



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

2015 Spring Primary – February 17, 2015

If necessary, please review the [2015 Spring Primary Checklists I & II](#) (combined document).

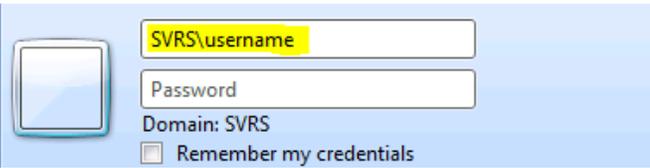
This Checklist includes the following for the 2015 Spring Primary:

- ✓ Election Night Activities
- ✓ Counties send G.A.B. School District Contest Information
- ✓ Post-Election Activities
  - Entry of Late Registration Applications and Election Day Registrations (EDRs)
  - GAB-190NF, if applicable (**For State and County contests only**)

*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](mailto: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"/> <b>Step 1:</b> Public notice of absentee and provisional information	<p>➔ <i>As soon as possible</i> after the closing hour for all polling places in a <u>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"/> <b>Step 2:</b> Record information from the Provisional Ballot Reporting Form ( <a href="#">GAB-123r</a> ), even when no provisional ballots are issued	<p>➔ <i>As soon as possible on Election Night</i>: Record each provisional ballot (or record that no provisional ballots were issued) using the Provisional Ballot Tracking System located on the <a href="#">CRM ElectionData website</a>.</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Provisional Tracking System Chapter</a></i></p> <p><b>REMINDER:</b> When accessing the CRM website, "SVRS\" needs to precede your username.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; width: fit-content; margin: 10px auto;">  </div>
<input type="checkbox"/> <b>Step 3:</b> 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><a href="#">Election Day Manual</a>: Post-Election Checklist, pg. 124</i></p>



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

2015 Spring Primary – February 17, 2015

Tasks To Complete	Explanation
<p><input type="checkbox"/> <b>Step 4:</b> Send election materials to County Clerk <i>(Complete this step if you had a State or County contest on the ballot)</i></p>	<p>➔ 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.</p> <p>➔ Counties/Municipalities that have a Circuit Court contest or the State Senate District 20 contests are required to enter results for those contests into the <a href="#">G.A.B. Canvass Reporting System</a>.</p> <p><i>REMINDER: When accessing the Canvass website, "SVRS\" needs to precede your username.(See Step 2).</i></p> <p style="text-align: center;"><a href="#">Election Day Manual</a>: Post-Election Checklist, pg. 124</p>
<p><input type="checkbox"/> <b>Step 5:</b> For school district elections, send election materials to the School District Clerk</p>	<p>➔ 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> <p style="text-align: center;"><a href="#">Election Day Manual</a>: Post-Election Checklist, pg. 124</p>

### STEP 6 IS PERFORMED BY COUNTIES BY 5:00 P.M. ON THURSDAY, FEBRUARY 26

Tasks To Complete	Explanation
<p><input type="checkbox"/> <b>Step 6:</b> Send the G.A.B. all School District and Multi-Jurisdictional Judge (MJJ) candidates who advanced from the Spring Primary</p>	<p>➔ The G.A.B. must enter all school district and MJJ contests and candidates for the Spring Election prior to the state checking Milestone #3. By submitting candidate names to the G.A.B. Help Desk in a timely manner, it helps ensure an efficient progression of election setup tasks in SVRS.</p>

### STEPS 7 - 14 ARE PERFORMED BY SELF-PROVIDERS AND PROVIDERS, TO BE COMPLETED BY MARCH 19, 2015 (30 DAYS AFTER THE ELECTION)

Tasks To Complete	Explanation								
<p><input type="checkbox"/> <b>Step 7:</b> Self-Providers or Providers for their Relier(s) enter and Process Late Registrations in SVRS</p>	<p>➔ <b>Choose App Source as "Late Registration."</b></p> <p>➔ Please make sure to complete <u>ALL</u> of the Proof of Residence (POR) fields on the Voter Application in SVRS, even if you entered Driver's License information previously, it still needs to be entered again under the Identity Check heading.</p> <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&amp;E"/></td> <td>POR Entity: <input type="text" value="DOT"/></td> </tr> </table> </div> <p style="text-align: center;">SVRS Manual: <a href="#">Post Election Activities</a> SVRS Manual: <a href="#">Voter Applications</a> (pgs. 3-16)</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&amp;E"/>	POR Entity: <input type="text" value="DOT"/>
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&amp;E"/>	POR Entity: <input type="text" value="DOT"/>								



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

2015 Spring Primary – February 17, 2015

Tasks To Complete	Explanation
<p><input type="checkbox"/> <b>Step 8:</b> Self-Providers or Providers for their Relier(s) enter and process Election Day Registrations in SVRS</p> <p><i>NOTE: When using the default setting, ensure that all defaulted information is accurate for each application.</i></p>	<p>➔ <b>Choose App Source as “Election Day Registration” (or “Online Election Day Registration”).</b> 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.”</p> <p>➔ If any Election Day Registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications.</p> <p>➔ Please make sure to complete <u>ALL</u> of the Proof of Residence (POR) fields on the Voter Application in SVRS, even if you entered Driver’s License information previously, it still needs to be entered again under the Identity Check heading. (See examples in Step 7).</p> <p style="text-align: center;">SVRS Manual: <a href="#">Post Election Activities</a> (Incomplete and problematic EDRs, pgs. 5-7) SVRS Manual: <a href="#">Voter Applications</a> (pgs. 17-18)</p>
<p><input type="checkbox"/> <b>Step 9:</b> Self-providers <u>who use SVRS for absentee tracking</u> will perform post-election absentee tasks.</p>	<p>➔ Record late-arriving absentee ballots as returned.</p> <p>➔ Cancel all absentee ballots not returned after the deadline of Friday, February 20 at 4:00 p.m.</p> <p style="text-align: center;">SVRS Manual: <a href="#">Absentee Ballots</a>, pg. 39</p>
<p><input type="checkbox"/> <b>Step 10:</b> Record Voter Participation</p>	<p style="text-align: center;">SVRS Manual: <a href="#">Post Election Activities</a>, pgs. 8-11</p>
<p style="text-align: center;"><b>SVRS has three useful reports for reconciling the poll book with SVRS voter participation:</b> 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 <a href="#">Post-Election Activities Chapter</a>, pgs. 12-22.</p>	
<p><input type="checkbox"/> <b>Step 11:</b> Review Poll Book</p>	<p>➔ Update voter records in SVRS with any information, provided by the voter, indicating typographical errors on the poll book.</p>
<p><input type="checkbox"/> <b>Step 12:</b> Only municipalities that have a State or Federal contest must complete the GAB-190NF Form in WEDCS</p>	<p>➔ <u>Only Counties/Municipalities with a Circuit Court contest or the State Senate District 20 contest are required to fill out the GAB-190NF Form for the Spring Primary.</u> It is not required for any other jurisdiction.</p> <p>➔ You can access the form through WEDCS at <a href="https://wedc.gab.wi.gov">https://wedc.gab.wi.gov</a></p>
<p><input type="checkbox"/> <b>Step 13:</b> Municipalities close the election</p>	<p>➔ In SVRS, please check Milestones 6 - 9 to close the election.</p> <p style="text-align: center;">SVRS Manual: <a href="#">Post Election Activities</a>, pg. 26</p>
<p><input type="checkbox"/> <b>Step 14:</b> Counties close the election</p>	<p>➔ Once <u>ALL</u> municipalities within the county have closed the Election, counties should check Milestones 4-9, in SVRS, to close the election.</p>

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



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

2015 Spring Primary – February 17, 2015

**SVRS MANUAL LINK:** <http://gab.wi.gov/clerks/education-training/svrs-manual>

*Provisional Tracking System, Post Election Activities, Absentee Ballots, Voter and WEDCS chapters are referenced in this Checklist.*

**ELECTION DAY MANUAL LINK:** <http://gab.wi.gov/clerk/education-training/election-day-manual>

*Post-Election Checklist, page 104*

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

2014 Spring Election Checklist II – Completing Milestones

- This will be posted immediately following the State checking Milestone #3 for the Spring Election (late February)
- ALL counties and municipalities need to send the State (G.A.B.) all School District (school board members and referenda), Multi-Jurisdictional Judge contests, and Technical\_College referenda so they can be entered in SVRS. **If any of your Reliers have School District, MJJ, or Tech. College contest/referenda information, please email it to the G.A.B. HelpDesk ([gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov)) immediately so it can be entered into SVRS. **Please send information by Thursday, February 26, 2015.****
- [Checklist I for the Spring Election](#) was posted in December under Clerk Communications.