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## **SVRS 8.0 – Redistricting Checklist**

The Government Accountability Board – Elections Division has now made version 8.0 of the SVRS application available for use by Wisconsin’s municipal clerks. This upgrade includes the new districts for 2012 based on redistricting.

This document is a checklist that clerks should follow to verify that their new districts have been set up correctly, set up new plans for polling places and reporting units, and verify that all voters have been correctly placed in their new districts. Other data quality checks, including verifying addresses and school district assignments, are also included.

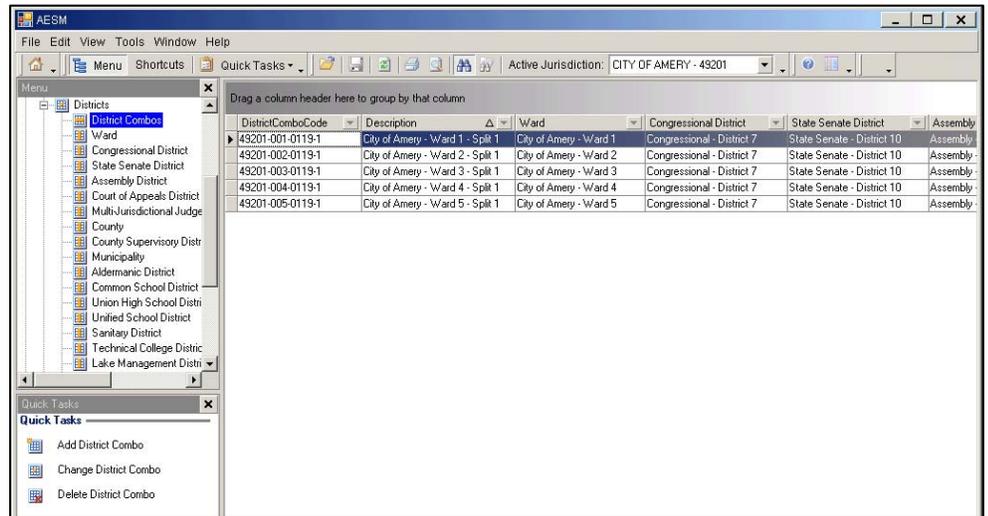
### **Overview and Contents:**

- 1) District Combos – Page 2. The first step is to verify that the new district combos and districts are correct. Contact the G.A.B. (using the SVRS Incident Reporting website provided below) if there are any problems with extra or missing districts – G.A.B. technical staff will have to fix your maps.
- 2) Polling Place Locations – Page 4. Polling place locations must be created if your polling locations have changed, or if the name of the polling place has changed (usually because the district was included in the name and is no longer correct).
- 3) Polling Place and Reporting Unit Plans – Page 5. New Polling Place Assignment Plans and Reporting Unit plans must be created in every municipality.
- 4) Voters with no District Combo – Page 6. Voters with no district combos must be corrected by updating the voter’s address and placing the address in the correct location on the map.
- 5) Geocode Exceptions – Page 10. Verify addresses with questionable geocodes (geocode exceptions) are placed correctly on the map.
- 6) Address/Boundary Exceptions – Page 14. Verify addresses near boundary lines to ensure each voter is in the correct district.
- 7) School District Exceptions – Page 20. Fix voters whose school district has been changed by the redistricting process.
- 8) Address Conversion Issues – Page 22. Double-check addresses that were changed during the data conversion by the post office software. Most updates will be valid changes, but some will need to be corrected.
- 9) The Voter Redistricting Trifold Mailing – Page 25 and the Voter Listing for Redistricting Report – Page 27. You can use these directions to create a mailing that will inform voters of changes to their districts and polling places.
- 10) Incident Tracker – Page 30. If you have issues with your data or the usability of the software, we have a special SVRS incident tracker set up on the web to collect and prioritize these issues. The SVRS Incident Reporting website is located at <http://wisapps.wi.gov/sites/GAB/Incident> . Click on the words “Create a Service Request” and fill out the incident form that opens. If you want to attach a file to your incident you should send it by email to [Svrs@wisapps.wi.gov](mailto:Svrs@wisapps.wi.gov).

## 1) Verify that new district data is correctly loaded into SVRS

- a) In the main menu, click the plus beside **Districts and Office Types**, and the plus beside **Districts**.
- b) Click on the words **District Combos**.
- c) Right-click on any column header and choose “**Best Fit (all columns)**” from the menu. You should see a screen like the one below.

- d) The **District Combo Code** is in a new format – 11111-222-3333-4. The first 5 digits are the Hindi number, unique to every municipality. The second block of 3 digits stands for the ward. The new block of 4 digits contains the School District Number – in the example, 0119 stands for Amery School District. The last digit is the split, used for sanitary or transportation districts that might split a ward into more than one section.



- e) You may also run the District Combo Listing report from SVRS to show you each district combo and the districts associated with it. For directions on how to run that report, see the Districts and Offices chapter of the SVRS Manual.
- f) Verify your district data:
  1. Do you have the correct number of wards? If you’ve had an annexation after April, 2010, it was probably not included in the data we loaded. You will have to contact the G.A.B. using the incident tracking website to arrange to add the annexed ward(s).
  2. Does each ward have the correct number of splits? If there are 3 school districts in ward one, there should be 3 district combo codes that start with your Hindi and have 001 in the second block of numbers. There may be additional splits if you have sanitary, lake management or transportation districts. Ask yourself – if absolutely every district had a contest on the ballot in the same election, how many ballot styles would each ward have? The total number of district combos in that ward should match the number of ballot styles in this situation.
  3. Are your Municipality, County, Statewide, Circuit Court, Court of Appeals, and District Attorney districts still present and correct? These districts should not change.
  4. Are your new Congressional, State Senate, Assembly, County Supervisory, and Aldermanic Districts (if applicable) loaded and correct?
  5. Do you see your correct school districts, Technical College districts, Sanitary, Multi-Jurisdictional Judge, Lake Management or Regional Transit Authority districts?
  6. Verify that there are no duplicates – all district combo codes and descriptions should be unique.

g) If your district combo data is incorrect or incomplete:

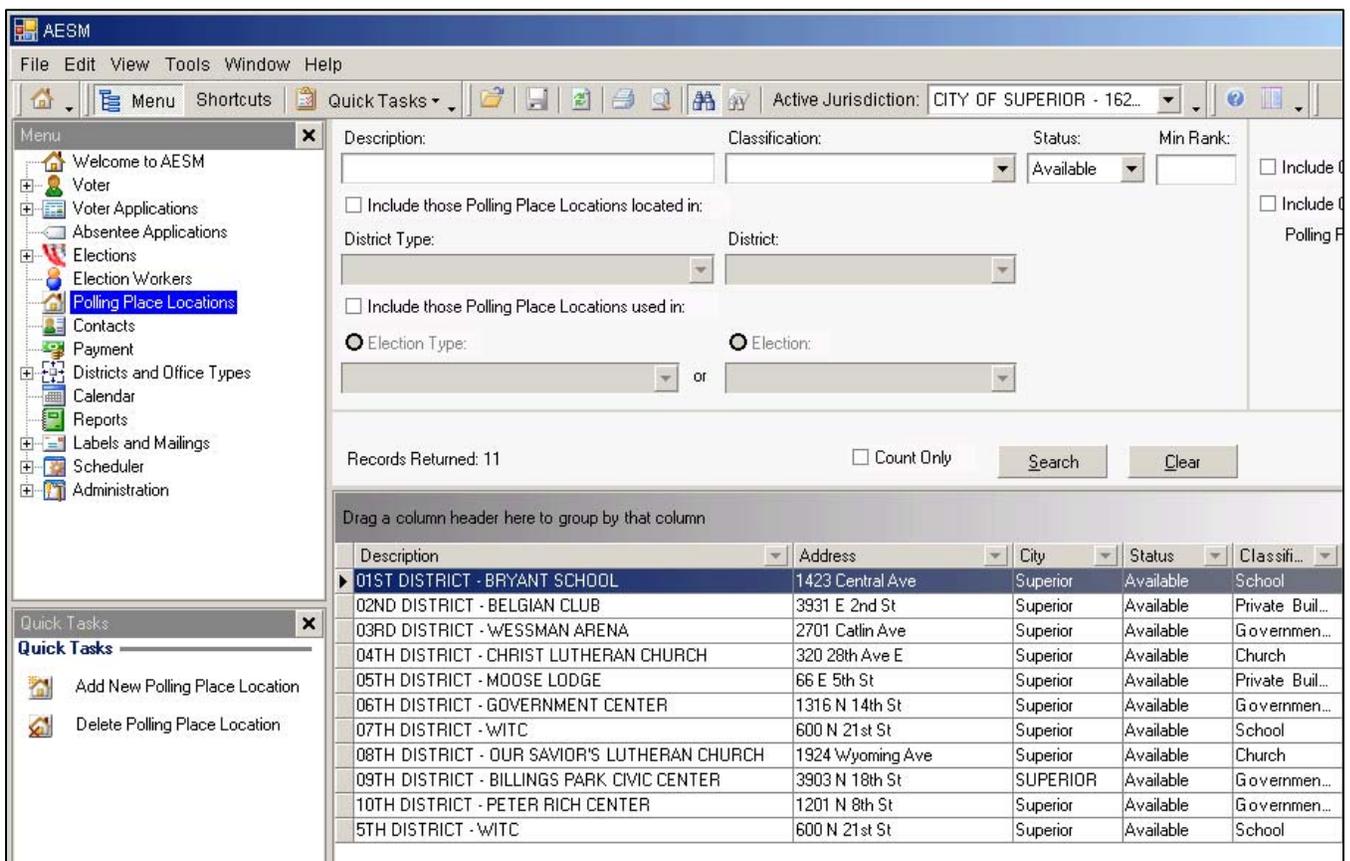
1. If any districts are missing or incorrect, you cannot change them yourself. You must contact the GAB by using the tracking incident website. Until you speak with an SVRS specialist, and they tell you to keep working, you should not change any polling place locations or fix any voters' addresses.
2. If you are missing an Aldermanic District, a Tech College District or Multi-Jurisdictional Judge district, those will not change the district combo codes. You can assign polling place locations, and fix voters with incorrect addresses, and you will not have to fix them again.
3. If you are missing a Sanitary District that holds elections, or a Regional Transit Authority District, your district combos will change once the new districts are added. If the district has an election in February or April 2012, it is high priority and you should report it to the G.A.B., noting when the next election will occur. If the district will not be on the ballot this year, it is a lower priority. You should finish all of your redistricting work without that district being added.

## 2) Verify that Polling Place Locations are updated and assigned to the correct wards

- a) First, go to the **Polling Place Locations** node in the main menu. Hit the **Search** button to find all available polling places.
1. Verify your polling place Description. **If you are changing the ward or other district that the polling place is assigned to, and the district is part of the Description (like in the example below), you will have to create a brand new polling place location record with the new district name** instead of simply changing the old polling place location. This is because 2012 could see State Senate or Gubernatorial recalls in the old districts, and the old polling place locations for those districts will have to be saved and available for use.

*Note that entering district names in the **Polling Place Location Description** is optional – it's basically for the convenience of larger municipalities that may print multiple poll books for the same polling place. Smaller municipalities, especially if they have only one polling place, do not have to enter district names in the description.*

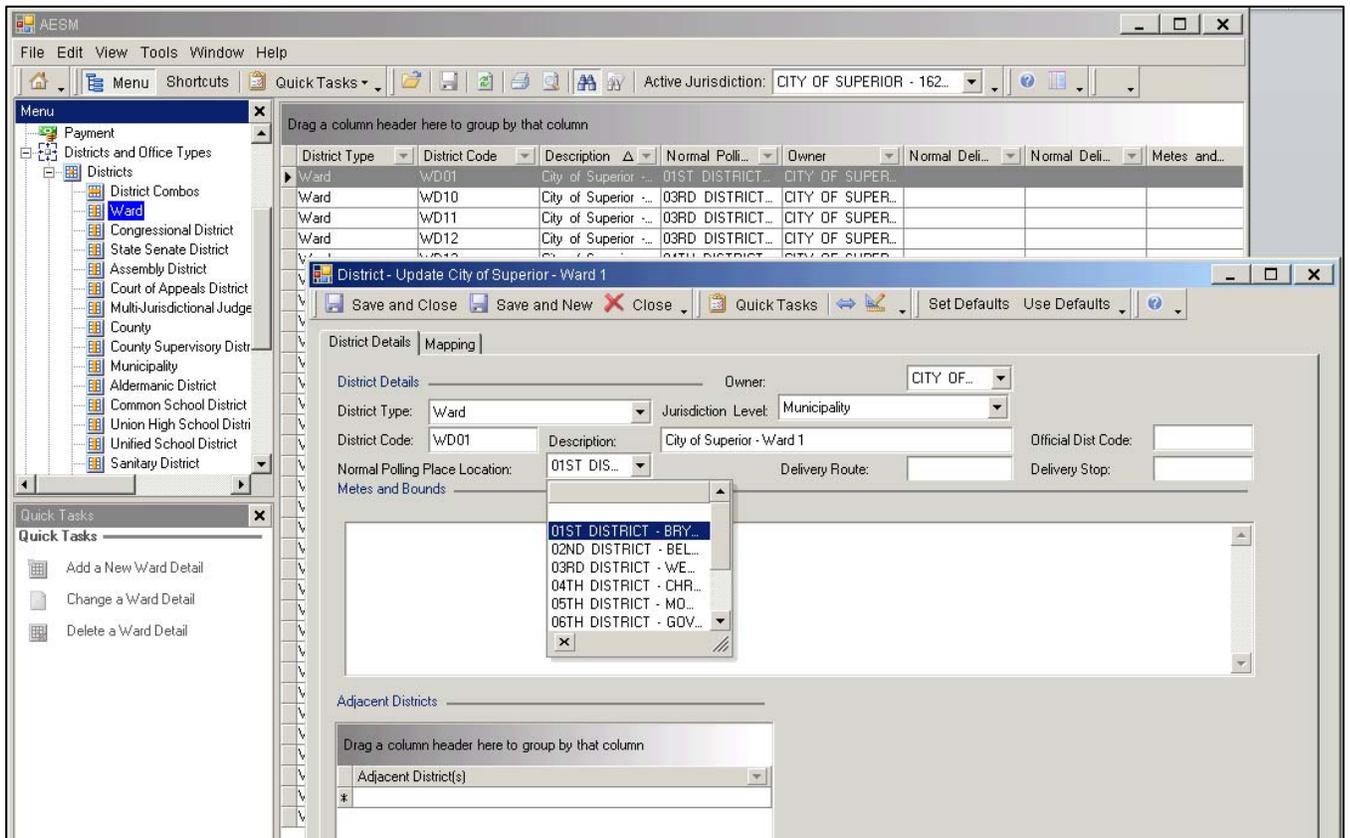
2. If your polling places remain the same, you do not have to change them. You should still create a brand new **Polling Place Assignment Plan** and **Reporting Unit Plan**.
3. If you need to add a new **Polling Place Location** record, please follow the directions in the Polling Places chapter of the SVRS manual.
4. It may be helpful to insert “2012” in the name of the polling place. For example “Ward 1 – Fire Station 2012.” That way you can tell new polling places from old ones. You can continue to use these polling places in 2013 and after, the 2012 is just to let you that the polling place was created for updated districts.



Records Returned: 11  Count Only

Description	Address	City	Status	Classifi...
01ST DISTRICT - BRYANT SCHOOL	1423 Central Ave	Superior	Available	School
02ND DISTRICT - BELGIAN CLUB	3931 E 2nd St	Superior	Available	Private Buil...
03RD DISTRICT - WESSMAN ARENA	2701 Cattin Ave	Superior	Available	Govermen...
04TH DISTRICT - CHRIST LUTHERAN CHURCH	320 28th Ave E	Superior	Available	Church
05TH DISTRICT - MOOSE LODGE	66 E 5th St	Superior	Available	Private Buil...
06TH DISTRICT - GOVERNMENT CENTER	1316 N 14th St	Superior	Available	Govermen...
07TH DISTRICT - WITC	600 N 21st St	Superior	Available	School
08TH DISTRICT - OUR SAVIOR'S LUTHERAN CHURCH	1924 Wyoming Ave	Superior	Available	Church
09TH DISTRICT - BILLINGS PARK CIVIC CENTER	3903 N 18th St	SUPERIOR	Available	Govermen...
10TH DISTRICT - PETER RICH CENTER	1201 N 8th St	Superior	Available	Govermen...
5TH DISTRICT - WITC	600 N 21st St	Superior	Available	School

- b) Once all Polling Place Locations are correct, add them to each ward as the **Normal Polling Place Location**.
1. In the main menu, click the plus (+) beside **Districts and Office Types** and the plus beside **Districts**.
  2. Click on **Ward**.
  3. Verify that each ward has the correct polling location listed in the **Normal Polling Place Location** column.
  4. If any ward has the wrong polling place, or no polling place assigned:
    - A. Double click on the record to open it.
    - B. Choose the correct polling place from the **Normal Polling Place Location** dropdown.
    - C. **Save and Close**.



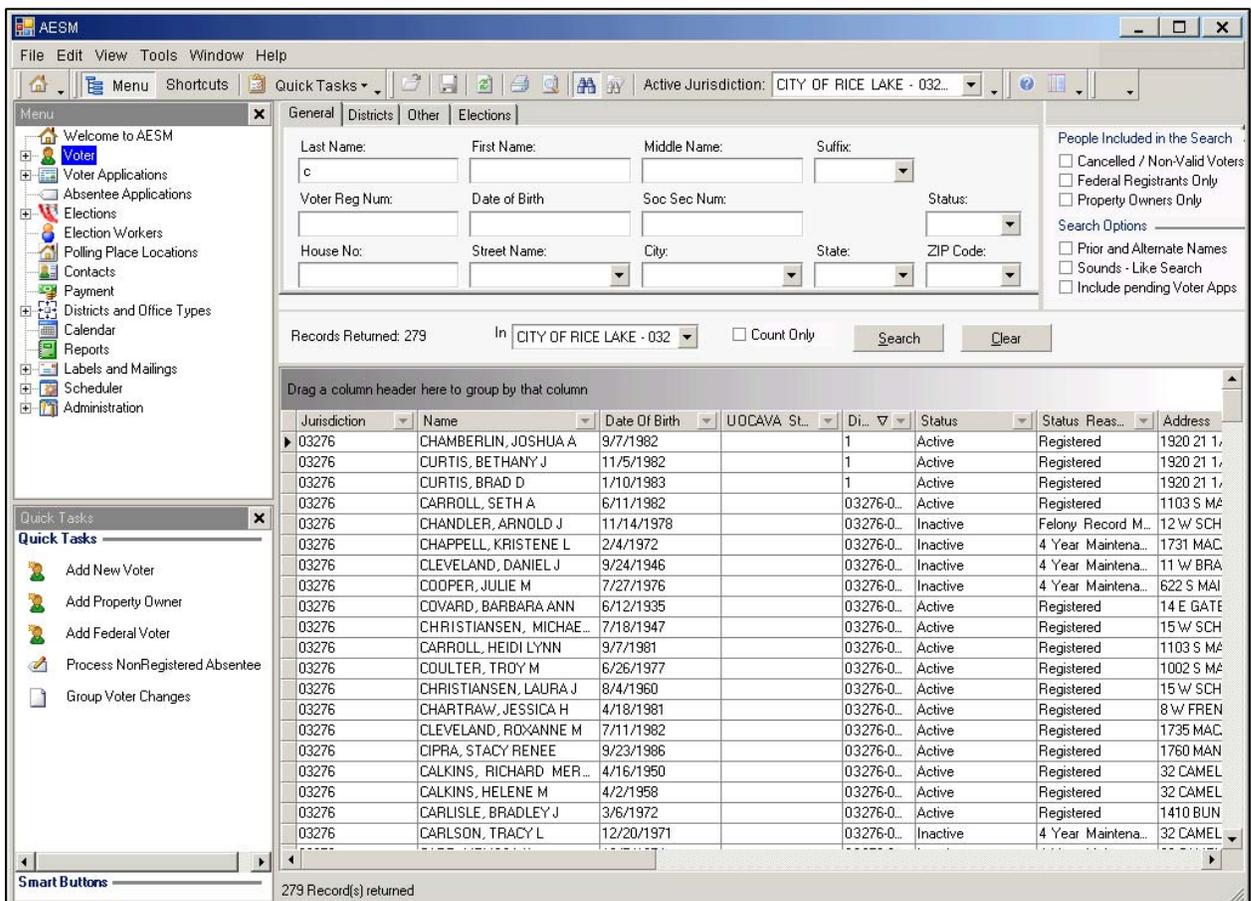
- c) Follow the directions in the Election Setup Chapter of the SVRS Manual to create new **Polling Place Assignment Plans** and **Reporting Unit Plans**.
1. Whether or not your polling place names and wards have changed, do not alter old Polling Place Assignment Plans or Reporting Unit Plans. You may need the old data in case of recall elections. Instead, create new plans.
  2. It may be helpful to put “2012” in front of the name of the new plan, for example: “2012 Spring Elections” or “2012 General Elections.” You can continue to use these plans in 2013 and beyond, the “2012” is just to let you know the plan was created for the updated districts. However, every old plan has been renamed “OLD” so you can tell older plans from new ones.

### 3) School Districts and Multi-Jurisdictional Judge Districts will be entered at the state level this year.

- a) Because School Districts and Multi-Jurisdictional Judge districts have changed, there will be new directions on how to add school district contests and referendum, and MJJ contests. **Please do not set up any School District or Multi-Jurisdictional Judge contests.** Counties should send the G.A.B. Help Desk a copy of all school district and MJJ district contests and candidates for February and April.

### 4) Make sure all voters have a verified address, and they are located in the correct district combo.

- a) To find voters with no District Combination, you can search in the Voter node or run a report.
  1. You can use the Voters with No District Combination report to find voters who have not been assigned a District Combo. Follow the directions in the current Address Ranges chapter of the SVRS Manual.
  2. You may also search for all voters in the **Voter** node. For example, in the City of Rice Lake, enter each letter of the alphabet and click the **Search** button. Left-click with your mouse on the **District Combo** column header to sort all voters by District Combo. Voters with a District Combo of 1 will be grouped together (at the bottom of the list if your Hindi number starts with a “0,” or at the top of the list if your Hindi starts with a “1” or higher.)



The screenshot shows the AESM (Automated Election System Manager) interface. The 'Voter' node is selected in the left-hand menu. The search criteria are set to 'CITY OF RICE LAKE - 032'. The search results table is displayed below the search bar, showing 279 records returned. The table has columns for Jurisdiction, Name, Date Of Birth, UOCAVA St., Di., Status, Status Reas., and Address. The first few rows of the table are as follows:

Jurisdiction	Name	Date Of Birth	UOCAVA St.	Di.	Status	Status Reas.	Address
03276	CHAMBERLIN, JOSHUA A	9/7/1982		1	Active	Registered	1920 21 1.
03276	CURTIS, BETHANY J	11/5/1982		1	Active	Registered	1920 21 1.
03276	CURTIS, BRAD D	1/10/1983		1	Active	Registered	1920 21 1.
03276	CARROLL, SETH A	6/11/1982		03276-0..	Active	Registered	1103 S MA
03276	CHANDLER, ARNOLD J	11/14/1978		03276-0..	Inactive	Felony Record M...	12 W SCH

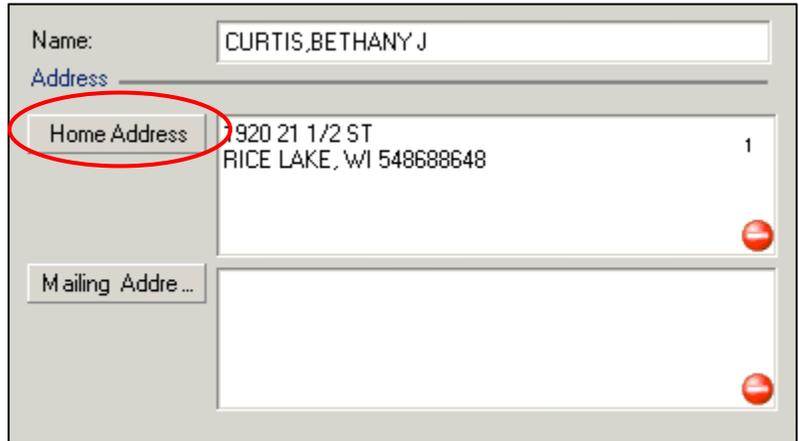
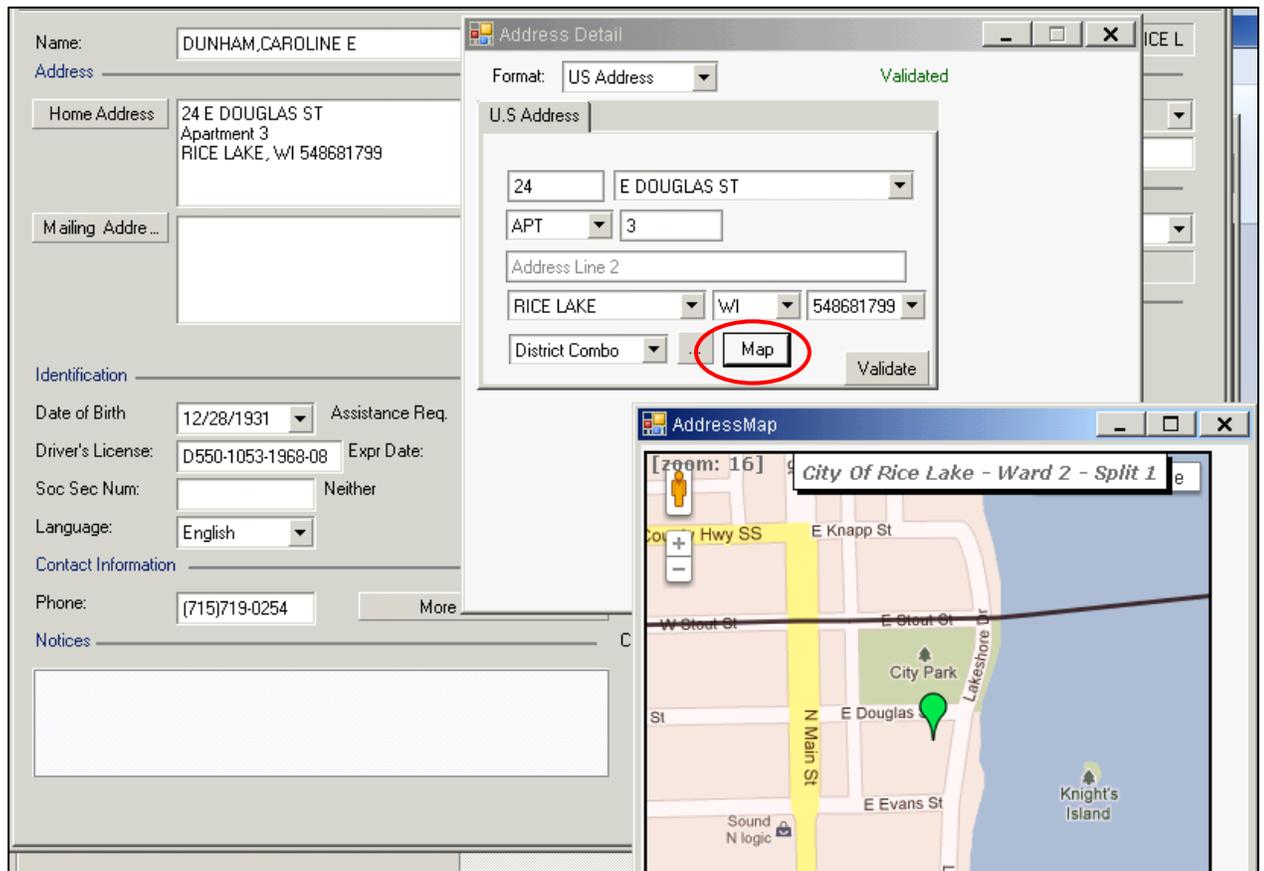
 *Make sure to check the number of records returned at the top and bottom of the search grid. If the number is over 1,000 records, you are not seeing all possible records, and you may be missing some voters. You can divide the search by **Age** (located on the **Other** tab) if you wish.*



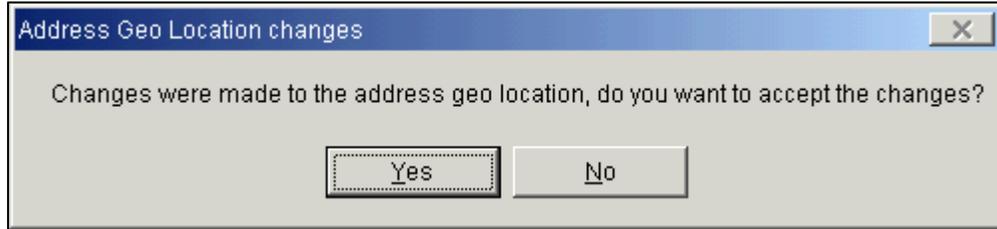
You may also see some voters with a blank **District Combo** code. There was an error when the district combo was loaded for these voters. You cannot change the addresses for these voters in the voter record. The best way to fix them is to add another voter application, link to the existing voter record, and manually select the district combo for their address.

3. Fix your voters with no District Combination:

- A. Search for the voter and open up the voter record. You should see an address like the one shown.
- B. Click the **Home Address** button to open up the **Address Detail** Screen. Click the **Map** button to see a map of the voter's address.

- C. Use the map to pinpoint the address in the correct location. Click on the flag and drag and drop it to its correct position. (Even if the position looks correct, you should always move the flag slightly to ensure that SVRS districts it properly). Once you have placed the flag correctly, click the "X" in the upper right-hand corner to close the map screen. When you see the message below, click "Yes."



D. On the **Address Detail** screen, click **OK**.

E. Make sure that the district combo code assigned shows the correct ward and school district.



Name: CURTIS, BETHANY J

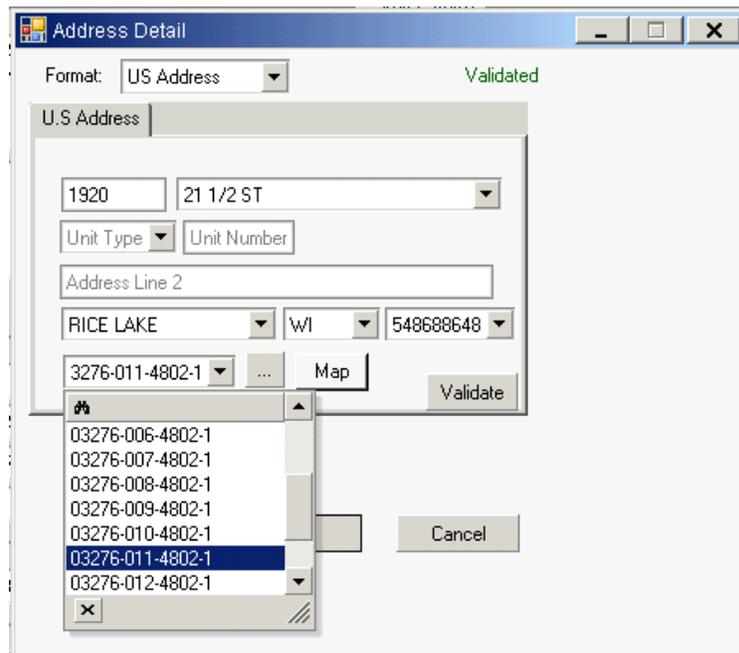
Address

Home Address: 1920 21 1/2 ST  
RICE LAKE, WI 548688648 03276-011-4802-1

 Note the green pencil icon in the lower left hand corner of the address field. The green pencil means that the address has been manually districted. In the past, we asked clerks not to use the green pencil, but now it is fine to use.

 Note also that when you district one voter, every voter at that address will be moved to the same district combo. This will not work for apartments or trailer parks, since each lot/unit has a unique address.

F. If the map function does not work (because SVRS does not recognize the address), or you cannot find the correct location on the map, you can select the correct district combo from the dropdown on the **Address Detail** screen.



Address Detail

Format: US Address Validated

U.S. Address

1920 21 1/2 ST

Unit Type Unit Number

Address Line 2

RICE LAKE WI 548688648

3276-011-4802-1 Map Validate

03276-006-4802-1

03276-007-4802-1

03276-008-4802-1

03276-009-4802-1

03276-010-4802-1

03276-011-4802-1

03276-012-4802-1

Cancel

Name: ROHDE, SCOTT A

Address

Home Address 1275 SOUTHWEST ST RICE LAKE, WI 548688577 03276-012-1

- G. If you see a voter record in the search grid with a blank district combo, you cannot fix the address from the Voter record. You can add a new voter application, link to the existing voter record, and assign a district combo that way.

Drag a column header here to group by that column

Jurisdiction	Name	Date Of Birth	Di... Δ	UOCAVA St...	Status	Status Reas...
03276	RICHIE, ADELE D	6/14/1972			Active	Registered
03276	ROUX, BRUCE R	4/17/1960	03276-0...		Active	Registered
03276	ROUX, RENAE A	2/7/1963	03276-0...		Active	Registered

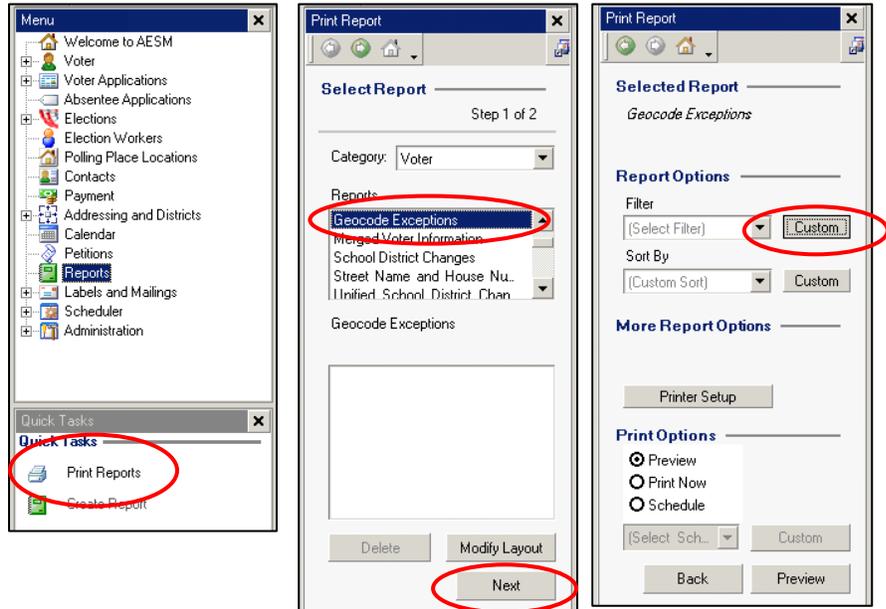
**Some resources and suggestions:**

- 1) If you aren't sure which district a voter lives in, you may be able to check the County GIS website or a City Planning website for better information. County GIS systems can often locate a parcel even if the post office doesn't recognize the address or Bing or Google maps cannot locate it.
- 2) If you have a paper or electronic map of your municipality, you can often find the address on that map and verify the correct location, even if the map shows old wards or other districts. If you then go into SVRS, you can place the address in the correct location, in the new district.
- 3) Some County GIS systems and City Planning Departments may be able to give you a list of addresses in the updated wards. It can be very helpful to compare this list of addresses to the maps in SVRS.
- 4) If there are any questions about which school district an address is in, the tax assessor will have the final answer.
- 5) Counties and other Providers will have to communicate to their Reliers any unresolved questions they have about district lines. As always, Reliers should be informed of changes. It's recommended that a Voter Listing with Districts report be run for each Relier after redistricting changes are complete.

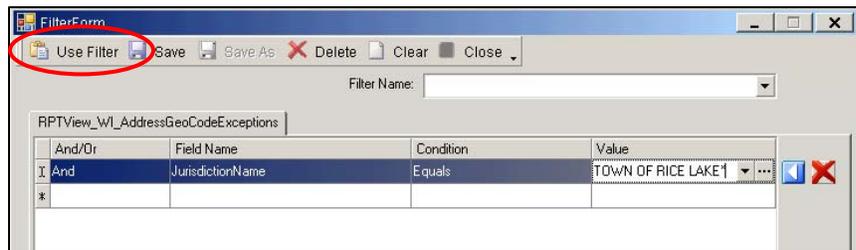
## The Geocode Exceptions Report

This report can be generated from both the municipal and county jurisdictional levels in SVRS. It will show addresses that have been assigned a district combo, but may not have been placed in the correct districts. Those addresses should be placed on the map either from the District Combos screen or the Voter record screen of one of the voters living at that address. .

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Geocode Exceptions** from the list.
4. Click **Next**.



5. **Filter** your report.
  - a. If you work for a single municipality, you do not need to **Filter** this report. It will automatically display only address with Active voters that may not have been geocoded correctly. If you work for a County provider, you can use the Jurisdiction Name field to look at one municipality at a time. Click the **Custom** button next to the **Filter** drop-down list.



And/Or	Field Name	Condition	Value
And	JurisdictionName	Equals	TOWN OF RICE LAKE
*			

- b. (Optional) Enter the filter shown (with the correct jurisdiction name, followed by an asterisk) to see one municipality only.
- c. (Optional) You may also use the **DistrictComboCode** field to look at a single ward or municipality. Select **DistrictComboCode**, **Equals**, and the beginning of the district combo code, followed by an asterisk. For example, **DistrictComboCode**, **Equals**, **03038\*** will show all addresses in the Town of Rice Lake, and **DistrictComboCode**, **Equals**, **02201-002\*** will show all addresses in the City of Ashland, Ward 2.
- d. Click **Use Filter**.

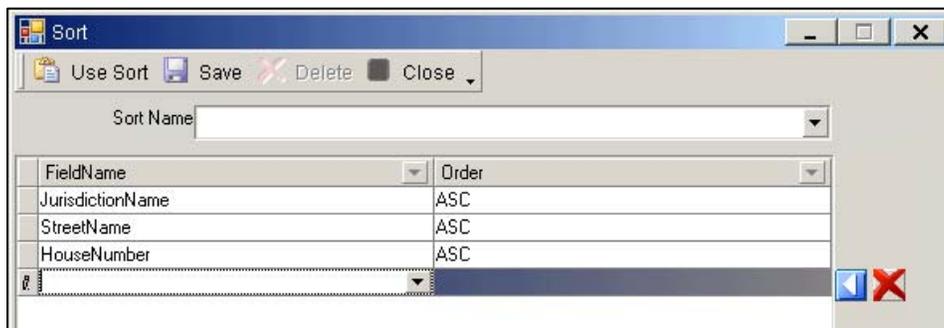


*For directions on how to save filters and sorts for future use, see the [Reports](#) chapter.*

6. (Optional) **Sort** your report. Most municipalities will have only a handful of Geocode Exception addresses. Only large cities and municipalities with an unusually high number of geocode exceptions will have to sort this report.

a. Click the **Custom** button next to the **Sort By** drop-down list.

b. Copy the **Sort** displayed. Note that Counties should sort by **JurisdictionName, ASC**, to put each relier municipality's addresses in order. Municipalities may omit this line.



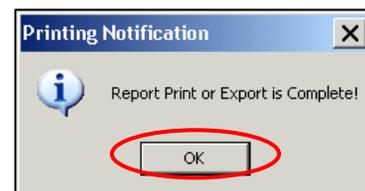
c. Click **Use Sort**.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

8. Click the **Print Now** radio button.

9. Click the **Print** button.

10. The **Print or Export is Complete!** dialog box will open. Click **OK**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the **Geocode Exceptions** report is shown. Note that under each address, the voters who live at that address are listed by name.

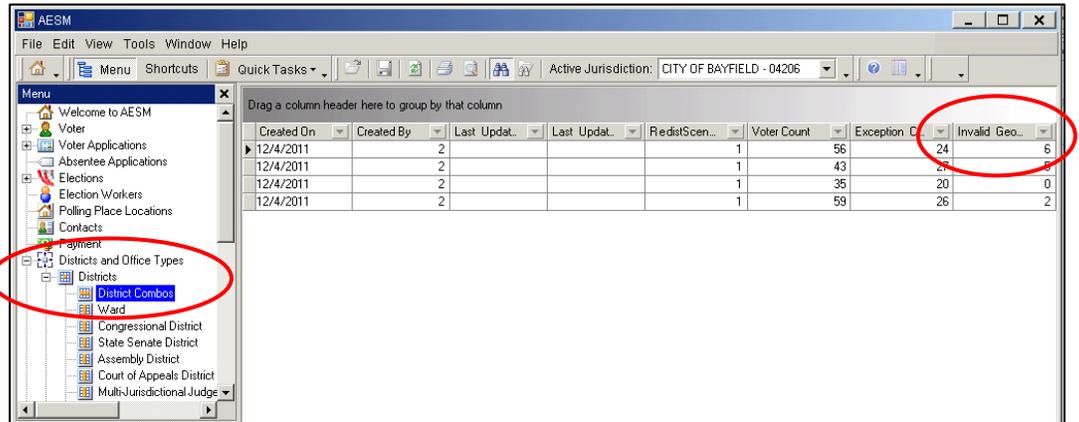
For addresses listed on this report, you should verify their correct location on the map, or their correct ward and school district.

All addresses, even the ones in the correct districts, must be confirmed by following the directions below.

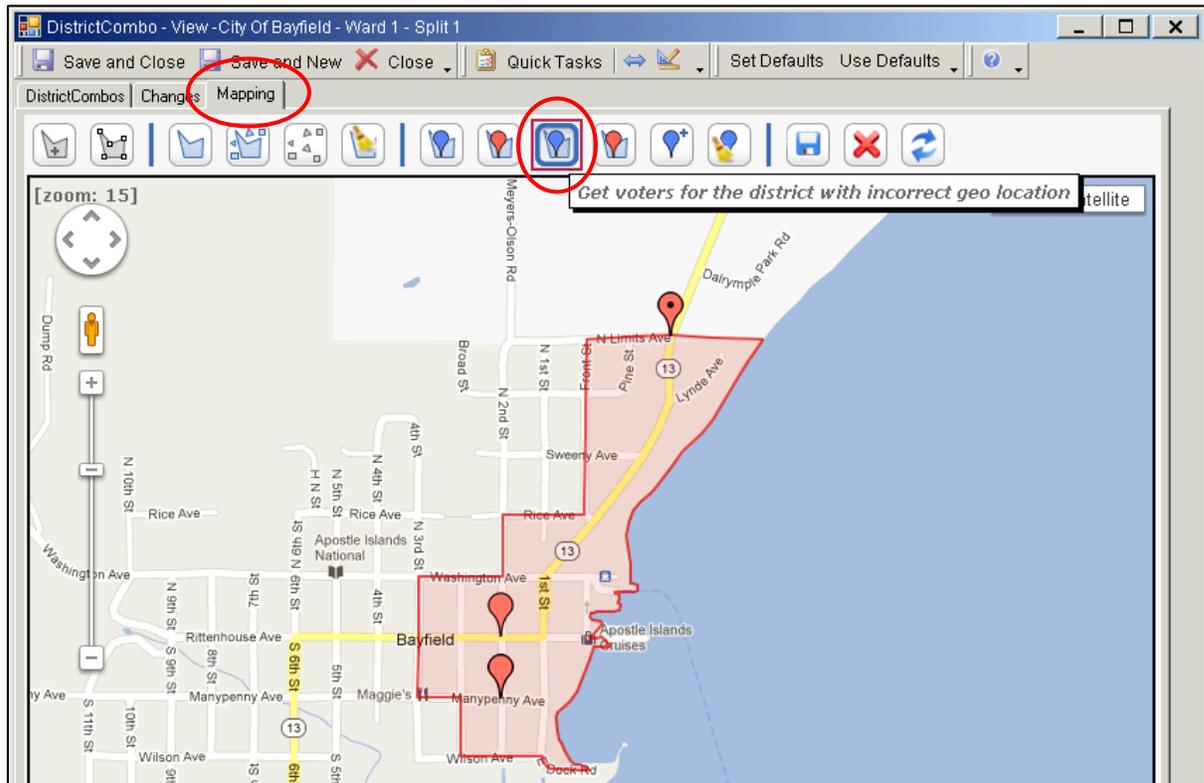
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Address		City, State, Zip		Status	District Combo	Jurisdiction		Voter Count						
47	101	ALENA LN	MADISON WI		53718-3466	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1					
48		DILLMAN				SHERRI									
49	103	ALENA LN	MADISON WI		53718-3466	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		3					
50		Campbell				James									
51		Campbell				Gail									
52		POLINE				YUVICSA									
53	105	ALENA LN	MADISON WI		53718-3466	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1					
54		FOSTER				CHRISTINE									
55	107	ALENA LN	MADISON WI		53718-3466	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1					
56		DYER				DANIELLE									
57	109	ALENA LN	MADISON WI		53718-3466	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		3					
58		KUHNS				MITCHELL									
59		HUEHNE				JEREMY									
60		HUEHNE				GWENDOLE									
61	3701	DESIGN PASS	MADISON WI		53719-4094	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		2					
62		MEYER				ETHAN									
63		MEYER				EMILY									
64	3703	DESIGN PASS	MADISON WI		53719-4094	Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1					
65		MILLER				KELLY									

## Check Geocode Exceptions from the District Combo screen:

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The District Combos in your municipality will be shown in the grid on the right.



4. Use the bottom scroll bar to move to the right. The last column displayed is the **Invalid Geo Count** column. If all of the **District Combo** records have a zero in this column, your geocode work is complete. Follow the directions below for any district combos that do have addresses with invalid geocodes.
5. Double-click to open the **District Combo** record.
6. Click on the **Mapping** tab.
7. Click the Icon with the Blue Flag labeled “Get voters for the district with incorrect geo location.” Red and orange flags will appear to show addresses with bad or questionable geocodes.

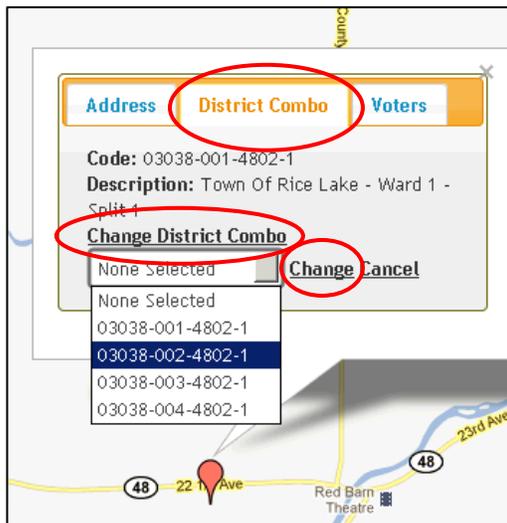
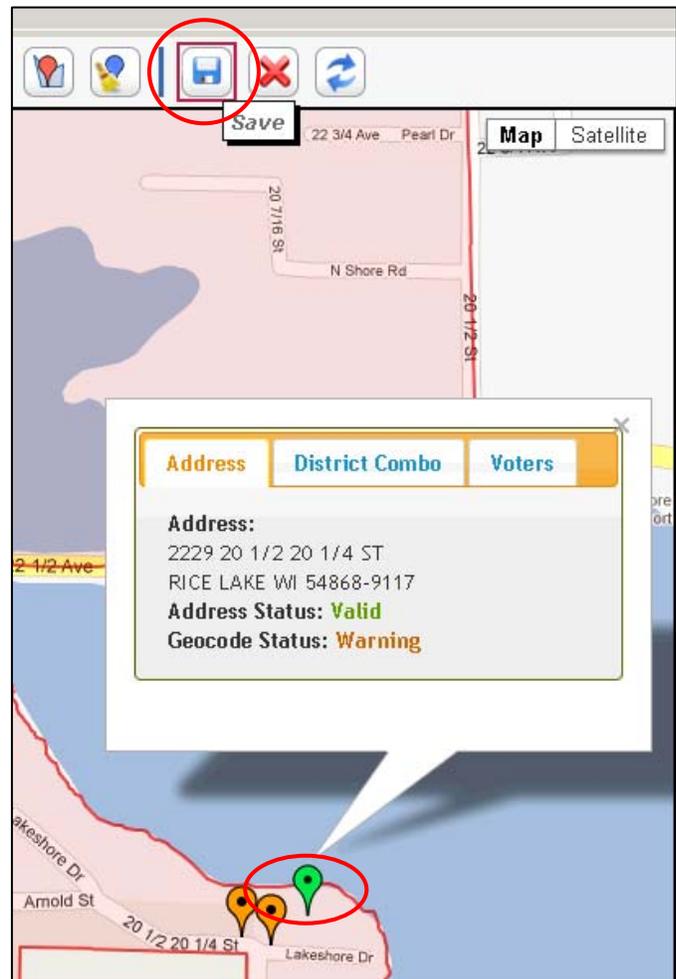


8. Right-click on a flag to show address and district information.
9. If the address belongs in this District Combo, you may **drag and drop the flag** to the correct location on the map. The flag will change from orange or red to green.
10. If the flag has been placed in the proper location, click the **Disc Icon to Save** your change.

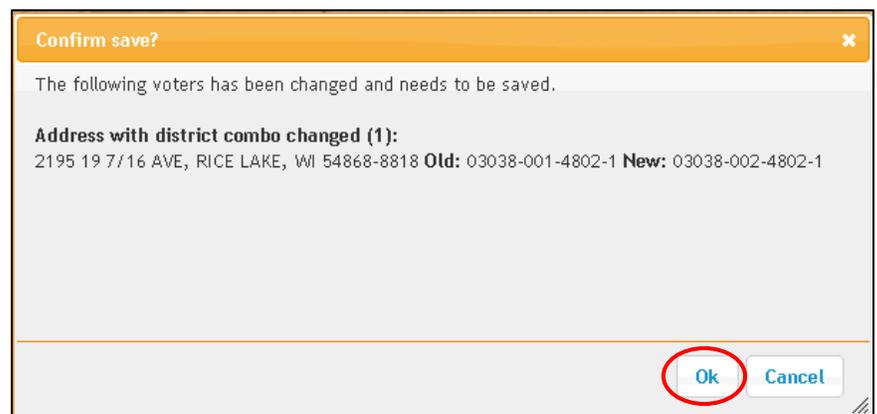


You can change multiple addresses in this screen and save them all at once.

11. If the address does not belong in this District Combo, you can click the **District Combo** tab on the information screen.
12. Click **Change District Combo** and select the correct District Combo from the dropdown list.
13. Then click **Change**.
14. Click the **Disc Icon to Save** your change.



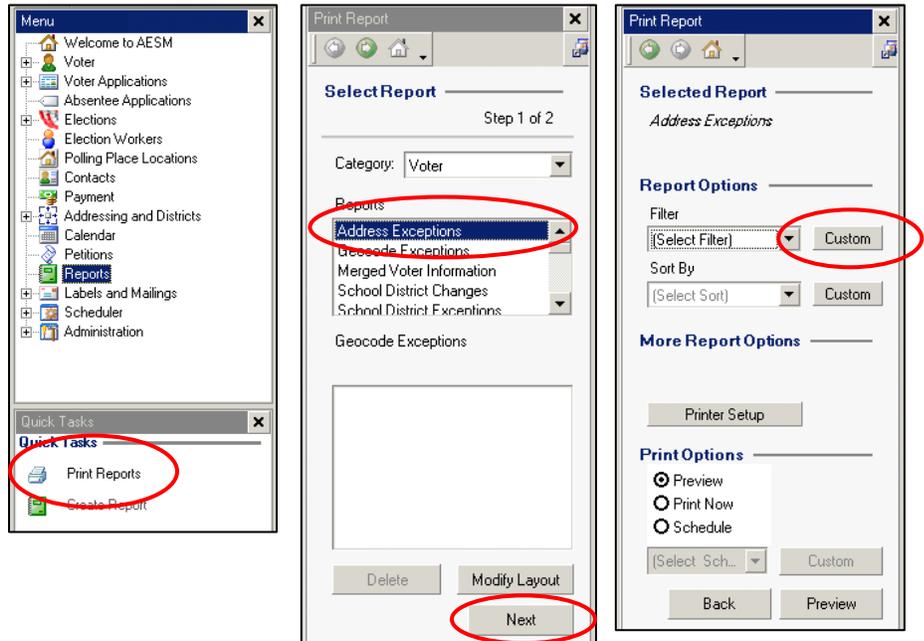
15. Whenever you **Save** a change to any addresses, you will see a confirmation screen like the one shown. Click **Ok** to confirm the changes.
16. When you have updated all of the exception flags, you should **Save and Close** the District Combo record and move on to the next District Combo.
17. When you have finished this process for all District Combos, you have fixed your geocode exceptions and may move on to address exceptions.



## The Address (Boundary) Exceptions Report

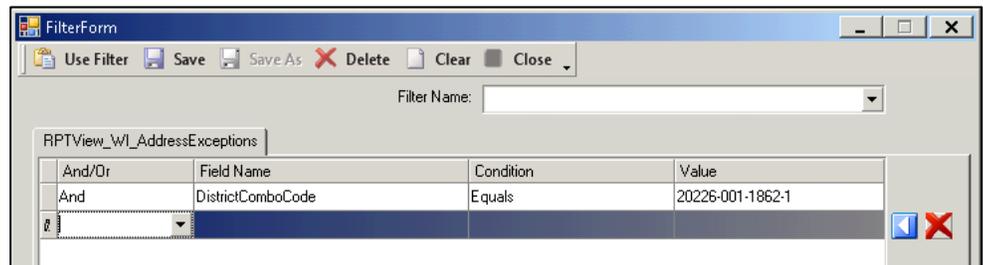
This report shows addresses that are very close to district or municipal borders. Most will be in the correct district. However, they will need to be verified and some will need to be corrected. After you have generated this report, you can verify the addresses on each street, then confirm these addresses by going to the mapping tab of the District Combo record. This report can be generated from both the municipal and county jurisdictional levels in SVRS.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Address Exceptions** from the list.
4. Click **Next**.



5. **Filter** your report.
  - a. If you want to see all of the address boundary exceptions for your entire municipality, you do not have to **Filter** this report. Because larger municipalities may have thousands of address boundary exceptions, they may want to filter for only a single ward or district combo at a time. If you work for a County provider, you should look at only one municipality at a time. Make sure the **Active Jurisdiction** is set to the correct Relier municipality before you run this report.
  - b. If you wish to filter this report, click the **Custom** button next to the **Filter** drop-down list.
  - c. Enter the filter shown (with the correct district combo code) to see one district combo's address boundary exceptions.

- d. (Optional) If you have multiple school districts in a ward, and you want to see the entire ward at once, enter **And; DistrictComboCode; Equals;** and the first 8 digits of the District Combo Code followed by an asterisk (like 20226-001\*).



And/Or	Field Name	Condition	Value
And	DistrictComboCode	Equals	20226-001-1862-1

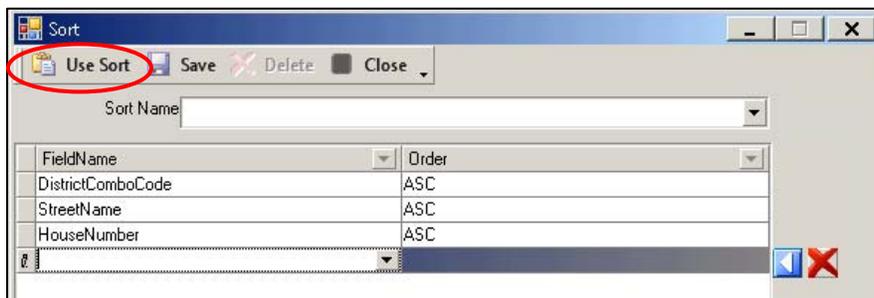
- e. Click **Use Filter**.



*For directions on how to save filters and sorts for future use, see the [Reports](#) chapter.*

6. **Sort** your report.
  - a. Click the **Custom** button next to the **Sort By** drop-down list.

- b. Copy the **Sort** displayed. Note that using the **DistrictComboCode** field on the first line will sort the report first by ward, then by address. You may omit this line if you have a small municipality, or if you already filtered for just one district combo or ward.



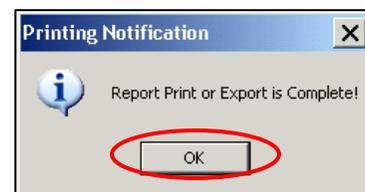
- c. Click **Use Sort**.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

8. Click the **Print Now** radio button.

9. Click the **Print** button.

10. The **Print or Export is Complete!** dialog box will open. Click **OK**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the **Address Exception** report is shown.

Note that by each address, the distance to the border is listed in feet. Generally, the smaller the distance to the border, the more likely it is that there is an error. You can also see the number of voters at each address.

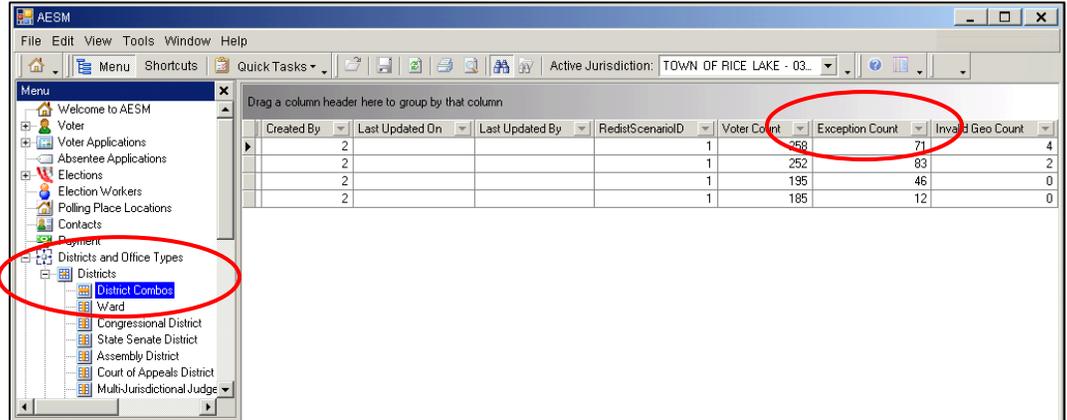
You can use this report to check street by street – first verifying that the street is in the correct ward. If the street is a border between wards, you can verify that even numbers are all placed in one ward, and odd numbers are all placed in another.

	A	B	C	D	E	F	G	H	I	J	K	L
		Address	City, State, Zip	Distance (ft)	Status	District Combo	Jurisdiction				Voter Count	
1		1504 RIDGEWAY DR	DE PERE WI 54115-3606	0.303843203	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				2	
2		1520 RIDGEWAY DR	DE PERE WI 54115-3606	0.330776202	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
3		1522 RIDGEWAY DR	DE PERE WI 54115-3606	0.342509481	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				2	
4		1605 RIDGEWAY DR	DE PERE WI 54115-3607	24.41147979	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
5		1625 RIDGEWAY DR	DE PERE WI 54115-3607	0.716618724	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
6		1627 RIDGEWAY DR	DE PERE WI 54115-3607	0.746377815	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				2	
7		1626 RIDGEWAY DR	DE PERE WI 54115-3608	0.746377815	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
8												

To fix any addresses that are in an incorrect ward, you can go to the District Combo mapping screen, and move one or more address flags to the correct spot, as described below. Fixing these exceptions one by one by updating the district combo in the voter's address will work, but will usually take much longer.

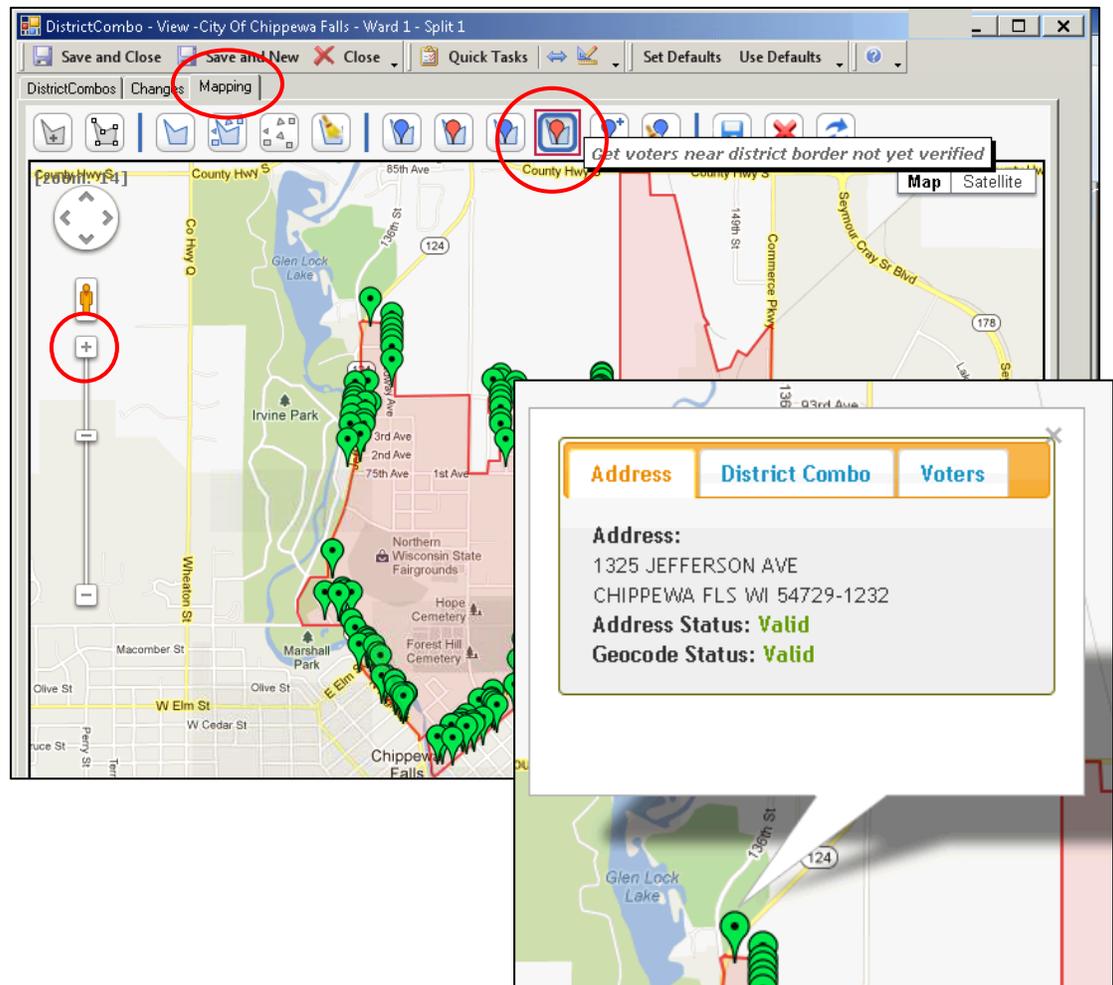
## Check and fix Address Exceptions from the District Combo screen:

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The District Combos in your municipality will be shown in the grid on the right.



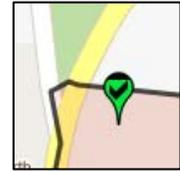
4. Use the bottom scroll bar to move to the right. The second to last column displayed is the **Exception Count** column.
5. Double-click to open the **District Combo** record.

6. Click on the **Mapping** tab.
7. Click the Icon with the Red Flag labeled **“Get voters near district border not yet verified.”** Green and orange flags will appear to show addresses within 50 meters of a district combo boundary.
8. Right-click on a flag to show address and district information.
9. Click the plus to zoom in (so the flags are further apart and you can select them more easily).

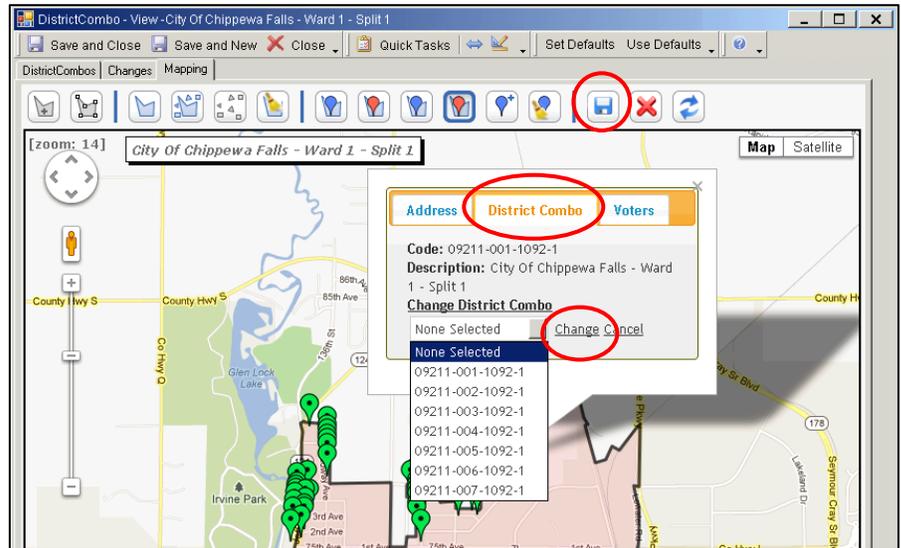


10. You may verify the address in one of four ways:

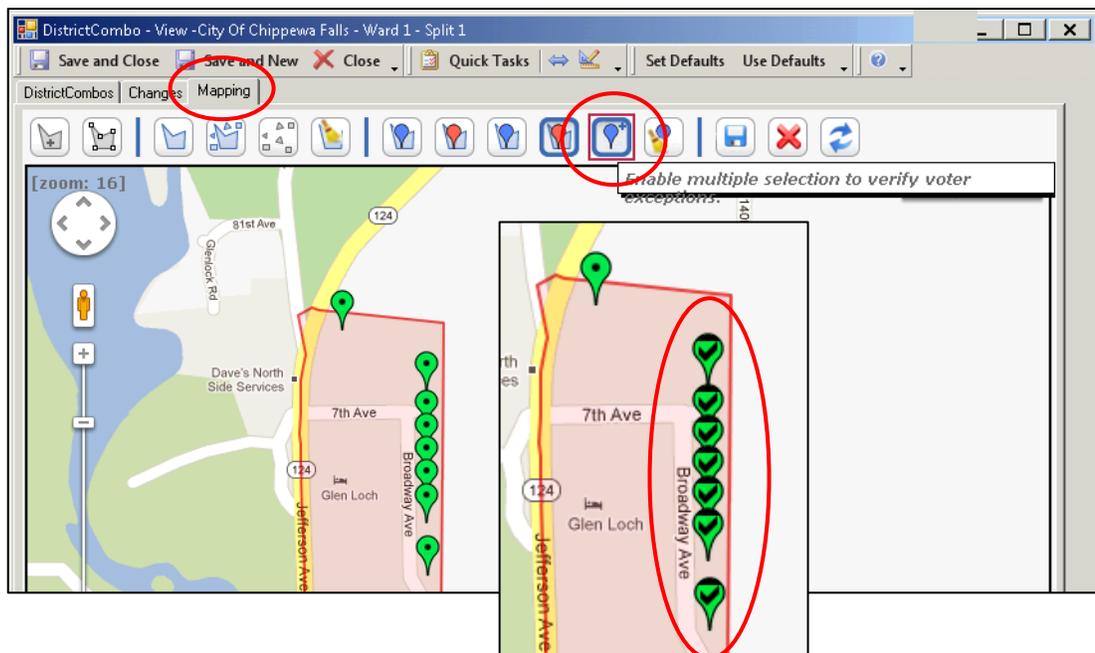
- a. If the address flag is in the wrong place, you may **drag and drop the flag** to the correct location on the map. The address flag will get a black “hat”, and will show a checkmark. Skip to **step 12** to save.
- b. If several addresses are in the correct location, but the wrong district, (because the map lines are wrong), you may **right-click on each address flag** to open the info screen.



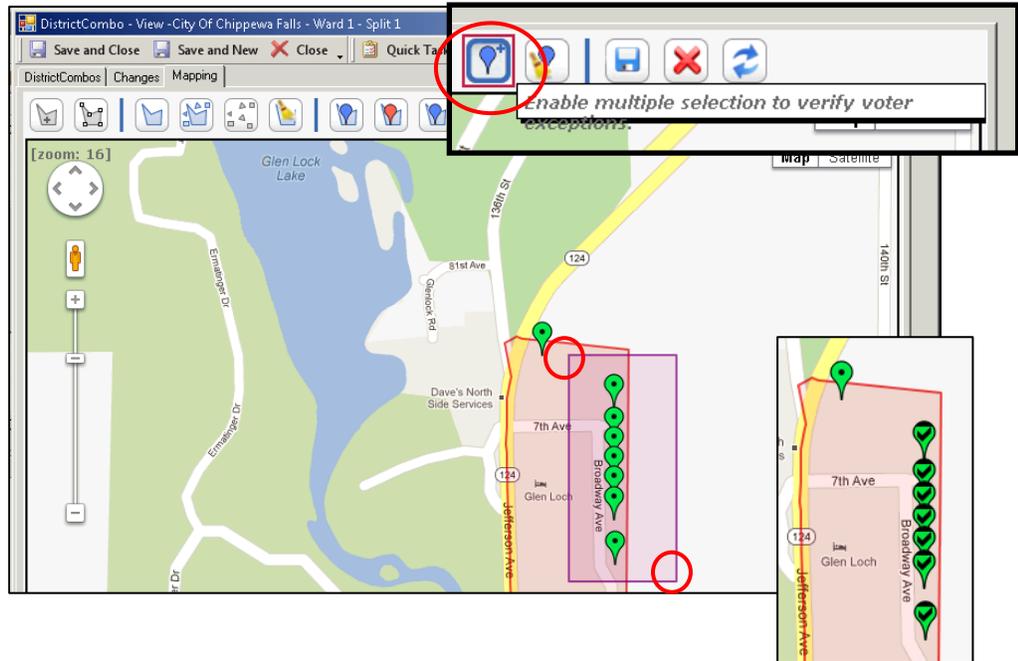
- i. Click on the **District Combo** tab.
- ii. Click **Change District Combo**.
- iii. **Click the gray button** at the right to open the dropdown list.
- iv. Select the correct district combo from the dropdown.
- v. Click **Change**.
- vi. Repeat as necessary. After you have changed several addresses, click the **Disc Icon** to save.



- c. If the address is in the right place, you may click the icon showing a **Blue Flag with a plus sign**. If you hover over this button, it will say “**Enable multiple selection to verify voter**.” Then left-click on each address you want to verify. Each address flag will show a checkmark. In the example shown, I have checked the Address Exceptions report for Broadway Ave, and verified that every address is correctly placed in Ward 1. I can click all seven addresses to verify them at once.



- d. If the addresses are in the right place, you may also select an area to verify, rather than clicking on each address flag. First click on the icon showing a **Blue Flag with a plus sign**. Then left-click on the place where you want to start your rectangle. Move the mouse and left-click again when the purple box covers just the addresses you want to verify. Once you left-click again, the addresses flags will display checkmarks to show that they have been verified.

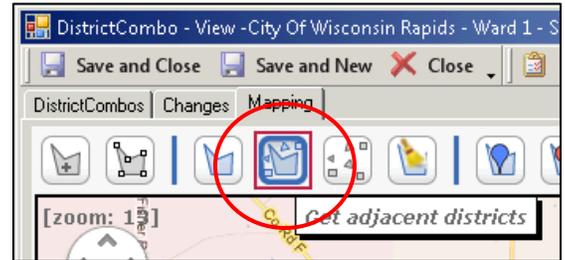


11. You may also move address flags into neighboring district combos (within your municipality only), if that is where the address is really located. Once you save and close, the address will be moved to the correct district combo. If you try to move an address flag outside of your municipality, the address will be given no district combination and the voter(s) will not show up on the poll list. However, if your municipal boundaries are incorrect on the map, you may place the address flag in the correct location on the map, but you must then manually assign a district combo in the voter record.

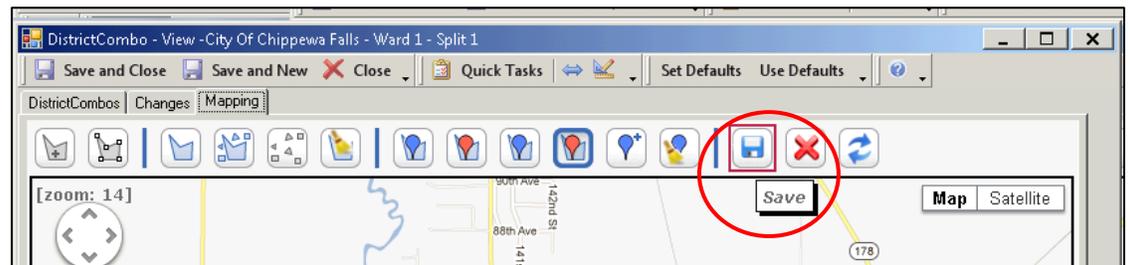
If an address is in the correct location on the map, but the district combo is wrong, you should not move the address flag. Instead you must manually reassign the district combo code in the voter record or on the map screen.



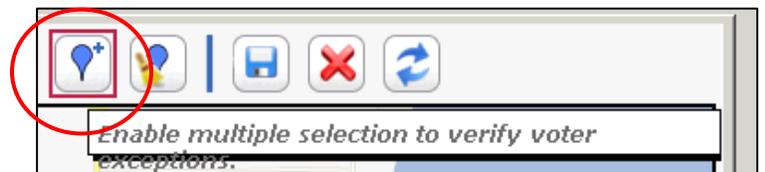
Click the icon to “Get adjacent districts” if you would like to see the district combos surrounding the one you’re working with. This will show not only other wards in your municipality, but also other district combos in neighboring municipalities.



12. Once you have changed the desired addresses, click the **Disc Icon** to **Save** your change. Do not use the Save and Close button in the upper left corner. This will not save your changes.



The **Save** button will turn gray after you click on it. If you click the blue address flag with the plus beside it, that says “**Enable multiple selection to verify voter**” then the **Save** button will become active again.



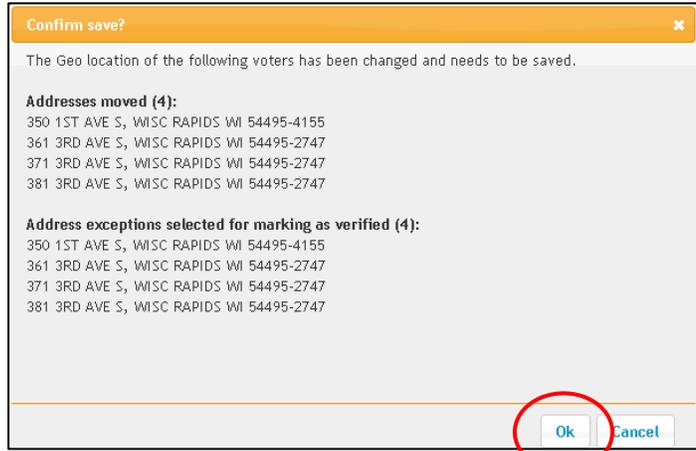


Save small groups of updated addresses, rather than larger groups. If you try to validate too many addresses at once, you may get a “time out” error and lose some of your work. If this happens, close the mapping screen and reopen it to see how many addresses have been verified.

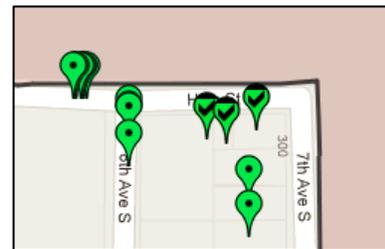
13. A Save Dialog box will appear. Verify the addresses location and districts for the listed addresses by pressing **Ok**.



The updated addresses will disappear from the district combo map, leaving only addresses that you have not yet verified.



Note that many of the address flags you see from the current district combo map will actually belong in neighboring districts. For example, the map at the right is Ward 1 in the City of Wisconsin Rapids, and shows the border between Ward 1 (in pink) and Ward 5 (in gray). The three checked addresses belong in Ward 5, but they can be verified from the Ward 1 map to save work later.

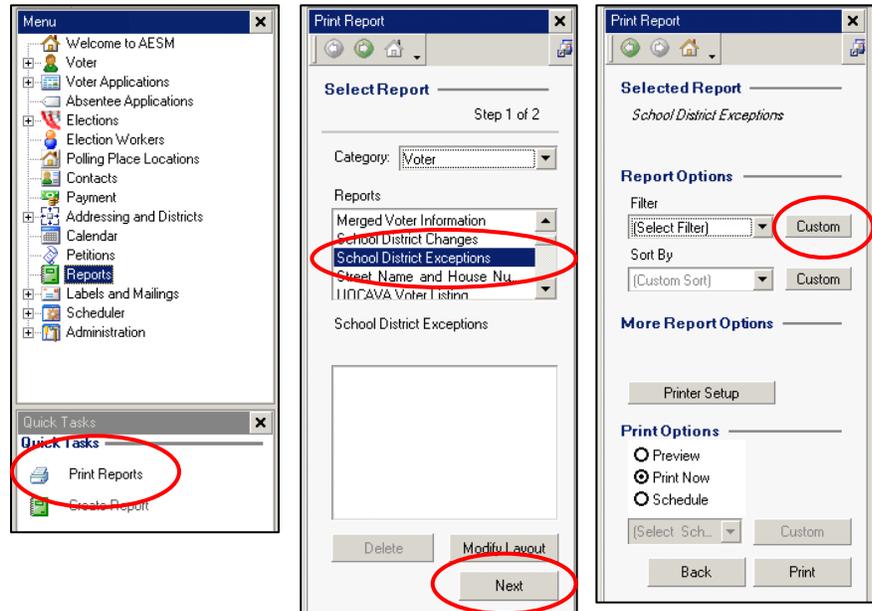


14. When you have updated all of the address exception flags, you should **Save and Close** the **District Combo** record and move on to the next **District Combo**.
15. When you have finished this process for all District Combos, you have fixed your address exceptions and may move on to school district exceptions.

## The School District Exceptions Report

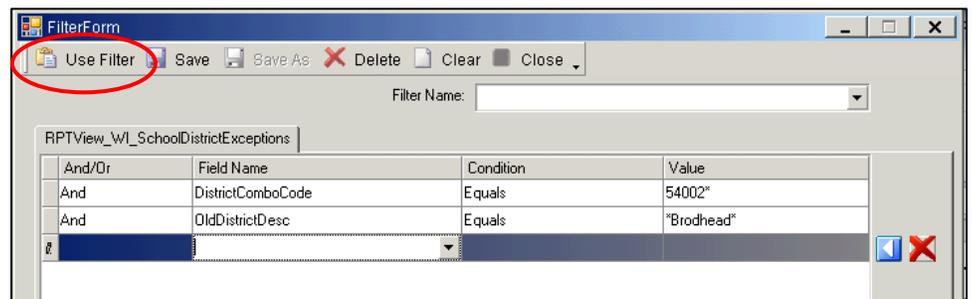
This report can be generated from both the municipal and county jurisdictional levels in SVRS. It will show addresses and voters that were previously in one school district in SVRS, but who have changed to a new school district during the redistricting process. Note that redistricting does not affect school district lines, so ideally no voters should change school districts. However, the new school district maps are not perfect, and voters near the border may be placed in the wrong district. Most listed voters will need to have their address manually districted to the old school district. A few voters may have been in the wrong school district before, and their new school district is the correct one. For those voters, no action is required, but it is a good idea to inform the voter of the change before the next school district election.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **School District Exceptions** from the list.
4. Click **Next**.



5. (Optional) **Filter** your report.
  - a. If you wish to filter this report, click the **Custom** button next to the **Filter** drop-down list. If you do not filter, you will see all voters whose school districts have changed on the new maps in SVRS.

- b. If you wish to filter for an entire municipality, enter **And, DistrictComboCode, Equals**, and the hindi number followed by an asterisk. In the example, **54002\*** will bring up every exception in the Town of Avon in Rock County. **54002-001\*** would bring up exceptions, but only in Ward 1.



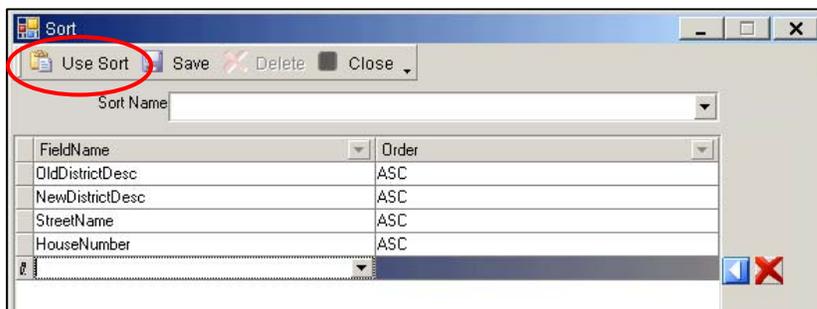
- c. If you wish to filter by the School District, enter **And, OldDistrictDesc, Equals**, and the name of the school district with an asterisk on either side (the example **\*Brodhead\*** will pull records for the School District of Brodhead or Brodhead School District).
- d. Click **Use Filter**.



For directions on how to save filters and sorts for future use, see the [Reports](#) chapter.

6. **Sort** your report.
  - a. Click the **Custom** button next to the **Sort By** drop-down list.

- b. Copy the **Sort** displayed. This will put the report in order by the previous school district, then the current school district, then the **Street Name** and **House Number**. This should group addresses geographically so they can be verified together.



- c. Click **Use Sort**.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

8. Click the **Print Now** radio button.

9. Click the **Print** button.

10. The **Print or Export is Complete!** dialog box will open. Click **OK**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the **School District Exceptions** report is shown.

In the example shown, one apartment complex has been placed in the Oregon School District, even though it used to be in the Madison Metropolitan School District. The clerk should verify which school district is correct for that location (when in doubt, check with the tax assessor). If the old district is correct, the clerk must go into every voter record and manually district their address to the correct district combo.

	Old District	New District	Address	City	Last Name	First Name	District Combo
1							
2							
3							
4	Madison Metropolitan	Oregon	10 S GARDENS WAY	FITCHBURG WI 53711-	SCHAALMA	MARY ANN	13225-014-4144-1
5	Madison Metropolitan	Oregon	11 N GARDENS WAY	FITCHBURG WI 53711	THAKKAR	RESHNA	13225-014-4144-1
6	Madison Metropolitan	Oregon	11 S GARDENS WAY	FITCHBURG WI 53711-	MATTES	THEODORE	13225-014-4144-1
7	Madison Metropolitan	Oregon	12 S GARDENS WAY	FITCHBURG WI 53711-	DARR	PAULA	13225-014-4144-1
8	Madison Metropolitan	Oregon	12 S GARDENS WAY	FITCHBURG WI 53711-	GARDNER	ANDREW	13225-014-4144-1
9	Madison Metropolitan	Oregon	13 S GARDENS WAY	FITCHBURG WI 53711-	PATTERSON	EMILY	13225-014-4144-1
10	Madison Metropolitan	Oregon	13 S GARDENS WAY	FITCHBURG WI 53711-	PATTERSON	NATHAN	13225-014-4144-1
11	Madison Metropolitan	Oregon	13 S GARDENS WAY	FITCHBURG WI 53711-	RAVEN	JANIELLE	13225-014-4144-1
12	Madison Metropolitan	Oregon	14 S GARDENS WAY	FITCHBURG WI 53711-	SCHULZ	JILL	13225-014-4144-1
13	Madison Metropolitan	Oregon	14 S GARDENS WAY	FITCHBURG WI 53711-	SCHULZ	KIRK	13225-014-4144-1
14	Madison Metropolitan	Oregon	15 S GARDENS WAY	FITCHBURG WI 53711-	WICK	ANDREA	13225-014-4144-1
15	Madison Metropolitan	Oregon	16 S GARDENS WAY	FITCHBURG WI 53711-	WALSH	KRISTINA	13225-014-4144-1

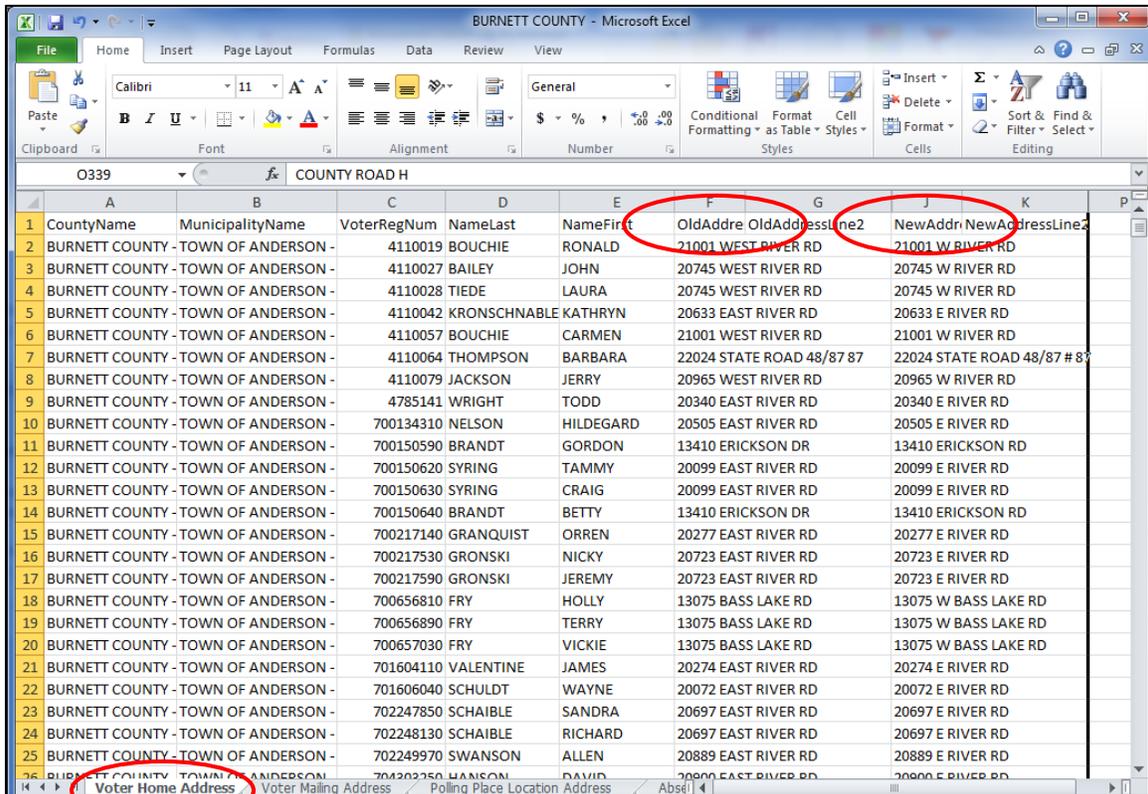


If you are missing a district combo for that ward and school district, so you can't put voters into the correct school district, you must contact the G.A.B. for help. If there are very large numbers of voters in the wrong district, you should check with the G.A.B. to see if it's possible to fix the map lines.

## The Address Conversion Changes Report

During the redistricting process, addresses in SVRS were verified by United States Post Office software, and many addresses were updated. In most cases, the new addresses are correct, but any changes should be double checked for accuracy. Only addresses that were changed in some way will show up on the reports – if an addresses did not change, it will not be included.

This report will not be run out of SVRS. Instead, the G.A.B. will distribute spreadsheets to all clerks showing addresses that have been changed. The spreadsheet will have multiple tabs covering different addresses in SVRS, including voter home addresses, voter mailing addresses, and absentee addresses. If an address appears on the spreadsheet, it just means that something has changed, but the updated address may be correct. If you locate an incorrect address, please correct it in the appropriate record.



	A	B	C	D	E	F	G	H	I	J	K
	CountyName	MunicipalityName	VoterRegNum	NameLast	NameFirst	OldAddress	OldAddressLine2		NewAddr	NewAddressLine2	
1	BURNETT COUNTY	TOWN OF ANDERSON	4110019	BOUCHIE	RONALD	21001 WEST RIVER RD			21001 W RIVER RD		
2	BURNETT COUNTY	TOWN OF ANDERSON	4110027	BAILEY	JOHN	20745 WEST RIVER RD			20745 W RIVER RD		
3	BURNETT COUNTY	TOWN OF ANDERSON	4110028	TIEDE	LAURA	20745 WEST RIVER RD			20745 W RIVER RD		
4	BURNETT COUNTY	TOWN OF ANDERSON	4110042	KRONSCHNABLE	KATHRYN	20633 EAST RIVER RD			20633 E RIVER RD		
5	BURNETT COUNTY	TOWN OF ANDERSON	4110057	BOUCHIE	CARMEN	21001 WEST RIVER RD			21001 W RIVER RD		
6	BURNETT COUNTY	TOWN OF ANDERSON	4110064	THOMPSON	BARBARA	22024 STATE ROAD 48/87 87			22024 STATE ROAD 48/87 # 87		
7	BURNETT COUNTY	TOWN OF ANDERSON	4110079	JACKSON	JERRY	20965 WEST RIVER RD			20965 W RIVER RD		
8	BURNETT COUNTY	TOWN OF ANDERSON	4785141	WRIGHT	TODD	20340 EAST RIVER RD			20340 E RIVER RD		
9	BURNETT COUNTY	TOWN OF ANDERSON	700134310	NELSON	HILDEGARD	20505 EAST RIVER RD			20505 E RIVER RD		
10	BURNETT COUNTY	TOWN OF ANDERSON	700150590	BRANDT	GORDON	13410 ERICKSON DR			13410 ERICKSON RD		
11	BURNETT COUNTY	TOWN OF ANDERSON	700150620	SYRING	TAMMY	20099 EAST RIVER RD			20099 E RIVER RD		
12	BURNETT COUNTY	TOWN OF ANDERSON	700150630	SYRING	CRAIG	20099 EAST RIVER RD			20099 E RIVER RD		
13	BURNETT COUNTY	TOWN OF ANDERSON	700150640	BRANDT	BETTY	13410 ERICKSON DR			13410 ERICKSON RD		
14	BURNETT COUNTY	TOWN OF ANDERSON	700217140	GRANQUIST	ORREN	20277 EAST RIVER RD			20277 E RIVER RD		
15	BURNETT COUNTY	TOWN OF ANDERSON	700217530	GRONSKI	NICKY	20723 EAST RIVER RD			20723 E RIVER RD		
16	BURNETT COUNTY	TOWN OF ANDERSON	700217590	GRONSKI	JEREMY	20723 EAST RIVER RD			20723 E RIVER RD		
17	BURNETT COUNTY	TOWN OF ANDERSON	700656810	FRY	HOLLY	13075 BASS LAKE RD			13075 W BASS LAKE RD		
18	BURNETT COUNTY	TOWN OF ANDERSON	700656890	FRY	TERRY	13075 BASS LAKE RD			13075 W BASS LAKE RD		
19	BURNETT COUNTY	TOWN OF ANDERSON	700657030	FRY	VICKIE	13075 BASS LAKE RD			13075 W BASS LAKE RD		
20	BURNETT COUNTY	TOWN OF ANDERSON	701604110	VALENTINE	JAMES	20274 EAST RIVER RD			20274 E RIVER RD		
21	BURNETT COUNTY	TOWN OF ANDERSON	701606040	SCHULDT	WAYNE	20072 EAST RIVER RD			20072 E RIVER RD		
22	BURNETT COUNTY	TOWN OF ANDERSON	702247850	SCHAIBLE	SANDRA	20697 EAST RIVER RD			20697 E RIVER RD		
23	BURNETT COUNTY	TOWN OF ANDERSON	702248130	SCHAIBLE	RICHARD	20697 EAST RIVER RD			20697 E RIVER RD		
24	BURNETT COUNTY	TOWN OF ANDERSON	702249970	SWANSON	ALLEN	20889 EAST RIVER RD			20889 E RIVER RD		
25	BURNETT COUNTY	TOWN OF ANDERSON	704222750	SWANSON	DAVID	20890 EAST RIVER RD			20890 E RIVER RD		

A checklist for verifying converted addresses:

1. Verify all Polling Place Location Addresses.
  - A. Click on the **Polling Place Location Addresses** tab of the spreadsheet and follow the steps above to identify Polling Place addresses that have been changed.
  - B. If the new address is incorrect, you must fix it from the Polling Place Locations node in the main menu. Search for and open the polling place record, then correct the address. You do not need to validate an absentee mailing address (the red circle is ok).

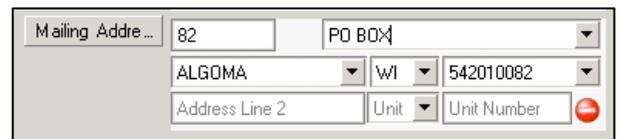
### 2. Verify all Voter Home Addresses.

- C. Compare the old address and the new address in the **Voter Home Address** tab of the spreadsheet.
- D. Some common reasons an address may be changed, but may still be correct:
  - 1. The word “East” or “West” has been changed to an “E” or a “W”.
  - 2. The “N” or “S”, “E” or “W” has been added or removed to match the Post Office’s name for that street.
  - 3. The Street Type has changed, for example DR (drive) is now RD (road), again to match the Post Office’s name for that street.
  - 4. A half or letter has been combined with the street number.
- E. Please double check all “State Road” or “State Highway” addresses on this list to make sure the Highway number didn’t get moved into the apartment number field.
- F. If the new address is correct, you don’t have to do anything.
- G. If the new address is incorrect, you must go to the voter record and update the **Home Address** field. Please make sure that the address is districted correctly (you see a green checkbox or pencil, and the district combo shows the correct ward and school district).

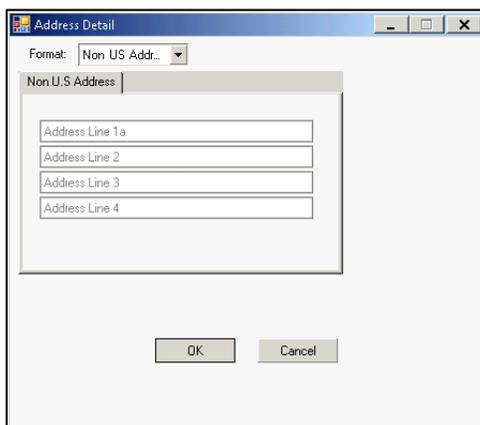
### 3. Verify all Voter Mailing Addresses.

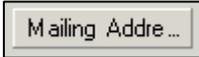
- H. Click on the **Voter Mailing Address** tab of the spreadsheet and follow the steps above to identify mailing addresses that have been changed.
- I. If the new address is incorrect, you must go to the voter record and update the **Mailing Address** field. You do not need to validate a mailing address (the red circle is ok).
- J. Some common issues with mailing addresses:

- 5. PO Box addresses show the PO Box number first in the **Mailing Address** field, but will print in the correct order on voter mailings and absentee ballot labels. You do not have to try to correct these addresses.



- 6. If you need to add information to the mailing address, you can add it to the **Address Line 2** field, and it will show up after the house number and street name information.
- 7. If you want to add information to the mailing address, and need it to show up before the house number and street name (usually for “care of” or the name of an organization):



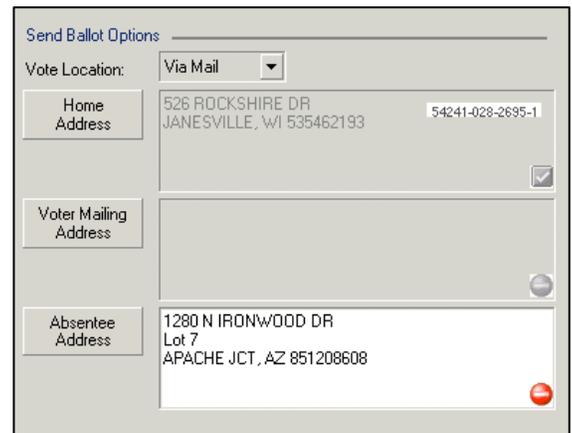
- a. Click the **Mailing Address** button in the voter record. The **Address Detail** screen will open. 
- b. Change the **Format** to **Non US Address**.
- c. Enter the correct address. Any format will be accepted.
- d. Click **OK**.
- e. **Save and Close** the voter record.

4. Verify all Absentee Addresses. (This is only necessary if you use SVRS for absentee).
  - K. Click on the **Absentee App Mailing Address** tab of the spreadsheet and follow the steps above to identify absentee addresses that have been changed.
  - L. If the new address is incorrect, you must fix it from the main Absentee Applications node, or the Absentee Applications node underneath a current election. Search for and open the absentee application record. You do not need to validate an absentee mailing address (the red circle is ok).

- M. If the new address is incorrect, you must go to the voter record and update the **Mailing Address** field. You do not need to validate a mailing address (the red circle is ok).

- N. Some common issues with absentee addresses:

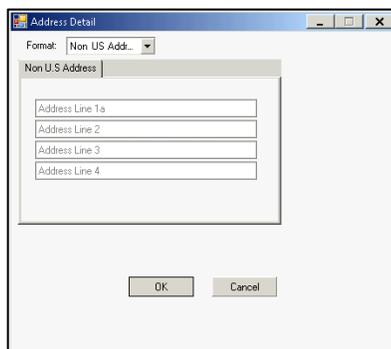
8. Note that the **Home Address** and the **Voter Mailing Address** cannot be edited from the absentee application. You must click the **Go to Voter** button and change those addresses in the **Voter** record if they are incorrect.



9. If you need to add information to the absentee address, you can add it to the **Address Line 2** field, and it will show up after the house number and street name information.



10. If you want to add information to the absentee address, and need it to show up before the house number and street name (usually for “care of” or the name of an organization), or for international addresses:



- a. Click the **Absentee Address** button. The **Address Detail** screen will open.
- b. Change the **Format** to **Non US Address**.
- c. Enter the correct address. Any format will be accepted.
- d. Click **OK**.
- e. Click **Quick Tasks** and **Process** the absentee application as **Approved**.



*As of 1/9/2012, there is a problem saving brand new absentee addresses in absentee application. When first adding an absentee address, please do not open the Address Detail screen. Add the address directly in the absentee application screen. After processing the application, please open the record again and verify that the absentee address has been saved. For international addresses, you may have to add an incorrect absentee address, process the application, then open up the **Address Detail** screen, select **Non US Address**, and change the address to the correct value. Only brand new absentee addresses seem to have this problem, updating an absentee address should work correctly.*

## Generate the Voter Redistricting Trifold Mailing



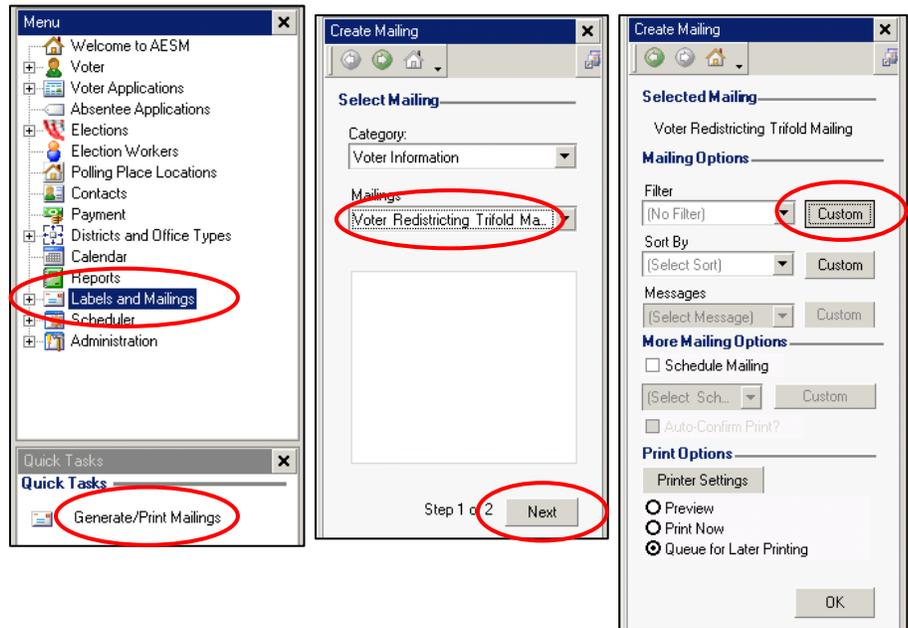
It is a good business practice to send a notice to voters whose polling places or districts have changed because of redistricting. This is not required by law, so it is up to the discretion of the clerk. The G.A.B. has created a mailing, called the Voter Redistricting Trifold Mailing, for clerks to send to affected voters. It is a letter meant to fit into a windowed envelope. If you wish to send a postcard instead, see the directions in the next section.



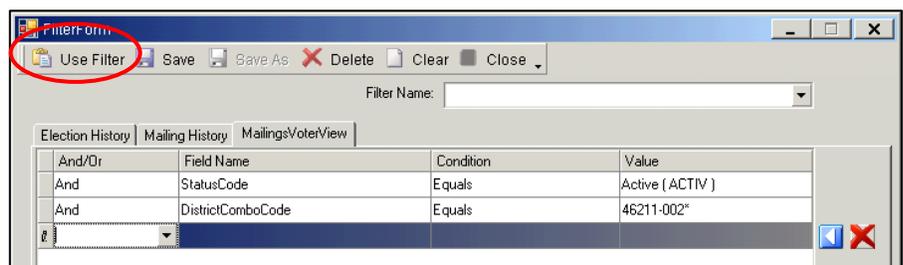
In the following example, you must create a letter for a ward or entire municipality. Since there are over 1,000 voters, you cannot use the data grid. Instead you will use the **Labels and Mailings** node. If wish to send the letters to under 1,000 voters, you can search for all of those voters in the voter search grid, select them all, and choose the **Send Mailings** quick task. Then follow the directions below, starting on Step 3.



Before you print this mailing, make sure all data cleanup is finished. Voters with no district combo will not show up on this report, and voters in the wrong districts will get incorrect information.



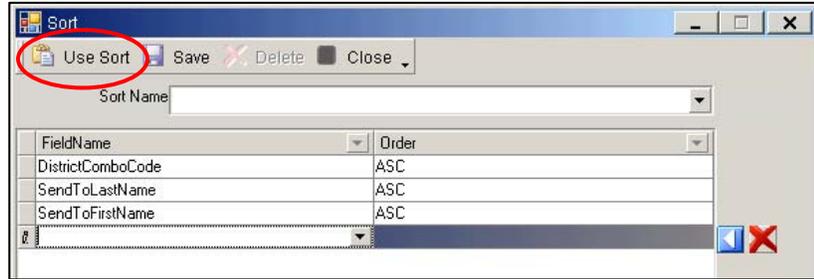
1. Click on the **Labels and Mailings** node.
2. Click on the **Generate/Print Mailings** Quick Task.
3. Choose the mailing **Category**. In this example, you will choose **Voter Information**.
4. Select **Voter Redistricting Trifold Mailing** from the dropdown list.
5. Click **Next** to continue. The **Create Mailing** task pane will appear.
6. **Filter** your mailing:
  - a. Click the **Custom** button next to the **Filter** drop down.
  - b. Copy the filter displayed below. This will produce a label only for **Active** voters in **Ward 2** in the City of Cedarburg. *Note for the district combo code, use your own municipality's distict combo code. 46211-002\* is used as an example. 46211 represents the municipality's hindi, and -002\* represents all voters in ward 2.*
  - c. If you want to print letters for active voters for the entire municipality, omit the second line.
  - d. Click **Use Filter**.



7. **Sort** your mailing:

a. Click the **Custom** button next to the **Sort By** drop down.

b. Copy the **Sort** displayed. This will put the voters in order by district combo, then in alphabetical order by name. (If you filtered the mailing to print a single district combo, you may omit the first line.)



c. Click **Use Sort**.

8. Click the **Printer Settings** button and select a printer, or set up a file to export. Click **Save Settings** when you are done.

9. The labels can be printed now or later. Usually, you will wish to select **Print Now** and **OK**. You will see a dialog box telling you that your mailing has been marked as printed.



A sample of this letter is displayed. Note that it lists the **Municipality, Ward, Aldermanic District (if any), County Supervisory, Assembly, State Senate, and Congressional District**. If the voter lives in a school district with a separate elementary school board and union high school board, both school districts will be shown.



Make sure that you have updated the **Normal Polling Place Location** in the **Ward Detail** record before you run these letters. See the **Polling Places** chapter of the **SVRS Manual** for directions.

<p>ADAMS, GLADYS E W78N675 WAUWATOSA RD CEDARBURG, WI 53012-1708</p>	<p>Voter Number: 0014000330  9814283</p>																														
<p>January 26, 2012</p> <p>Dear Gladys E Adams,</p> <p><b>This official letter from the City Of Cedarburg concerns your voting district information and polling location. Please read this letter carefully.</b></p> <p>Due to redistricting your district information may have changed. Please review your districts and your polling location listed below:</p>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Your District Information:</th> </tr> <tr> <td style="padding: 2px;">Municipality and Ward:</td> <td style="padding: 2px;">City Of Cedarburg - Ward 2</td> </tr> <tr> <td style="padding: 2px;">Aldermanic District:</td> <td style="padding: 2px;">Aldermanic District - 2</td> </tr> <tr> <td style="padding: 2px;">County Supervisor:</td> <td style="padding: 2px;">County Supervisory - District 17</td> </tr> <tr> <td style="padding: 2px;">Assembly:</td> <td style="padding: 2px;">Assembly - District 60</td> </tr> <tr> <td style="padding: 2px;">State Senate:</td> <td style="padding: 2px;">State Senate - District 20</td> </tr> <tr> <td style="padding: 2px;">Congressional:</td> <td style="padding: 2px;">Congressional - District 6</td> </tr> <tr> <td style="padding: 2px;">School District:</td> <td style="padding: 2px;">Cedarburg</td> </tr> </table>	Your District Information:		Municipality and Ward:	City Of Cedarburg - Ward 2	Aldermanic District:	Aldermanic District - 2	County Supervisor:	County Supervisory - District 17	Assembly:	Assembly - District 60	State Senate:	State Senate - District 20	Congressional:	Congressional - District 6	School District:	Cedarburg	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Your Polling Place Location Information:</th> </tr> <tr> <td colspan="2" style="padding: 2px; font-size: small;">(Note: Polling Place Locations can change from election to election. For the most up to date information check vpa.wi.gov)</td> </tr> <tr> <td style="padding: 2px;">Name:</td> <td style="padding: 2px;">Community Center Gym</td> </tr> <tr> <td style="padding: 2px;">Address:</td> <td style="padding: 2px;">W63N641 WASHINGTON AVE</td> </tr> <tr> <td style="padding: 2px;">Unit:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">City, State, Zip:</td> <td style="padding: 2px;">Cedarburg, WI 530121945</td> </tr> <tr> <td style="padding: 2px;">Poll Hours:</td> <td style="padding: 2px;">07:00 AM to 08:00 PM</td> </tr> </table>	Your Polling Place Location Information:		(Note: Polling Place Locations can change from election to election. For the most up to date information check vpa.wi.gov)		Name:	Community Center Gym	Address:	W63N641 WASHINGTON AVE	Unit:		City, State, Zip:	Cedarburg, WI 530121945	Poll Hours:	07:00 AM to 08:00 PM
Your District Information:																															
Municipality and Ward:	City Of Cedarburg - Ward 2																														
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City, State, Zip:	Cedarburg, WI 530121945																														
Poll Hours:	07:00 AM to 08:00 PM																														



The bottom of the letter will show your contact information, pulled from the **Clerk Contact** and the **Municipal Contact** record in the **Jurisdictions** node of SVRS. You may temporarily change the email address or phone number before you run these letters if you want special contact information to appear. See the **Contacts** chapter of the **SVRS Manual** for help.

If you have questions, please contact your municipal clerk:

Clerk Information:  
Cynthia Bauer  
CLERK  
CITY OF ALTOONA  
PO BOX 8, 1303 LYNN AVE  
ALTOONA, WI 54720  
Phone: (715) 839-6092  
Email: CINDYB@CI.ALTOONA.WI.US

## Generate Redistricting Postcards using a Mail Merge



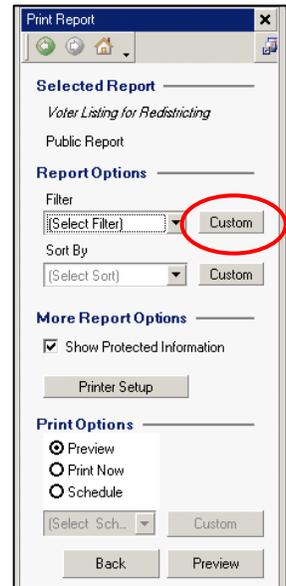
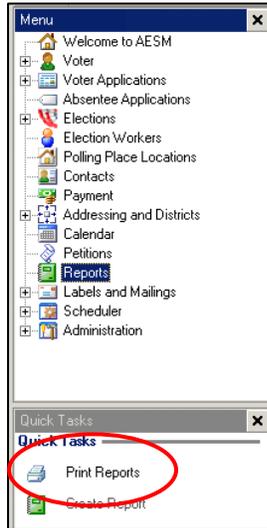
If you're looking for a more economical alternative to the trifold letter, you may choose to design your own postcard. If you run the Voter Listing for Redistricting report, you may export it to Excel format and use a mail merge to bring the correct voter, district, and polling place data into your postcard document.

### Run the Voter Listing for Redistricting Report

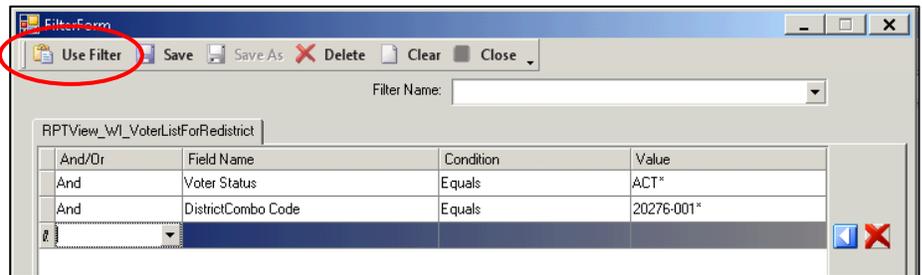
1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Voter Listing for Redistricting** from the list.
4. Click **Next**.



*Before you run this report, make sure all data cleanup is finished. Voters with no district combo will not show up on this report, and voters in the wrong districts will get incorrect information.*



5. **Filter** your report.
  - a. Click the **Custom** button next to the **Filter** drop-down list.
  - b. Copy the filter shown. The first line will limit the report to only active voters. The second line is optional. If you wish to include the entire municipality, omit the second line.



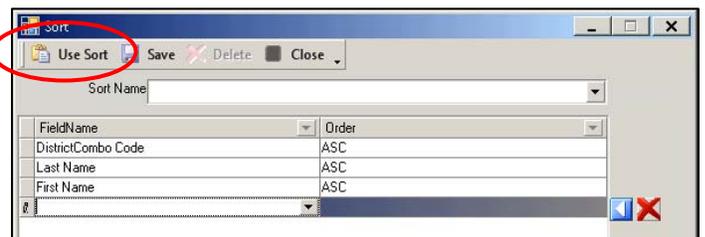
*If you wish to limit the report to only one ward, enter your hindi number and the ward, followed by an asterisk. In the example, 20276-001\* will return every voter in the **City of Ripon, Ward 1**.*

- c. Click **Use Filter**.



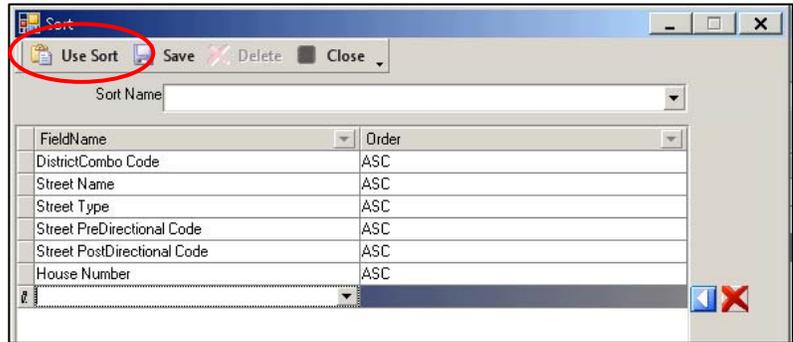
*For directions on how to save filters and sorts for future use, see the Reports chapter.*

6. **Sort** your report.
  - a. Click the **Custom** button next to the **Sort By** drop-down list.
  - b. Copy the **Sort** displayed. This will put the report in order by the district combo, then the voter's last name and first name.
  - c. Click **Use Sort**.



7. (Optional) An Alternative Sort:

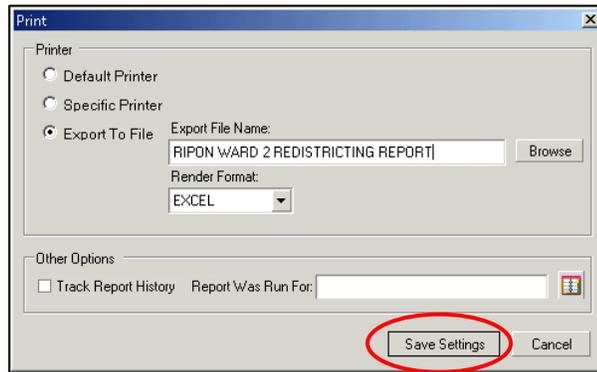
- d. Click the **Custom** button next to the **Sort By** drop-down list.
- e. Copy the **Sort** displayed. This will put the report in order by the district combo, then the voter's address. You can use this sort to verify that streets are in the correct districts.
- f. Click **Use Sort**.



8. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.



*If you are going to do a mail merge using this report, you must choose **Export To File** and make sure the **Render Format** is **Excel**. For further information on printing and exporting a report, see the [Reports](#) chapter.*

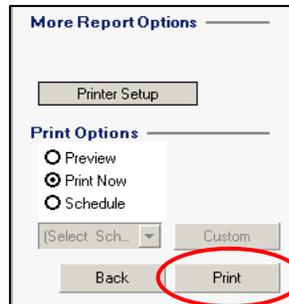


9. Click the **Print Now** radio button.

10. Click the **Print** button.

11. The **Print or Export is Complete!** dialog box will open. Click **OK**.

12. Prepare your report for merging:



A sample of the **Voter Listing for Redistricting** report is shown.

Note that the voter information, districts, and polling place information are all displayed. If you are going to merge this report into another document, you may want to use the **Find and Replace** feature in Excel to change the school district code that's provided. In the example, you might replace the **CSCH** (Common School District) number "4872" with the words "**Ripon Area**", because voters will understand that better.

	A	B	C	D	E	F	G	H	I	J	K	L	O	P	Q
1	Voter Reg	Voter Name	Address Line 1	Address Line 3	WAR	CONG	SEN	ASSM	COSUP	MUNI	AL	CSCH	Polling Place Desc	Polling Place Street Address	Polling Place City, State, Zip
2	001231218	ADAMSKI, PEGGY	501 RUSSELL DR	RIPON, WI 549711065	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
3	001231137	ADAMSKI, SYLVESTER C	501 RUSSELL DR	RIPON, WI 549711065	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
4	001230900	ALBRECHT, WILLIAM H	251 WASHINGTON ST	RIPON, WI 549711262	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
5	001231329	ALBRIGHT, GAIL A	504 RUSSELL DR APT 40	RIPON, WI 549711057	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
6	001231104	ALF, MARGARET D	504 RUSSELL DR	RIPON, WI 549711071	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
7	00570247	ANDERSON, MICHAEL J	240 WASHINGTON ST	RIPON, WI 549711242	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
8	001230901	ANTHON, BARBARA A	507 W OSHKOSH ST	RIPON, WI 549711012	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
9	001231331	AVERY, JUDITH L	50 WOLVERTON AVE	RIPON, WI 549711050	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
10	01012869	BALISTRERI, HEROME D	615 W OSHKOSH ST APT 127	RIPON, WI 549711070	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
11	001231351	BASELER, ARTHUR E	916 EUREKA ST	RIPON, WI 549711139	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
12	000903475	BASELER, MAUREEN M	916 EUREKA ST	RIPON, WI 549711139	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
13	001231332	BECKER, AARON J	597N UNION ST APT D3	RIPON, WI 54971	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
14	070149338	BEDNAREK, JAMES G	420 PEARL ST	RIPON, WI 549711231	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
15	070149345	BEDNAREK, PATRICIA A	420 PEARL ST	RIPON, WI 549711231	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312
16	001230905	BEHRENDT, HENRY N	434 HAMBURG ST	RIPON, WI 549711153	WD1	CG06	SS14	AS41	SU2	MN27	AL1	4872	CITY OF RIPON CITY HALL BUILDING	100 JACKSON ST	RIPON, WI 54971-1312

13. Create a sample postcard document to merge into:



*The sample shown gives you an example of a postcard's layout and the information that should be included.*



*You will have to create your own postcard, or have a printing company create one for you. The G.A.B. cannot create postcards for you or verify that your sample is acceptable to the post office.*

<p><b>Connie McHugh, City Clerk</b>                  PO Box 49                  Cedarburg, WI 53012-0049                  (262)375-7606                  cmchugh@ci.cedarburg.wi.us                  www.ci.cedarburg.wi.us</p>	 <p><b>Return Service Requested</b></p>	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p><b>New Polling Place Location:</b>                  «Polling_Place_Title»                  «Polling_Place_Address1»                  «Polling_Place_Address2»</p> <p><b>Poll Hours:</b> 7:00am to 8:00pm</p> <p>(Note: Polling Place Locations can change from election to election. For the most up to date information check <a href="http://vpa.wi.gov">vpa.wi.gov</a>)</p>																
<p>This is official notice of your voting district information and polling location.</p> <p>Due to redistricting your district information may have changed. Please review the districts and polling location information on this card. If you have questions, please contact your municipal clerk.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Ward:</td> <td style="width: 50%;">«WARD»</td> </tr> <tr> <td>Aldermanic:</td> <td>«ALD»</td> </tr> <tr> <td>County Supervisory:</td> <td>«COSUP»</td> </tr> <tr> <td>State Assembly:</td> <td>«ASSM»</td> </tr> <tr> <td>State Senate:</td> <td>«SEN»</td> </tr> <tr> <td>Congress:</td> <td>«CONG»</td> </tr> <tr> <td>Elem School:</td> <td>«Schl»</td> </tr> <tr> <td>High School:</td> <td>«Schl»</td> </tr> </table>		Ward:	«WARD»	Aldermanic:	«ALD»	County Supervisory:	«COSUP»	State Assembly:	«ASSM»	State Senate:	«SEN»	Congress:	«CONG»	Elem School:	«Schl»	High School:	«Schl»
Ward:	«WARD»																	
Aldermanic:	«ALD»																	
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">«Voter_Reg»</td> <td style="width: 50%;">«Voter_Name»</td> </tr> <tr> <td>«Voter_Address»</td> <td>«City_State_Zip»</td> </tr> </table>		«Voter_Reg»	«Voter_Name»	«Voter_Address»	«City_State_Zip»													
«Voter_Reg»	«Voter_Name»																	
«Voter_Address»	«City_State_Zip»																	

14. Open the report you exported above and the postcard document you created. Use the **Mail Merge** function to bring the names, addresses, districts, and polling place information from the spreadsheet into the postcard document.



*The G.A.B. only supports SVRS, not other software. If you have trouble with a mail merge, you may try the help function in your word processing program, or perhaps another person in your office can help you. If you are printing a large number of postcards, normally the printing company will be able to assist with this process. G.A.B. staff will assist with issuing the Voter Listing for Redistricting report, but not the mail merge process.*

## Use the Incident tracker to enter any problems with your districts or the software.

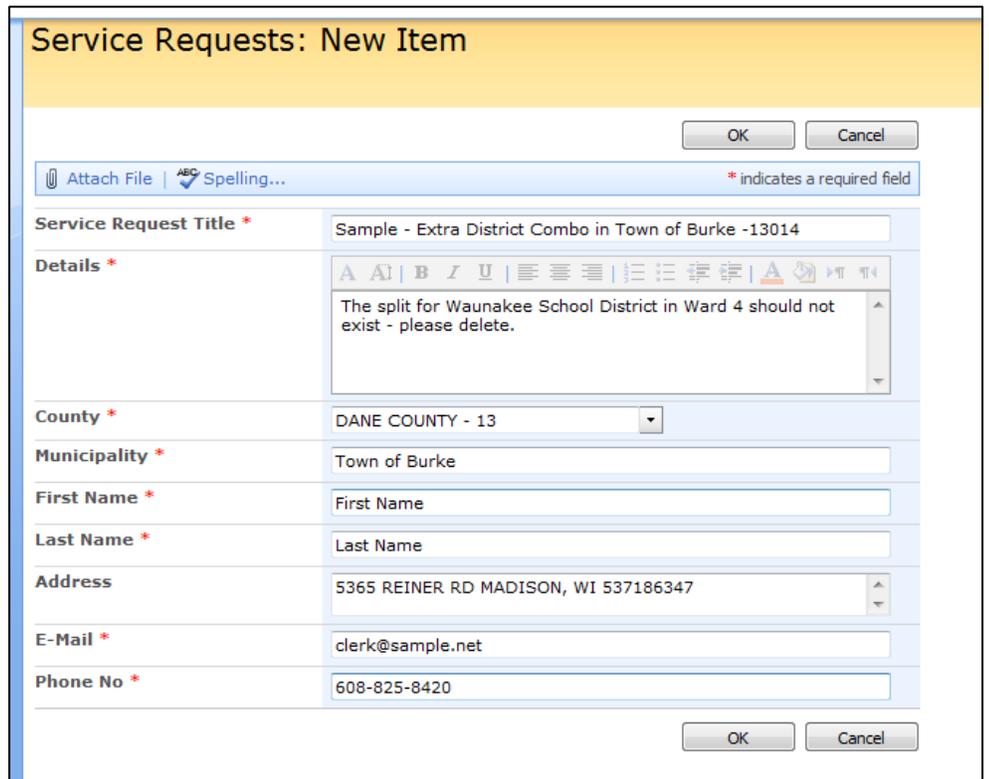
We expect G.A.B. staff to be very busy conducting trainings and answering clerk questions. If you have an error, please report it through our special incident tracker, so we can prioritize and fix any data or software issues while minimizing time on the phone.

- 1) First, go to this website: <http://wisapps.wi.gov/sites/GAB/Incident>.
- 2) Next, click the **Create a Service Request** link in the upper left-hand corner.

- 3) **Enter in your issue** as shown in the sample:

It always helps to have specific information about an error. If it's a particular voter record or district line that is incorrect, please include the voter's name and registration number, or identify the district and problem.

If you want to attach a screenshot or another file explaining the issue, you must send it by email to [Svrs@wisapps.wi.gov](mailto:Svrs@wisapps.wi.gov).



**Service Requests: New Item**

Attach File | Spelling... \* indicates a required field

**Service Request Title \*** Sample - Extra District Combo in Town of Burke -13014

**Details \***  
 The split for Waunakee School District in Ward 4 should not exist - please delete.

**County \*** DANE COUNTY - 13

**Municipality \*** Town of Burke

**First Name \*** First Name

**Last Name \*** Last Name

**Address** 5365 REINER RD MADISON, WI 537186347

**E-Mail \*** clerk@sample.net

**Phone No \*** 608-825-8420

- 4) Click **OK**.

- 5) If you have questions that are not related to testing incidents, you can call the G.A.B. Help Desk at 608-261-2028. Otherwise, please use the Incident Tracker website to document any redistricting issues.