



# SVRS Election Checklist I: Inheriting and Setting-Up the Election

## 2015 Spring Election

### April 7, 2015

Detailed instructions for each step can be located in the training materials. Please refer to the materials on the [Government Accountability Board website](#).

**This Checklist covers the following tasks for the 2015 Spring Election:**

- ✓ Inheriting the Election in SVRS
- ✓ County Election Setup Tasks
- ✓ Municipal Election Setup Tasks
- ✓ Sending School District Contest/Referenda to G.A.B. for entry into SVRS
- ✓ Voter Data Quality Maintenance (ensuring accurate poll books)

*The G.A.B. will not be creating the 2015 Spring Primary Election in SVRS until the deadline has passed for the certification of candidates. Please do not create your own Primary Election in SVRS. Some municipalities may not have a Spring **Primary** Election, those who do have a primary should use the election created by the G.A.B. We will be sending a combined Checklist I and Checklist II for the Spring Primary Election the second week of January 2015 with further instructions.*

**All Counties and Municipalities should inherit the 2015 Spring Election.**

Please complete the tasks as outlined. Contact the G.A.B. HelpDesk at 608-261-2028 or [gabhelpdesk@wi.gov](mailto:gabhelpdesk@wi.gov) with any questions.

### COUNTY LEVEL TASKS FOR SPRING ELECTION SETUP

Tasks To Complete	Explanation
<input type="checkbox"/> <b>Step 1:</b> Inherit the 2015 Spring Election	The G.A.B. has created the 2015 Spring Election. All counties need to inherit the 2015 Spring Election.  <i style="text-align: center;">SVRS Manual: <a href="#">Election Setup</a>, page 10</i>
<input type="checkbox"/> <b>Step 2:</b> Check Milestone #2	Milestone #1 is automatically checked when the election is inherited. Checking Milestone #2 allows you to enter local contests and candidates.  It is recommended candidates should not be entered in SVRS until after they have been certified and only if there will not be a Primary for those contests.
<b>COUNTIES SHOULD INHERIT AND CHECK MILESTONE #2 FOR THEIR RELIER MUNICIPALITIES.</b>	
<input type="checkbox"/> <b>Step 3:</b> Notify all municipal Self-Providers Milestone #2 is checked	Self-Providers can then inherit the election, check Milestone #2 and begin entering contests and candidates.



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<input type="checkbox"/> <b>Step 4:</b> Run the Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports	<p>These reports are in the G.A.B. Canvass Reporting System. All counties should then communicate with their Self-Provider and Relier municipalities to ensure the Reporting Units setup for the 2015 Spring Election in SVRS <b>match</b> the programming established for the Electronic Voting Equipment.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">Canvass</a>, pages 4-6</i></p>				
<input type="checkbox"/> <b>Step 5:</b> Begin entering contests and candidates	<p>Counties must enter all county level contests, as well as candidates and municipal contests on behalf of their Reliers.</p> <p style="text-align: center;"><i>SVRS Manual: <a href="#">Election Setup</a>, pages 15 -26 (22-26 are optional)</i></p> <p style="text-align: center;"><i>*Please pay particular attention to the <u>contest ballot position table</u> on page 17.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:           </td> <td style="width: 50%; padding: 5px;"> <b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:           </td> </tr> <tr> <td style="padding: 5px;"> <i>State:</i> 001000 - 099999  <i>County:</i> 100000 - 199999  <i>Multi-Jurisdictional Judge:</i> 200000 - 299999  <i>Municipality:</i> 300000 - 399999  <i>Union/Unified School District:</i> 400000 - 499999  <i>Common School District:</i> 500000 - 599999  <i>Special District:</i> 600000 - 699999           </td> <td style="padding: 5px;"> <i>State:</i> 700000 - 709999  <i>County:</i> 710000 - 719999  <i>Multi-Jurisdictional Judge:</i> 720000 - 729999  <i>Municipality:</i> 730000 - 739999  <i>Union/ Unified School District:</i> 800000 - 899999  <i>Common School District:</i> 900000 - 969999  <i>Special District:</i> 970000 - 999999           </td> </tr> </table>	<b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:	<b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:	<i>State:</i> 001000 - 099999 <i>County:</i> 100000 - 199999 <i>Multi-Jurisdictional Judge:</i> 200000 - 299999 <i>Municipality:</i> 300000 - 399999 <i>Union/Unified School District:</i> 400000 - 499999 <i>Common School District:</i> 500000 - 599999 <i>Special District:</i> 600000 - 699999	<i>State:</i> 700000 - 709999 <i>County:</i> 710000 - 719999 <i>Multi-Jurisdictional Judge:</i> 720000 - 729999 <i>Municipality:</i> 730000 - 739999 <i>Union/ Unified School District:</i> 800000 - 899999 <i>Common School District:</i> 900000 - 969999 <i>Special District:</i> 970000 - 999999
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**Attention:**

- The State (G.A.B.) must enter all School District (school board members and referenda), Multi-Jurisdictional Judge contests, and Technical College referenda in SVRS. **If any of your Reliers have School District, MJJ, or Tech. College contest/referenda information, please email it to the G.A.B. HelpDesk ([gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov)) immediately so it can be entered into SVRS.**
- Counties must enter ALL sanitary district contests in SVRS (which was a change beginning in 2013; previously these were entered at the municipal level).
- The quality of ballots accessed by military voters through [MyVote](#) depends on the care and conscientiousness with which election officials have entered the contest and candidate information in SVRS. When entering contest and candidates in SVRS, please give special attention to contest ballot positions and ballot instructions.

### MUNICIPAL SELF-PROVIDERS/PROVIDER TASKS FOR SPRING ELECTION SETUP

Tasks To Complete	Explanation
<input type="checkbox"/> <b>Step 1:</b> Report annexations to G.A.B.	<p>Report any annexations on the GAB-100 Form since the last election to the G.A.B. This helps ensure voters are correctly districted and vote the correct ballot in the Spring Election (and Spring Primary).</p>
<input type="checkbox"/> <b>Step 2:</b> Review Polling Place Assignment Plans (PPAPs)	<p>Determine which PPAP will be used for this election. If none of the existing PPAPs match the poll book setup for this election, a new PPAP must be created.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">Election Setup</a>, page 4</i></p>



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<input type="checkbox"/> <b>Step 3:</b> Review Reporting Unit Plans (RUPs)	Determine which RUP will be used for this election. Make sure you select an RUP that matches how you will be reporting your Spring Election results.  <i>SVRS Manual: <a href="#">Election Setup</a>, page 8</i>																
<b>THE POLLING PLACE ASSIGNMENT PLAN SHOULD MATCH THE REPORTING UNIT PLAN. THESE PLANS SHOULD ALSO MATCH THE PROGRAMMING OF YOUR ELECTRONIC VOTING EQUIPMENT. PLEASE VERIFY THIS WITH YOUR COUNTY.</b>																	
<input type="checkbox"/> <b>Step 4:</b> Inherit the 2015 Spring Election	The G.A.B. has created the 2015 Spring Election. All municipalities need to inherit the 2015 Spring Election. <b>Please do not create the election.</b>  <i>SVRS Manual: <a href="#">Election Setup</a>, page 10</i>																
<input type="checkbox"/> <b>Step 5:</b> Check Milestone #2	Milestone #1 is automatically checked when the election is inherited. Checking Milestone #2 allows you to enter local contests and candidates.  It is recommended candidates should not be entered in SVRS until after they have been certified and only if there will not be a Primary for those contests.																
<input type="checkbox"/> <b>Step 6:</b> Begin entering contests and candidates	Municipalities must enter all local contests and candidates in SVRS.  <i>SVRS Manual: <a href="#">Election Setup</a>, pages 15 -26 (22-26 are optional)</i> <i>*Please pay particular attention to the <a href="#">contest ballot position table</a> on page 17.</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:</th> <th style="text-align: left;"><b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:</th> </tr> </thead> <tbody> <tr> <td>State: 001000 - 099999</td> <td>State: 700000 - 709999</td> </tr> <tr> <td>County: 100000 - 199999</td> <td>County: 710000 - 719999</td> </tr> <tr> <td>Multi-Jurisdictional Judge: 200000 - 299999</td> <td>Multi-Jurisdictional Judge: 720000 - 729999</td> </tr> <tr> <td><b>Municipality: 300000 - 399999</b></td> <td><b>Municipality: 730000 - 739999</b></td> </tr> <tr> <td>Union/Unified School District: 400000 - 499999</td> <td>Union/ Unified School District: 800000 - 899999</td> </tr> <tr> <td>Common School District: 500000 - 599999</td> <td>Common School District: 900000 - 969999</td> </tr> <tr> <td>Special District: 600000 - 699999</td> <td>Special District: 970000 - 999999</td> </tr> </tbody> </table>	<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	<b>Municipality: 300000 - 399999</b>	<b>Municipality: 730000 - 739999</b>	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
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<p><b>Attention:</b></p> <ul style="list-style-type: none"> <li>The State (G.A.B.) must enter <u>all School District</u> (school board members and referenda), <u>Multi-Jurisdictional Judge contests</u>, and <u>Technical College referenda</u> in SVRS. <b>If you have School District, MJJ, or Tech. College contest/referenda information, please email it to the G.A.B. HelpDesk (<a href="mailto:gabhhelpdesk@wi.gov">gabhhelpdesk@wi.gov</a>) immediately so it can be entered into SVRS.</b></li> <li>Municipalities should communicate any Sanitary District contests for the 2015 Spring Election to their Counties.</li> <li>The quality of ballots accessed by military voters through <a href="#">MyVote</a> depends on the care and conscientiousness with which election officials have entered the contest and candidate information in SVRS. When entering contest and candidates in SVRS, please give special attention to contest ballot positions and ballot instructions.</li> </ul>																	



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**VOTER DATA QUALITY: ENSURING ACCURATE POLL BOOKS**

Tasks To Complete	Explanation
<p><b>Mapping</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Geo DC Mismatches</li> <li><input type="checkbox"/> Review Boundary Exceptions</li> <li><input type="checkbox"/> Review DC1 voters</li> <li><input type="checkbox"/> Review Geocode Exceptions</li> <li><input type="checkbox"/> Review Geocode Warnings</li> </ul>	<p>These are data quality tasks that clerks must perform in order to ensure the quality of the address and district data in SVRS. Verifying voters have the correct district combo ensures they appear in the correct poll book.</p> <p>Any voters with a DC1 will not appear on the poll book, even if they are registered, because their address information is not validating. This could be due to a data entry error or a misplacement of the mapping pin.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">Mapping</a></i></p>
<p><b>HAVA Matches</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duplicate Voter Record Matches</li> <li><input type="checkbox"/> Death Matches</li> <li><input type="checkbox"/> Felon matches</li> </ul>	<p>Merging duplicate voter records, cancelling records of deceased voters, and inactivating felon voter records help to ensure an accurate poll book. These tasks are required by the Federal Help America Vote Act (HAVA) and must be performed by clerks.</p> <p><u>NOTE:</u> If necessary, please review the <a href="#">List Maintenance Webinar</a> which includes a review of HAVA Matches.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">HAVA Interfaces</a>, pages 7-19</i></p>

**RESOURCES:**

[SVRS Manual](#) - The *Election Setup*, *Canvass*, *Mapping* and *HAVA Interfaces* chapters are referenced in this Checklist.

**LOOKING AHEAD:**

- 2015 Spring Primary Checklist I & II – 2<sup>nd</sup> week of January (Absentee deadline, January 27<sup>th</sup>).
- 2015 Spring Election Checklist II – 1<sup>st</sup> week of March (Absentee deadline, March 17<sup>th</sup>).