



SVRS Election Checklist III 2012 Spring Primary February 21, 2012

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below.
Please refer to the updated materials found on the Government Accountability Board - Elections Division website: <http://gab.wi.gov>

SVRS Election Checklists I & II were completed prior to the election.

Step 1 is performed before the polls close. Steps 2 – 4 are performed after the polls close.

- Step 1: As soon as possible after the closing hour for all polling places in a municipality, the municipal clerk must post at his or her office and on the Internet the number of outstanding absentee ballots.
- Step 2: As soon as possible on Election Night, February 21, 2012: Report each Provisional Ballot issued using the new Provisional Ballot Tracking system. SVRS Providers should have their reliers provide that information as soon as possible after the election. (See the Provisional Tracking System 2012 Instructions posted at <http://gab.wi.gov/node/2211>).
- Step 3: Count ballots, tabulate votes and record on the appropriate Tally Sheets, and complete forms. (See *Post-Election Checklist on page 104 in the "Election Day Manual for Wisconsin Election Officials" November 2011*)
- Step 4: Municipalities send one original copy of each poll list to the County Clerk by 4:00 p.m. the day after the election. (See *Post-Election Checklist, Page 104 in the "Election Day Manual for Wisconsin Election Officials" November 2011*)

Steps 5 – 15 must be completed by March 20, 2012.

- Step 5: Reliers promptly send copies of any GAB-131s not already entered in to SVRS (including late registrations and Election Day registrations) and Poll Lists to Providers (if not already provided to the county clerk)
- Step 6: Self Providers or Providers for their Relier(s) check Election **Milestone 5**, if not already checked, for the 2011 Spring Primary Election. (*Set up & Print Poll Book: Page 17*)
- Step 7: Self Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "**Late Registration**." (*Voter Application: Pages 3-16*)
- Step 8: Self Providers or Providers for their Relier(s) **record** voter participation in SVRS. For Late Registrants processed in Step 18, the Voter ID number will have to be entered manually to record voter participation. (*Post Election Activities: Pages 10-11*)
- Step 9: Self Providers who use SVRS to record Absentee Ballots mark late-arriving ballots as returned, and perform other post-election absentee tasks in SVRS. (*Absentee Ballots: Page 40 – Please note that since all absentee ballots may now be counted if postmarked by election day and returned by Friday, February 24th at 4:00pm, outstanding ballots in SVRS should not be cancelled until after that deadline.*)
- Step 10: Self Providers or Providers for their Relier(s) process **Election Day Registrations** in SVRS with the App Source of "Election Day Registration." This will automatically record voting history. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (*Voter Application: Pages 17-18*)
 - If any Election Day registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications. (*Post Election: Pages 7-9*)



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- Step 11: Self Providers or Providers for their Relier(s) review Poll Books and Absentee Ballot Logs.
 - Update voter records for Proof of Residence (POR Required) provided by voter. (*Voter-Maintaining Voter Records: Page 14*)
 - Update voter record if Photo Identification was provided with a returned absentee ballot. (Photo Identification Key changes document posted on the G.A.B. website at:
http://gab.wi.gov/sites/default/files/memo/20/8_1_photo_id_key_change_document_2_9_12_pdf_15265.pdf)
 - Update any typographical corrections noted on the poll books. (*Voter-Maintaining Voter Records: Page 9*)

- Step 12: Municipal Clerks complete Election Voting and Registration Statistics Report (GAB-190). All GAB-190s must be entered into an online program, the Wisconsin Election Data Collection (**WEDCS**) within the 30 days following the election. "Online" does not mean emailing a copy of the GAB-190 to the G.A.B. All municipalities that use the SVRS should have access to the WEDCS and will enter their GAB-190(s) into the program. Reliers who do not have access to the WEDCS should send a copy of their GAB-190 to their Provider for entry. GAB-190 should be updated as absentee ballots are returned late to your office. (*WEDCS Chapter: Pages 3-9*)

- Step 13: Compare the response on questions 2 of the GAB-190 to the total votes recorded in SVRS. SVRS has two reports that will be useful: Vote Count by Voting Method and the Voter Participation Report. (*Post Election: Pages 14-23*)

If you do not come up with matching results, please follow the directions in the SVRS Manual Post Election chapter to double check for errors and omissions.

- Step 14: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2012 Spring Primary. (*Post Election: Page 27*)

- Step 15: County checks Milestones 5-9 for the 2011 Spring Primary (after all municipalities have checked theirs). (*Post Election Activities: Page 27*)