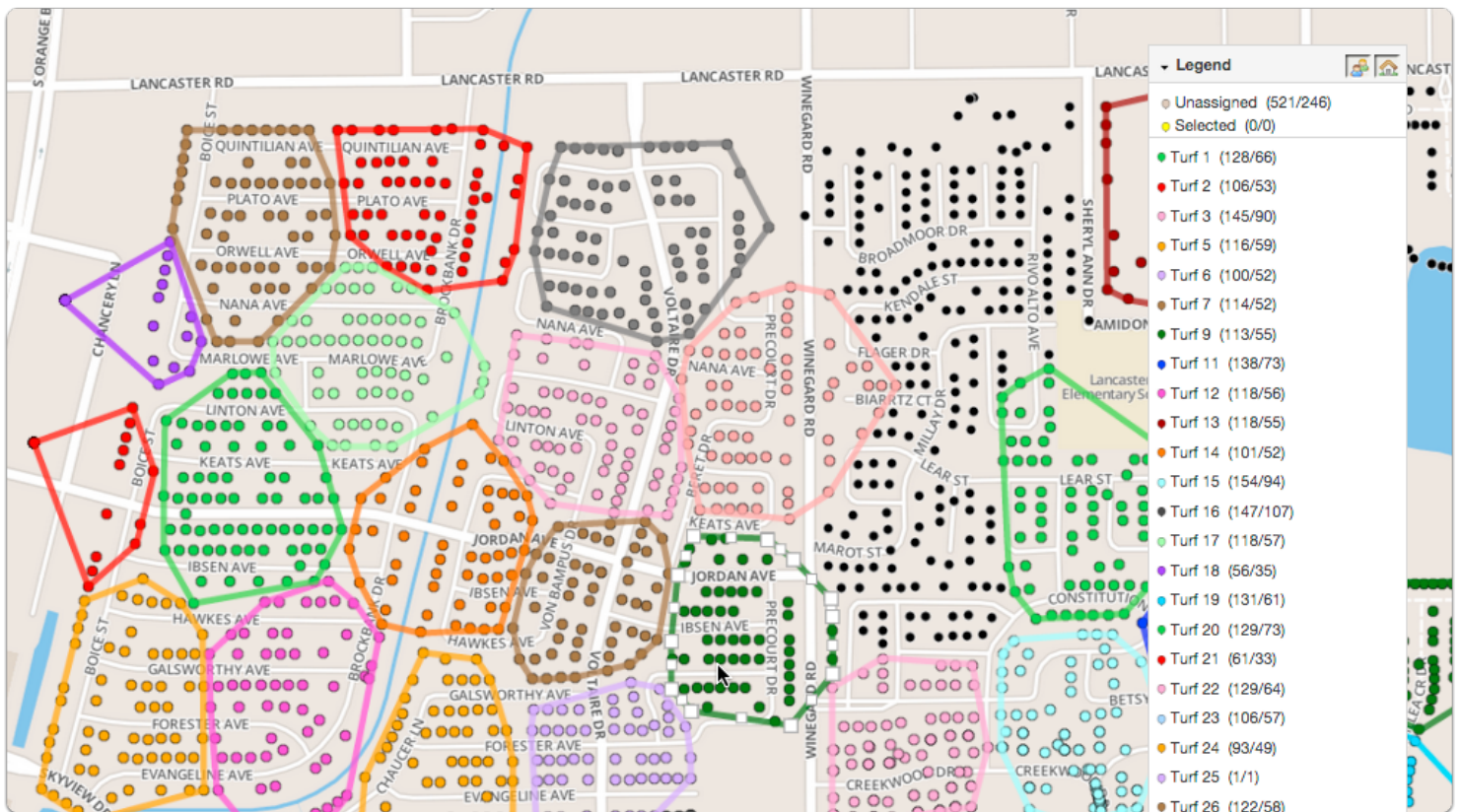
☒ Geocoded Only

Turf Cutter

On the right side of the map is the legend, which shows each Turf's corresponding color and count.

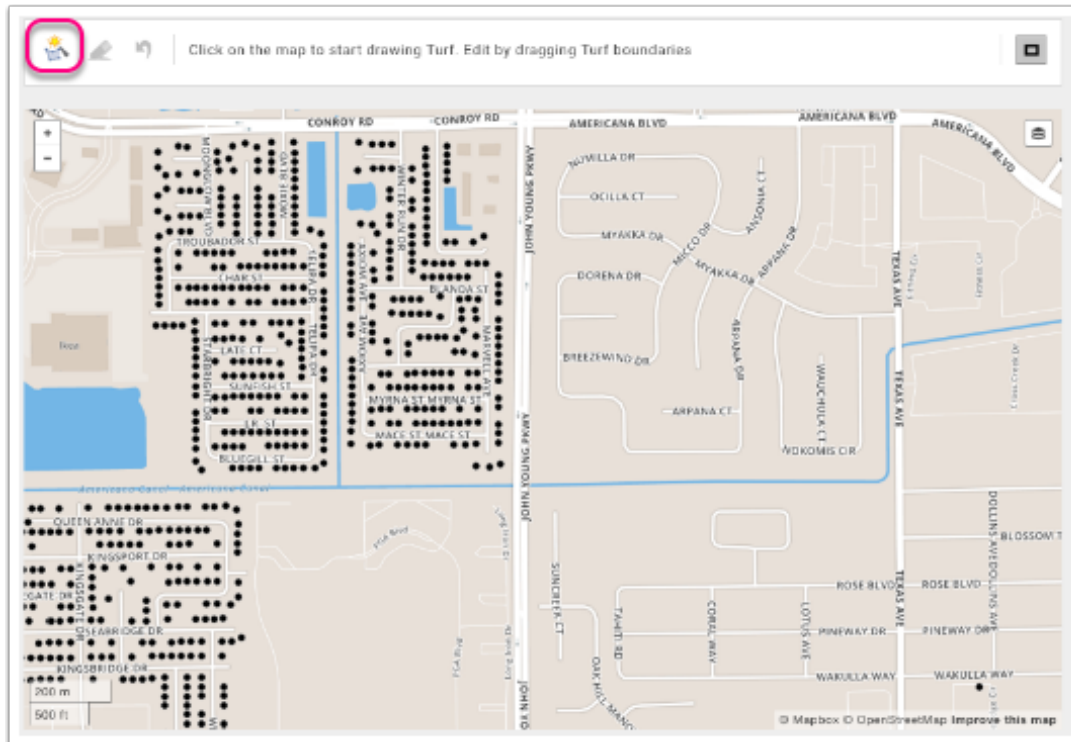
By default, the legend will show counts by the number of doors, which because of shared households will inherently be much less than the number of voters.

Note that when you toggle between showing counts by doors or voters, the number of pins on the map does not actually change.



Automatic Turf Cutter

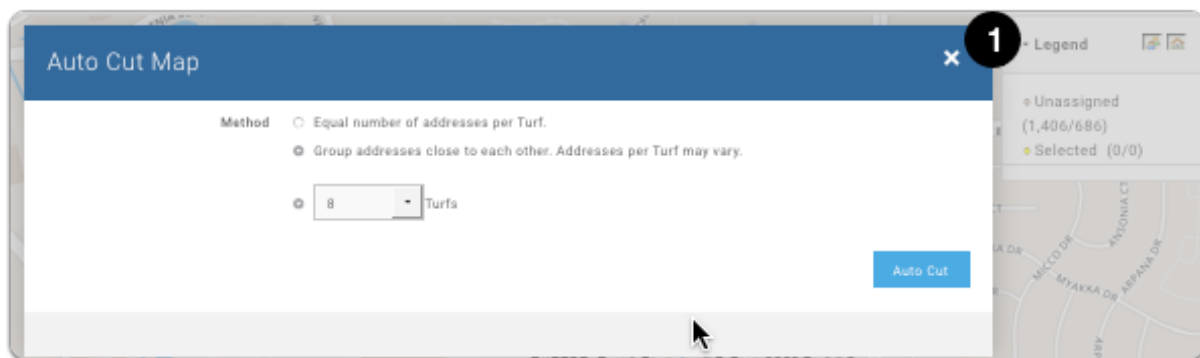
Click the **Automatic Turf Cutter** button



Auto Turf Cutter

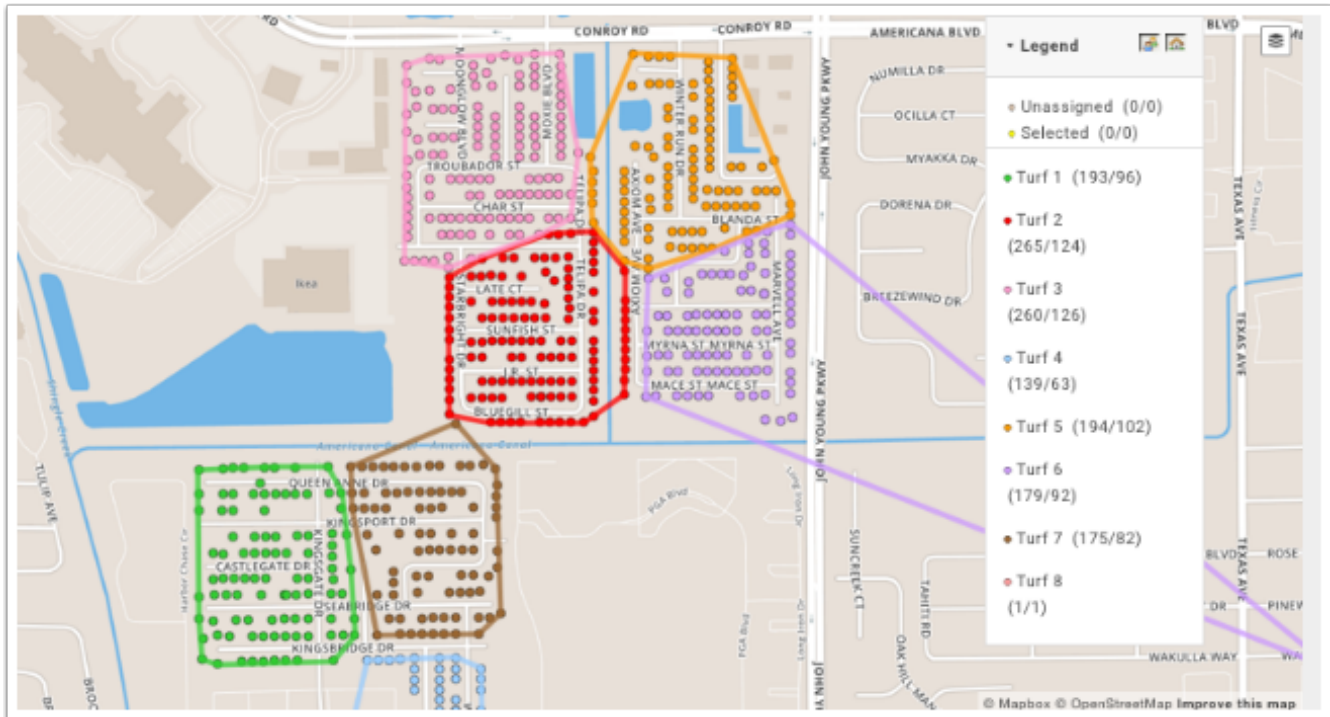
Use group addresses close to each other. This will vary the number of doors per turf but this can be adjusted.

1. Divide the number of doors by the number of doors per turf you want to have.



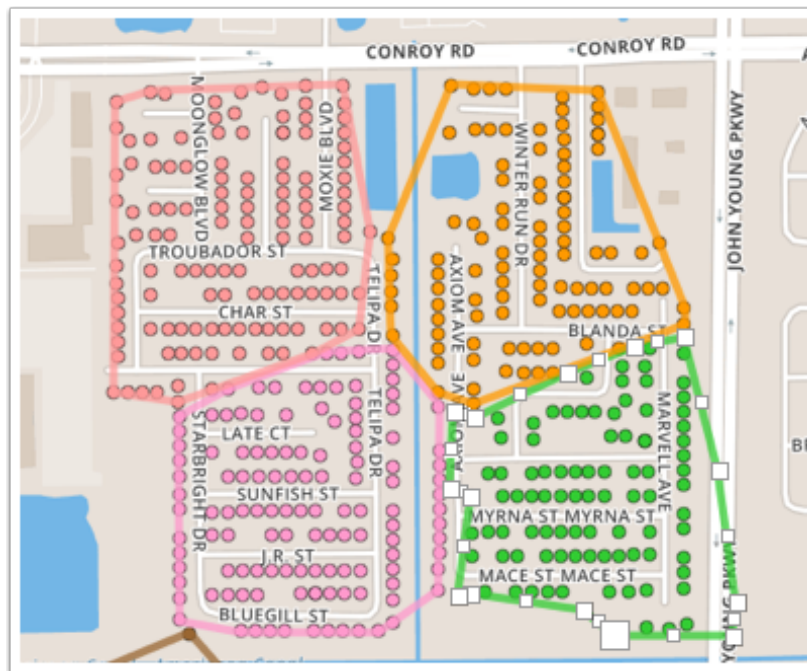
Split Cut Turf

These automatically cut turfs can be cut into more than turf. Press the magic wand icon to cut the selected turf into multiple turfs. The magnifying glass will take you to the selected turf on the map. The turf could be deleted by pressing the trashcan icon.



Edit Turf

Once a turf is created, clicking and dragging on the dots that appear when the boundary is selected can edit the boundaries. You can drag the lines to include or exclude the houses.



Save & Finish Auto Turf

Press Save & Finish to complete your turf.

Cut Turf

Save Save & Finish

Save Turfs and Map Region

The screenshot shows a web application interface for managing turf areas. At the top, there's a header 'Cut Turf' and two buttons: 'Save' and 'Save & Finish'. The 'Save & Finish' button is highlighted with a red circle. Below the header, there's a toolbar with icons for adding, deleting, and saving, followed by the text 'Save Turfs and Map Region'. The main area is a map showing several colored regions: green (Turf 1), red (Turf 2), pink (Turf 3), blue (Turf 4), orange (Turf 5), purple (Turf 6), brown (Turf 7), and dark red (Turf 8). A legend on the right lists these turfs with their respective counts. The map also shows street names and a scale bar.

Legend

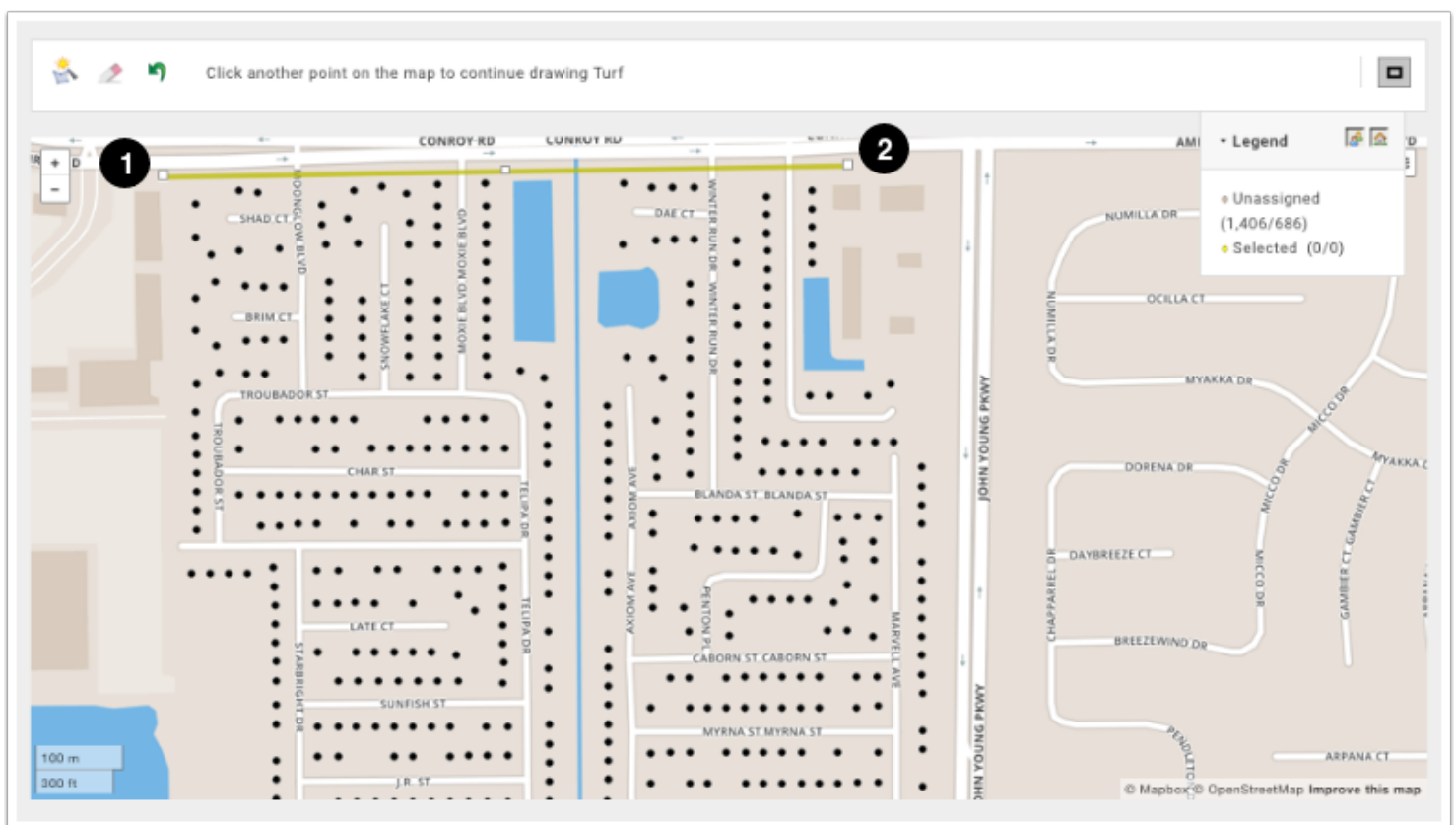
- Unassigned (1/1)
- Selected (0/0)
- Turf 1 (193/96)
- Turf 2 (265/124)
- Turf 3 (260/126)
- Turf 4 (139/63)
- Turf 5 (194/102)
- Turf 6 (178/91)
- Turf 7 (175/82)
- Turf 8 (1/1)

© Mapbox © OpenStreetMap Improve this map

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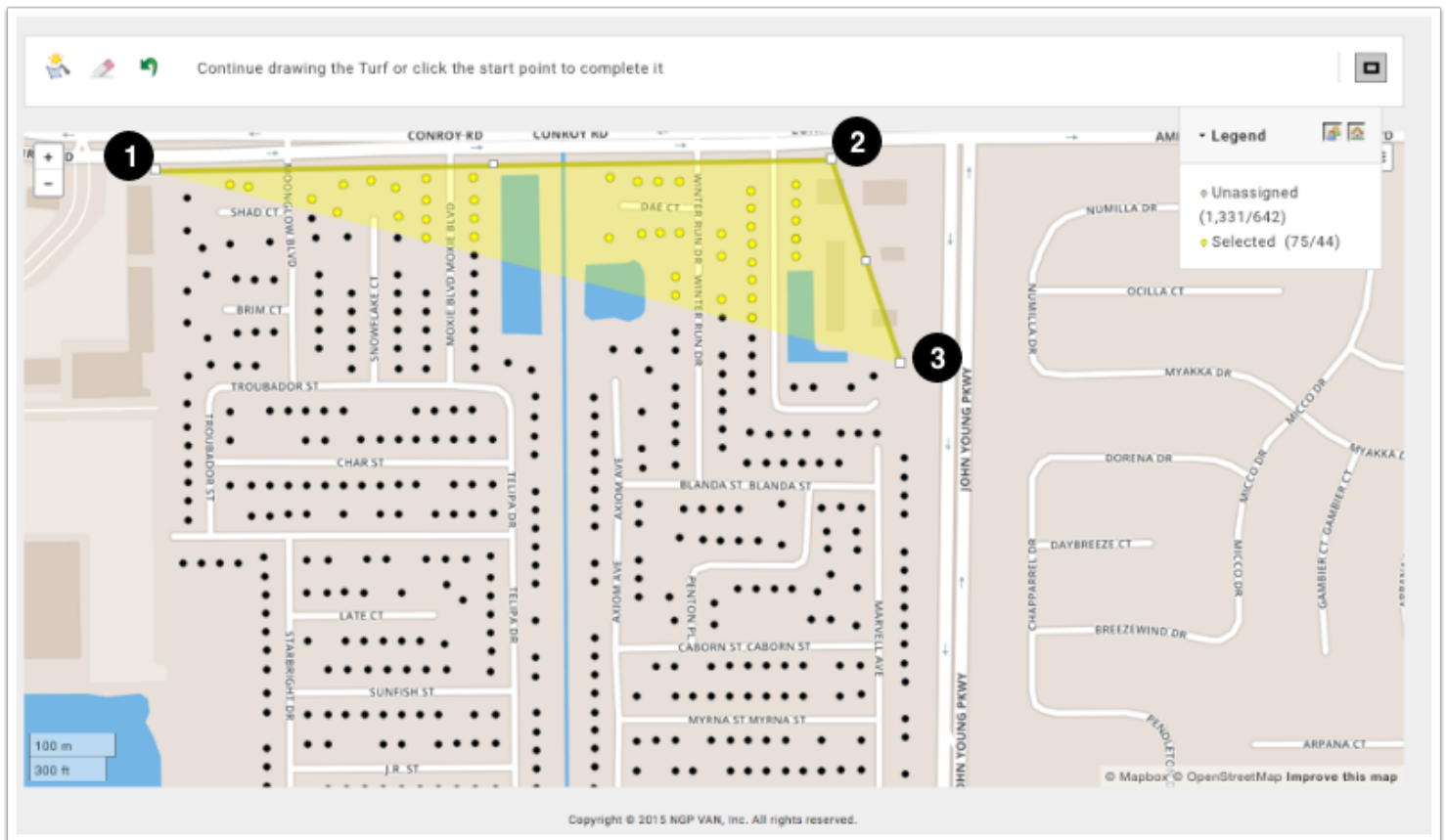
Manually Cut Turf

1. Although using Auto turf cutter is recommended, cutting turf manually is still an option.
2. To begin drawing an outline, click once on the map to make a starting point. A yellow dot will appear.
3. Click again along the perimeter of the group of doors/voters that you want assigned to your turf line connecting the two outline points appears. (Do not attempt to click and hold down the mouse button and drag the mouse.)



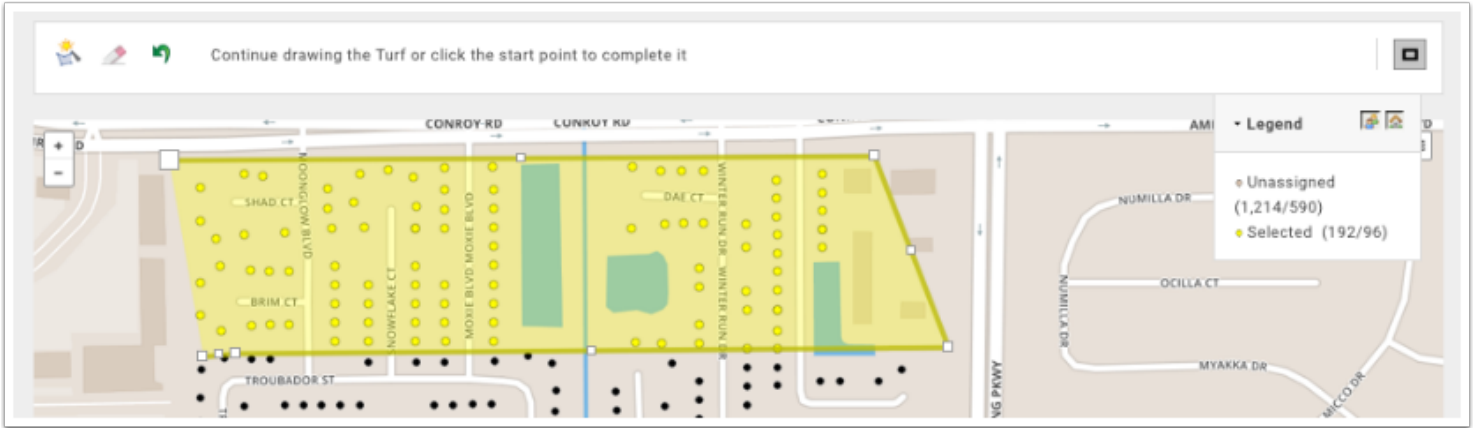
Cut Turf

1. In this manner, draw an outline completely encompassing all of the voters/doors you want assigned to the same Turf. You may find it helpful to zoom in closely on the map. A yellow glaze will appear over the selected dots.
2. You can undo your last click by clicking the **Undo Last Click** button on the left side of the page OR press the eraser button to completely erase the turf.



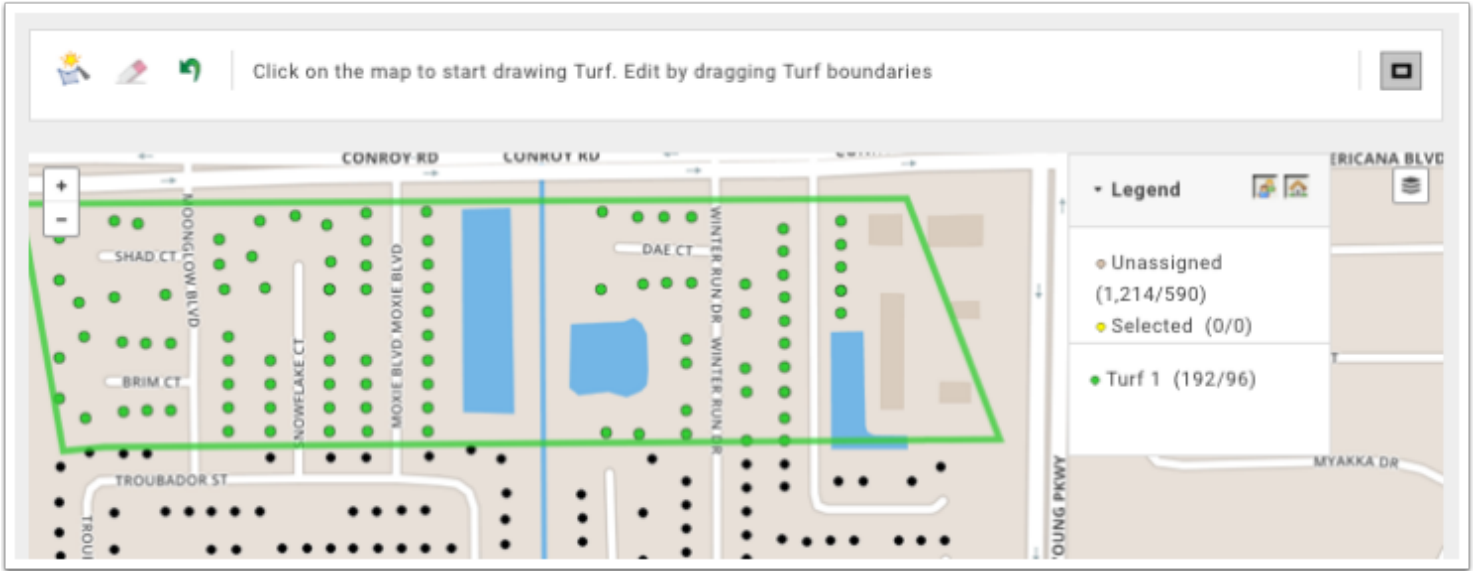
Final Steps

Complete the outline by clicking on the first dot, thus drawing a final line between your last outline point and your starting point.



Save & Finish Manual Turf

All of the selected voters/doors should change to the color corresponding to the Turf to which they are assigned. The Turf color and count should also now appear in the legend. The remaining unassigned number of doors will be reflected in the legend as well. Continue creating new turfs until you have the desired number of turfs. Press Save & Finish.

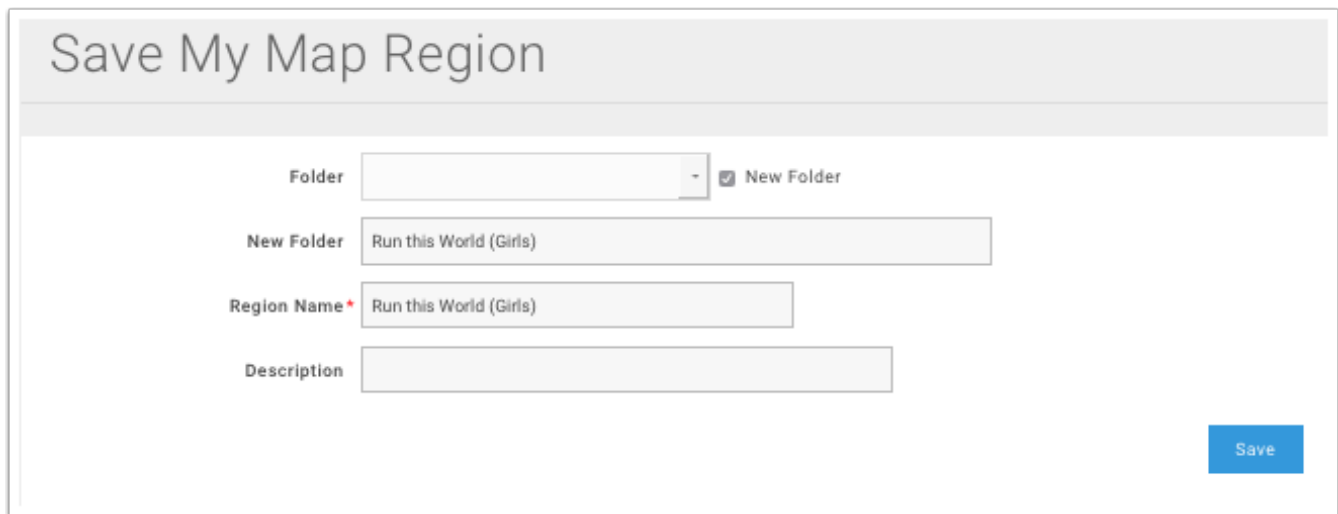


Save My Map Region

When you save your work in Turf Cutter, you are actually creating a Saved Search, called the Map Region, which has the same criteria as your original search. You are also creating Saved Lists for each of your Turfs in that Map Region.

1. Click the **Finish** button on the left side of the page.
2. You will be prompted to give the Map Region a name and identify the Folder where the Map Region and Turfs will be saved.
3. Click **Save**.

You can now access your turf from the Manage Turf menu on the Main Page.



The screenshot shows a web form titled "Save My Map Region". The form contains the following fields and controls:

- Folder:** A dropdown menu with a minus sign icon on the right. To its right is a checkbox labeled "New Folder" which is checked.
- New Folder:** A text input field containing the text "Run this World (Girls)".
- Region Name ***: A text input field containing the text "Run this World (Girls)".
- Description:** An empty text input field.
- Save:** A blue button located at the bottom right of the form.

PDF Print Jobs

Select **Print Region** and the list will be downloaded to your computer.

Run this World (Girls)

Print All

Edit Folder

File Name

Type

Owner

Date From

Date To

Remember Me

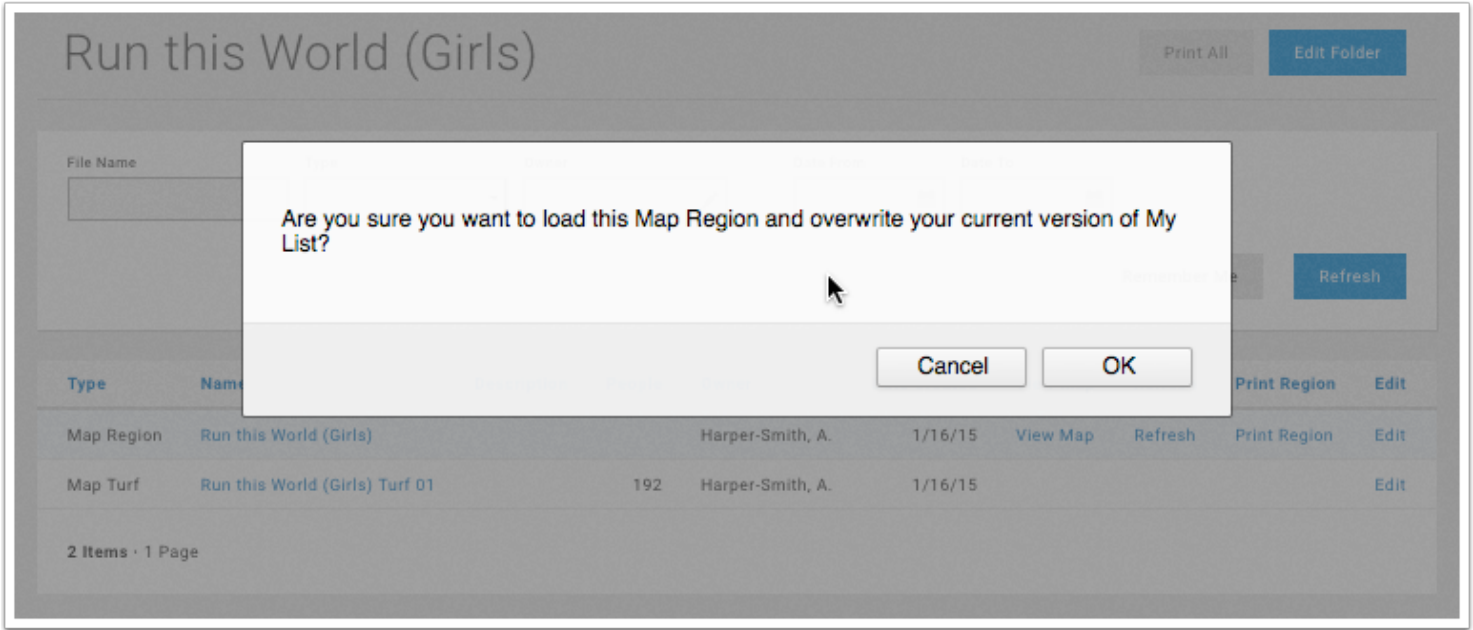
Refresh

Type	Name	Description	People	Owner	Date Created	View Map	Refresh	Print Region	Edit
Map Region	Run this World (Girls)			Harper-Smith, A.	1/16/15	View Map	Refresh	Print Region	Edit
Map Turf	Run this World (Girls) Turf 01		192	Harper-Smith, A.	1/16/15				Edit

2 Items · 1 Page

Overwrite Current List

A popup menu will appear asking to overwrite the current list. As long as the list you're cutting turf from is saved, click "OK."



Print Settings

1. **Walking List** will be the Report Format
2. You will likely only have 1 script option
3. Contacted How: **Walk**
4. You can choose a new Title for your list

DON'T MESS WITH SORT ORDER until you get to Odd/Even. You can choose to have the list split by Odd & Even Street Numbers.

Print

1

Report Format*

SV Walking List

2

Script

Issue X GOTV

3

Contacted How*

Walk

4

Title

Run this World (Girls) Turf 01

Clear Sort Order

Sort Order1

County

☒ Asc
 ☐ Desc
 ☒ Show Group Header
 ☒ Page Breaks

Sort Order2

Precinct

☒ Asc
 ☐ Desc
 ☒ Show Group Header
 ☒ Page Breaks

Sort Order3

Street Name

☒ Asc
 ☐ Desc
 ☒ Show Group Header
 ☒ Page Breaks

Sort Order4

Odd/Even

☒ Asc
 ☐ Desc
 ☒ Show Group Header
 ☒ Page Breaks

Sort Order5

Street Number

☐ Asc
 ☐ Desc
 ☐ Show Group Header
 ☐ Page Breaks

Sort Order6

Apartment

☐ Asc
 ☐ Desc
 ☐ Show Group Header
 ☐ Page Breaks

Sort Order7

☐ Asc
 ☐ Desc
 ☐ Show Group Header
 ☐ Page Breaks

More Print Settings

1. Choose **Print Map** to show a map with the houses in your turf
2. **Driving Directions** will give you a google map to the first house on your walk list
3. **Print Early Vote Location Cover Sheet** to show what EV Locations are available in the county.

Press **Next** to print the list.

Header Style

☒ Single Row
 ☐ Multi Row
 ☐ Include Field Labels

1

☒ Print People

☐ Print Last Name Range
 ☐ Print Address Range
 ☒ Do Not Print Range

☒ Print Map
 ☒ With markers
 ☐ Without Markers

2

Driving Directions

☐ None
 ☒ To Turf

Starting Address

Address *

1600 Pennsylvania Ave

City

Washington

State

DC

Zip

20500

Avoid (if possible)

☒ None
 ☐ Highways
 ☐ Tolls

3

☒ Print Footer (List Number, Page Number, and Date Generated)

☐ Print Early Vote Location Cover Sheet
 ☐ Print Two Copies of Cover Sheet
 ☐ Print All Turf At Once
 ☐ Exclude Anyone Who Has Early or Absentee Voted
 ☐ Format for Clipboard

Next

PDF File

Click the **My PDF Files** link to be directed to your list for download.

PDF File

Your PDF is being created.

If you have a large list, the PDF creation process may take a few minutes to complete. To check on your file(s) at any time, go to the [Main Menu](#) and look for a link that say [My PDF Files](#).

Or [go back to the folder you were working in](#).

Turf Packet Script

This is the first page of the downloaded PDF Walk List.

1. The first area displays the name of the list, and how many people and doors the canvass list include
2. This area shows the abbreviations that will appear on the list as result codes
3. The script is also on the first page, including any survey questions to ask voters.

1

Orange Precinct 625 Turf 02

Script: **Issue X Script**
People: **35**
Doors: **30**

2

Canvass Results Key

DC = Deceased	MV = Moved	RF = Refused
IN = Inaccessible	NH = Not Home	SP = Spanish

3

Hi, _____, my name is _____ and I'm calling with [YOUR ORGANIZATION] about our ongoing work in our area. How are you tonight?

Oh, good. Well, we're calling tonight about a very important issue affecting our community. You see, our organization is dedicated to fighting for the interests of our members and the public and to do that we need to know what you are concerned about.

Issue: What issue is most important to you in your area?

1 = 1
2 = 2
3 = 3
4 = 4
5 = 5

That's really important to know, thank you. Well, tonight, we are calling about Issue X.

Issue: Do you support "Issue X"?

1 = Strong Support
2 = Lean Support
3 = Undecided/More Info
4 = Lean Against
5 = Strong Against

[For 1s and 2s...]

Great! Your support is very important...can we get your email so we can keep you up to date as the legislature moves forward?
[enter email below]

Volunteer: Are you willing to get involved with our organization and help make a difference?

Y = Yes
M = Maybe
N = No

[For UNDECIDEDs...]
Ok, we know this is a very complex issue. If you want, we can keep you updated on this as the legislature moves forward. Can we get your email?
[enter email below]

Turf Packet

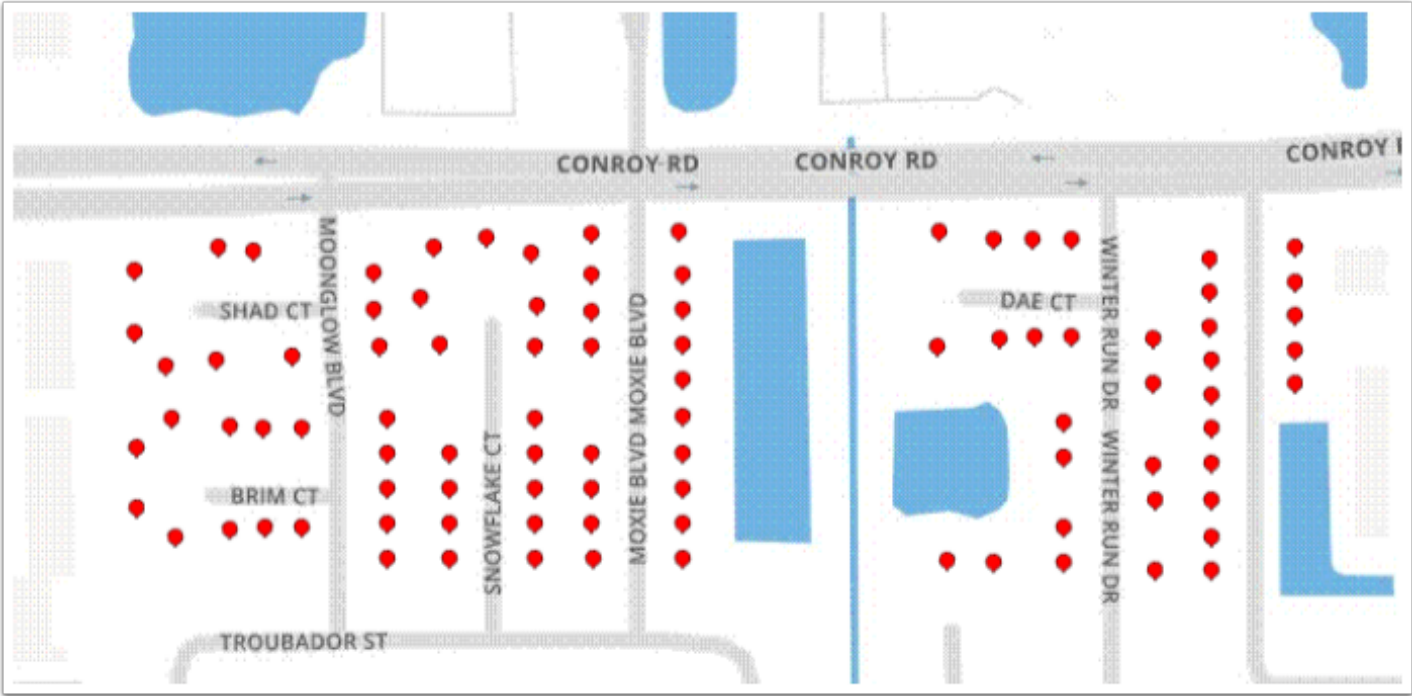
The walk list

1. The Barcode & VAN ID. These are for data entry
2. Name, Address, Phone Number, Age, and Gender of household member
3. Result Codes (as seen on the script page) and Survey Question responses
4. Notice the dotted line. This indicates more than one person lives in this household and the canvasser can talk to either person.

1	435767 [Barcode]	2	Alicia S Millenia Blvd Apt 310 Orlando, FL 32839	(407) 243- Sex: F Age: 26 Party: N	3	<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N
	7359620 [Barcode]		Laura K Millenia Blvd Apt 309 Orlando, FL 32839	Sex: F Age: 25 Party: N		<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N
	19647220 [Barcode]		Alina G Millenia Blvd Apt 210 Orlando, FL 32839	(407) 352- Sex: F Age: 28 Party: N		<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N
	19660774 [Barcode]		Adriana Millenia Blvd Apt 210 Orlando, FL 32839	(407) 352- Sex: F Age: 28 Party: D		<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N
	18202111 [Barcode]		Nicole D Millenia Blvd Apt 306 Orlando, FL 32839	(407) 249- Sex: F Age: 23 Party: D		<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N
	21262987 [Barcode]		Ashley L Millenia Blvd Apt 309 Orlando, FL 32839	Sex: F Age: 20 Party: D		<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N
	11621378 [Barcode]		Kayra M Millenia Blvd Apt 202 Orlando, FL 32839	(407) 286- Sex: F Age: 24 Party: N		<input type="checkbox"/> DC <input type="checkbox"/> MV <input type="checkbox"/> RF <input type="checkbox"/> SP <input type="checkbox"/> IN <input type="checkbox"/> NH <input type="checkbox"/> SP IssueTest 1 2 3 4 5 Issue X 1 2 3 4 5	voltest Y M N

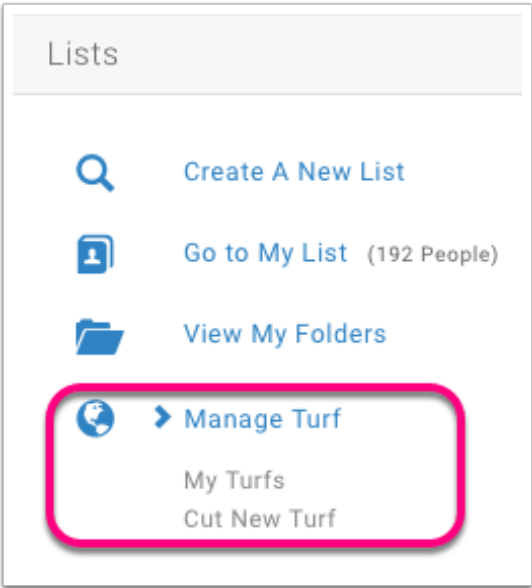
Turf Packet Map

The map of houses in the turf. Each door is represented by a red dot.



How to use Manage Turf VAN feature

VAN updated the turf-cutting tool. Now you can access saved Turfs in a new management area or cut new Turf right from the Main Menu.



My Turfs

Clicking 'My Turfs,' brings you to a new page where existing Turf can be managed. Map Region groups The list and all Turfs associated with each Region.

Each Region can be expanded or collapsed to show or hide its Turf, and Turf or Region Name, User, Folder, and a date range on last activity on a Turf can filter the list.

At the Map Region level, helpful metadata displays about the Region such as its name, date created and user, the last refresh to the Turf, and the Turf size by people and doors. This includes **a list of people and doors that are 'UnTurfed'** to see, at a glance, if a Region is completely or partially turfed.

My Turfs

Name

Created By

Last Out/Distributed
 to

Saved in Folder(s)

Add all 1 results to selection
Quick Actions

<input type="checkbox"/>	Turf	Folder	People	Doors	Last Out/Distributed	
<input type="checkbox"/>	Run this World (Girls)	(Map Region - 1 Turfs)				<input type="button" value="Refresh"/> <input type="button" value="Globe"/> <input type="button" value="Edit"/> <input type="button" value="Print"/>
	Created: 1/16/2015 (Harper-Smith, A) Last Refresh: 1/16/2015 10:58 AM 1,406 People 686 Doors					
<input type="checkbox"/>	Run this World (Girls) Turf 01	Run this World (Girls)	192	96	1/16/2015 11:18 AM	<input type="button" value="List"/> <input type="button" value="Mobile"/> <input type="button" value="Edit"/> <input type="button" value="Print"/>
	Printed List #15741104-69050					

1 Turf • 1 Page
Turfs per Page:

Map Region level

An array of new actions on the Map Region level, which are represented by new icons

1. Refresh Map - Clicking this icon refreshes the entire Map Region. The 'Refresh' button at the top of the My Turfs list page will both refresh and save the page's filter

2. Cut or Edit Turf Polygon - Clicking this icon allows a user to return to the Cut Turf map and continue working on Turf.

3. Edit Region - Clicking this icon permits a user to edit the Region name and its underlying Saved Search properties.

4. Print Region - Clicking this icon prints the entire Region, Turf by Turf.



Individual Turf

There are actions on the Turf level, which are represented by icons.

Generate List Number - Clicking this icon generates a list number for the Turf, which can be used by canvassers on MiniVAN to access the Turf.

Send to MiniVAN User - Clicking this icon sends the selected Turf to the MiniVAN Export page to send to an individual canvasser.

Edit Turf - Clicking this icon allows a user to edit the Turf's name and the Folder into which it is saved.

Print Turf - Clicking this icon prints the Turf.urf name is displayed, the Folder saved in, the number of people and doors in the Turf, and a column for the Last Action performed on the Turf. This includes the date and whether the list was printed (with its Printed List number) or sent to MiniVAN (with the recipient's user name).



Bulk Action

You can perform Quick Actions in bulk on one or more Regions or Turfs by clicking on the appropriate checkbox next to each item.

Add all 3 results to selection

3 Turfs selectedClear Selection

Quick Actions

Quick Actions

Print

Export

Generate List Number

Send To MiniVAN

<input checked="" type="checkbox"/>	Turf	Folder	People	Doors	Last Out/Distributed
<input checked="" type="checkbox"/>	Run this World (Girls) <small>(Map Region - 3 Turfs)</small> Created: 1/16/2015 (Harper-Smith, A) Last Refresh: 1/16/2015 10:58 AM 1,406 People				
<input checked="" type="checkbox"/>	Run this World (Girls) Turf 01	Run this World (Girls)			
<input checked="" type="checkbox"/>	Run this World (Girls) Turf 02	Run this World (Girls)			
<input checked="" type="checkbox"/>	Run this World (Girls) Turf 03	Run this World (Girls)			

3 Turfs - 1 Page

Turfs per Page: 50

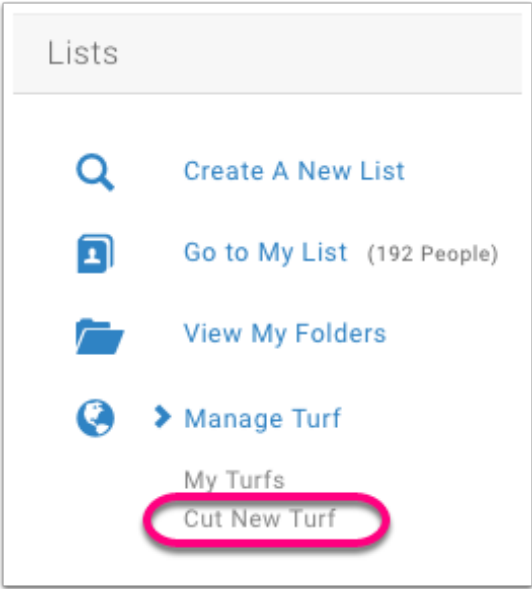
Turf Folder

All Turfs - both existing and newly created after these changes - will still be accessible in Folders.

Type	Name	Description	People	Owner	Date Created	View Map	Refresh	Print Region	Edit
Map Region	Run this World (Girls)			Harper-Smith, A.	1/16/15	View Map	Refresh	Print Region	Edit
Map Turf	Run this World (Girls) Turf 01		0	Harper-Smith, A.	1/16/15				Edit
Map Turf	Run this World (Girls) Turf 02		0	Harper-Smith, A.	1/16/15				Edit
Map Turf	Run this World (Girls) Turf 03		0	Harper-Smith, A.	1/16/15				Edit
4 Items - 1 Page									

Manage Turf - Cut Turf

To use the **Manage Turf** feature to cut turf by selecting "**Cut New Turf.**"



Cut New Turf

A pop-up appears with options to cut Turf from the current My List or from a Saved List. **The saved list must be under 5k households to be viewable in this menu.**

Cut New Turf

Choose a source for your new Turf(s)

☒ My List (1,406 people/686 households)

☐ Saved List

(max 10,000 people/5,000 households)

Cancel

Cut Turf