



**SVRS Election Checklist I  
2012 Presidential and General Election  
November 6, 2012**



Please refer to the training manual found on the Government Accountability Board - website: [gab.wi.gov](http://gab.wi.gov)

**The Government Accountability Board – Elections Division (GAB) has created the  
2012 Presidential and General Election**

**County Level Tasks:**

***IMPORTANT NOTE:** Because of the launch of the new website that allows military and overseas electors to print absentee ballots and voters generate an electronic voter registration, election setup in SVRS will need to be done significantly earlier. This site generates ballots from SVRS, so all counties and municipalities must be at Milestone 4: Ballot Styles Finalized by Friday, September 14, 2012.*

*In order to verify that the ballots are accurate, please print off your Election Night Call-In Return Sheet and Canvass Report-GAB 106 before Friday, September 14, 2012.*

*A new version of the SVRS Manual is available here: <http://gab.wi.gov/clerks/education-training/svrs-manual>*

**\*Steps 1 - 3 are performed by each county by close of business, Friday, September 7, 2012.**

- Step 1: Counties inherit the 2012 Presidential and General Election. (Election Set Up: Page 10)
- Step 2: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set Up: Page 14)
- Step 3: **For the 2012 Presidential and General Election, Reporting Unit Plans cannot cross Congressional, Senate or Assembly District Lines, and Reporting Unit Plans and Polling Place Assignment Plans are required to match.** Prior to the election, all counties should run **the Pre-Canvass Reporting Unit List and Reporting Unit Exception Report** in the G.A.B. Canvass Reporting System. All counties should then communicate with their self-provider and relier municipalities to assure that the reporting units used for the 2012 Presidential and General Election in SVRS match the programming established for the Electronic Voting Equipment.
- Step 4: Continue to Follow the Election Set-up chapter to add contests and candidates. (Election Set Up: Pages 15-26, 22-26 are optional). Please note that School District and Multi-Jurisdictional Judge Contests (if any) will be set up at the state level for this election. Therefore, please contact the G.A.B. if you have any of these contests to add to the election.

Note – All contests and candidates must be added before municipalities can generate absentee ballots in SVRS.

**Municipal Self-Providers/Provider Tasks:**

**Steps 5 - 10 can be started as soon as Step 2 is completed by the County. All steps must be performed no later than Friday, September 14, 2012, for military and overseas voters to print ballots.**

- Step 5: Self-Providers/Providers check the Polling Place Assignment Plans (PPAPs) to determine which plan will be used for this election. If none of the existing PPAPs match the poll book set-up for this election, a new PPAP must be created. Plans created before 2012 redistricting may not be used. (Election Set Up: Page 4)
- Step 6: Self-Providers/Providers check the Reporting Unit Plans (RUPs) to determine which plan will be used for this election. A RUP is a ward or combination of wards by which clerks report their election results to the county. This plan cannot cross Congressional, Senate or Assembly district lines. Please review the plan detail, regardless of the name of the plan. Plans created before redistricting may not be used. (Election Set Up:

**\*\*This checklist pertains ONLY to the 2012 Presidential and General Election.\*\***



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Step 7: Self-Providers/Providers inherit the 2012 Partisan Primary Election. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6) in the election set-up wizard.

**\*NEW\*** Step 8: Self-Providers/Providers need to ensure that the Polling Place Assignment Plans match the Reporting Unit Plans (that were determined in steps 5 & 6). Polling Place Assignment Plans and Reporting Unit Plans should also match the programming of the Electronic Voting equipment.

Step 9: Self-Providers/Providers check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set-Up: Page 14)

**\*NEW\*** Step 10: If you have any school district or multi-jurisdictional judge contests on the ballot for this election please contact the Government Accountability Board. The State will enter these contests into SVRS.