



SVRS Election Checklist III: Election Night and Post-Election Activities

2015 Spring Election – April 7, 2015

If necessary, please review [Checklist II](#) for the Spring Election.

IMPORTANT NOTE: Photo ID will **not** be in place for the 2015 Spring Election, but will be in place for all subsequent elections thereafter, including any special elections. For further information, please read the [March 23, 2015 news release](#).

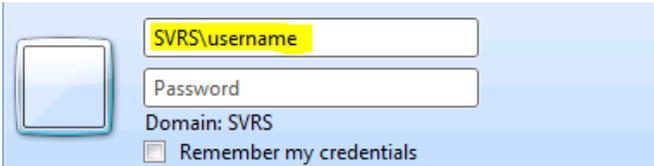
This Checklist includes the following for the 2015 Spring Election:

- ✓ Election Night Activities
- ✓ Post-Election Activities
 - Entry of Late Registration Applications and Election Day Registrations (EDRs)
 - Completion of the [GAB-190NF](#) Form (30 days after the election) and the [GAB-191](#) Form (60 days after the election)

Italicized language will refer to items listed in your [SVRS Manual](#) or the [Election Day Manual](#).

Please complete the tasks as outlined. Contact the G.A.B HelpDesk at 608-261-2028 or gabhhelpdesk@wi.gov with any questions.

Steps 1 - 5 ARE PERFORMED AFTER THE POLLS CLOSE ON ELECTION NIGHT

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Public notice of absentee and provisional information	<p>➔ <u>As soon as possible after the closing hour for all polling places in a municipality</u>, the municipal clerk must post at his /her office, and on the Internet, the number of outstanding absentee ballots and the number of provisional ballots cast on Election Day.</p>
<input type="checkbox"/> Step 2: Record information from the Provisional Ballot Reporting Form (GAB-123r), even when no provisional ballots are issued	<p>➔ <u>As soon as possible on Election Night</u>: Record each provisional ballot (or record that no provisional ballots were issued) using the Provisional Ballot Tracking System located on the CRM ElectionData website.</p> <p style="text-align: center;"><i>SVRS Manual: Provisional Tracking System Chapter</i></p> <p>REMINDER: When accessing the CRM website, "SVRS\" needs to precede your username.</p> 
<input type="checkbox"/> Step 3: Count ballots, tabulate votes, record on tally sheets and complete forms	<p>➔ Count ballots, tabulate and record votes on appropriate Tally Sheets and complete necessary forms.</p> <p style="text-align: center;"><i>Election Day Manual: Post-Election Checklist, pg. 124</i></p>



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<p><input type="checkbox"/> Step 4: Send election materials to County Clerk <i>(Complete this step if you had a State or County contest on the ballot)</i></p>	<ul style="list-style-type: none"> ➔ Municipalities send one original copy of each poll list, one original Tally Sheet and copy of Inspectors' Statements to the County Clerk by 4:00 p.m. the day after the election. ➔ Counties are required to enter results for all state contests into the G.A.B. Canvass Reporting System. State contests include: State Senate District 20, Justice of the Supreme Court, Court of Appeals, Circuit Court Judge, and the statewide referendum. <p style="text-align: center;"><i>Election Day Manual: Post-Election Checklist, pg. 124 (See Step 2 for login reminder).</i></p>
<p><input type="checkbox"/> Step 5: For school district elections, send election materials to the School District Clerk</p>	<ul style="list-style-type: none"> ➔ Municipalities send one certified copy of each poll list, one original Tally Sheet and a copy of the Inspectors' Statements to the School District Clerk by 4:00 p.m. the day after the election. <p style="text-align: center;"><i>Election Day Manual: Post-Election Checklist, pg. 124</i></p>

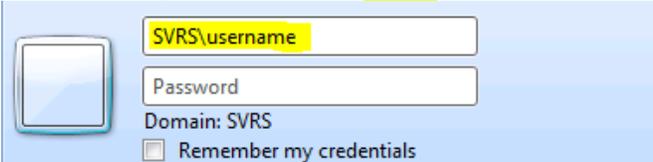
STEPS 6 - 14 ARE PERFORMED BY SELF-PROVIDERS AND PROVIDERS, TO BE COMPLETED BY MAY 7, 2015 (30 DAYS AFTER THE ELECTION)

Tasks To Complete	Explanation								
<p><input type="checkbox"/> Step 6: Self-Providers or Providers for their Relier(s) <u>enter and process Late Registrations</u> in SVRS</p>	<ul style="list-style-type: none"> ➔ Choose App Source as "Late Registration." ➔ Please make sure to complete <u>ALL</u> of the Proof of Residence (POR) fields on the Voter Application in SVRS. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: red; font-weight: bold;">EXAMPLES</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc;">Identity Check</td> <td style="width: 50%; border-bottom: 1px solid #ccc;">Identity Check</td> </tr> <tr> <td>POR Type: <input type="text" value="Utility Bill"/></td> <td>POR Type: <input type="text" value="WI Drivers License or ID Card"/></td> </tr> <tr> <td>POR Acct#: <input type="text" value="8300"/></td> <td>POR Acct#: <input type="text" value="5808"/></td> </tr> <tr> <td>POR Entity: <input type="text" value="MG&E"/></td> <td>POR Entity: <input type="text" value="DOT"/></td> </tr> </table> </div> <p style="text-align: center;"><i>SVRS Manual: Post Election Activities SVRS Manual: Voter Applications (pgs. 3-16)</i></p>	Identity Check	Identity Check	POR Type: <input type="text" value="Utility Bill"/>	POR Type: <input type="text" value="WI Drivers License or ID Card"/>	POR Acct#: <input type="text" value="8300"/>	POR Acct#: <input type="text" value="5808"/>	POR Entity: <input type="text" value="MG&E"/>	POR Entity: <input type="text" value="DOT"/>
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POR Type: <input type="text" value="Utility Bill"/>	POR Type: <input type="text" value="WI Drivers License or ID Card"/>								
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POR Entity: <input type="text" value="MG&E"/>	POR Entity: <input type="text" value="DOT"/>								
<p><input type="checkbox"/> Step 7: Self-Providers or Providers for their Relier(s) <u>enter and process Election Day Registrations</u> in SVRS</p> <p><i>NOTE: When using the default setting, ensure that all defaulted information is accurate for each application</i></p>	<ul style="list-style-type: none"> ➔ Choose App Source as "Election Day Registration" (or "Online Election Day Registration"). This will automatically record a vote. If no ballot was issued and the voter only filled out a GAB-131 at the polling place, choose the App Source of "Election Day Registration – No Ballot Issued." ➔ If any Election Day Registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications. ➔ Please make sure to complete <u>ALL</u> of the Proof of Residence (POR) fields on the Voter Application in SVRS. <i>(See examples in Step 6).</i> <p style="text-align: center;"><i>SVRS Manual: Post Election Activities (pgs. 5-7) SVRS Manual: Voter Applications (pgs. 17-18)</i></p>								



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<input type="checkbox"/> Step 8: Self-providers <u>who use SVRS for absentee tracking</u> will perform post-election absentee tasks.	<ul style="list-style-type: none"> ➔ Record late-arriving absentee ballots as returned. ➔ Cancel all absentee ballots not returned after the deadline of Friday, April 10 at 4:00 p.m. <p style="text-align: right;"><i>SVRS Manual: Absentee Ballots, pg. 39</i></p>
<input type="checkbox"/> Step 9: Record Voter Participation	<p style="text-align: right;"><i>SVRS Manual: Post Election Activities, pgs. 8-11</i></p>
<p>SVRS has three useful reports for reconciling the poll book with SVRS voter participation: Vote Count by Voting Method, Voter Participation Report and Voter Participation-All Voters. If your results do not match, please see directions provided in the Post-Election Activities Chapter, pgs. 12-22.</p>	
<input type="checkbox"/> Step 10: Review Poll Book	<ul style="list-style-type: none"> ➔ Update voter records in SVRS with any information provided by the voter, indicating typographical errors on the poll book.
<input type="checkbox"/> Step 11: <u>ALL</u> municipalities are required to complete the GAB-190NF Form in WEDCS by May 7, 2015	<ul style="list-style-type: none"> ➔ <u>ALL</u> municipalities are required to fill out the GAB-190NF Form. ➔ Please use the 190 Help Guide for further instructions on how to complete the GAB-190NF Form. <p style="text-align: right;"><i>WEDCS: https://wedc.gab.wi.gov</i></p> <p>REMINDER: When accessing the WEDCS website, "SVRS\" needs to precede your username.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;">  </div>
<input type="checkbox"/> Step 12: <u>ALL</u> municipalities AND counties complete the GAB-191 Form in WEDCS by June 8, 2015	<ul style="list-style-type: none"> ➔ ALL municipalities AND counties are required to fill out the GAB-191 (election costs) Form. ➔ Election costs only need to be provided once for each entire municipality/county, not for each reporting unit. All jurisdictions will see a GAB-191 in WEDCS. ➔ This report <u>only</u> includes costs specifically related to the Spring Election. <p style="text-align: right;"><i>WEDCS: https://wedc.gab.wi.gov (See Step 11 for login reminder).</i></p>
<input type="checkbox"/> Step 13: Municipalities close the election	<ul style="list-style-type: none"> ➔ In SVRS, please check Milestones 6 - 9 to close the election. <p style="text-align: right;"><i>SVRS Manual: Post Election Activities, pg. 26</i></p>
<input type="checkbox"/> Step 14: Counties close the election	<ul style="list-style-type: none"> ➔ Once <u>ALL</u> municipalities within the county have closed the Election, counties should check Milestones 4-9 in SVRS to close the election.

NOTE: Once Post-Election Activities are completed within 30 days after the election, the G.A.B. can run the Voter Felon Audit.