



SVRS Election Checklist I 2011 Spring Election April 5, 2011



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 2011 Spring Election in SVRS on Monday, November 15, 2010.

County Level Tasks:

**Steps 1 - 2 are performed by each county by the end of the day, Wednesday, December 29, 2010.*

- Step 1: Counties inherit the 2011 Spring 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.
- 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 January 5, 2011.

- 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. 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 2011 Spring Election. Be sure to assign the PPAP and RU (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.) (*Election Set Up: Pages 15-26, 21-26 are optional*)
- Step 10: Self-Providers send state write-in ballots to current military electors by **January 5, 2011**. Additional write-in ballots should be sent to new military 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-Ins Ballots" Quick Task (*New Absentee Ballots Chapter revised 7/10*) Self-Providers who are not using full absentee may use Absentee Lite. (*Absentee Lite Chapter*)

****This checklist pertains ONLY to the April 5, 2011 Spring Election.****