

## PDI Online Phone Banking Instructions for First-Time Callers

1. Click on link:
  2. Select "I am a new caller"
  3. Fill in "First Name", "Last Name", "Email Address", and "if possible limit my phone calls to Area Code (optional)"
  4. The first voter's information will show up, including the phone number, party, age etc.
  5. Read over the script
    - a. You may print the script if preferred by clicking the "Print Script" button located on the bottom of the script
    - b. When you feel comfortable with the script, you are ready to begin calling
  6. Dial the number located at the top left-hand corner and follow the script
    - a. If you reach their voicemail do not leave a message. Just click the box "No Answer/ Busy/ Skip" and that voter will be called later
  7. When call is complete check the boxes that apply. (ie. Yes-supporter, Volunteer etc.)
    - a. If there is more than one voter listed only input the response from the person you talked to OR if you are positive you have the other members of the household's support.
    - b. To update and view comments OR add new phone or email, click the blue link under the "Change View" column. Click "Data Entry" to return to the main screen
  8. Click the "Continue/ Save Information" box to move on to your next call
  9. When you are finished calling click the "Log Out" link located at the top right-hand corner of the page
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### Response Codes:

Yes: They are *positively* a supporter of Janice's!

Undecided: They are still unsure of who they are going to support.

No: They're definitely supporting another candidate.

Bad Number: Disconnected or Out of Service Number

Not Home: The voter is not home (when someone else answers)

Left Message: Do not leave a message! We will try to reach them later