

Date: April 4, 2011
To: Wisconsin County Clerks
Milwaukee County Election Commission
From: Adam Harvell, SVRS Trainer,
Government Accountability Board

Information on the Canvass Process for the April 5, 2011 Election:

- 1) For clerks who create files for upload into the G.A.B. Canvass System: **If you are not canvassing municipal level offices, please leave those office types off of the file (LST or XPS) you create for upload.** Because of the way contests are named in SVRS, it is often very difficult to match the contests to the correct municipality. Please contact the G.A.B. Help Desk at 608-261-2028 if you need help with this process.
- 2) **There is a new version of the Canvass System Manual posted at (<http://gab.wi.gov/node/1695>).** This chapter has been updated with the correct report names, better explanation of the certification process, and a few new tricks for entering data into the system.
- 3) **Directions on Verification and Certification of Results**
After you have entered or uploaded your results, follow the directions below to verify your canvass numbers. These rules must be followed for state and federal-level offices. For county-level offices, you may choose whether or not to use the G.A.B. Canvass System.
 - a) When you have completed the entry of election results, you may print the Canvass Report – GAB 106. This will give a tabular statement of all votes cast for each contest or candidate, along with a summary sheet of vote totals. The canvassing board can use this report to verify vote totals and make adjustments. **You MAY NOT use the Canvass Report – GAB 106 to report results to the G.A.B.**
 - b) Once all necessary amendments have been made, click the **Verify** option in the Canvass System, and print the Federal/State Office Certification Report for G.A.B. for your Board of Canvassers to sign. Please note: **You MUST report results to the G.A.B. using the Federal/State Office Certification Report for G.A.B.**
 - c) Once it is signed, scan the entire document (summary statement and certification) and email it to the G.A.B. at wired@seb.state.wi.us.
 - d) Immediately send the original signed document (summary statement and signed certification) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984.
 - e) Keep a copy of the Canvass Report – GAB 106 (or the Election Night Call-In Sheet (Worksheet with Totals), if your canvass board reviewed results by reporting unit, instead of by contest) and retain with your copy of the Summary Statement and Certification.