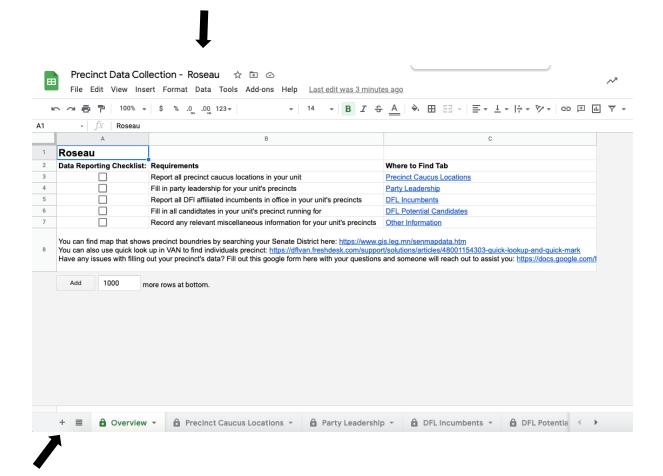
## Entering Precinct data for your unit

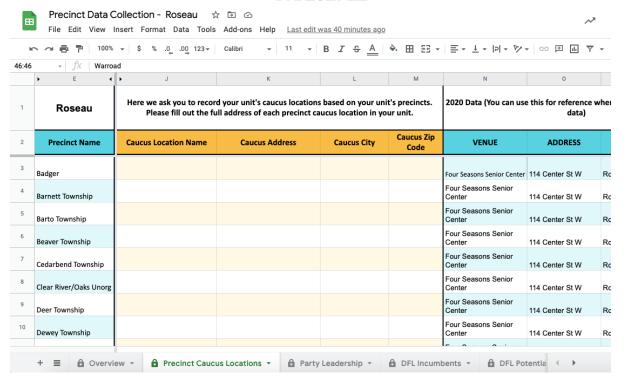
Your unit's chair should have received your unit's precinct data spreadsheet following the August 2021 SCC Meeting. Pull up your unit's spreadsheet, which should have your unit's name in the title:



On the bottom of the spreadsheet there should be multiple tabs labelled Overview, Precinct Caucus Locations, Party Leadership, etc. You will be filling out each of these tabs with the relevant information for your unit. You can also access these other tabs under the Where to Find Tab section in Column C. If you click the link, it will take you to the correct tab.

On the Precinct Caucus Location tab, fill out the caucus location's name, address, city, and zip code for each of the precincts in your unit. Each of those categories you should fill out are colored orange; any columns highlighted in blue are pre-filled and cannot be changed.

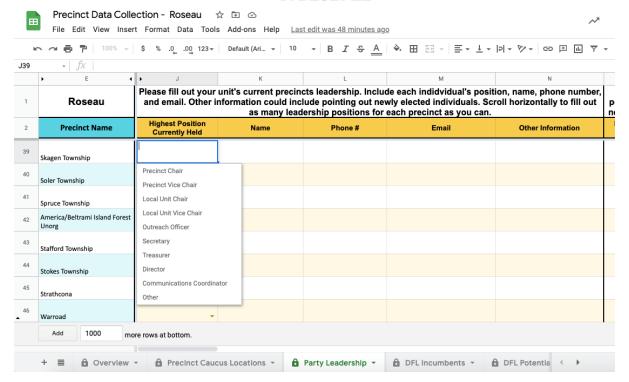




On the Party Leadership tab, you will be asked to record precinct leaders' information for each of your unit's precincts, which is all in orange. For each individual, there should be a dropdown menu under the Highest Position Currently Held column; select the correct leadership position for the precinct's leaders. Scroll to the right or use the slider bar at the bottom of the sheet to access more open spots to record each precinct's leaders. You must fill out the leader's position, name, phone number, email, and any other relevant information.

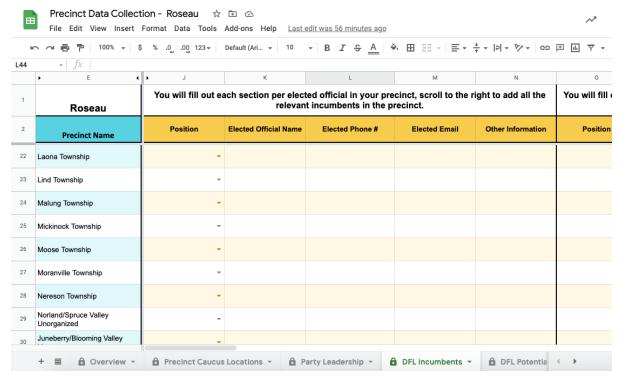






On the DFL Incumbents tab, fill out all of the current DFL officials in each precinct of your unit. This could include state representatives, mayors, school board members, etc. There should be a dropdown menu in the Position column where you can indicate the official's title. Scroll to the right to access and edit more spaces to record each DFL official in the precinct. Like the other tabs on this spreadsheet, you can only edit the sections that are highlighted in orange. For each official, fill out their current position, name, phone number, email, and any other relevant information about the individual.



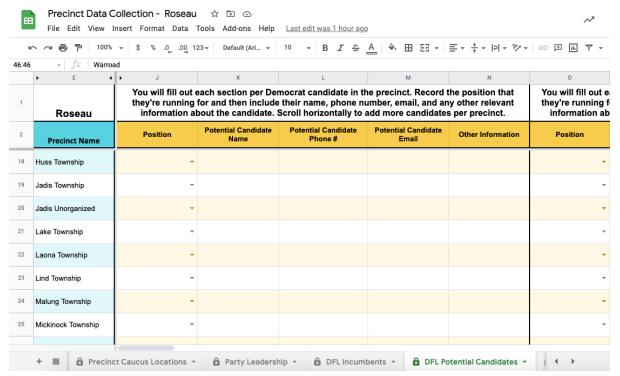




On the DFL Potential Candidates tab (which can be accessed by pressing the arrow key next to the spreadsheet tabs at the bottom of the sheet), you will be asked to name and provide information for any potential DFL candidates in each precinct of your unit. These candidates could include individuals running for mayor, state senator/representative, school board, city councilman, etc. Select the position the candidate is running for on the dropdown menu in the Position column then fill out the individual's name, phone number, email, and any other information about the individual. Scroll to the right to access more spaces to fill out precinct DFL candidates.







The final tab on your unit's precinct data spreadsheet is labelled Other Information. Though not required to fill out, this tab allows you to fill out additional information about your unit's precincts. Additional information could include intel about the number of phone banking and door knocking events in your unit's precincts, or any general information about the individual precincts.





