

SOP: How to Print a Walking List for Your Precinct

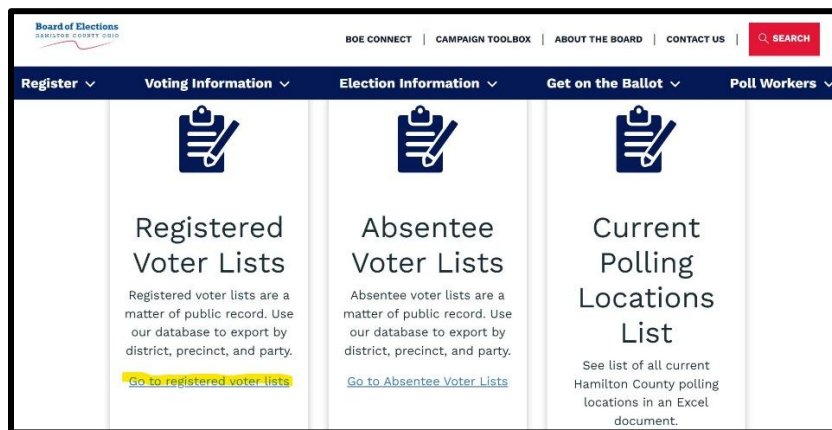
Hamilton County Board of Elections – Campaign Toolbox

Purpose: This SOP explains how to generate a precinct-specific walking list using the Hamilton County Board of Elections (BOE) Campaign Toolbox. Volunteers can use this list for door-to-door outreach, voter identification, and grassroots engagement.

Step-by-Step Instructions

Navigate to the Campaign Toolbox

1. Open your browser and go to: <https://votehamiltoncountyohio.gov/campaign-media/>
2. Scroll down until you see the options displayed below.
3. Select the **Registered Voter Lists** option.



Step #1 – Select Data Options

1. Under **Data Options**, choose **By Precinct**.
2. A dropdown will appear. Select **your precinct** (e.g., *CINCINNATI 5-I*).

Search Voter Lists

You must select an option from each step below.

Step #1

Data Options

- ☐ Full Export File
- ☐ By District
- ☒ By Precinct

Select Precinct

CINCINNATI 5-I

Step #2 – Select Voter Party Affiliation

You will see two options:

- **All Parties**
- **Choose Parties** (select this one) - check the boxes based on your outreach goals:
 - **Republican:** Shows voters who have chosen a Republican ballot in one of the last two primaries. These are your *known Republican voters*.
- **Unaffiliated**
 - These voters do **not** vote in primaries. These are your “*opportunity to sway*” voters — often the most valuable for persuasion and turnout efforts.

(You may select both Republican + Unaffiliated if you want a broader list.)

Step #2

Voter Party Affiliation

☐ All Parties

☒ Choose Parties

☒ Unaffiliated

☐ Democrat

☒ Republican

☐ Libertarian

Step #3 – Select Sort Order

Choose how you want the list organized. For walking lists, the best option is:

- **Precinct, Walking List, Name Order**

This sorts voters by **street name and address**, which is ideal for door-to-door canvassing.

Step #3

Sort Results By

☐ Name Order

☐ Walking List, Name Order

☐ Precinct, Name Order

☒ Precinct, Walking List, Name Order

[Export to CSV](#) or [Export to PDF](#)

Export Your Walking List

Click **Export to PDF** or **Export to CSV** depending on your needs. You have two options:

Export to PDF (Recommended for Less Technical Users)

- Produces a **formatted, ready-to-print** walking list.
- Easy to read while canvassing.
- No spreadsheet skills required.

Export to CSV (For More Technical Users)

- Opens in Excel, Google Sheets, or Numbers.
- Includes **more voter detail**.
- Allows sorting, filtering, and custom formatting.