Map the Vote - Texas Training Guide

Theseus Content Publishing

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Note: All addresses in this document are fictional or blurred out, and only used to illustrate the procedures.

Introduction

The goal for your volunteer work is to find unregistered voters within the state of Texas (mostly in Dallas County) and send them a postage-paid voter registration form. This action provides each potential Texas voter the opportunity to register by mail in the Texas county where they live. To accomplish this task, you use an Internet browser and work with *three* Internet websites.

Note: All the blue document links in this user guide are *active*. Some links take you to other parts of the Texas Training Guide, others (https://www.xxxxx.com) open a new window on your Internet browser. Just click with the mouse to open a browser window for any document link shown using the underlined blue color.

Map the Vote – YouTube Video

Alternative Information: The Dallas County Democratic Party has a 30-minute YouTube video that shows most of these procedure steps: Map the Vote Training

Three Internet Websites to Send Forms

You use these websites to:

- Display unregistered voters on a map (*Map the Vote*)
  https://mapthe.vote/map
- Determine the ZIP Code for multiple apartments at one address
  https://tools.usps.com/zip-code-lookup.htm?byaddress
- Submit the *Secretary of State - Request for Postage-Paid Voter Registration Form*
  https://webservices.sos.state.tx.us/vrrequest/index.asp

Figure 1: The Three Internet Sites as Bookmarks
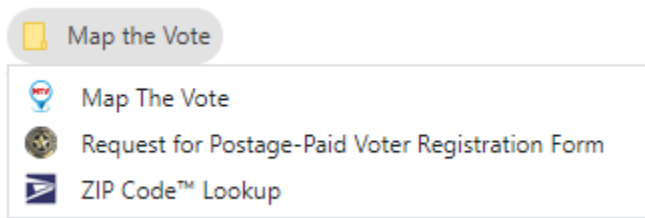
Training Guide Sections

Preparing to Send Registration Forms

Before you actually start sending voter registration forms to unregistered voters, you need to set up your computer to make your work efficient and fun. The steps include:

1. (*If needed*) Download and Install browser software on your computer.

2. Visit the three websites and save the addresses as bookmarks. (See Figure 1.)

3. Login and move about the Map to Vote (Google-style) map to find the location where you want to begin working.

4. Understand the different map symbols and what they mean for your work.

5. Determine the ZIP Code or ZIP Codes included within your Map to Vote location area.

Setting up Your Internet Browser

To send forms to unregistered voters, you start by using one of the popular browsers for Windows or a MacIntosh computer.

If you don't have a browser installed on your computer, Table 1 shows you where you can obtain the browser software.

Internet Browsers to Use

The three websites are compatible with these browsers:

- Safari (MacIntosh)
- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Microsoft Internet Explorer

You can download a browser for your computer (Window or MacIntosh) from these Internet sites.

Table 1: Where to Download Internet Browser Software

Browser	Internet Site
Safari	Comes pre-installed on Macs. However, you may need to update your browser to use the latest features. https://support.apple.com/en-us/HT201541
Google Chrome	https://www.google.com/chrome/
Firefox	https://www.mozilla.org/en-US/firefox/new/
Microsoft Edge	https://www.microsoft.com/en-us/edge/business/download
Internet Explorer	• (32-Bit) https://www.microsoft.com/en-us/download/details.aspx?id=40907 • (64-Bit) https://www.microsoft.com/en-us/download/details.aspx?id=41628

Note: The procedures in this document use Microsoft Edge and Google Chrome. The steps to perform procedures in *your browser* and the browser's appearance in the pictures should be similar.

Visit the three websites and Save Addresses as Bookmarks

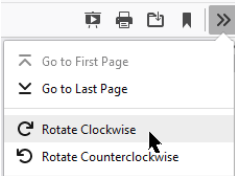You want to store the three websites as bookmarks in your browser software.

To set up the bookmarks

1. Display the bookmarks toolbar. (See your browser's Help for instructions.)

2. One-by-one, click the active links in the section Three Internet Websites to Send Forms on page 2 to display the sites in your browser.

3. Add each address as a bookmark. (See your browser's Help for instructions.)

4. (*Optional*) Organize the bookmarks into a folder as shown in Figure 1 on page 2.

Start Your Browser Windows

1. Start your installed browser.

2. Create a second tab for your browser window. Right-click the browser tab, select the **Duplicate tab** command.

3. Create a third tab for your browser window. Right-click the browser tab, select the **Duplicate tab** command.

4. In the first tab (Map window), select the **Map the Vote** bookmark - https://mapthe.vote/map

5. In the second tab (ZIP Code window), select the **ZIP Code Lookup** bookmark - https://tools.usps.com/zip-code-lookup.htm?byaddress Keep the ZIP Code tab and the Map the Vote tab in the same window.

6. On the third tab, right-click the mouse, select the **Move tab to another window**, select the **New window** destination.

7. In the third tab (separate Form window), select the **Secretary of State Postage-Paid Voter Registration Form** bookmark - https://webservices.sos.state.tx.us/vrrequest/index.asp

8. Use your mouse to re-size the two windows so they are adjacent to each other on your screen as shown in Figure 2: Map the Vote Browser Setup on page 5.

Table 2: Command to Rotate A Page Clockwise

Software	Rotate Page Clockwise
Google Chrome	Click the icon
Firefox	Use the **Rotate Clockwise** command.
Microsoft Edge	Click the icon.

Click the icon (or command) three times to restore a page to the correct orientation.

Figure 2: Map the Vote Browser Setup
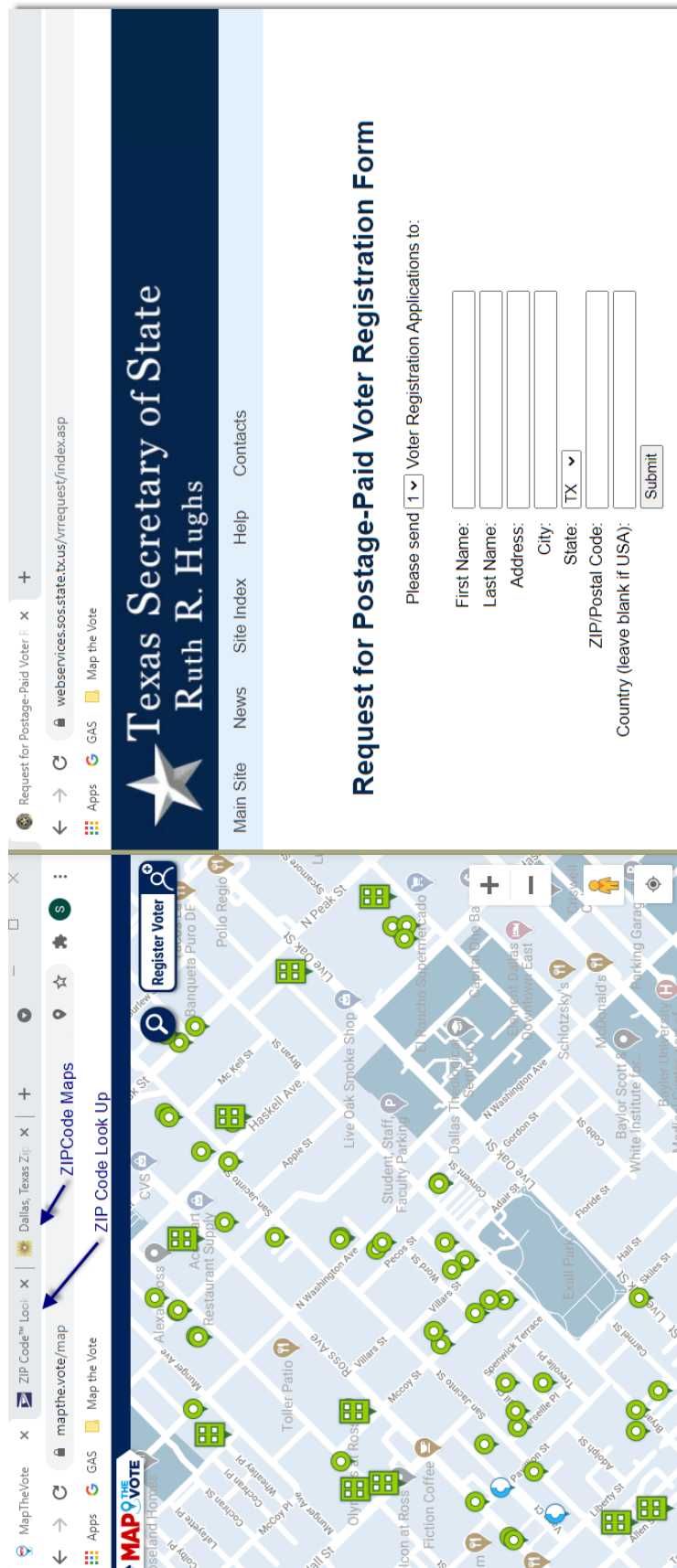
Display Map of Unregistered Voters

MapTheVote is a project of the 501c3 non-profit [Register2Vote](#). MapTheVote aggregates publicly available data and determines locations likely to have unregistered, eligible voters. The map helps coordinate and improve voter registration for the country. It was built primarily by volunteers from many organizations and is funded by Register2Vote.

Procedure: Display map of unregistered voters

1. If this is your first time, you may need to login with your Google account or use your email address.

2. When you sign up for the first time to use MapTheVote, you need to check your email address Inbox and verify the email address with the MapTheVote Internet site. (The verification email is sent from info@register2vote.org.)

3. Once done, the **Welcome** page displays when you access the map area of the website.

Figure 3: Login and Welcome page for Map the Vote users
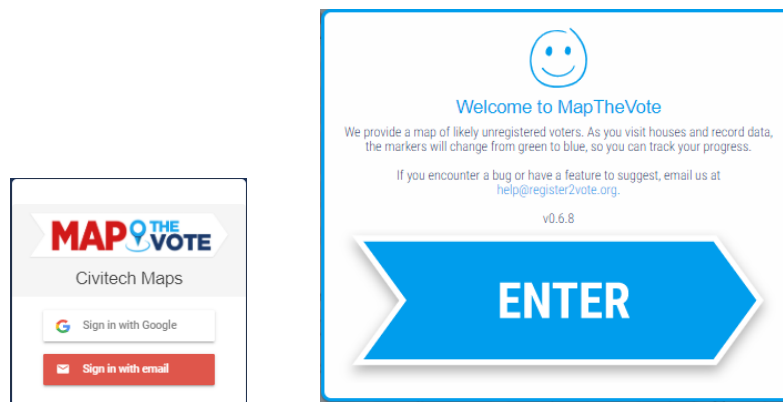
4. Click **Enter** to display a "Google-style" map of unregistered voters near your location (pulsating blue dot).

Move Around the Map to Find a Starting Location

Your initial Map the Vote display shows a pulsating blue dot which indicates your current location. (If the location is not correct, do not worry about it. The location is used when volunteers physically visit homes or apartments.)

You have these location controls on your map display.

Table 3: Map the Vote Location Controls

Map Control	Control Function
	Current location. Not used with browsers, more informative to volunteers who are physically registering individuals.
	Hand cursor. Drags the map to a new location. Press the left-mouse button and drag the hand cursor in the direction *opposite* to where you want to display.

Map Control	Control Function
✚	**Zoom In**. Displays a smaller map area with greater detail.
▬	**Zoom Out**. Displays more of the map with less details.
🧍	**Peg Man**. *Do not use*. More useful to volunteers canvassing neighborhoods to show a *street view* of a location.
◎	**Return to current location**. Click this icon to return to the section of the map showing the **Current Location** indicated by the pulsating blue dot.
MAP THE VOTE Dallas, Texas	**Return to Map the Vote view.** Click the left arrow to return to the map view from the *street view*.

This figure demonstrates using the *hand cursor* to position yourself on the map in a different location. Click and hold your cursor button, then drag the *hand cursor* in the direction opposite to moving the map.

Figure 4: Using the Hand Cursor to Re-position the Map
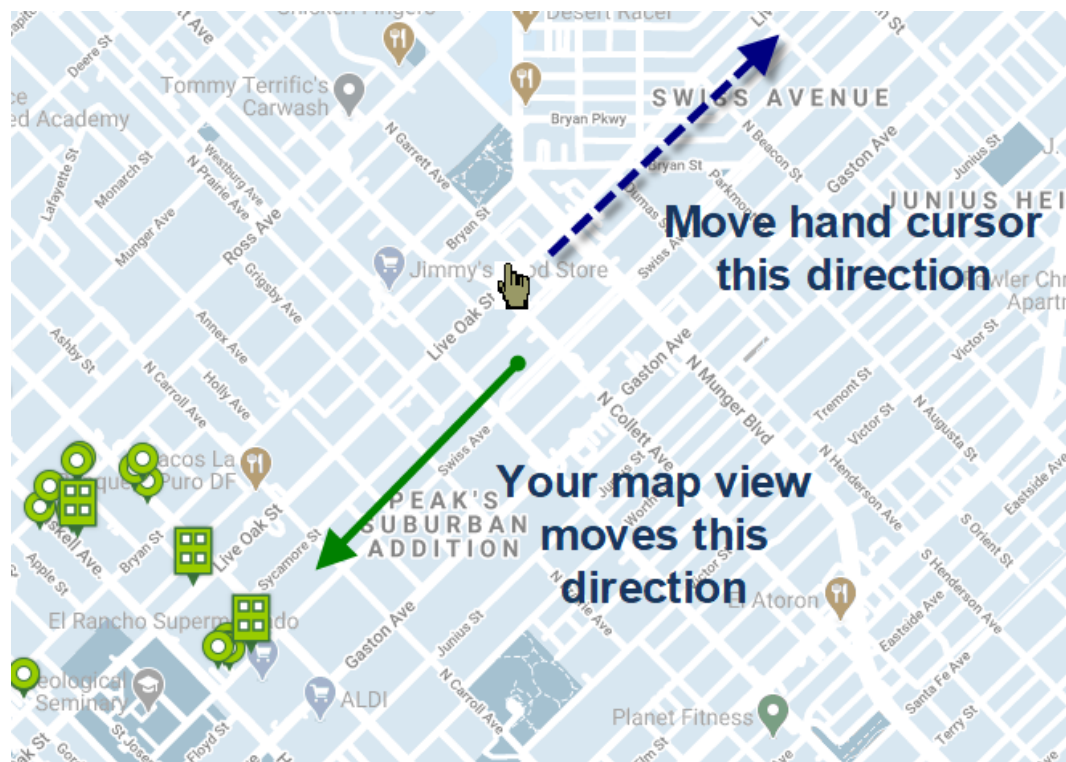
Understand the Map Symbols and What they Mean for Your Work

As you move about the Map-the-Vote map, the icons describe the status of unregistered voters at each location. This table describe what each icon means and helps you make decisions about which procedure (single or multiple forms) to use.

Table 4: Map Symbols and Interpretations

Map Icon	Icon Description and Procedure to Use
	Uncontacted (one to four address). • One–Sending Forms to a Single Residence (page 13) • Two to four–Sending Forms to Multiple Apartments (page 16)
	Partial (one to three addresses not contacted) • One uncontacted–Sending Forms to a Single Residence (page 13) • Two to three uncontacted–Sending Forms to Multiple Apartments procedure (page 16)
	Success. All addresses sent forms and marked as contacted. This icon *usually* disappears from the map after 24 hours.
	Building (five or more residences) Use the Sending Forms to Multiple Apartments procedure (page 16).
	Partial Building (four or more residences) **Note**: When this icon has Post Office box addresses, mark the first nine PO boxes as done and ***do not send any forms***. (See Frequently Asked Questions on page 19.) For apartments, use the Sending Forms to Multiple Apartments procedure.
	Success. All apartments were sent forms and marked as contacted. This icon *usually* disappears from the map after 24 hours.
	Issue. Do not send forms. **Ignore**. Do not send forms.

Figure 5: Map the Vote – Unregistered voter addresses
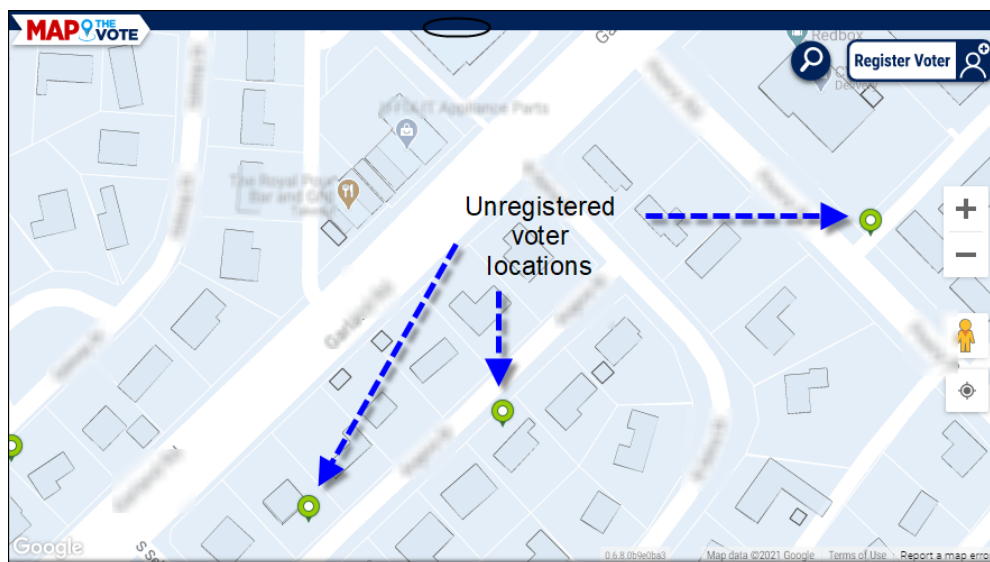
Note: Text on the Figure 5 map is blurred to preserve privacy of individual addresses.

Determine the ZIP Code of Your Map Location

Why is this important for sending out registration forms?

- Minimizes the number of times you type a ZIP Code into the request form.
- Avoids mistakes in sending a form to an address with an *incorrect* ZIP Code.

Most Accurate—Look Up a ZIP Code Using the USPS Website

The United States Postal Service (USPS) uses a page which permits you to find the ZIP Code of most addresses by typing this information:

- Street address (number, name, and suffix, for example St, Dr, etc.).
  No apartment number should be typed.
- City Name
- TX (two-letter Texas state code)

To fill out the Look Up a ZIP Code™ Form

1. Open a new tab in the browser next to the MapTheVote map. Click the bookmarked address: https://tools.usps.com/zip-code-lookup.htm?byaddress

2. Place the cursor in the **Street Address** field. Copy and paste the street address from the voter registration online request form. (See Figure 11: Texas Voter Registration Request Form, page 13.)

3. Press the **Tab** key and type the **City**.

4. Press the **Tab** key twice. Type the letters **TX**.

5. Click **Find** button.

Figure 6: Find ZIP Code Using Address

The results (or unable to find ZIP Code message) displays as shown in Figure 7 on page 10.

Figure 7: Results of ZIP Code Search

You reset the form by selecting the **ZIP Code™ by Address** option from the **Go to** drop-down selection list shown in on page 10.

Figure 8: Go Look Up Another ZIP Code

Moderately Accurate—Display ZIP Code Boundaries Map

A less accurate way to know the ZIP Code(s) of the map area you are working in, is to display the ZIP Code Boundaries map and adjust it to display the same area as the Map The Vote map.

Procedure: Show the ZIP Codes of a map area

1. Click the Dallas ZIP Code boundary map found at this link:
   https://zipmap.net/Texas/Dallas_County/Dallas.htm
2. You click an area of the map (say East Dallas), the map will show greater detail of the area around where you clicked with your mouse cursor.
   Alternatively, click the **Key Zip** field and type a ZIP code. Click **Find Zipcode** button.

If You click on East Dallas at the south end of White Rock Lake or type in 75218 for a ZIP Code, you would see a display similar to Figure 9 on page 11.

Figure 9: Example ZIP Code Boundary Map for East Dallas
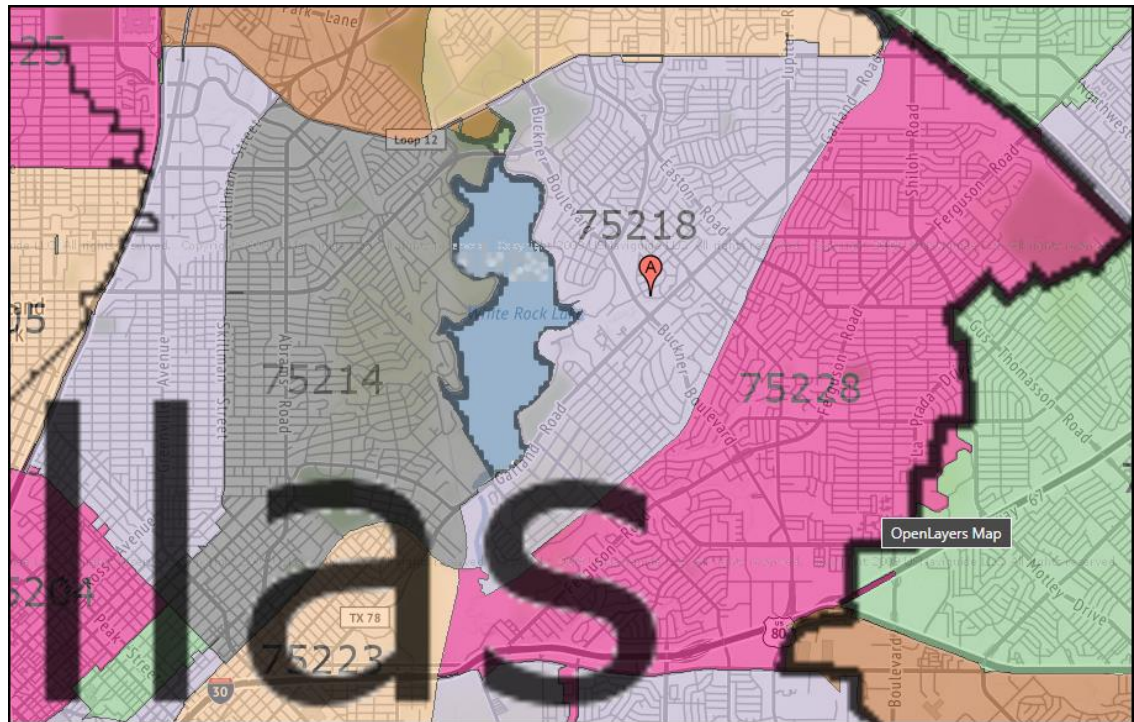
Least Accurate—Determine Approximate ZIP Code Boundaries

A moderately accurate method for determining the ZIP code of an area on your map display is click on a number of single-family residences at the North, South, East, and West boundaries of your map. When your map is in the center of ZIP Code area, the ZIP Code displayed these residences should be the same value.

See Figure 10 on page 12 for an example of determining the ZIP Code by clicking on the residences (not apartments) at each extreme end of the map area. This example map covers the ZIP Code 75204 area.

Note: This procedure does not work near the boundaries of a ZIP Code or the situation where several ZIP Codes come together in a small area.

One way around this is display the ZIP Code boundary map (see Moderately Accurate—Display ZIP Code Boundaries Map on page 10 for the Internet links to display the ZIP Code boundaries of different Dallas areas.) See section Texas City ZIP Code Boundary Maps on page 21 for Internet links to ZIP Code Maps for other major Texas cities.

Figure 10: Find a map area's ZIP Code by trial and error
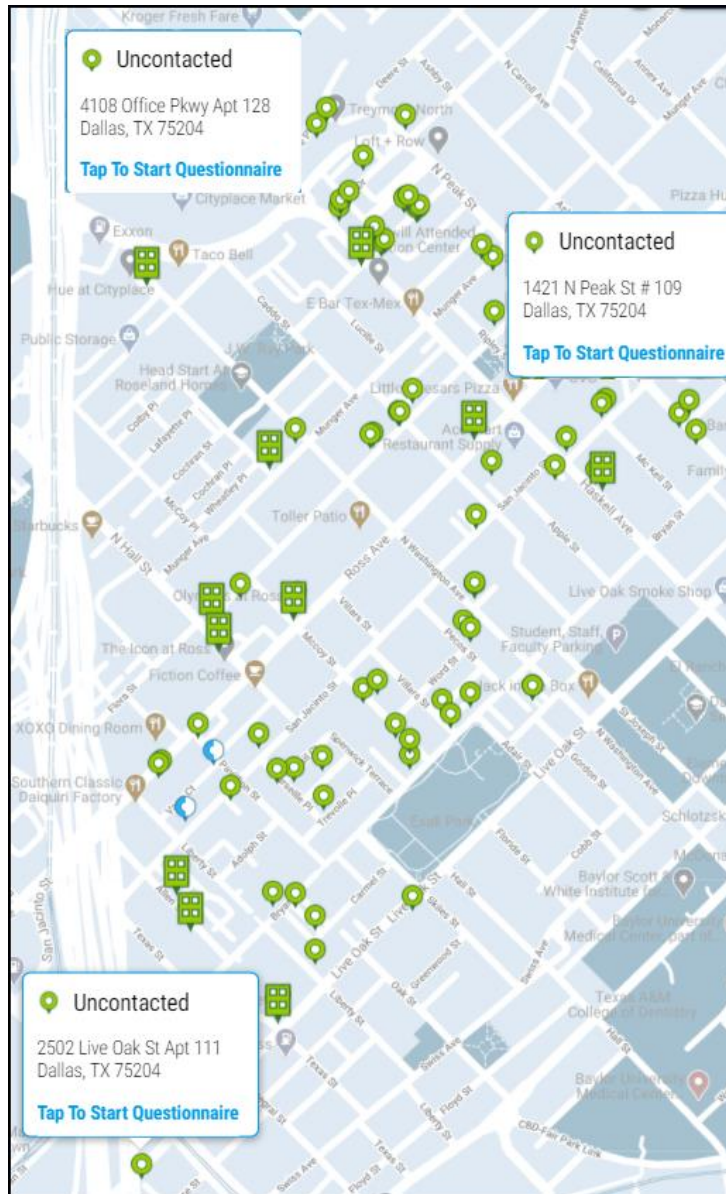
The previous figure identified the `75204` ZIP code covered this area of the map.

Display Form to Request Voter Registration Form
In a Form window, display the Texas Secretary of State voter registration request form: https://webservices.sos.state.tx.us/vrrequest/index.asp

Figure 11: Texas Voter Registration Request Form

Sending Forms to a Single Residence

Once you have your browser windows set up, you can quickly send requests for several single-family residences in the same area (ZIP Code). To accomplish this, we fill out every field in the Postage-Paid Voter Registration form except the **Address** and the **Country**.

Procedure: Create filled-in form for several residences

1. Display the address for a single residence (Green location dot) in the second window by clicking with your mouse.

2. Create form to cover multiple residences in the same ZIP Code:
   a. Select **2** Voter Registration Applications.
   b. Type Current in **First Name** and Resident in the **Last Name** fields.
   c. Leave **Address** field blank.
   d. Type Dallas (or city you are canvassing) for the **City** field.
   e. Type the 5-digit ZIP Code that covers this area in the **Zip Postal Code** field.
   The form should look like this Figure 12.

Figure 12: Form to duplicate residence addresses in same ZIP Code

3.   Duplicate the browser tab by right-clicking the tab above and selecting the
     Duplicate tab command. Press **[Ctrl]+ [Shift]+ [K]** to do this with the keyboard.
     Repeat this action to cover the number of green locations in the area.
     Make as many duplicate tabs as needed.

Once you duplicate multiple dialog tabs, your Form window looks similar to Figure 13:

Figure 13: Duplicate tabs in browser window

4.   Click a Green location mark in the Map window to display the street address.

Figure 14: Uncontacted voter's street address
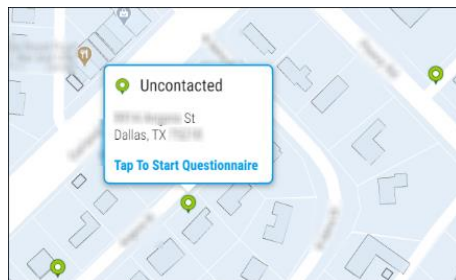
5.   Type street address into the **Address** field of the Form window.

Figure 15: Form ready to submit to Texas Secretary of State

6.   Click **Submit**. Click **Confirm** if address is correct. Click **Cancel** when you have to correct the **Address** field.

Figure 16: Check for correct address before sending

7.   Delete the dialog tab using the **X** in the tab above. You no longer need this address.

Caution: Avoid clicking the **Do Another** (deletes all contents of the fields) and the **Return to Elections site** buttons.

Figure 17: Deleting the form tab just used (after submitting)

8.   Click **Tap to Start Questionnaire** in the Map window pop-up.

Figure 18: Mark a residence as completed
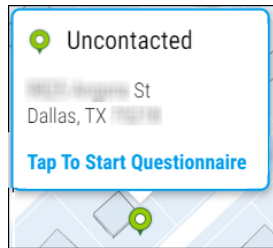
9. When you have finished, click **Everyone registered!** The green location mark changes color to Blue.

Figure 19: Specify this residence is done
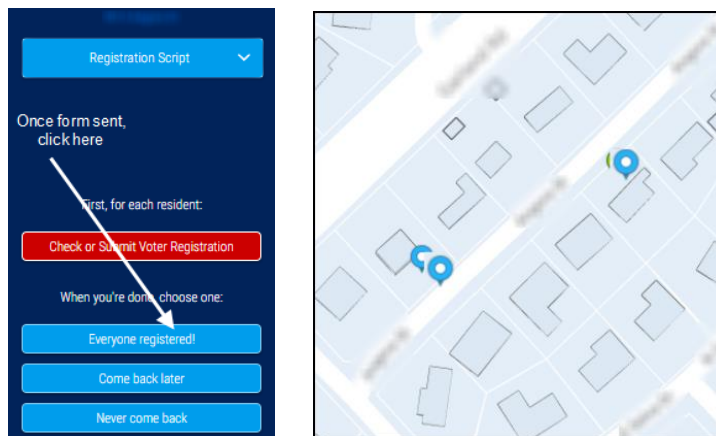
10. Repeat step four through step nine for each remaining green location mark in the Map window.

Using this procedure, you can quickly cover a large number of single-family residences.

Sending Forms to Multiple Apartments

When you see this green icon or this blue icon , the map is describing an apartment complex with several unregistered individuals.

1. Click the square, green location mark to display the number of unregistered voters at this apartment. Click **Tap to View Addresses** to display the list of apartments.

Figure 20: Apartment complex with several unregistered individuals
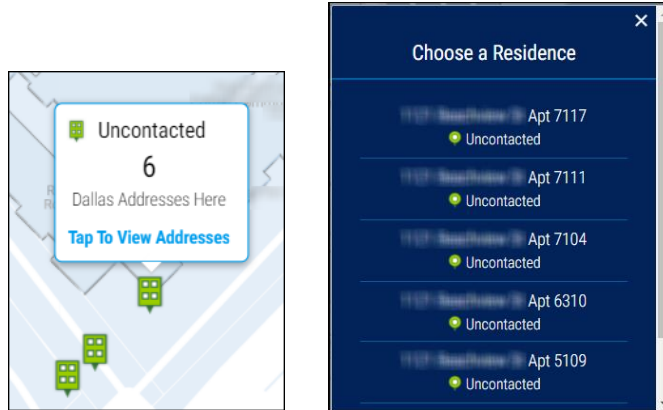
2.   Create form to cover multiple apartments at same address

    a. Select **2** Voter Registration Applications.

    b. Type Current for the **First Name** and Resident for the **Last Name**.

    c. Type the street **Address** listed and the word "APT ". Leave apartment number blank.

    d. Type in City, 5-digit ZIP Code, and select TX as the **State**.

Figure 21: Form to use for several apartments at the same address

3.   Duplicate the browser tab by right-clicking the tab above and selecting the **Duplicate tab** command. Press **[Ctrl]+ [Shift]+ [K]** to do this with the keyboard. Make as many duplicate tabs as needed.

4.   Type the first apartment number into the **Address** field of the Form window

5.   Click **Submit**. Click **Confirm** if address is correct. Click **Cancel** when you have to correct the **Address** field.

Figure 22: Confirm address for this single apartment

6.   Delete the dialog tab using the **X** in the tab above. You no longer need this address.

7.   Repeat step four through step six for each of the remaining apartments.

8.   When finished, click the first apartment number listed for this address. Click **Everyone registered!**

Figure 23: Mark the first apartment number
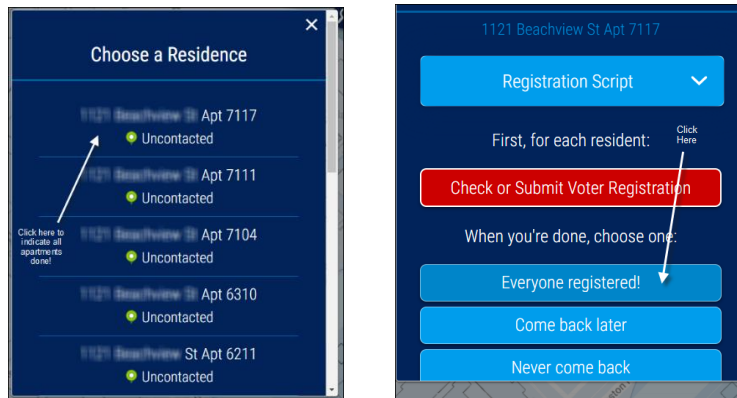
9.   The green apartment symbol changes to a **Partial** blue apartment indicator.

Figure 24: Partial apartment indicator
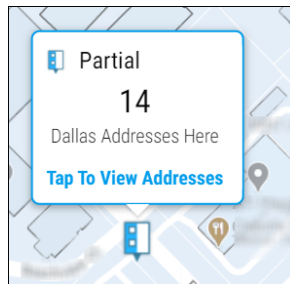
(Optional Step): Explicitly Mark All Apartments as Complete

While the Partial apartment indicator may *imply* that the apartment complex is done, another user, say in another part of Texas, might interpret this location as only partially done. Repeat step eight in the previous procedure to mark each apartment as complete.
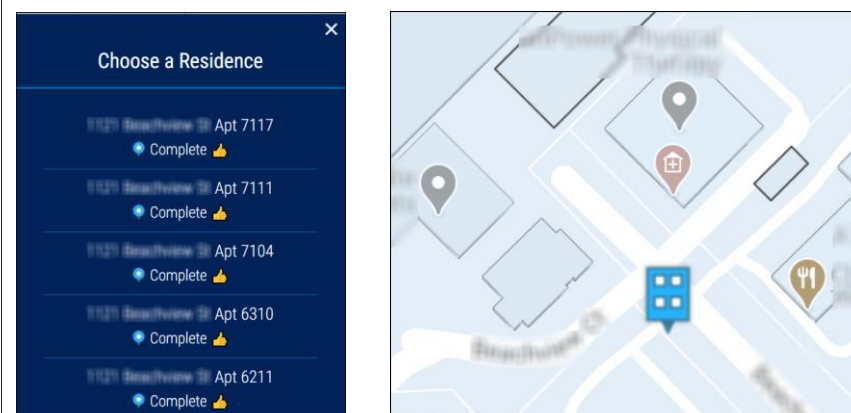
Frequently Asked Questions

Should we send voter registration forms to PO Boxes?

No. Voter registration forms require a physical address from the voter.
The physical address is a voter's *address of record*, even when the mailing address is a postal box.

Why is it important for us to know the ZIP Code? Many of the single-family locations display it?

- Working in the same ZIP Code minimizes typing on the voter registration request form
- Locations with multiple apartments do not display the ZIP Code. You want to know the true ZIP Code before you request 24 forms be sent to a set of apartments.
- Saves taxpayer money.
- Increases chances of an accurate delivery to a person who can register to vote.

Where can I find maps of ZIP Code boundaries for major Texas Cities?

- Dallas–https://zipmap.net/Texas/Dallas_County/Dallas.htm
- Austin–https://zipmap.net/Texas/Travis_County/Austin.htm
- Houston–https://zipmap.net/Texas/Harris_County/Houston.htm
- San Antonio–https://www.zipmaps.net/Texas/Bexar_County/San_Antonio.htm
- El Paso–https://zipmap.net/Texas/El_Paso_County/El_Paso.htm

Other major cities and parts of Dallas can be found in the Texas City ZIP Code Boundary Maps section on page 21.

The following questions and answers are from the Map the Vote website (Map The Vote FAQ).

How does MapTheVote work? Where do you get your data?

Using publicly available data we have identified potential unregistered residents or those registered at the wrong address across the country. We've turned this information into an interactive map to help guide you to find those closest to you. We've made our process transparent and traceable so everyone can see their impact daily—from contact to registration.

How long does it take?

Contacting unregistered residents happens as fast as you can get to them. When you use our registration by mail map, the changes are reflected in approximately 24 hours. We don't change any by-mail registrants' registration status until our servers receive confirmation from the resident's county voting authority.

When you use MapTheVote, and you help a voter fill out our registration form, that voter's Address Marker turns blue on the map. If we don't see that voter's registration status updated by their county within 30 days (and sometimes a shorter interval as deadlines approach), we switch their Address Marker back to green.

How accurate is the MapTheVote? What does it cost?

Sometimes a person is ineligible to be registered due to citizenship, or felony probation status. Sometimes a location contains no eligible adults because it is a rental property, second home, vacant, or has been converted to a commercial property. However, the

most common case is that an eligible, unregistered adult lives at the address, and a friendly neighbor can spend 5 minutes helping them to register to vote. Volunteers use this map to know where to go and to work together to register as many voters as possible. And it is completely free to use.

My group wants to get voters registered through Register2Vote!

Register2Vote! works with 501c3s, 501c4s, candidates, governments, and anyone else who wants to use our technology to get registered or to help other people register to vote. Our philosophy is very simple: We think it should be easier to vote, and we are glad to support anyone who is helping others participate in the democratic process. You can legally use our tools no matter your organization status, and are welcome to do so as long as you are not engaging in any fraudulent, illicit, or malicious behaviors toward other people.

Does MapTheVote comply with my state's civil rights and voter protection laws?

Yes, they do. Both Register2Vote and MapTheVote were created with voter protection first in mind. Everything we do goes through our legal team to ensure that we are fully complying with the law, and we work closely with local officials to make certain that we are helping everyone involved. Our interest is to use technology to improve flawed systems and to empower civic organizations.

I'm concerned about data privacy. Will any sensitive data be shared with any government entity or outside organization?

No. Register2Vote! takes data privacy very seriously and adheres strictly to our privacy policy, which is publicly viewable at all times on our website. We believe in individual data privacy and support data protections. We are the opposite of tech platforms in the for-profit space that were designed to collect as much user information as possible and then share it indiscriminately with third-party developers. The data that Register2Vote collects is used only to help people register and vote. We support the rights of organizations who collect this data to have access to it for their own reporting requirements and best practices, so we work with partner organizations to share pieces of that information when appropriate and authorized by those being registered.

It should be noted that much of the information that a user would enter into the Register2Vote form is required by state and local governments in order to be registered, and that most of that information is public.

I'm concerned about cybersecurity. Is this safe to use?

We take cybersecurity and data privacy very seriously. We have a cybersecurity expert and a former Special Operations leader working on our development team, and we use commercial grade protection to secure our databases. We carefully follow top security protocols to protect users' civil rights online, and we are constantly upgrading our security posture as information fiduciaries.

Address Resources

Determine Correct Street Address ZIP Code

Find parts of an address that are missing

- https://tools.usps.com/zip-code-lookup.htm?byaddress
- https://tools.usps.com/zip-code-lookup.htm?bycitystate
- https://tools.usps.com/zip-code-lookup.htm?citybyzipcode

Website describing street address suffixes used by United States Postal Service

- https://pe.usps.com/text/pub28/28apc_002.htm

Texas City ZIP Code Boundary Maps

These ZIP Code boundary maps cover most of the major metropolitan areas in Texas.

ZIP Code Boundary Maps for Parts of Dallas, Texas

- Dallas–https://zipmap.net/Texas/Dallas_County/Dallas.htm
- North Dallas–https://zipmap.net/Texas/Dallas_County/Z_North_Dallas.htm
- Northeast Dallas–https://zipmap.net/Texas/Dallas_County/Z_Northeast_Dallas.htm
- Northwest Dallas–https://zipmap.net/Texas/Dallas_County/Z_Northwest_Dallas.htm
- South Dallas–https://zipmap.net/Texas/Dallas_County/Z_South_Dallas.htm
- Southwest Dallas–https://zipmap.net/Texas/Dallas_County/Z_Southwest_Dallas.htm
- Southeast Dallas–https://zipmap.net/Texas/Dallas_County/Z_Southeast_Dallas.htm

ZIP Code Boundary Maps for Other Major Texas Cities

- Amarillo–https://zipmap.net/Texas/Potter_County/Amarillo.htm
- Arlington–https://zipmap.net/Texas/Tarrant_County/Arlington.htm
- Austin–https://zipmap.net/Texas/Travis_County/Austin.htm
- Corpus Christi–https://zipmap.net/Texas/Nueces_County/Corpus_Christi.htm
- El Paso–https://zipmap.net/Texas/El_Paso_County/El_Paso.htm
- Fort Worth–https://zipmap.net/Texas/Tarrant_County/Fort_Worth.htm
- Irving–https://zipmap.net/Texas/Dallas_County/Irving.htm
- Houston–https://zipmap.net/Texas/Harris_County/Houston.htm
- Lubbock–https://www.cccarto.com/tx/lubbock_zipcodes/
- Richardson–https://zipmap.net/Texas/Dallas_County/Richardson.htm
- Plano–https://zipmap.net/Texas/Collin_County/Plano.htm
- San Antonio–https://www.zipmaps.net/Texas/Bexar_County/San_Antonio.htm
- Tyler–https://zipmap.net/Texas/Smith_County/Tyler.htm

Texas Training Guide Changes and Corrections

This section records the changes made to this document with each revision.

Table 5: Training Guide Revisions

Date	Author	Document Changes
02/15/2021	Steve Smith	• Revised procedures to use less ambiguous words. • Delete instructions for marking apartments done. • Added address location resources.
05/10/2021	Steve Smith	• Add sections to Preparing to Send Registration Forms (page 3) that help volunteers perform procedures more efficiently. • Added map controls (Table 3: Map the Vote Location Controls on page 6) to help volunteer set up initial map-the-vote work area. • Add map legend icons (Table 4: Map Symbols and Interpretations on page 8) so that volunteers can interpret the symbols and know what to do. • Correct the interpretation of the single residence location icon (means 1 to 4 addresses) • Add a document table of contents to the Introduction (page 2) section. • Show commands how to rotate a page of the training guide on the screen.
05/17/2021	Steve Smith	• Show three ways to determine the ZIP Code for the map-to-vote area in which a volunteer is working. • Add links to Texas City ZIP Code Boundary Maps for major Texas cities.

Suggestions and Corrections

Send suggestions for changes or corrections to: Theseus Content Publishing.