

## Contests



A contest is either a race for elected office or a referendum. Every election must have at least one contest – otherwise, there would be no point! To manage an election in SVRS, you must tell the system which contests there are for that election. SVRS uses the contest information you enter to determine ballot styles, absentee eligibility, and to populate sample ballots on the MyVote.WI website (formally).

**GAB creates contests for:**

- State and federal offices
- Statewide referenda

**Counties create Contests for:**

- County, school district, and technical college offices
- County, school district, and technical college referenda

**Municipalities create Contests for:**

- Municipal offices
- Municipal referenda

**Jurisdictions may share responsibility for:**

- Sanitary District, Lake Management District, and Multi-Jurisdictional Judge district contests that occur in multiple municipalities

**NOTE** – For the remaining 2012 elections, the GAB, not Counties, will create the contests for all School Districts, Technical College, Multi-Jurisdictional Judge races. Counties will only be able to add candidates for those races.

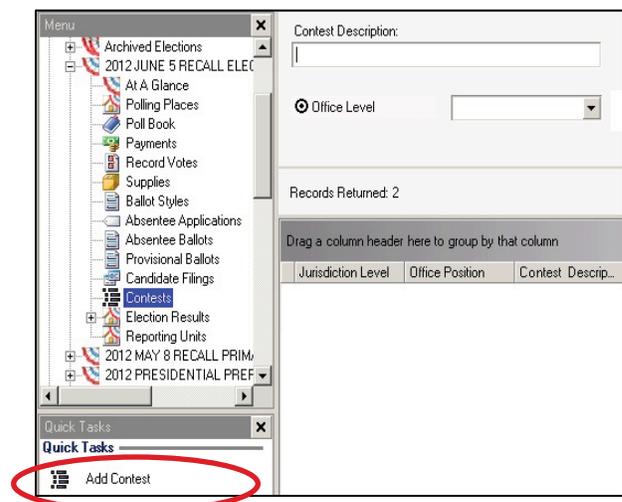
## Add a Contest for Elected Office

1. Expand (+) the **Election** node.
2. Expand (+) the **Election** to which you wish to add contests.
3. Click the **Contests** node.



*If you inherited this election, you may see contests already entered by other (state or county) jurisdictions in the data grid.*

4. Click the **Add Contest** Quick Task.



- In the **Office Position** box, click the selection for the office type to be elected.



The selections in the **Office Positions** box are determined by the **Office Types** you have created.



If you are not seeing a selection for a particular office, see the *Districts & Offices* chapter for instructions on creating a new **Office Type**.

- The **Description** box will default to the selection you made in the **Office Position** box.

- If this contest is for an office with numbered seats that are elected at-large, enter the seat number in the **Description** box.

- For example, every voter in the district votes for numbered School District seats.

- If this contest is for a Partisan Primary election, type in the name of the political party in the **Description** box.

- Remember your **Contest Description** will appear in the sample ballot available on the **MyVote.WI** website..

- In the **Ballot Instruction** box, select from the drop down the number of candidates that can be selected. For example, if a voter can select up to three candidates for a contest, select "VOTE FOR NOT MORE THAN THREE". The "VOTE FOR ONE – if you vote in this section . . ." "should only be used for partisan primaries.



If a **Ballot Instruction** option does not appear, but needs to be added to the drop down, please call the G.A.B. Only G.A.B. staff can add new ballot instructions to the drop down menu.

8. Once a ballot instruction is selected, the field to the right will display the description and ballot instructions as they will appear on MyVote.WI ballots. To make changes to this field, change the description or ballot instructions fields.

ALDERPERSON (AL1)	ALDERPERSON (AL1) - VOTE FOR NOT MORE THAN THREE
VOTE FOR NOT MORE THAN THREE	

9. In the **Ballot Position** box, enter a number corresponding to that contest's place on the ballot.

Ballot Position:	5000
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The **Ballot Position** determines the order of contests on each voter's sample ballot, viewable from the MyVote.WI website. If the **Ballot Position** number is incorrect, you may receive calls from voters and candidates asking about that sample ballot.



Currently the G.A.B. will setup all School District contests, Multi-Jurisdictional Judge contests, and Technical College contests, in addition to the normal state-level contests. Counties and municipalities may not enter these contests, and must forward their contest information to the G.A.B.

<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

**August Partisan Primary Numbering Scheme for Ballot Positions in SVRS:**

For the August Partisan primary, contests are grouped by party, so all offices for one party need to come before any offices for the next party. The order is based on the number of votes each party's gubernatorial candidate received in the last gubernatorial election.

First Place Party, State Contests:	001000 - 004999
First Place Party, County Contests:	005000 - 009999
Second Place Party, State Contests:	010000 - 014999
Second Place Party, County Contests:	015000 - 019999
Third Place Party, State Contests:	020000 - 024999
Third Place Party, County Contests:	025000 - 029999
Fourth Place Party, State Contests:	030000 - 034999
Fourth Place Party, County Contests:	035000 - 039999
Fifth Place Party, State Contests:	040000 - 044999
Fifth Place Party, County Contests:	045000 - 049999
Non-Partisan Contests and Referenda:	Use numbers given above.

10. In the **Party** box, select **Non-Partisan**.

Party:	Non-Partisan ▼	No of Seats:	1
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11. In the **No of Seats** box, enter the number of seats for that contest.
- This will always be 1 unless the ballot reads *Vote for not more than X.*  
In that case, enter whatever X is.
12. Click **Save and Close**.