

4.4 Office Positions

The names and contact information of current elected officials must be added and updated in WisVote so voters can view the name and contact information of their elected officials on the MyVote Wisconsin website.

Municipalities are responsible for adding and maintaining elected official records for local office positions. Counties are responsible for adding and maintaining elected official records for county, school district and joint court office positions. The State is responsible for adding and maintaining elected official records for State and Federal office positions.

How do I Add an Elected Official in WisVote?

There are two main ways to add an elected official record in WisVote after the election. The process you use will depend on the type of contest for which you are adding an elected official. If it is a *Vote for 1* contest you will select the winner checkbox in the candidate record to add an elected official record for the candidate. If it is a *Vote for more than 1* contest, you will use the Office Positions tile to add the elected official within the office position.

- **Vote for 1 Contests:** Select the Winner Checkbox in the Candidate Record to add an elected official
- **Vote for More Than 1 Contests:** Add an Elected Official Record from the Office Position tile

Use the Winner Checkbox in the Candidate Record to Add an Elected Official Record

1. Click the Elections tile
2. Click the Name of the election
3. In the election information page, expand the Candidates tab
Tip: Switch the view to "My Active Candidates" to filter for your jurisdiction's candidates
4. Search for the name of the candidate
5. Click the name of the candidate in the grid to open the candidate record

The screenshot shows the 'General' section of the WisVote interface. It includes fields for Name, Election Type, Jurisdiction, and Government Level. Below this is the 'CONTESTS' section with a 'CANDIDATES' tab. A search bar is highlighted with a red box, and a table of candidates is shown below it. The candidate 'Aleksandrowicz, Alan' is highlighted with a red box.

Name ↑	Name on Ballot
Abele, Chris	Chris Abele
Aleksandrowicz, Alan	Alan Aleksandrowicz

6. Select the Winner checkbox in the Additional section of the candidate record
7. Click Save to save and review the information or Save & Close to save and return to the Election Information page

A new elected official record has been created!

CANDIDATE

Aleksandrowicz, Alan

Phone Number --

Email --

Fax --

Website --

Election * 🔒 2016 Spring Election and Presidential Preference Vote

Candidate Ballot Position 🔒 3

Comments

Comments --

Additional

Write-In

Winner?

Candidate Filing Status 🔒 Approved

Appealed

Challenged

Incumbent ? Yes

Add an Elected Official Record from the Office Position tile

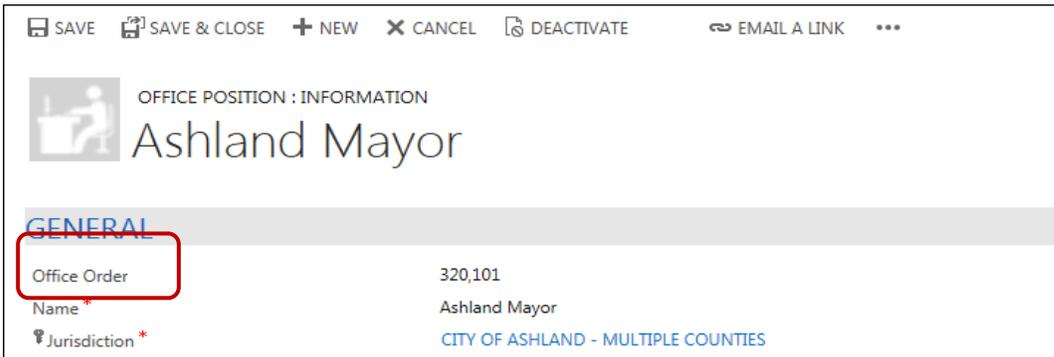
1. Click the Office Positions tile
2. Enter the name of the office position in the search bar
3. Click the name of the office position in the "My Active Office Positions" view grid to open the Office Position Information page

➔ My Active Office Positions ▾

Search for records

✓	Office Orde...	Name	Term Length	Associated District ↑	Jurisdiction
✓	320,101	Ashland Mayor	4 Years	City of Ashland	CITY OF ASHLAND - MULTIPLE COUNTIES
	320,102	Ashland Alderperson Di...	2 Years	Aldermanic District - 1	CITY OF ASHLAND - MULTIPLE COUNTIES
	320,103	Ashland Alderperson Di...	2 Years	Aldermanic District - 2	CITY OF ASHLAND - MULTIPLE COUNTIES

- Review the office position information below the General and Other Details tab. To add an elected official record, scroll down to the Elected Officials tab



- Click the +New button to add an elected official record



- Enter the Last Name and First Name of the elected official in the Elected Official Information window
 - Enter any additional optional office contact information
- Note:** the information on an elected official's information page will display on the MyVote Wisconsin website!
- Enter the Term Start and Term End Date



- Click Save to save and review the information or Save & Close to save and return to the Office Position Information page

Update an Elected Official Record

1. Click the Office Positions tile
2. Click the name of the office position in the “My Active Office Positions” view grid to open the Office Position Information page
3. Double click the name of the elected official in the grid to open the Elected Official Information page

Last Name ↑	First Name	Term Start	Term End ↑
Smith	John	1/4/2016	1/4/2020

4. Update or review the information then click Save to save and review the information or Save & Close to save and return to the Office Position Information page