



## SVRS Election Checklist II: Completing Milestones

2015 Spring Election – April 7, 2015

If necessary, please review [Checklist I](#) for the 2015 Spring Election (Posted December 8, 2014).

Checklist II for the 2015 Spring Election includes the following:

- ✓ [MyVote Wisconsin](#) Information
- ✓ **The State will be checking Milestone #3 on Friday, February 27, 2015**
  - If you have not done so already, send all School District (contests and referenda), Multi-Jurisdictional Judge contests, and Technical College referenda to the G.A.B. HelpDesk for entry by the State. Please email the G.A.B. HelpDesk at [gabhelpdesk@wi.gov](mailto:gabhelpdesk@wi.gov) immediately. **This information needs to be received by Thursday, February 26, 2015.**
- ✓ County election setup tasks (Deadline for checking Milestone #3: Thursday, March 12)
- ✓ Municipal election setup tasks (Deadline for checking Milestone #4: Tuesday, March 17)

*Italicized language will refer to items listed in your [SVRS Manual](#).*

Please complete the tasks as outlined. Contact the G.A.B HelpDesk at 608-261-2028 or [gabhelpdesk@wi.gov](mailto:gabhelpdesk@wi.gov) with any questions.

### MYVOTE WISCONSIN

The quality of the 2015 Spring Election ballots accessed by military voters through the [MyVote website](#) depends on the care and conscientiousness with which election officials have entered contest and candidate information in SVRS. All contests at the state, county and municipal levels need to be complete and accurate in SVRS. The deadline to send absentee ballots and for all contests and candidates to be entered in SVRS is Tuesday, March 17, 2015.

The most comprehensive MyVote webinar can be found on the G.A.B. website and was recorded on February 26, 2014. Please use [THIS LINK](#) to access the webinar and posted materials. This one-hour webinar offers instructional information on MyVote, including the importance of contests and candidates. It also covers the MyVote email notifications in great detail. The accompanying "[MyVote Webinar Materials](#)" also covers much of the same information in handout form and is a good reference document.



## SVRS Election Checklist II: Completing Milestones

2015 Spring Election – April 7, 2015

### COUNTY LEVEL TASKS FOR COMPLETING MILESTONES

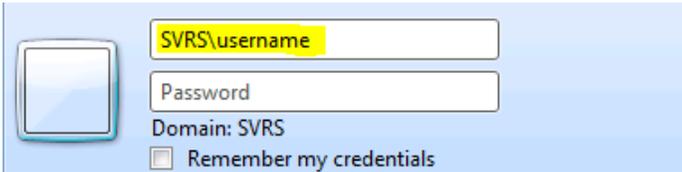
Tasks To Complete	Explanation																														
<p><input type="checkbox"/> <b>Step 1:</b> Continue to add contests and candidates to the 2015 Spring Election</p>	<p>➔ Add all county contests and candidates, <b>including sanitary district contests</b>. <u>All sanitary contests must be entered at the county level.</u></p> <p>➔ Add municipal contests and candidates for your Relier(s).</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Election Setup</a>: pgs. 15-26 (22-26 are optional). Please pay particular attention to the contest ballot positions table on pg. 17.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;"> <p><b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>State:</td><td style="text-align: right;">001000 - 099999</td></tr> <tr><td>County:</td><td style="text-align: right;">100000 - 199999</td></tr> <tr><td>Multi-Jurisdictional Judge:</td><td style="text-align: right;">200000 - 299999</td></tr> <tr><td>Municipality:</td><td style="text-align: right;">300000 - 399999</td></tr> <tr><td>Union/Unified School District:</td><td style="text-align: right;">400000 - 499999</td></tr> <tr><td>Common School District:</td><td style="text-align: right;">500000 - 599999</td></tr> <tr><td>Special District:</td><td style="text-align: right;">600000 - 699999</td></tr> </table> </td> <td style="width: 50%; padding: 5px;"> <p><b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>State:</td><td style="text-align: right;">700000 - 709999</td></tr> <tr><td>County:</td><td style="text-align: right;">710000 - 719999</td></tr> <tr><td>Multi-Jurisdictional Judge:</td><td style="text-align: right;">720000 - 729999</td></tr> <tr><td>Municipality:</td><td style="text-align: right;">730000 - 739999</td></tr> <tr><td>Union/ Unified School District:</td><td style="text-align: right;">800000 - 899999</td></tr> <tr><td>Common School District:</td><td style="text-align: right;">900000 - 969999</td></tr> <tr><td>Special District:</td><td style="text-align: right;">970000 - 999999</td></tr> </table> </td> </tr> </table>	<p><b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>State:</td><td style="text-align: right;">001000 - 099999</td></tr> <tr><td>County:</td><td style="text-align: right;">100000 - 199999</td></tr> <tr><td>Multi-Jurisdictional Judge:</td><td style="text-align: right;">200000 - 299999</td></tr> <tr><td>Municipality:</td><td style="text-align: right;">300000 - 399999</td></tr> <tr><td>Union/Unified School District:</td><td style="text-align: right;">400000 - 499999</td></tr> <tr><td>Common School District:</td><td style="text-align: right;">500000 - 599999</td></tr> <tr><td>Special District:</td><td style="text-align: right;">600000 - 699999</td></tr> </table>	State:	001000 - 099999	County:	100000 - 199999	Multi-Jurisdictional Judge:	200000 - 299999	Municipality:	300000 - 399999	Union/Unified School District:	400000 - 499999	Common School District:	500000 - 599999	Special District:	600000 - 699999	<p><b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>State:</td><td style="text-align: right;">700000 - 709999</td></tr> <tr><td>County:</td><td style="text-align: right;">710000 - 719999</td></tr> <tr><td>Multi-Jurisdictional Judge:</td><td style="text-align: right;">720000 - 729999</td></tr> <tr><td>Municipality:</td><td style="text-align: right;">730000 - 739999</td></tr> <tr><td>Union/ Unified School District:</td><td style="text-align: right;">800000 - 899999</td></tr> <tr><td>Common School District:</td><td style="text-align: right;">900000 - 969999</td></tr> <tr><td>Special District:</td><td style="text-align: right;">970000 - 999999</td></tr> </table>	State:	700000 - 709999	County:	710000 - 719999	Multi-Jurisdictional Judge:	720000 - 729999	Municipality:	730000 - 739999	Union/ Unified School District:	800000 - 899999	Common School District:	900000 - 969999	Special District:	970000 - 999999
<p><b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>State:</td><td style="text-align: right;">001000 - 099999</td></tr> <tr><td>County:</td><td style="text-align: right;">100000 - 199999</td></tr> <tr><td>Multi-Jurisdictional Judge:</td><td style="text-align: right;">200000 - 299999</td></tr> <tr><td>Municipality:</td><td style="text-align: right;">300000 - 399999</td></tr> <tr><td>Union/Unified School District:</td><td style="text-align: right;">400000 - 499999</td></tr> <tr><td>Common School District:</td><td style="text-align: right;">500000 - 599999</td></tr> <tr><td>Special District:</td><td style="text-align: right;">600000 - 699999</td></tr> </table>	State:	001000 - 099999	County:	100000 - 199999	Multi-Jurisdictional Judge:	200000 - 299999	Municipality:	300000 - 399999	Union/Unified School District:	400000 - 499999	Common School District:	500000 - 599999	Special District:	600000 - 699999	<p><b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>State:</td><td style="text-align: right;">700000 - 709999</td></tr> <tr><td>County:</td><td style="text-align: right;">710000 - 719999</td></tr> <tr><td>Multi-Jurisdictional Judge:</td><td style="text-align: right;">720000 - 729999</td></tr> <tr><td>Municipality:</td><td style="text-align: right;">730000 - 739999</td></tr> <tr><td>Union/ Unified School District:</td><td style="text-align: right;">800000 - 899999</td></tr> <tr><td>Common School District:</td><td style="text-align: right;">900000 - 969999</td></tr> <tr><td>Special District:</td><td style="text-align: right;">970000 - 999999</td></tr> </table>	State:	700000 - 709999	County:	710000 - 719999	Multi-Jurisdictional Judge:	720000 - 729999	Municipality:	730000 - 739999	Union/ Unified School District:	800000 - 899999	Common School District:	900000 - 969999	Special District:	970000 - 999999		
State:	001000 - 099999																														
County:	100000 - 199999																														
Multi-Jurisdictional Judge:	200000 - 299999																														
Municipality:	300000 - 399999																														
Union/Unified School District:	400000 - 499999																														
Common School District:	500000 - 599999																														
Special District:	600000 - 699999																														
State:	700000 - 709999																														
County:	710000 - 719999																														
Multi-Jurisdictional Judge:	720000 - 729999																														
Municipality:	730000 - 739999																														
Union/ Unified School District:	800000 - 899999																														
Common School District:	900000 - 969999																														
Special District:	970000 - 999999																														
<p><input type="checkbox"/> <b>Step 2:</b> Run the Election Night Call-In Sheet and/or Canvass Report GAB -106</p>	<p>➔ These reports show all contests and candidates. They should be used to verify all contests and candidates have been entered into SVRS correctly.</p> <p>➔ Please make sure all contest and candidates are entered correctly and completely <b>before checking Milestone #3</b>.</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Canvass</a>, page 7</i></p>																														
<p><b><i>If there is a mistake or omission in any State entered School District, Multi-Jurisdictional Judge (MJJ) contest/referenda, please contact the G.A.B. Help Desk immediately at 608-261-2028 or <a href="mailto:gabhhelpdesk@wi.gov">gabhhelpdesk@wi.gov</a>.</i></b></p>																															
<p><input type="checkbox"/> <b>Step 3:</b> Counties should check Milestone #3 no later than <b>Thursday, March 12, 2015</b></p>	<p>➔ Notify Self-Providers that Milestone #3 has been checked at the County level.</p> <p>➔ By checking Milestone #3 on time, this helps municipalities stay on target to check Milestones #3 and #4 by the Absentee Ballot Deadline of Tuesday, March 17.</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Election Setup</a>, pg. 28</i></p>																														



## SVRS Election Checklist II: Completing Milestones

2015 Spring Election – April 7, 2015

### MUNICIPAL SELF-PROVIDERS/PROVIDER TASKS FOR ELECTION SETUP

Tasks To Complete	Explanation																
<p><input type="checkbox"/> <b>Step 1:</b> Continue to add contests and candidates to the 2015 Spring Election</p>	<p>➔ Add all municipal contests and candidates.</p> <p>➔ Please make sure all contests and candidates are entered correctly and completely before checking Milestone #3.</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Election Setup</a>: pgs. 15-26 (22-26 are optional). Please pay particular attention to the contest ballot positions table on pg. 17.</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;"><b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:</td> <td style="width: 50%; padding: 2px;"><b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">State: 001000 - 099999</td> <td style="padding: 2px;">State: 700000 - 709999</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">County: 100000 - 199999</td> <td style="padding: 2px;">County: 710000 - 719999</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Multi-Jurisdictional Judge: 200000 - 299999</td> <td style="padding: 2px;">Multi-Jurisdictional Judge: 720000 - 729999</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Municipality: 300000 - 399999</td> <td style="padding: 2px;">Municipality: 730000 - 739999</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Union/Unified School District: 400000 - 499999</td> <td style="padding: 2px;">Union/ Unified School District: 800000 - 899999</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Common School District: 500000 - 599999</td> <td style="padding: 2px;">Common School District: 900000 - 969999</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Special District: 600000 - 699999</td> <td style="padding: 2px;">Special District: 970000 - 999999</td> </tr> </table> </div>	<b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:	<b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:	State: 001000 - 099999	State: 700000 - 709999	County: 100000 - 199999	County: 710000 - 719999	Multi-Jurisdictional Judge: 200000 - 299999	Multi-Jurisdictional Judge: 720000 - 729999	Municipality: 300000 - 399999	Municipality: 730000 - 739999	Union/Unified School District: 400000 - 499999	Union/ Unified School District: 800000 - 899999	Common School District: 500000 - 599999	Common School District: 900000 - 969999	Special District: 600000 - 699999	Special District: 970000 - 999999
<b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:	<b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:																
State: 001000 - 099999	State: 700000 - 709999																
County: 100000 - 199999	County: 710000 - 719999																
Multi-Jurisdictional Judge: 200000 - 299999	Multi-Jurisdictional Judge: 720000 - 729999																
Municipality: 300000 - 399999	Municipality: 730000 - 739999																
Union/Unified School District: 400000 - 499999	Union/ Unified School District: 800000 - 899999																
Common School District: 500000 - 599999	Common School District: 900000 - 969999																
Special District: 600000 - 699999	Special District: 970000 - 999999																
<p><b><i>If there is a mistake or omission in any State entered School District, Multi-Jurisdictional Judge (MJJ) contest/referenda, please contact the G.A.B. Help Desk immediately at 608-261-2028 or <a href="mailto:gabhhelpdesk@wi.gov">gabhhelpdesk@wi.gov</a>.</i></b></p>																	
<p><input type="checkbox"/> <b>Step 2:</b> Check Milestone #3</p>	<p><i>SVRS Manual: <a href="#">Election Setup</a>, pg. 28</i></p>																
<p><input type="checkbox"/> <b>Step 3:</b> Generate Ballot Styles and Rename Ballot Styles (optional)</p>	<p>➔ You must generate Ballot Styles prior to printing your poll book or no names will appear on your poll book.</p> <p>➔ The ballot style description prints on the poll book and can be helpful to your election inspectors.</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Election Setup</a>, pg. 29</i></p>																
<p><input type="checkbox"/> <b>Step 4:</b> Check Milestone #4 no later than <b>Tuesday, March 17, 2015</b></p>	<p>➔ This is the deadline for municipal clerks to finalize ballot styles (Milestone #4) in SVRS, in order to accommodate online absentee requests made by military voters on <a href="#">MyVote Wisconsin</a>.</p>																
<p><input type="checkbox"/> <b>Step 5:</b> Access your Ineligible Voter List on the <a href="#">CRM ElectionData website</a></p> <p><i>Please access CRM prior to the election to ensure your username, password and authorization are up-to-date and working.</i></p>	<p>➔ Prior to issuing any absentee ballots or permitting an elector to register late in the Clerk’s Office, clerks must review the Ineligible List to confirm the elector will not be ineligible to vote on the day of the election.</p> <p>Reminder: When accessing the website, “SVRS\” needs to precede your username.</p> <div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 10px; margin: 10px 0;">  </div> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Ineligible Voter List</a></i></p>																



## SVRS Election Checklist II: Completing Milestones

2015 Spring Election – April 7, 2015

<p><input type="checkbox"/> <b>Step 6:</b> Issue Absentee Ballot Labels <u>or</u> Enter ballots for Military Voters in Absentee Lite</p>	<p>➔ Self-Providers who use SVRS to track Absentee Ballots should issue Absentee Ballot Labels for all Absentee Electors with approved applications on file.</p> <p>➔ Clerks (or their Providers) using Absentee Lite to track Military Ballots should record the ballot immediately after sending the ballot.</p> <p><b>Note:</b> <u><i>Permanent Overseas voters are not eligible to vote in the 2015 Spring Election.</i></u></p> <p style="text-align: right;"><i>SVRS Manual:</i> <a href="#">Absentee Ballots</a>, <a href="#">Absentee Lite</a></p>
--	--

### CLOSE OF REGISTRATION: Wednesday, March 18, 2015

- Enter all complete GAB-131s from voters who registered in person by the close of business March 18, 2015.
- Enter all mailed complete GAB-131s that are postmarked on or before March 18, 2015.
- Review any New or Pending applications to see if voters have provided sufficient information to process them.
- Online Mail or Online Late applications cannot be processed until you receive the paper form in your office.
- Remember that Proof of Residence must be included with all registrations in order for them to be complete, except for Military. (*Permanent Overseas voters are not eligible to vote in the 2015 Spring Election*).

### LATE REGISTRATION PERIOD: Thursday, March 19, 2015 – Friday, April 3, 2015

- Prior to permitting an elector to register to voter during the late registration period, clerks must review the Ineligible Voter List. You can obtain it on the [CRM ElectionData website](#). Clerks may search the list online or print the list for use during this period.
- Providers who conduct in person registration on behalf of their Relier(s) must issue Certificates of Registration ([GAB-133](#)) to late registrants who appear in person at your office.
- Reliers who receive in person registrations during the late registration period must issue a Certificate of Registration ([GAB-133](#)) and submit a copy of the [GAB-131](#) to their Provider, as soon as possible for entry into SVRS.

<p><input type="checkbox"/> <b>Step 7:</b> Print Poll Books and Check Milestone #5</p>	<p>➔ Do not print poll books until ballot styles are generated (Step 3).</p> <p>➔ Poll books cannot be printed before 5:00 p.m. on March 18, 2015. The G.A.B. strongly encourages you to wait until <i>at least</i> March 25, 2015 to print poll books.</p> <p><b>NOTE:</b> The structure of the poll book is as follows:</p> <ul style="list-style-type: none"> <li>• The main poll book has not been changed and continues to print names and addresses of all Active voters who registered by March 19, 2015.</li> <li>• If there are no confidential voters or late registrants, the poll book will not contain page headers for these sections.</li> <li>• If there are confidential voters and/or late registrations, the poll book will contain these Confidential and/or Supplemental sections.</li> </ul> <p>Election inspectors should be aware of the possibility of these additional sections in the poll book.</p> <p style="text-align: right;"><i>SVRS Manual:</i> <a href="#">Poll Book</a>, pgs. 8-16</p>
--	--



## SVRS Election Checklist II: Completing Milestones

2015 Spring Election – April 7, 2015

### VOTER DATA QUALITY: ENSURING ACCURATE POLL BOOKS

Tasks To Complete	Explanation
<p><b>Mapping</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Geo DC Mismatches</li> <li><input type="checkbox"/> Review Boundary Exceptions</li> <li><input type="checkbox"/> Review DC1 voters</li> <li><input type="checkbox"/> Review Geocode Exceptions</li> <li><input type="checkbox"/> Review Geocode Warnings</li> </ul>	<p>These are data quality tasks that clerks must perform in order to ensure the quality of the address and district data in SVRS. Verifying voters have the correct district combo ensures they appear in the correct poll book.</p> <p>Any voters with a DC1 will not appear on the poll book, even if they are registered, because their address information is not validating. This could be due to a data entry error or a misplacement of the mapping pin.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">Mapping</a></i></p>
<p><b>HAVA Matches</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duplicate Voter Record Matches</li> <li><input type="checkbox"/> Death Matches</li> <li><input type="checkbox"/> Felon matches</li> </ul>	<p>Merging duplicate voter records, cancelling records of deceased voters, and inactivating felon voter records help to ensure an accurate poll book. These tasks are required by the Federal Help America Vote Act (HAVA) and must be performed by clerks.</p> <p><u>NOTE:</u> If necessary, please review the <a href="#">List Maintenance Webinar</a> which includes a review of HAVA Matches.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">HAVA Interfaces</a>, pages 7-19</i></p>

**[SVRS Manual:](#)**

*Election Setup, Canvass, Ineligible Voter List, Absentee Ballots, Absentee Lite and Poll Book chapters are referenced in this Checklist.*

**LOOKING AHEAD: 2015 SPRING ELECTION (APRIL 7, 2015):**

2015 Spring Election Checklist III – Election Day and Post-Election Activities

- Checklist III will be posted on Monday, April 6, 2015.