

Ground Game Management

In this tutorial you will learn how to use the Ground Game Management screen and equip your canvassers to begin collecting data for your campaign.

Creating Users

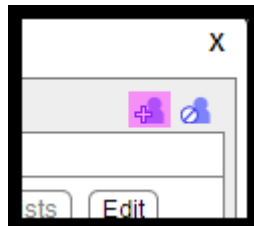
1. Click on the “Ground Game” icon located by your user name and application at the top right of the screen.



2. Click on “User Management” to bring up the User Management window.

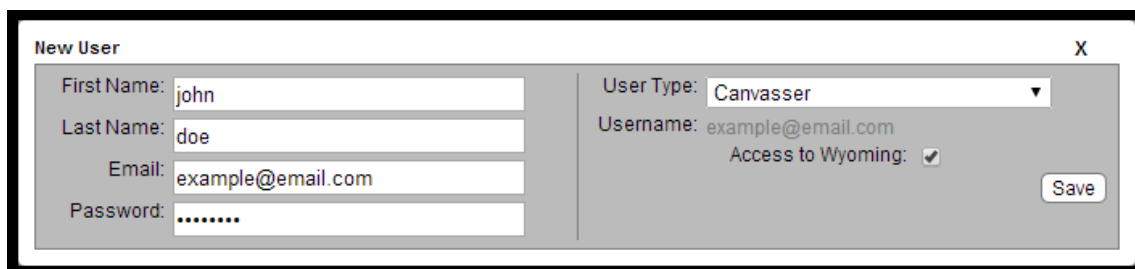


3. Click the “Add User” icon located in the top right of the User Management window. A New User window will appear.



4. Fill in the Name, Email, and Password fields and choose a User Type for the new user. There are 3 user types to choose from.

NOTE: The Email field will be their username to access the mobile app. This does not need to be an actual email address, but does need to be in email format. “example@email.com” would be acceptable.

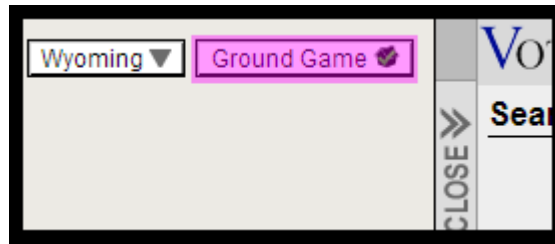


New User	
First Name: john	User Type: Canvasser
Last Name: doe	Username: example@email.com
Email: example@email.com	Access to Wyoming: <input checked="" type="checkbox"/>
Password:	<input type="button" value="Save"/>

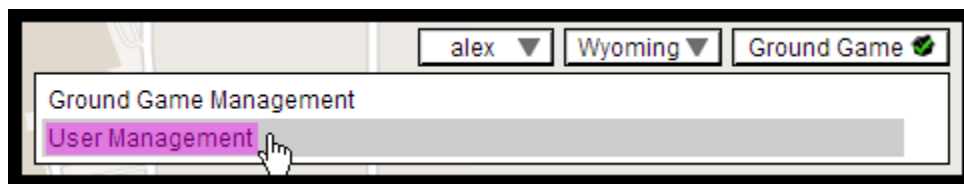
- **Canvasser:** This user type will only be able to use the Ground Game mobile app.
 - **Standard:** This user type is able to use Voter Mapping, Ground Game Management, Ground Game mobile app, and purchase and download records. This user type is also able to add, remove, and edit other users.
 - **Read-Only:** This user type will only be able to use Voter Mapping.
5. After the fields have been filled and the user type selected, give the user access to the desired application. This is done by checking the box to the right “Access to [APP]”.
 6. Click the “Save” button to create the new user.

Editing Users

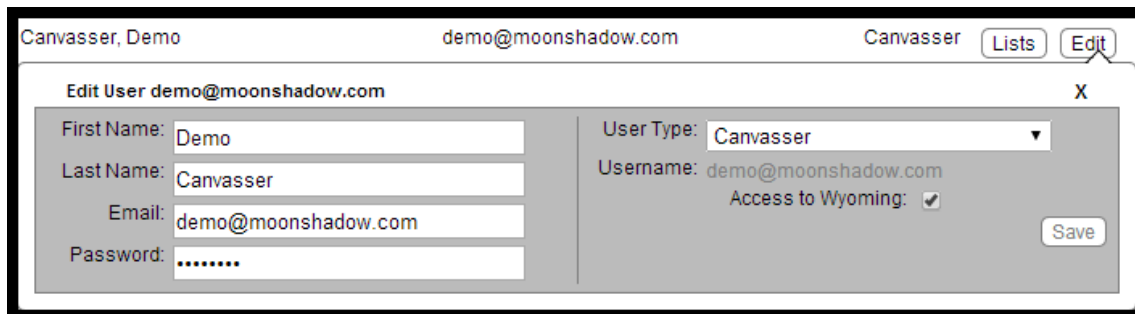
1. Click on the “Ground Game” icon located by your user name and application at the top right of the screen.



2. Click on “User Management” to bring up the User Management window.



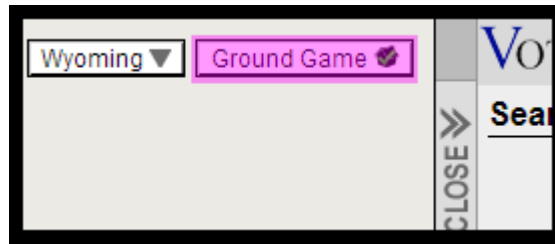
3. Click on the “Edit” button to the far right of a user you wish to edit.



4. Change the desired fields and settings. You will be unable to edit their Email (which acts as their user name).
5. Click the “save” button to complete the changes.

Creating Surveys

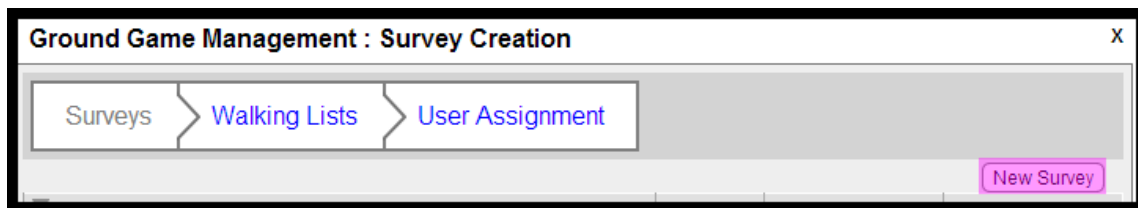
1. Click on the “Ground Game” icon located by your user name and application at the top right of the screen.



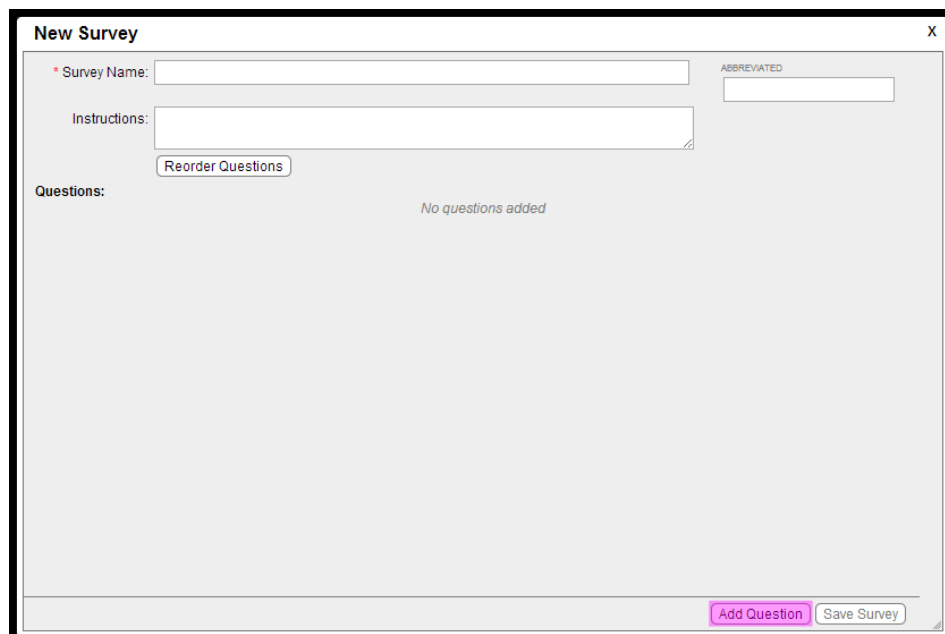
2. Click on “Ground Game Management” to bring up the Ground Game Management interface window.



3. The Ground Game Management window will open up to the “Surveys” tab. Click on the “New Survey” button.



4. A new window will pop up reading “New Survey”. This is the Survey Creation window. Write in a name for your survey and click on the “Add Question” button.



New Survey

* Survey Name: ABBREVIATED

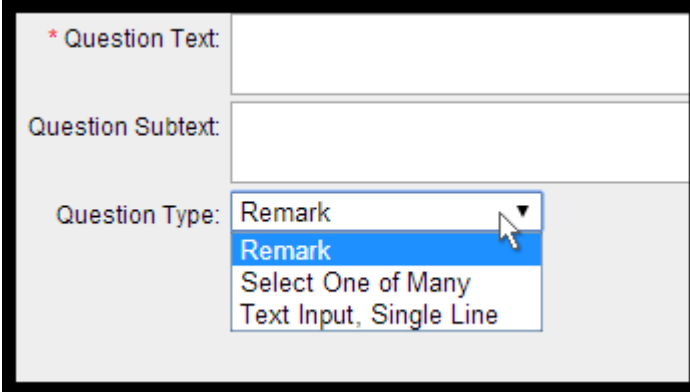
Instructions:

Reorder Questions

Questions: *No questions added*

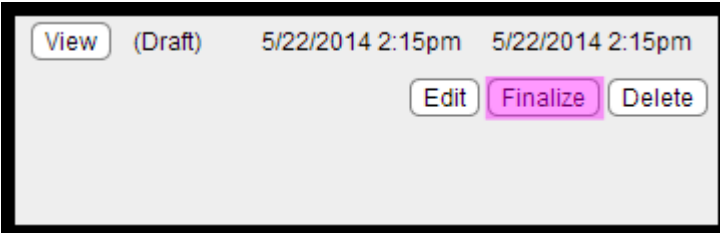
Add Question Save Survey

5. A blank question will appear with options for Text, Subtext, and Type. In the Question textbox, fill in your first question. There are 3 question types to choose from: "Remark", "Select One of Many", and "Input Text, Single Line".
- **Remark:** Used to input a comment or statement for the canvasser to say.
 - **Select One of Many:** Multiple choice questions. The voter can choose from a list of predetermined answers.
 - **Input Text, Single Line:** Allows the canvasser to write in their own answer. Useful for picking up Email Addresses, Phone Numbers, Notes, etc.



The screenshot shows a form with three fields: "Question Text", "Question Subtext", and "Question Type". The "Question Type" dropdown menu is open, showing three options: "Remark", "Select One of Many", and "Text Input, Single Line". A mouse cursor is pointing at the "Remark" option, which is highlighted in blue.

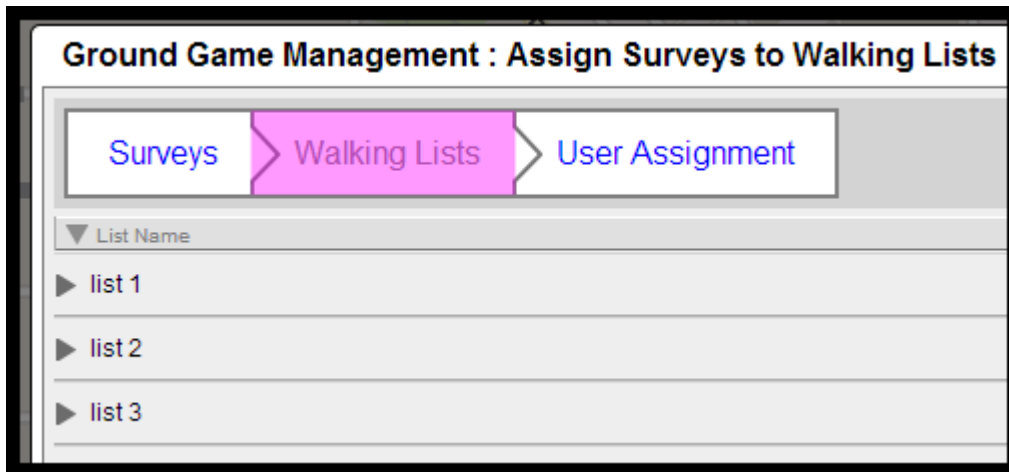
6. Continue adding questions and answers until your survey is complete.
7. Once you are satisfied with your survey, click on "Save Survey", and you will return to the "Surveys" tab within the Ground Game Management window.
8. Before you can assign a survey to a walking list it must be "Finalized" through the surveys drop down menu. Once a survey is finalized it cannot be edited.



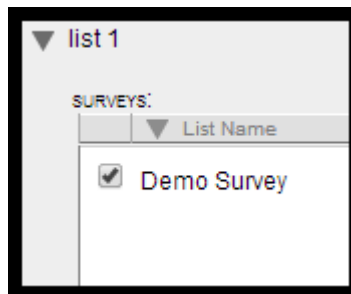
The screenshot shows a survey management interface. At the top, there is a "View" button, a "(Draft)" status, and two timestamps: "5/22/2014 2:15pm". Below this, there are three buttons: "Edit", "Finalize" (highlighted in pink), and "Delete".

Assign a Survey to a Walking List

1. Within the Ground Game Management window click on the "Walking List" tab.

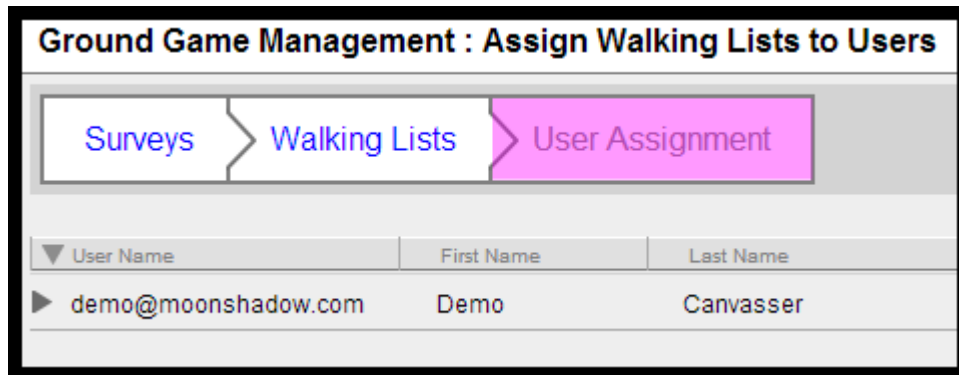


2. The Walking Lists section contains a list of your Universes. Choose a Universe you want to assign your survey to by clicking on the Universe name. Make sure the voter records in the Universe are purchased.
3. A list of surveys will drop down from the selected Universe. Choose a survey to assign to it to the Universe by clicking on the empty check box to the left of the survey name. Once a Universe has surveys assigned to it we will call it a Walking List.

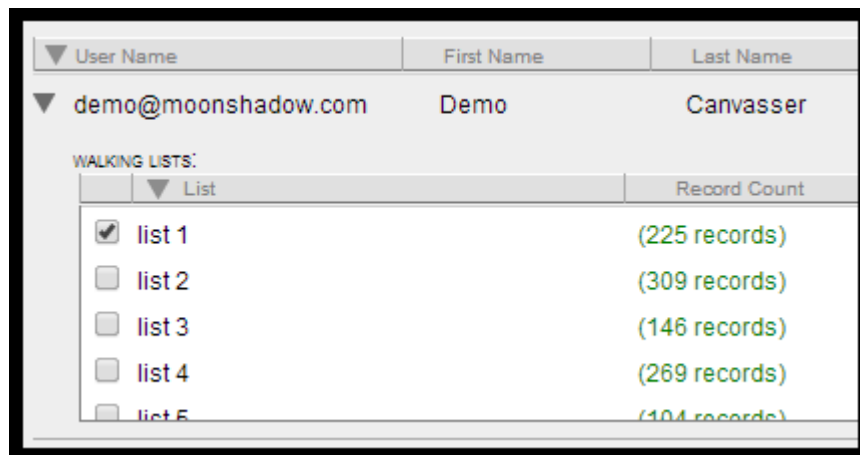


Assign a Walking List to a Canvasser

1. Within the Ground Game Management window click on the “User Assignment” tab.



2. The User Assignment section contains a list of all the Users under your account. Click on the user you wish to assign a Walking List to by clicking on their user name.
3. A drop down box will appear containing a list of Walking Lists. Assign the User the desired Walking Lists by checking the empty check box. If the check box next to the Walking List you want to assign has a question mark in it, you cannot assign that Walking List – you must assign surveys to it first. When the canvasser logs in or syncs the Ground Game Mobile application it will load the walking lists with the assigned survey to their mobile device.



NOTE: We advise that the total number of records you assign to a user does not exceed 2,000. At this point the mobile device begins having difficulties attempting to process that much information with each sync. We also strongly recommend that your canvassers DO NOT log out of the app unless they need to change users. Closing or minimizing the app so it takes up less of the devices resources is fine, but DO NOT log out unless it is necessary.