



SVRS Election Checklist I 2010 General Election November 2, 2010



Please refer to the training manual found on the Government Accountability Board - website: gab.wi.gov
For the SVRS manual (updated 6/10) go to gab.wi.gov; publications, manuals, SVRS Training Manual or [click here](#)

The Government Accountability Board – Elections Division (GAB) created the 2010 General Election in SVRS on Monday, July 26, 2010.

County Level Tasks:

**Steps 1 - 2 are performed by each county by the end of the day, Friday, July 30, 2010.*

- Step 1: Counties inherit the 2010 General Election created by the State. (*Election Set Up: Page 10*)
- Step 2: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (*Election Set Up: Page 14*)

**Steps 3 - 4 can be performed interchangeably.*

- Step 3: Continue to Follow the Election Set Up chapter to add contests. (*Election Set Up: Pages 15-26, 21-26 are optional*) Please use the Ballot Position numbers that are listed in the SVRS Training Manual. Candidates can not be entered until the September Partisan Primary results have been certified.
- Step 4: Counties enter state write-in ballots sent by relier municipalities.

Municipal Self-Providers/Provider Tasks:

Steps 5 - 8 can be started as soon as Step 2 is completed by the County. All steps must be performed no later than August 4, 2010.

- Step 5: Self-Providers/Providers check the Polling Place Assignment Plans (PPAPs) to determine which plan will be used for this election. If none of the existing PPAPs match the poll book set-up for this election, a new PPAP must be created. (*Polling Place: Pages 1-4 and Election Set Up: Pages 4-7*)
- Step 6: Self-Providers/Providers check the Reporting Unit Plans (RUPs) to determine which plan will be used for this election. A RUP is a ward or combination of wards by which clerks report their election results to the county. This should match the canvass. There are at least 3 RUPs for every municipality already created in SVRS. For most municipalities the 'GAB General Election Plan' should contain the right ward break down for this election. Please review the plan detail, regardless of the name of the plan. (*Election Set Up: Pages 8-9*)
- Step 7: Self-Providers/Providers inherit the 2010 General Election. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6) in the election set-up wizard. (*Election Set Up: Page 10*)
- Step 8: Self-Providers/Providers check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (*Election Set Up: Page 14*)

**Steps 9 - 10 can be performed interchangeably.*

- Step 9: Continue to follow the Election Set Up chapter to add municipal level contests, if there are any. (County and State Offices will be entered by County and State users respectively.) Candidates can not be entered until the September Partisan Primary results have been certified. (*Election Set Up: Pages 15-26, 21-26 are optional*)
- Step 10: Self-Providers send state write-in ballots to current military and overseas electors (overseas state write-in ballots only contain federal offices) by August 4, 2010. Additional write-in ballots should be sent to new military and overseas electors as their applications are received until the official ballots are available. These electors must be tracked in SVRS: Providers will use Absentee Lite to track these electors (*Absentee Lite Chapter*) Self-Providers who are using full absentee will use the "Send Write-In Ballots" Quick Task (*New Absentee Ballots Chapter revised 7/10*) Self-Providers who are not using full absentee may use Absentee Lite for Nov. 2010. (*Absentee Lite Chapter*)

****This checklist pertains ONLY to the November 2, 2010 General Election.****