

## How to Create a Custom Export Template

1. In VAN, go to the Administrative Menu => Exports => Export Formats to set up and save a Custom Export Template. Click Export Formats.



2. On the next screen, click Add New Export Format then select the VAN fields to export from the drop-down list. For efficiency, include ALL fields potentially needed for the kinds of lists you foresee creating and exporting even if not needed for this specific campaign.

Suggested inclusions:

Voter File VANID	Date of Birth
State File ID	Legislative Districts
Name	Party
Age	Precinct
Ballot Zip	Race/Ethnicity
County	Source File Sex
County ID	Preferred Email

Select Export File type = Excel File (VAN exports as an excel file but you will save that file as .csv to use in your texting platform).

Add a title (e.g. FES Export Template)

SAVE.

3. When exporting your file after it is approved for export, select this template.