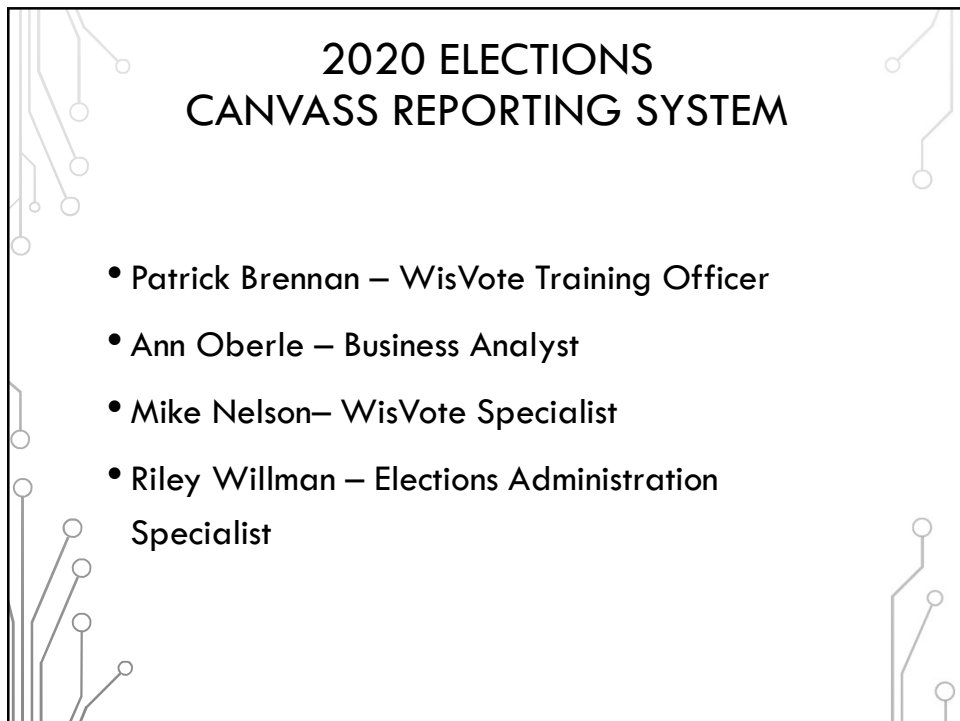


1



2

## 2020 ELECTIONS CANVASS REPORTING SYSTEM

- No changes to previous process from 2018
- Still using the existing Canvass Reporting System
- Spring cycle has a Federal component:
  - Spring Primary: Congressional District 7
  - Spring Election: Presidential Preference Primary
- Check reporting from April 2016 – last Pres Pref Primary

3

## PRE-ELECTION TASKS COMPLETE 4 WEEKS BEFORE ELECTION

- Run Pre-Canvass Reporting Unit List report

And

- Election Night Call-In Return Sheet (blank)

Reports

Please click the links below to view the reports.

<p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p><b>Pre-Canvass Reporting Unit List</b></p> <p><b>Reporting Unit Exception Report</b></p> <p><b>Election Night Call-In Return Sheet (Blank)</b></p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals)</p> <p>Canvass Report - EL 106</p> <p>Canvass Municipality Report - EL 106</p> <p>Canvass Percentage Completed Report</p> <p>Contests By Reporting Unit For County Use</p>	<p>For Use by WEC</p> <p>Canvass Results Report</p> <p>Ward by Ward Report</p> <p>County by County Report</p> <p>Contests By Reporting Unit For State Use (Export All Contests To Excel)</p> <p>Ward by Ward Report by Congressional District</p> <p>County by County Report by Congressional District</p>
---	--

4

## PRE-ELECTION TASKS

### COMPLETE 4 WEEKS BEFORE ELECTION

- Run Pre-Canvass Reporting Unit List report

Election: 2018 General Election
County: CLARK
View Report

- Choose Election and County
- **View Report** to generate
- Export to PDF or Word when done

5

## PRE-ELECTION TASKS

### COMPLETE 4 WEEKS BEFORE ELECTION

- Run Pre-Canvass Reporting Unit List report
- Confirm Reporting Units match equipment programming

Election: 2018 General Election
County: CLARK
pdf Export

**WEC Canvass Reporting System**  
**Pre-Canvass Reporting Unit List**  
2018 General Election - 9/17/2019 6:00:00 AM

County: CLARK

Municipality Name & Wards

Town of BEAVER Ward 1

Town of BUTLER Ward 1

Town of COLBY Wards 1-3

Town of DEVNHURST Ward 1

Town of EATON Wards 1-2

Town of FOSTER Ward 1

Town of FREMONT Wards 1-2

Town of GRANT Wards 1-2

Town of GREEN GROVE Wards 1-2

Town of HENDREN Ward 1

Town of HEWETT Wards 1-2

Town of HUNTS Wards 1-3

**\*A reporting unit cannot contain more than 1 Congressional, State Senate, or Assembly District and or cross a County Line\***

6

## PRE-ELECTION TASKS

### COMPLETE 4 WEEKS BEFORE ELECTION

- Run Pre-Canvass Reporting Unit List report
- **If Equipment programming does not match reporting units in CRS, CONTACT WEC IMMEDIATELY!**
- Send email to WEC confirm reports verified
- Attach copy of Pre-Canvass Reporting Unit List
  - Email: [elections.canvass@wi.gov](mailto:elections.canvass@wi.gov)

7

## PRE-ELECTION TASKS

### COMPLETE 4 WEEKS BEFORE ELECTION

- Run Election Night Call-In Return Sheet (Blank)

Election:  County:  View Report

Reporting Unit:

Select a format
Export

- Choose Election, County, and Reporting Unit
  - **View Report** to generate
  - Export to PDF or Word

8

## PRE-ELECTION TASKS

### COMPLETE 4 WEEKS BEFORE ELECTION

- Run Election Night Call-In Return Sheet (Blank)
- Confirm all contests & candidates are listed in correct order
- Registered Write-Ins will appear when entered in WisVote

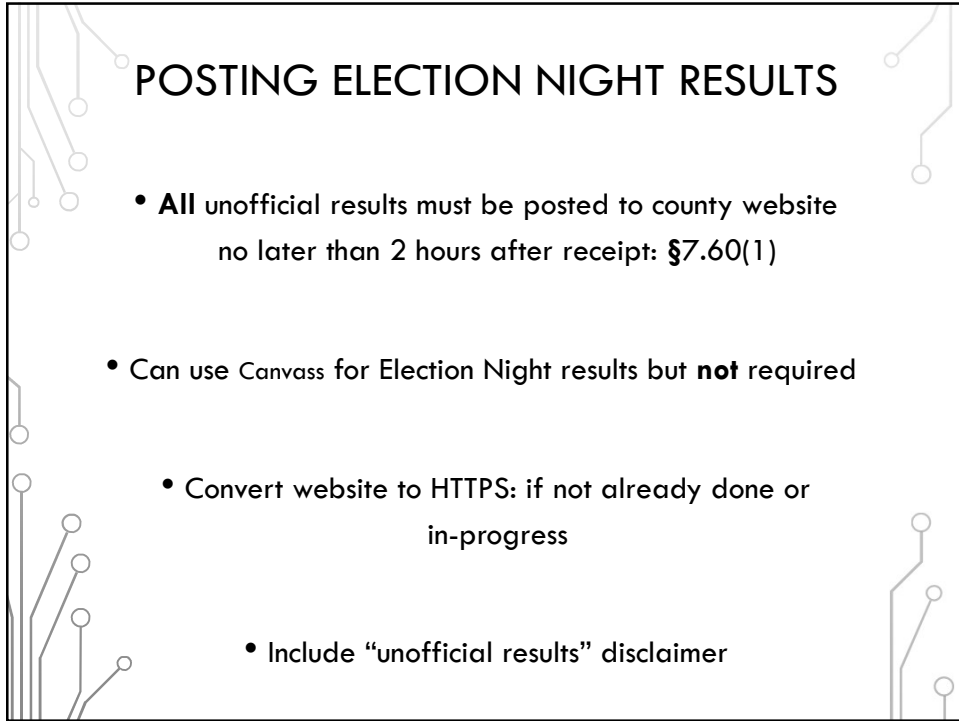
9

## PRE-ELECTION TASKS

### COMPLETE 4 WEEKS BEFORE ELECTION

- Run Election Night Call-In Return Sheet (Blank)
- **If any contests or candidates are not listed, CALL WEC IMMEDIATELY**
  - **This includes registered write-ins!**
  - If all contests & candidates are listed and in the correct order  
No further action is required
  - **DO NOT email this report to WEC**

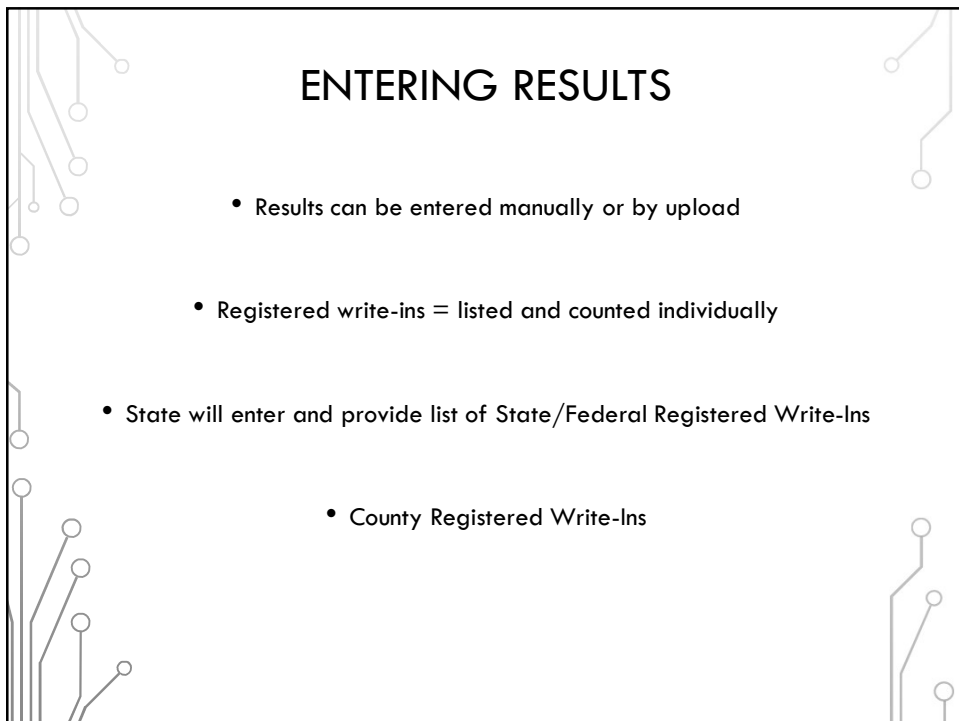
10



## POSTING ELECTION NIGHT RESULTS

- **All** unofficial results must be posted to county website no later than 2 hours after receipt: §7.60(1)
- Can use Canvass for Election Night results but **not** required
- Convert website to HTTPS: if not already done or in-progress
- Include “unofficial results” disclaimer

11



## ENTERING RESULTS

- Results can be entered manually or by upload
- Registered write-ins = listed and counted individually
- State will enter and provide list of State/Federal Registered Write-Ins
- County Registered Write-Ins

12

# ENTERING RESULTS

- Manual Entry
- By Contest

- Choose your County

The screenshot shows a web application interface for entering election results. On the left, a table lists counties with 'CLARK' highlighted. On the right, a detailed view for the 'GOVERNOR/LIEUTENANT GOVERNOR' contest is shown, including a reporting unit table with columns for candidates: Scott Wilentz (REP), Tony Evers (DEM), and Philip Anderson (LIB).

Reporting Unit	Scott Wilentz (REP)	Tony Evers (DEM)	Philip Anderson (LIB)
Town of BEAVER Ward 1			
Town of BUTLER Ward 1			
Town of COLBY Wards 1-3			

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# ENTERING RESULTS

- Default view is 10 reporting units
- Can change, WEC recommends using "All"
- Place cursor in first open field to begin entering
  - Tab to next field
- **Save** button can be used as results are entered
- **ENTER ALL VOTES CAST – DO NOT LEAVE BLANK FIELDS**
  - **ENTER ZEROS IF ZERO VOTES CAST!**

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# ENTERING RESULTS

- After completing one contest, move to the next
- Click **Contests** dropdown menu
- or
- Use Left & Right arrows
- Continue until all State-level contests are entered
- \*County and Municipal offices are optional\*

15

# ENTERING RESULTS

- **Manual Entry**
- by Reporting Unit
- Same as entering by Contest
- \*With 1 additional step\*

Reporting Unit	Scott Walker / Rebecca Kleefach (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Anderson (IND)
	Total			
Town of BEAVER Ward 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town of BUTLER Ward 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town of COLBY Wards 1-3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town of DEWHURST Ward 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town of EATON Wards 1-2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town of FOSTER Ward 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16



## ENTERING RESULTS

- After clicking a reporting unit name, the reporting unit will load with **10** contests for governmental level on one screen
  - Same as **By Contest** entry, can change default number
  - **HIT SAVE BEFORE ANY SWITCH!**

The screenshot displays a software interface for entering election results. At the top, it shows the reporting unit: "2016 General Election (2017000) - CLARK - Town of BEAVER Head 1". Below this, there are several sections for candidate entry:

- CLERK:** Lists candidates like Brad Schmal (REP), Josh Kauf (DEM), Terry Larson (CON), and SCATTERING.
- DEPUTY CLERK:** Lists candidates like Jay Schroeder (REP), Doug La Flette (DEM), Brad Kava (write-in) (WGR), and SCATTERING.
- COMMISSIONER:** Lists candidates like Travis Hartung (REP), Sarah Godlewski (DEM), Andrew Zwick (CON), and SCATTERING.
- SHERRIFF:** Lists candidates like Leah Valera (REP), Tammy Baldwin (DEM), and May Jo Walters (write-in) (IND).
- REPRESENTATIVE IN CONGRESS DISTRICT 7:** Lists candidates like Sean P. Duffy (REP), Margaret Engstrom (DEM), Ken Driesen (IND), and Bob Look (write-in) (DEM).
- REPRESENTATIVE IN CONGRESS DISTRICT 8:** Lists candidates like SCATTERING, Kathy Bernier (REP), Chris Kapsner (DEM), and SCATTERING.
- REPRESENTATIVE TO THE ASSEMBLY DISTRICT 49:** Lists candidates like SCATTERING, Bob Kulp (REP), and SCATTERING.

At the bottom right, there are buttons for "Save", "Save & Next", and a "Results per page" dropdown menu set to "10".

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## ENTERING RESULTS

- If entering County contests, you must change the governmental level at the top of the screen
- Change Reporting Unit by clicking dropdown menu or left/right arrows
- Continue until all Reporting Units Complete

18

## ENTERING RESULTS

- Uploading results to Canvass
- If you will be uploading results, please submit a test file to WEC no later than 3 weeks before an election!
- XML or HTML file formats only
- May upload on your own or request assistance from WEC

19

## ENTERING RESULTS

- Upload process begins on Contest Results Entry screen

HOME > 2018 General Election (9/17/2018) > CLARK

State County Municipality School Districts Sanitary Districts

Upload:  | No file chosen

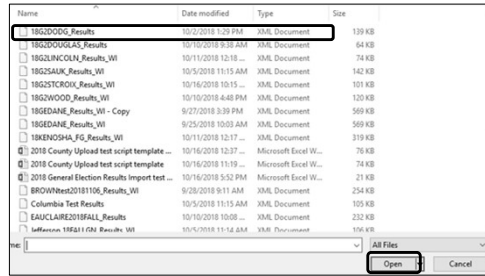
Election: 2018 General Election (9/17/2018)  
County: CLARK  
Status: Not Processed  
Result Set: Original

Contests 1 of 11  
< GOVERNOR/LIEUTENANT GOVERNOR >

20

# ENTERING RESULTS

- Choose your file



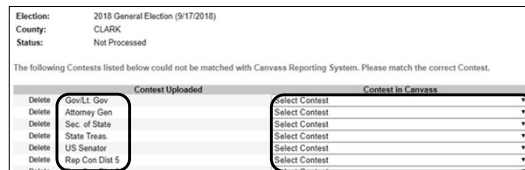
- Open and Upload



21

# ENTERING RESULTS

- Contests that cannot be mapped by Canvass must be mapped by user



- Select the correct contest from **Contest in Canvass** dropdown menu
- Review list for contests/referenda not in your county

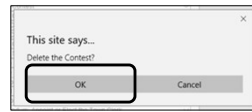
22

# ENTERING RESULTS

- Out-of-county contest must be deleted to complete mapping

Contest Uploaded		Contest in Canvas	
Delete	Governor / Lieutenant Governor	GOVERNOR/LIEUTENANT GOVERNOR	▼
Delete	Representative in Congress District 5 Jefferson County	Select Contest	▼
Delete	Sheriff	Select Contest	▼
Delete	Clerk of Circuit Court	Dane County Clerk of Circuit Court	▼
Delete	Sheriff Green County	Select Contest	▼
Delete	Coroner Green County	Select Contest	▼
Delete	Clerk of Circuit Court Green County	Select Contest	▼
Delete	Sheriff Jefferson County	Select Contest	▼
Delete	Clerk of Circuit Court Jefferson County	Select Contest	▼
Delete	County referendum re: same-sex couples	Dane County Referendum - Question 1	▼
Delete	County Referendum re: legalize marijuana	Dane County Referendum - Question 2	▼
Delete	Green County Referendum Green County	Select Contest	▼
Delete	City of Sun Prairie Referendum re: tax loopholes	City of Sun Prairie Referendum	▼
Delete	Village of Delforest Referendum re: tax loopholes	Village of Delforest Referendum	▼
Delete	Village of Mt. Horeb Referendum re: animal research	Village of Mount Horeb Referendum Question	▼
Delete	Town of Black Earth Referendum re: appointed clerk	Referendum: Appoint or Elect the Town Clerk	▼

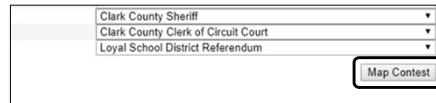
- Click **Delete** and confirm



23

# ENTERING RESULTS

- Once out-of-county contests are deleted
- and
- All unmapped contests assigned



- Click **Map Contest**

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# ENTERING RESULTS

- Any reporting units that cannot be mapped will now appear

The following Reporting Units listed below could not be matched with Canvass Reporting System. Please match the correct Reporting Unit.

Reporting Unit Uploaded		Reporting Unit in Canvass
Delete	T Ashippun, W1-4	Select Reporting Unit
Delete	T Beaver Dam, W1-4, 7-11	Select Reporting Unit
Delete	T Beaver Dam, W5-6	Select Reporting Unit
Delete	T Burnett, W1-2	Select Reporting Unit
Delete	T Calamus, W1-2	Select Reporting Unit
Delete	T Chester, W1-2	Select Reporting Unit
Delete	T Clyman	Select Reporting Unit

- Select the correct reporting unit from the **Reporting Unit in Canvass** menu
- Review for any reporting units not located in your county

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# ENTERING RESULTS

- Once out-of-county reporting units are deleted  
and
- All unmapped reporting units assigned

Town of COLBY Wards 1-3	▼
Town of HIXON Wards 1-2	▼
Town of MAYVILLE Wards 1-2	▼
City of OWEN Wards 1-3	▼
City of THORP Wards 1-4	▼

- Click **Map Reporting Unit**

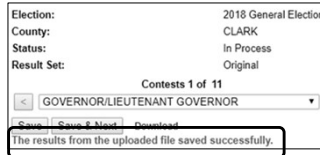
26

# ENTERING RESULTS

- When the last reporting unit is mapped, results will upload into Canvass

- **The results from the uploaded file save successfully**

will appear

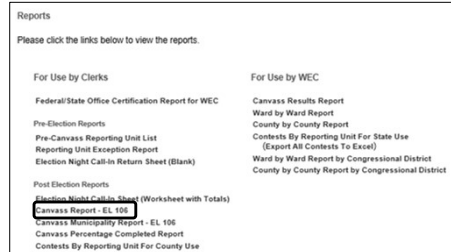


- Vote tallies and totals will now appear in the appropriate fields

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# PROOFING RESULTS IN CANVASS REPORTING SYSTEM

- **Printing Canvass Report – EL-106**



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## PROOFING RESULTS IN CANVASS REPORTING SYSTEM

- Printing Canvass Report – EL-106

The screenshot shows a web interface with the following fields:

- Election: 2018 General Election
- Jurisdiction Type: ALL
- County: CLARK
- Contest: ALL
- Election Result Set: Original
- View Report button

- Choose a selection for all fields
- Click **View Report** to generate
  - Export to PDF or Word

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## PROOFING RESULTS IN CANVASS REPORTING SYSTEM

- Have 2 staff proof the printed report from CRS and compare against returns from each municipality
- If any additions or corrections have been made in CRS by the County Board of Canvassers, confirm that CRS and the Canvass Report EL-106 contain the corrections
- If any discrepancies are found, correct the information in CRS and reprint the report. If you are unable to correct a discrepancy **contact the WEC Help Desk Immediately!**

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**COMPLETING/VERIFYING RESULTS  
CANVASS REPORTING SYSTEM**

- **Deadline for County Board of Canvassers to convene**  
**§7.60(3)**
  - No later than 9:00 a.m. Tuesday after election

Spring Primary: February 25, 2020	Partisan Primary: August 18, 2020
Spring Election: April 14, 2020	General Election: November 10, 2020

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**COMPLETING/VERIFYING RESULTS  
CANVASS REPORTING SYSTEM**

- **Deadline to deliver statement of County Canvass for  
State/Fed Offices to WEC**  
**§7.60(5)**

Spring Primary: February 27, 2020	Partisan Primary: August 21, 2020
Spring Election: April 17, 2020	General Election: November 17, 2020

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Only begin after all federal and state results have been proofed!
- If there are any incomplete results, you cannot continue

HOME > 2018 General Election (9/17/2018) Status Code Legend

State County Municipality School Districts Sanitary Districts

Total (1)	Not Processed (0)	In-Process (1)	Verified (0)	Rejected (0)	Certified (0)
Action	County	Current Status	Comments	Last Updated	
<b>Verify</b>	CLARK	In Process		10/17/2018 3:44:38 PM	

- Click **Verify**

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- A verification pop-up will appear

3224 empty results set to 0  
Election: 2018 General Election  
County: DANE  
Current Status: In Process

No Late Arriving or Absentee Ballots

Comments:

- Place a checkmark in the **No Late Arriving or Absentee Ballots** box
  - Enter any comments about the verified results
- Username and date will be saved automatically after **Verify** is chosen

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# COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Once verified, Canvass results **cannot** be changed

HOME > 2018 General Election (9/17/2018) Status Code Legend

State County Municipality School Districts Sanitary Districts

Total (1)	Not Processed (0)	In-Process (0)	Verified (1)	Rejected (0)	Certified (0)
Action	County	Current Status	Comments	Last Updated	
	DANE	Verified	pt test	10/15/2018 4:42:32 PM	

- If there is an error in a state-level contest, you must contact WEC to have verified results rejected

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# COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Printing the **Federal/State Office for Certification Report**

For Use by Clerks

**Federal/State Office Certification Report for WEC**

Pre-Election Reports  
 Pre-Canvass Reporting Unit List  
 Reporting Unit Exception Report  
 Election Night Call-In Return Sheet (Blank)

Post Election Reports  
 Election Night Call-In Sheet (Worksheet with Totals)  
 Canvass Report - EL 106  
 Canvass Municipality Report - EL 106  
 Canvass Percentage Completed Report  
 Contests By Reporting Unit For County Use

- **If results are not verified, you cannot run this report!**

Can not run this report, results are not verified

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Run Federal/State Office Certification Report for WEC

Election:  Jurisdiction:   
County:  Contest:   
Election Result Set:  View Report

- Select the appropriate options for all fields
- Click **View Report**

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Federal/State Office Certification Report for WEC

<b>ALL CONTESTS</b> DANE COUNTY 2018 General Election
<b>SUMMARY STATEMENT OF THE BOARD OF CANVASSERS</b>
The total number of votes cast for the GOVERNOR/LIEUTENANT GOVERNOR

- The correct report will have this header!

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Federal/State Office Certification Report for WEC

**Certification of the Board of Canvassers**

We, the undersigned, certify that we are the members of the Board of Canvassers for DANE County.

We certify that the attached tabular statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the DANE County Clerk.

Report Generated - 10/17/2018 4:15:56 PM Page 4 of 5

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**BOARD OF CANVASSERS**

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_

(Date) Wednesday, October 17, 2018

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Have the Board of Canvassers sign the certification statement
- **IMMEDIATELY** email the signed, scanned copy of the **entire** report to the WEC  
**Elections.canvass@wi.gov**
- The statement can also be faxed  
**608-257-0500**
- Mail the entire original, signed document to the WEC:  
**P.O. Box 7984**  
**Madison, WI 53707-7984**

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## COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

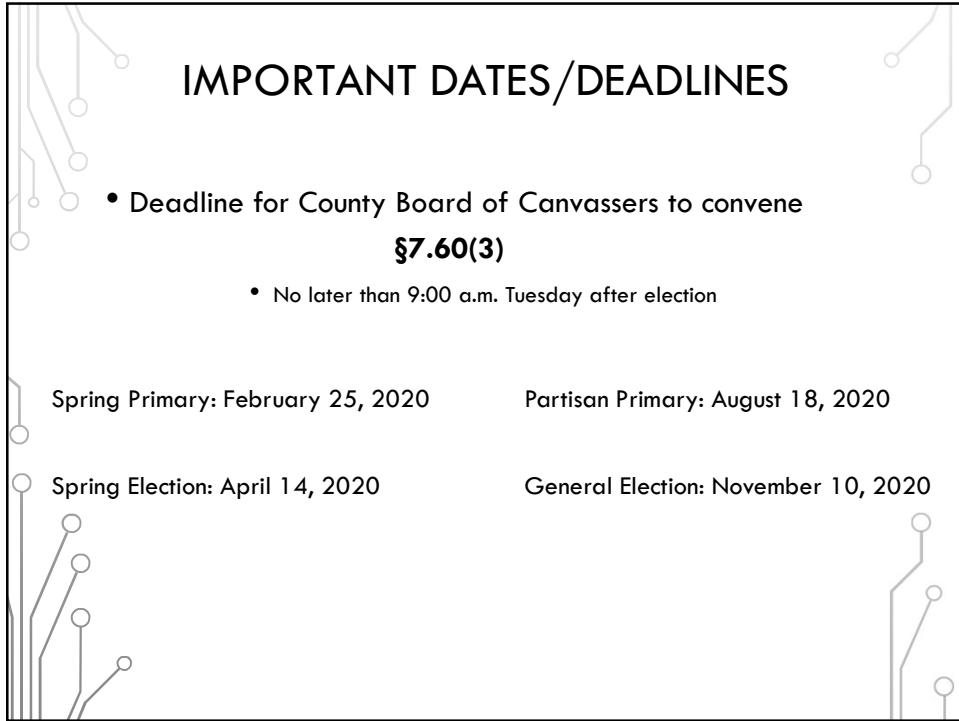
- If you discover a material mistake in the canvass for a state or federal office, contact the WEC **IMMEDIATELY!**
  
- See Page 8 of the *Suggested Procedures for County Board of Canvassers*
  
- The Board of Canvassers **will need to reconvene**

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## IMPORTANT DATES/DEADLINES

<b>Pre-Election Tasks:</b>	<b>Spring Primary:</b> As soon as possible
	<b>Spring Election:</b> March 10, 2020
	<b>Partisan Primary:</b> July 14, 2020
	<b>General Election:</b> October 6, 2020
<b>Submit upload test files:</b>	<b>Spring Primary:</b> As soon as possible
	<b>Spring Election:</b> March 17, 2020
	<b>Partisan Primary:</b> July 21, 2020
	<b>General Election:</b> October 13, 2020

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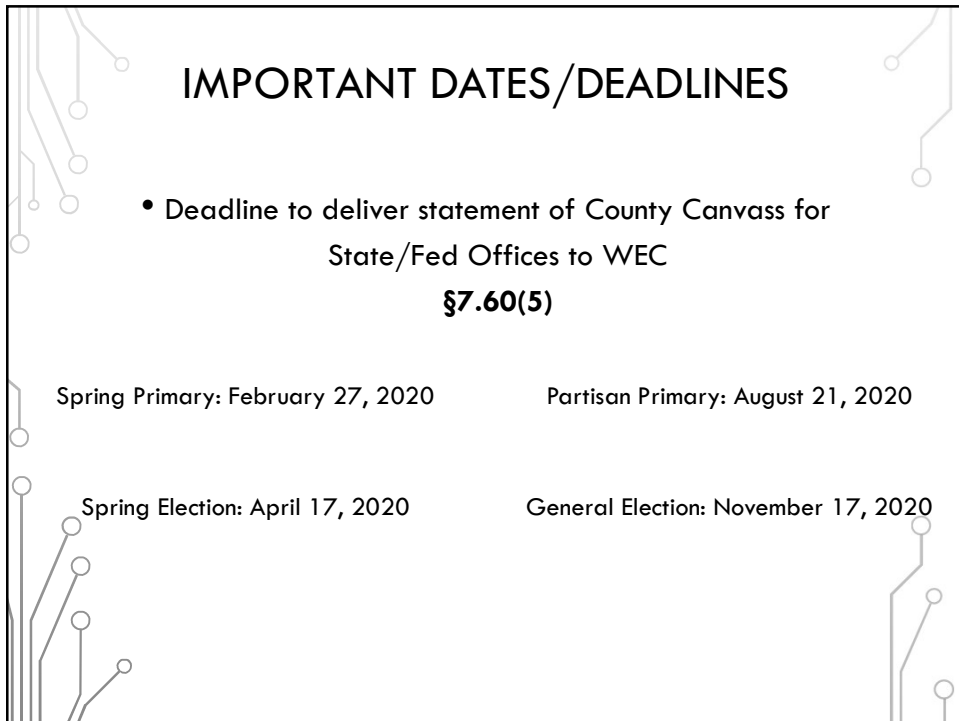


## IMPORTANT DATES/DEADLINES

- **Deadline for County Board of Canvassers to convene**  
**§7.60(3)**
  - No later than 9:00 a.m. Tuesday after election

Spring Primary: February 25, 2020	Partisan Primary: August 18, 2020
Spring Election: April 14, 2020	General Election: November 10, 2020

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## IMPORTANT DATES/DEADLINES

- **Deadline to deliver statement of County Canvass for**  
**State/Fed Offices to WEC**  
**§7.60(5)**

Spring Primary: February 27, 2020	Partisan Primary: August 21, 2020
Spring Election: April 17, 2020	General Election: November 17, 2020

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