

# Scripts

Add New Script



### What is it?

A Script specifies the information that your canvassers will collect on the people they contact. You can apply a combination of text, Survey Questions, Activist Codes and Events to a Script. A Script can either be printed or appear electronically on your computer screen or minVAN device.



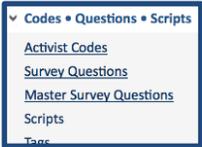
### When to use it?

Create a new Script when you launch a new program or initiative that requires a new set of questions to be asked of people you are contacting. For example, you may want to ask people whether they support your candidate or cause, what [which?] issues matter to them, and whether they want to volunteer for your organization. You may place these information-gathering options together on one script.

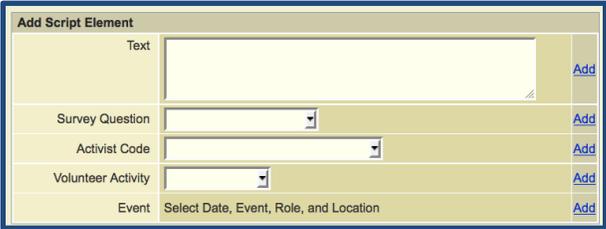


### How to use it?

Click on 'Codes • Questions • Scripts' on the left-hand side of the Main Menu and then 'Scripts.' On the list page click 'Add New Script,' name your Script, optionally give it a description and designate in which database it is to be used. Note that if you are on more than one Committee, you are able to designate the Owner Committee which determines who may edit the script.

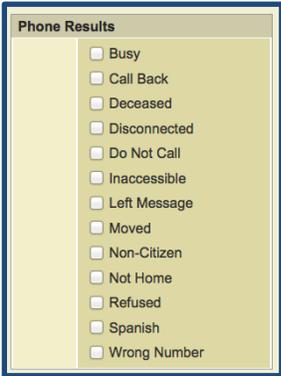


Click 'Next' which takes you to the page where you actually build your Script. As you add text, a Survey Question, or an Activist Code, you must hit 'Save' at the bottom of each page section. When creating a Script in a volunteer-type database, you have the additional options of adding a Volunteer Activity and Event. The initial order in which you create your Script elements is not important since you can drag and drop each element to rearrange the order.



There are two or more methods by which your organization will gather data, the most common being by phone or face-to-face contact. On the right side of the page are the Results you want available to canvassers when they are unable to reach the target person.

In some instances, your Script will be used for both calling and walking campaigns, in which case you can select both types of Canvass Results. Upon completion, save the Script.



### Expert Tips:

- Only Users on the Owner Committee can edit a Script. Other Committees, however, may be given access to use the Script.
- Keep your Scripts as simple and clean as possible. Expecting canvassers to read introductory text that is any more than a few lines is risking a 'canned' sounding presentation that is tiresome to recipients.