



LD3

# PRECINCT COMMITTEEMEN

RESOURCE  
GUIDE

[LD3GOP.ORG](http://LD3GOP.ORG)



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# What Is a **PRECINCT COMMITTEEMEN**

A Precinct Committeeman (PC) represents the Republican Party to the people and is the primary and personal contact between voters, candidates, and elected officials.

- Precinct Committeemen (PCs) are committed, patriotic, “grassroots” volunteers, whose job is to educate Republican voters in the precincts and ensure that those voters cast their informed votes in each election.
- PCs have a personal stake in the outcome of elections and are engaged in reshaping America’s future.
- Strong district and precinct organization is the foundation of the Republican Party. This determines whether elections are won or lost and PCs are a vital part of this process.
- Precinct committeemen spread the Republican message of lower taxes, fiscal responsibility, individual freedom, and a strong national defense.
- PCs also have the opportunity to attend Party functions, from the regular monthly district meetings to county and state meetings, where you will be kept informed about Party activities and issues. This will enable you to understand the issues and the solutions and be an authoritative resource for your neighbors, friends, and family. An informed PC will be in a position to correct any misinformation about the Republican Party and our conservative message.
- PCs, and only PCs, are eligible to vote in the internal Party leadership elections, the elections for district, county, & state leaders as well as delegates to Party conventions. These leaders determine the direction of the Party and the policies and positions included in the Republican Party platform, which is reviewed and revised every four years.





# FIND YOUR **LEGISLATIVE DISTRICT**



Visit the Maricopa County Republicans site to find your Legislative District and locate the captain's contact information and LD website address.

<https://maricopagop.org/district-chairmen-2/>



# Key Tenants of the Republican Party Platform

## **Life**

Republicans assert the sanctity of human life and affirm that the unborn child has a fundamental individual right to life which cannot be infringed. We are unashamedly pro-life.

## **Marriage**

The Republican Party stands in support of a Constitutional amendment to preserve the centuries-old definition of marriage as the union of one man and one woman

## **Job Creation**

The best jobs program is economic growth. Republicans will pursue free market policies that will boost employment, create job growth and foster economic prosperity for all.

## **Small Business**

Small businesses are the leaders in the world's advances in technology and innovation, and we pledge to strengthen that role and foster small business entrepreneurship.

## **Tax Relief**

Taxes, by their very nature, reduce a citizen's freedom. We reject the use of taxation to redistribute income or to fund unnecessary or ineffective government programs.

## **Second Amendment**

Republicans uphold the right of individuals to keep and bear arms, a right which antedated the Constitution and was solemnly confirmed by the Second Amendment.

## **Voter Integrity**

Voter fraud is political poison. It strikes at the heart of representative government. We call on every American to preserve the integrity of the our electoral process.

# Key Tenants of the Republican Party Platform

## **Education**

Parents are responsible for the education of their children. We support providing broad educational choices to parents and children at the State and local level.

## **Immigration**

In an age of terrorism, drug cartels, human trafficking, and criminal gangs, the presence of millions of unidentified persons in this country poses grave risks to the safety and sovereignty of the United States.

## **Medicare & Medicaid**

Republicans are determined to save medicare and medicaid with a candid and honest presentation of the problem and its solutions to the American people.

## **Healthcare**

From the start, Obamacare has been about power, control and the expansion of government into every aspect of our lives. Republicans support the full repeal of Obamacare.

## **National Defense**

The Republican Party is the advocate for a strong national defense as the pathway to peace, economic prosperity, and the protection of those yearning to be free.

## **Energy**

We are committed to domestic energy independence. Republicans advocate an all-of-the-above diversified approach, taking advantage of all our American God-given resources.

## **Internet Freedom**

<https://maricopagop.org/party-platform/>



# YOU'RE A PC! NOW WHAT?

## PC TIPS FOR EFFECTIVE ACTION

1. **STUDY** the Rep Party platform & US Constitution
2. **ATTEND** district, county, and state PC meetings.
3. **KNOCK** on doors (we'll give you a list!)
  - a. Get petitions signed for candidates.
  - b. Pass out candidate literature.
  - c. Get out the vote.
  - d. Distribute yard signs.
4. **CALL**
  - a. Your legislators
  - b. Talk shows.
  - c. Friends
  - d. Neighbors
5. **SPEAK** at house/senate bills.
6. **POST** on social media
7. **RECRUIT** new PCs.

**Take pride in the knowledge that you are  
working to preserve America!**



# AZ Legislative District 3 Republican Committee 2022 NAME BADGE ORDER-FORM

Badges are **\$16.00**, which includes design, production, and sales tax. Badges affix with a magnet. Please allow three weeks from the date the order is received. Please print clearly so the engraver can avoid spelling errors. Credit card or check are the preferred methods of payment.

Please select payment method:  Credit Card  Check  QR code  Cash

---

Name (To Be Written on Name Badge)

---

Street Address, City, Zip Code Email and Phone Number

---

Occupation (Required)

---

Employer (Required)

---

Signature

Make check payable to: **AZ Legislative District 3 Republican Committee 2022**  
and mail this completed form with enclosed check to:

District # Republican Committee

PO Box 75666 Phoenix, AZ 85087

OR bring this form and check, credit card, or cash for payment

To the next District meeting

OR pay with QR code and e-mail a completed copy of this form  
to [ld3gop@gmail.com](mailto:ld3gop@gmail.com)

Badges will be available for pickup at the next monthly meeting if an order is received more than three weeks prior to the meeting. Orders are received when payment is made. Sales are considered final.

Thank you.



Updated 1/11/2023

**AZ Legislative District 3 Republican Committee 2022**

**E-mail authorization form**

I, \_\_\_\_\_,

a Republican precinct committeeman in Legislative District 3, acknowledge that e-mail is the primary means of communication between District 3 leadership and precinct committeemen. I am providing my e-mail address,

\_\_\_\_\_ @ \_\_\_\_\_,

PLEASE PRINT

and hereby authorize AZ Legislative District 3 Republican Committee 2022 to provide all official communications and notices to me via this e-mail address. I understand and agree that this authorization also applies to official notice of the statutory Organizational Meeting in even-numbered years and any other meetings requiring official notice. I also understand that my e-mail address will only be used for AZ Legislative District 3 Republican Committee 2022 business and that includes sharing the email address with my Precinct Captain for official business only. The District will not share my email address with any other entity without my written consent, unless otherwise required by law or by AZ Legislative District 3 Republican Committee Bylaws or official policy.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE



**Learn How to Use**

# **Campaign Sidekick**

**<https://azgop.com/sidekick>**

Find a series of video tutorials and learn how to build & optimize canvassing lists.





## GOP DATA CENTER APPLICATION

**All fields MUST be filled out and eligible. If any blanks are left or are illegible the AZGOP will consider the application NOT COMPLETE.**

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AREA OF ACCESS REQUEST: (Precinct, District, etc) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TITLE/ORGANIZATION: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

SECOND PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

COUNTY: \_\_\_\_\_

ZIP: \_\_\_\_\_

NAME OF AUTHORIZING INDIVIDUAL (CANDIDATE OR CHAIR)

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACCESS APPROVED \_\_\_\_\_

ACCESS DENIED \_\_\_\_\_

REASON \_\_\_\_\_



## GOP DATA CENTER ACCESS AGREEMENT

The Republican Party of Arizona (AZGOP) in conjunction with the Republican National Committee (RNC) will maintain a statewide, internet-accessible registered voter file database for use by various AZGOP organizations and other expressly authorized users.

**AUTHORIZED USERS:** Authorized Users are those organizations and individuals who have requested and received express permission from the AZGOP to obtain a password to be used for access to GOP Data Center. Access will be issued by the AZGOP for set period of time and must be renewed thereafter. **Accounts may not be shared with other users or non-users unless expressly authorized by the AZGOP in writing.** Failure to comply with any GOP Data Center policies in this document or the user agreements within the GOP Data Center site will subject users and or organizations to immediate suspension or revocation of GOP Data Center privileges.

**PERMISSIBLE USAGE:** It is understood that the information contained in GOP Data Center may be used for any legal purpose that may reasonably be categorized as both non-commercial and political. Under no circumstances shall any information incorporated in GOP Data Center be used for commercial purpose.

**AMENDMENTS:** AZGOP reserves the right to update and amend this policy as is deemed necessary. All updates and amendments shall be considered retroactive to the original implementation date of this signed agreement.

I, \_\_\_\_\_, agree to the provisions listed in this document as a requirement for access to the GOP Data Center system. Should I break any part of this agreement, I understand that the AZGOP may suspend or revoke my GOP Data Center privileges. Furthermore, I hereby pledge that I am a registered Arizona Republican and intend to remain so. Finally, I pledge that if working and/or volunteering for candidates for elected office, I will use GOP Data Center only for Republican candidates for office (this may include Republican candidates running in non-partisan races).

I need GOP Data Center access because (check and complete all that apply to get appropriate access):

I am a Republican Precinct Committeeman in the County of \_\_\_\_\_ and the Precinct of \_\_\_\_\_

I am a Republican Candidate for the elected office of \_\_\_\_\_ (specific election)

I am an official campaign staff member for \_\_\_\_\_ and have expressed authorization from \_\_\_\_\_ (candidate/campaign manager)

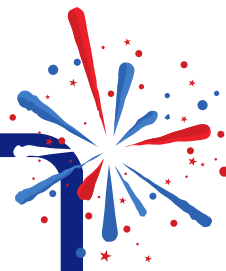
I am the Chairman of: \_\_\_\_\_  
(county/LD)

I am the representative of Chairman \_\_\_\_\_ from \_\_\_\_\_  
(county/LD)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed application to: [felicia.gibson@azgop.org](mailto:felicia.gibson@azgop.org)

17767 N. Perimeter Dr. Ste. B-101, Scottsdale, AZ 85255  
[www.AZGOP.com](http://www.AZGOP.com)



# ROBERTS' RULES OF ORDER

## **Helpful Videos:**

**<http://www.practicalrobertsrules.com/>**

**Learn how to conduct business at a meeting to ensure you are heard and can achieve republican goals.**





# AZ GOP VOTER PORTAL

**AZLD3GOP.ORG**

## Legislative District 3 Voter Portal

The Republican Party Stands for Freedom, Liberty, Prosperity and Opportunity.



- [Home](#)
- [School Boards](#) ▾
- [City Councils](#) ▾
- [Legislature](#)
- [Find Your Precinct](#)
- [Events](#)
- [Get Involved](#) ▾



**SCHOOL  
BOARDS**



**CITY  
COUNCILS**



**LEGISLATURE**



**Get Connected**

# Republican Clubs

<https://maricopagop.org/republican-clubs/>

With over 30 organizations offering membership to teenage and college-aged students, young adults, women, co-ed attendees, federations, and assemblies, the work they do to promote, educate, and inform our citizens is unmatched.



A close-up, slightly draped American flag with the stars and stripes clearly visible. The flag is positioned in the upper half of the page, with the stars on the left and the stripes on the right.

# Helpful PC Links

**U.S. Constitution:** <https://constitution.congress.gov/constitution/>

**National Archives:** <https://www.archives.gov/>

**The Bill of Rights:** <https://www.archives.gov/founding-docs/bill-of-rights>

**History of the Republican Party:** <https://gop.com/about-our-party/>

**AZ State Constitution:** [https://www.azleg.gov/const/arizona\\_constitution.pdf](https://www.azleg.gov/const/arizona_constitution.pdf)

**AZ State Constitution Timeline:** <https://apps.azlibrary.gov/constitution/>

**AZ Judicial Branch:** <https://superiorcourt.maricopa.gov/llrc/arizona-laws-and-regulations/>

**Arizona Republican Party:** <https://azgop.com/>

**Maricopa County Republicans:** <https://maricopagop.org/>

**LD3 Republican Precinct:** <https://www.ld3gop.org>

**Maricopa Party Platform:** <https://maricopagop.org/party-platform/>

**Maricopa County Executive Board:** <https://maricopagop.org/executive-board/>



# Helpful Voter Links

**Voter Registration:**

<https://servicearizona.com/VoterRegistration/selectLanguage>

**Voting Status:**

<https://my.arizona.vote/WhereToVote.aspx?s=individual>

**Voter Resource Center:**

<https://maricopagop.org/resources/>

**AZ Voter Information Portal**

<https://my.arizona.vote/PortalList.aspx>





# AZ Request to Speak

The Request to Speak system is a way for voters to show their support for strong legislation that aligns with Republican values. Visit the link below to show support for bills online, or register to speak at House or Senate bills in person.



<https://maricopagop.org/request-to-speak/>

## **RTS Training:**

Visit AZ Free Enterprize at [azfree.org](http://azfree.org) and sign up for a monthly tutorial session.

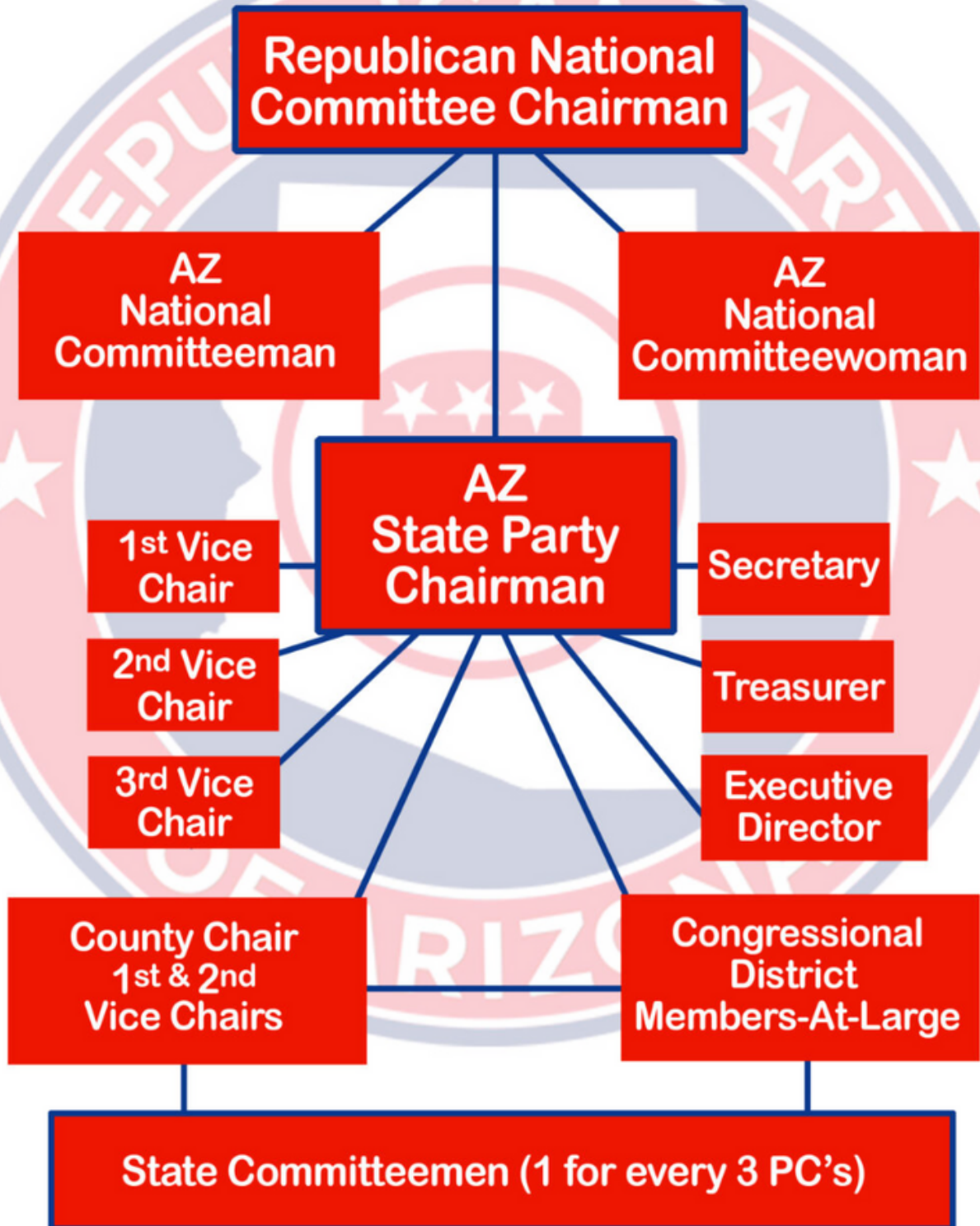
EZAZ.org also has self-tutorial and sign up.



# **ARIZONA REPUBLICAN Party Structure**

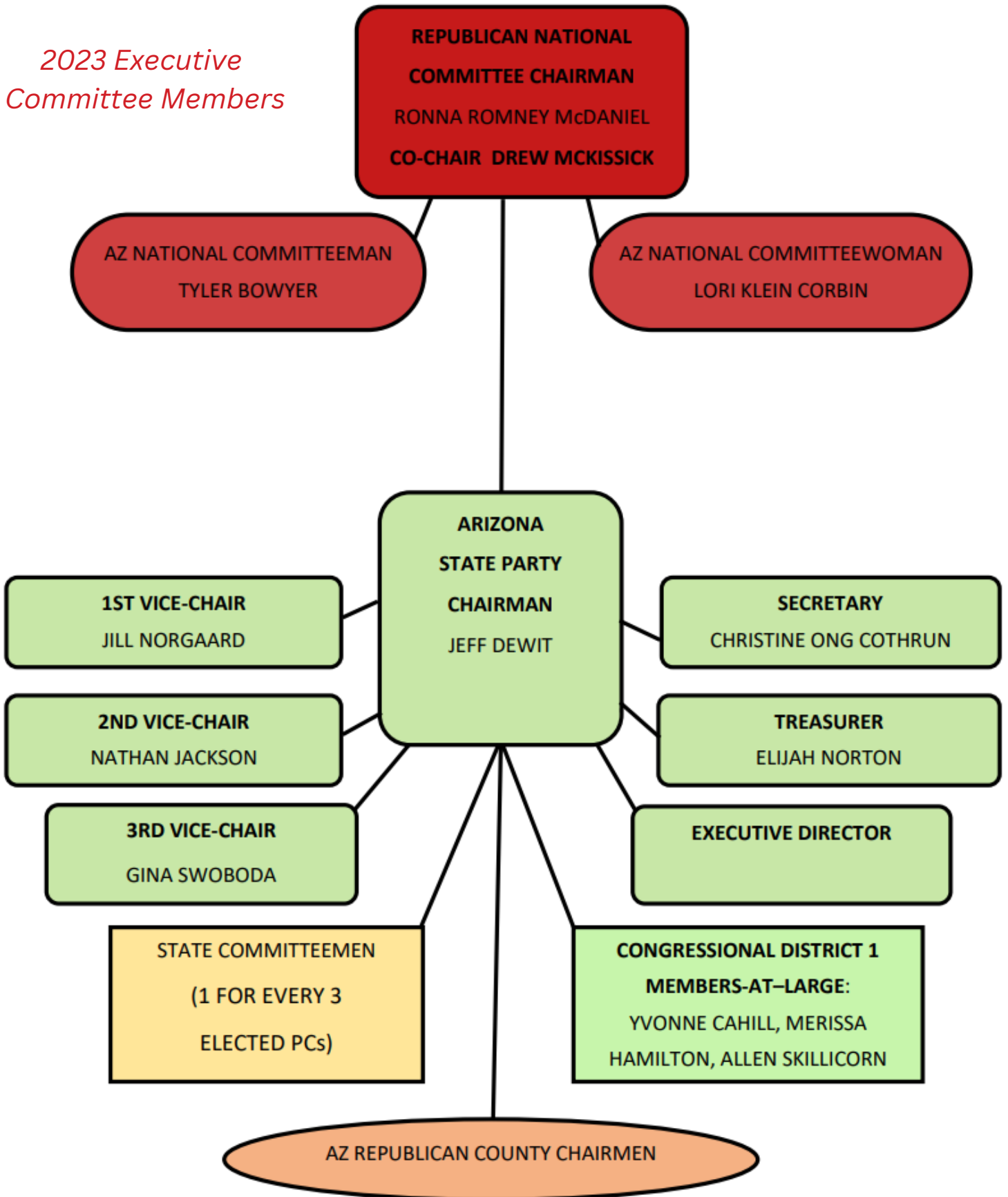


# National & Arizona Republican ★ ★ ★ Party Structure ★ ★ ★



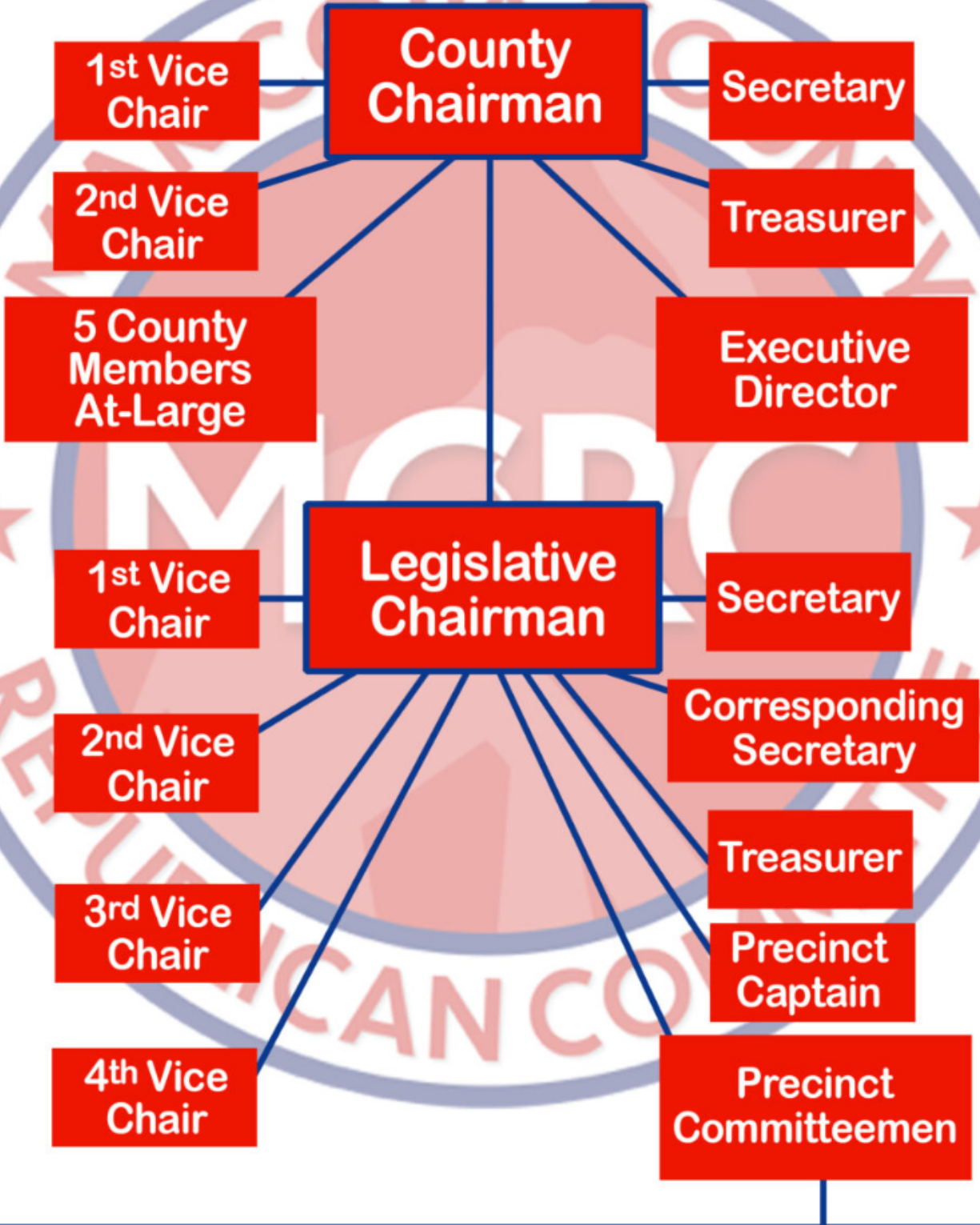
# NATIONAL & ARIZONA REPUBLICAN PARTY STRUCTURE

*2023 Executive  
Committee Members*



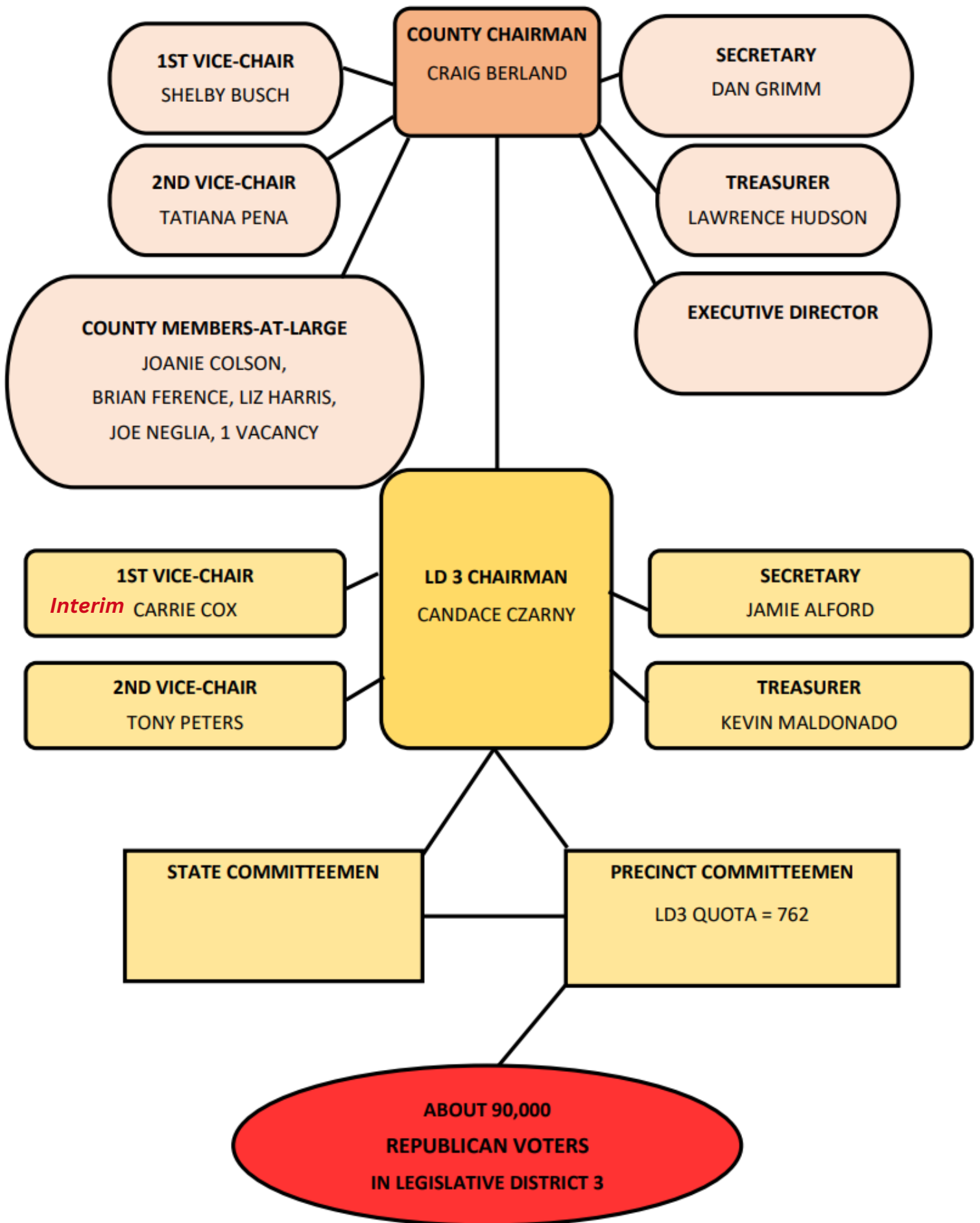


# Maricopa County & Legislative District ★ ★ ★ Party Structure ★ ★ ★



District Structure May Vary Slightly

# MARICOPA COUNTY & LEGISLATIVE DISTRICT 3 PARTY STRUCTURE



# Maricopa County Executive Board



**Craig Berland**  
Chair



**Shelby Busch**  
1st Vice-Chair



**Tatiana Pena**  
2nd Vice-Chair



**Lawrence Hudson**  
Treasurer



**Dann Grimm**  
Secretary



# LD3 Executive Board

## LD3 Officers

Chairman: Candace Czarny

First Vice-Chair: Carrie Cox (interim)

Second Vice-Chair: Tony Peters

Secretary: Jamie Alford

secretary.ld3gop@gmail.com

Treasurer: Kevin Maldonado

## LD3 Precinct Captains:

[CLICK HERE](#) for current list.

## LD3 Email:

ld3gop@gmail.com





# How to Correctly Complete a Proxy Vote Form

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<https://rumble.com/v23rlju-how-to-fill-out-a-proxy-form-correctly-ld3-republican-meeting.html>

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**AZ Legislative District 3 Republican Committee 2022**

**DONATION FORM**

Thank you for supporting the **District 3 Republican Committee**.

Note: Donations are not tax-deductible. Credit card and check are preferred.

Donation tiers are as follows.

Green ..... \$30 each (\$50/couple)  
Gold ..... \$50 each  
Red ..... \$100 each

\_\_\_\_\_  
Name (Payer 1)

\_\_\_\_\_  
Name (Payer 2)

\_\_\_\_\_  
Occupation (Required)

\_\_\_\_\_  
Occupation (Required)

\_\_\_\_\_  
Employer (Required)

\_\_\_\_\_  
Employer (Required)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Street Address, City, Zip Code

\$ \_\_\_\_\_  
Donation Amount

\_\_\_\_\_  
Phone Number

Credit Card  Check  QR link  Cash

\_\_\_\_\_  
Signature

Use my donation for: \_\_\_\_\_

You can donate:

- 1) In person at monthly meetings.
- 2) Make a check payable to: **AZ Legislative District 3 Republican Committee**  
and mail this completed form with the check to:  
District 3 Republican Committee 32531 N. Scottsdale Rd., #105-131 Scottsdale, AZ 85266
- 3) Pay online at [www.LD3gop.org](http://www.LD3gop.org)
- 4) Pay with the QR code below.

Your support is appreciated!



Updated 1/16/2023





# **AZ LEGISLATIVE DISTRICT 3 REPUBLICAN COMMITTEE 2022 BYLAWS**

[https://nebula.wsimg.com/cf37e23b901f8acece8937420ca62541?  
AccessKeyId=60B5E6853A9EB990CEFE&disposition=0&alloworigin=1](https://nebula.wsimg.com/cf37e23b901f8acece8937420ca62541?AccessKeyId=60B5E6853A9EB990CEFE&disposition=0&alloworigin=1)

Read Also:

[Maricopa Country Bylaws](#)  
[AZ Republican Party Bylaws](#)



# **Legislative District 3 Republican Committee Policies & Procedures**

[https://nebula.wsimg.com/ca1b90ba1  
d9fdda0e7e6636cad743bb8?  
AccessKeyId=60B5E6853A9EB990CE  
FE&disposition=0&alloworigin=1](https://nebula.wsimg.com/ca1b90ba1d9fdda0e7e6636cad743bb8?AccessKeyId=60B5E6853A9EB990CEFE&disposition=0&alloworigin=1)



## Request for removal from AEVL

Date: \_\_\_\_\_

To: Maricopa County Elections Department

Please remove my name from the Early Voting List as soon as possible.

Full name (as it appears on my Voter Registration Card):

\_\_\_\_\_

My address (as it appears on my Voter Registration Card):

\_\_\_\_\_

\_\_\_\_\_

My Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Signature: \_\_\_\_\_

Make a copy for your records, sign, and mail to:

Maricopa County Elections  
510 S. 3<sup>rd</sup> Avenue  
Phoenix, AZ 85003

### Arizona Revised Statutes – Title 16 – Elections and Electors

#### **16-544. Active early voting list; civil penalty; violation; classification; definition**

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H. After a voter has requested to be included on the active early voting list, the voter shall be sent an early ballot by mail automatically for any election at which a voter at that residence address is eligible to vote until any of the following occurs:

1. The voter requests in writing to be removed from the active early voting list.

I. A voter may make a written request at any time to be removed from the active early voting list. The request shall include the voter's name, residence address, date of birth and signature. On receipt of a completed request to remove a voter from the active early voting list, the county recorder or other officer in charge of elections shall remove the voter's name from the list as soon as practicable.

## **Stopping Rank Choice Voting In Arizona**

A coalition of liberal groups are currently working on a ballot initiative to undo our system of voting that has existed since the founding of our nation— one voter casting one vote for one candidate—with a scheme called Ranked Choice Voting (RCV). This new process would undermine the fundamental principle of one person, one vote that determines the winner based on who receives the most votes with a confusing, time-consuming ranking system that will disenfranchise voters and empower out of state special interest groups.

### **Ranked Choice Voting is Wrong for Voters**

- Undermines the fundamental principle of “one person, one vote.”
- Disenfranchises voters by “exhausting” their ballots when the candidate they voted for did not receive enough votes.
- RCV is confusing and results in decreased voter participation.
- Exposes voters to having their vote rejected if they make simple mistakes or errors when “ranking” several candidates.
- Manufactures a “false majority” where the candidate in the final round is elected by a minority of voters.
- Unfairly allows some voters’ ballots to be given more weight than other voters whose ballots are not counted in subsequent instant run-offs.
- Fabricates a false “choice” for voters by forcing them to consider an infinite number of hypothetical scenarios while depriving them of the actual ability to choose their candidate in a real, known run-off.
- Will add weeks (if not months) to the ballot tabulation process, further delaying the results of our election.
- Obscures election results by making them non-observable and therefore non-transparent, undermining the confidence of election results.
- Violates Article 7, Section 7 of the Arizona Constitution that states, “In all elections held by the people in this state, the person, or persons, receiving the highest number of legal votes shall be declared elected.” An allowance for run-off elections has been tried in Arizona once before resulting in a complete electoral disaster and then an immediate and decisive reversal by voters.

### **Arizonans tried runoffs before, and quickly rejected them.**

From the beginning of elections in the United States, and the beginning of elections in the state of Arizona, we have had a simple system relying on a foundational principle: one person, one vote. Recently, partisans with desired electoral outcomes have been sweeping the nation with

proposals to upend this simple and understood method of selecting our leaders and replace it with a complicated, fault-filled system known as “Ranked Choice Voting”.

Sold as the solution to all our political woes, in reality it leaves voters confused, delays election results, and leads to thousands of voters being disenfranchised when their ballots are “exhausted” prior to the last “instant run-off.”

The push is being brought here to Arizona too, but this isn’t the first time an effort has been made to “reform” our elections.

In 1988, after a rare Gubernatorial election with a popular independent candidate resulting in the election of a Governor with just under 40% of the vote, who was subsequently impeached, the legislature referred to the voters a measure to amend the constitution to require a majority vote to elect candidates to executive offices in Arizona.

The voters approved it, as Prop 105, by a vote of 56.4%-43.6%. Just two years later, the result was the first Gubernatorial runoff election in Arizona history. It was a disaster. So bad in fact, that legislators quickly referred to the voters an amendment to the constitution to undo what they had just done.

It turns out the voters agreed with lawmakers, approving in 1992 as Prop 100 the repeal of the runoff system, this time by an overwhelming margin of 67%-33%.

This has two important implications:

1. Arizona voters already gave run-off elections a chance and were quick and decisive in regretting and rejecting it just a few years later.
2. It’s clear that any kind of run-off election, including RCV’s “instantaneous run-off” model, is unconstitutional. That’s why voters had to amend the constitution in 1988 to allow it, and why in 1992 they repealed their changes, reverting the constitution back to one ensuring the candidate with the “highest number of votes” is declared elected.

### **Free Enterprise Club Legislative Response to Rank Choice Voting**

**HB 2552 Rep. Austin Smith (voting; elections; tally; prohibition)**—Would enshrine in statute the requirement that the candidate that receives the highest number of votes is declared the winner and ensures that cities, towns, and counties are prohibited from adopting a Rank Choice Voting system in Arizona.

**HCR 2033 Rep. Austin Smith (primary elections; eligible candidates)**—A proposed Constitutional amendment that guarantees that any recognized political party in the state of Arizona has the right to nominate a candidate to appear on a general election ballot for any office on the ballot. This proposed measure would render any RCV, Jungle primary system or blend of the two systems (the Alaska Model) unconstitutional.





# **How to** **Make a Walk List**

**G O P   D a t a   C e n t e r**

## How to Make a Walk List in GOP Data Center

James Roth

1. In your search engine (Google, Safari, etc.) search for [www.gopdatacenter.com](http://www.gopdatacenter.com)
2. Log in with your User Name and Password
3. Open "Advanced Counts" box at bottom of the page
4. Open Geography Tab by clicking on the arrow to the right
  - a. Drag LD into "New Group" Box
  - b. Choose LD 3 Box
  - c. Click OKAY
  - d. Close "Geography" by clicking on the arrow
5. Open Precincts Tab by clicking on the arrow
  - a. Choose LD and drag LD into Add Criteria Box
  - b. Choose "Rio Verde"
  - c. Click OKAY
  - d. Close "Precincts" by clicking on arrow
6. Open "Voter Info" tab by clicking on arrow
  - a. Drag Official Party into Add Criteria Box
  - b. Choose Republican Party
  - c. Click OKAY
  - d. Close "Voter Info" by clicking on arrow
7. Open "Geography" tab by clicking on the arrow
8. Drag "Custom Geography" into Add Criteria Box
  - a. Maps will open
  - b. Click + sign on bottom right to zoom into the area you want to make a walk list
  - c. As you zoom in you will see, red, blue and purple balloons  
Red=Republican  
Blue=Democrat  
Purple=Swing
9. Continue to zoom in to narrow down your walk list about 125 voters
  - a. Vote Count and Voters will be listed on the top left of the screen
  - b. On top of Map there are five (5) boxes:  
Hand is to move Map  
Circle to create circle on Map  
Pentagon to draw irregular area on Map  
Square to create rectangle on Map  
Eraser to erase lines drawn
  - c. For first time click on the Rectangle and outline area on Map
  - d. Your cursor will turn into a plus sign; click and you can draw your rectangle
  - e. For example, you may choose a size of rectangle which includes around 125 voters
10. If you want to Save your created Walk List created on the Map, click on SAVE on bottom of the page.
11. You will automatically go back to "Advanced Counts" page then click on "Save Query" then Name the file
12. Click on "Export a File"
13. A page named "Counts Export" will appear
14. SCROLL DOWN to:

## How to Make a Walk List in GOP Data Center

James Roth

- a. "List Style and Fields Included" will appear at bottom of page
    - i. Under "List Style" column choose Walk List
    - ii. Under "Fields Included" choose information you want on your Walk List. For example, Name, address information, Official Party, Overall Frequency, etc.
15. SCROLL DOWN to:
- a. "Household Format, Sorting and Random Sample"
    - i. Under "Household List Format" choose "Household – Only Members Matching Count"
    - ii. Under "List Sorting Order" choose "Precinct by Street Order"
    - iii. Under "Household Name Format" choose "John & Jane Smith/The Smith Household" or any other format you prefer
16. SCROLL DOWN TO:
- a. "File Name, Format and Export Now"
  - b. Name your file in the "EXPORT FILE NAME" box
  - c. Under "Export File Format", if you use Microsoft Excel choose XLS
  - d. Click Export Data Now
17. A page named "MY EXPORTS" will open
- a. Click on file name to view it and print it out or
  - b. Under SHARE click down arrow to send the link