2020 ELECTIONS
CANVASS REPORTING SYSTEM

REFRESHER WEBINAR

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2020 ELECTIONS
CANVASS REPORTING SYSTEM

- Patrick Brennan – WisVote Training Officer
- Ann Oberle – Business Analyst
- Mike Nelson– WisVote Specialist
- Riley Willman – Elections Administration Specialist

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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

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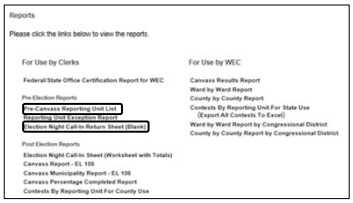
PRE-ELECTION TASKS
COMPLETE 4 WEEKS BEFORE ELECTION

- Run Pre-Canvass Reporting Unit List report

And

- Election Night Call-In Return Sheet (blank)



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PRE-ELECTION TASKS
COMPLETE 4 WEEKS BEFORE ELECTION

- Run Pre-Canvass Reporting Unit List report

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

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PRE-ELECTION TASKS
COMPLETE 4 WEEKS BEFORE ELECTION

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

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

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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**

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PRE-ELECTION TASKS
COMPLETE 4 WEEKS BEFORE ELECTION

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

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

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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

Election Night Call-In Return Sheet (Blank)

Town of DEWHURST Ward 1

Total Number of Outstanding Provisional Ballots _____ TOTAL # OF VOTERS _____

Name & Phone # of person submitting results: _____ (Highest # on poll list)

PLEASE REMEMBER TO CALL, FAX, OR SCAN AND E-MAIL (USING THIS FORM) YOUR RESULTS INTO THE COUNTY CLERK'S OFFICE AS SOON AS POSSIBLE.

Please do not erase results on processing machine

GOVERNOR/LIEUTENANT GOVERNOR

Scott Walker / Rebecca Kleefisch
Tony Evers / Mandela Barnes
Phillip Anderson / Patrick Baird
Michael J. White / Tiffany Anderson
Maggie Turnbull / Will Leach
Amile Enz / No Candidate
Ryan Cason (write-in)
Paul Boucher (write-in)
Mark S. Grimek (write-in)
Jared William Landry (write-in)
Robbie Huffman (write-in)
Corban Gehler (write-in)
William Henry Davis III (write-in)
SCATTERING

ATTORNEY GENERAL

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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**

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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

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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

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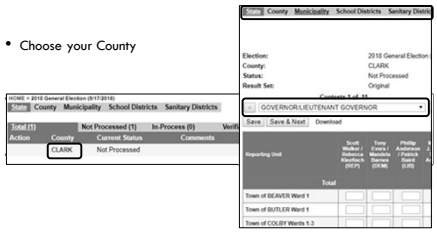
ENTERING RESULTS

- **Manual Entry**
- By Contest
- Choose your County



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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

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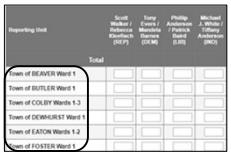
ENTERING RESULTS

- **Manual Entry**
- by Reporting Unit



- Same as entering by Contest
- *With 1 additional step*

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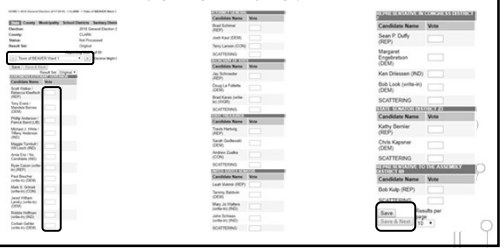
ENTERING RESULTS

- 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!**



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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

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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

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ENTERING RESULTS

- Upload process begins on Contest Results Entry screen

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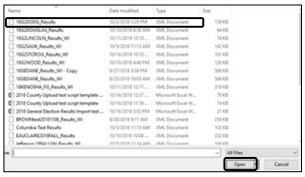
ENTERING RESULTS

- Choose your file



- Open and Upload

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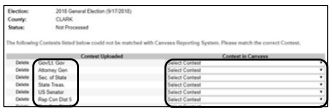
ENTERING RESULTS

- 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

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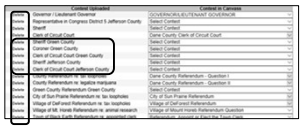
ENTERING RESULTS

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



- Click **Delete** and confirm

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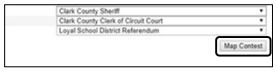
ENTERING RESULTS

- Once out-of-county contests are deleted

and

- All unmapped contests assigned



- Click **Map Contest**

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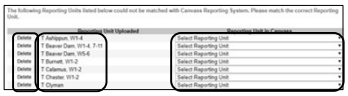
ENTERING RESULTS

- Any reporting units that cannot be mapped will now appear



- 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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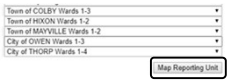
ENTERING RESULTS

- Once out-of-county reporting units are deleted

and

- All unmapped reporting units assigned



- Click **Map Reporting Unit**

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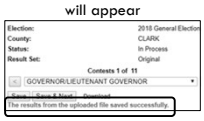
ENTERING RESULTS

- 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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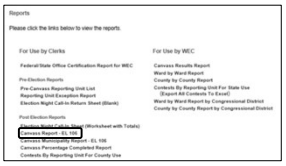
PROOFING RESULTS IN CANVASS REPORTING SYSTEM

- Printing Canvass Report – EL-106



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PROOFING RESULTS IN CANVASS REPORTING SYSTEM

- Printing Canvass Report – EL-106

- 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

- Click **Verify**

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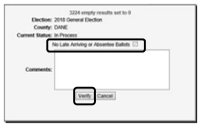
COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- A verification pop-up will appear



- 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

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

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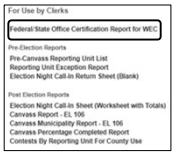
COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

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



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

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COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Run Federal/State Office Certification Report for WEC

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

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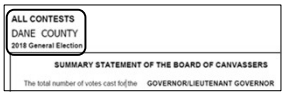
COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Federal/State Office Certification Report for WEC



- The correct report will have this header!

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COMPLETING/VERIFYING RESULTS CANVASS REPORTING SYSTEM

- Federal/State Office Certification Report for WEC

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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

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

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IMPORTANT DATES/DEADLINES

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  §7.60(3)
  - No later than 9:00 a.m. Tuesday after election

Spring Primary: February 25, 2020

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  §7.60(5)

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QUESTIONS?

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