

SVRS Election Checklist II: Completing Milestones
2014 Spring Primary
February 18, 2014



This Checklist covers the following for the 2014 Spring Primary:

- ✓ Review on inheriting the Spring Primary
- ✓ County election setup tasks (Deadline for checking Milestone #3: Thursday, January 23)
- ✓ Municipal election setup tasks (Deadline for checking Milestone #4: Tuesday, January 28)

Please complete the tasks as outlined. Contact the G.A.B Help Desk
at 608-261-2028 or gabhelpdesk@wi.gov with any questions.

PLEASE REVIEW: SPECIAL INFORMATION ON INHERITING THE SPRING PRIMARY - FOR ALL SVRS USERS

Because there is not a statewide office on the spring primary ballot, some jurisdictions will not need to inherit the 2014 Spring Primary in SVRS.

Inherit the 2014 Spring Primary in SVRS if you have a contest on the primary ballot.

- Dunn and Waupaca Counties have a Circuit Court Judge contest on the Primary ballot.
 - All municipalities in Dunn and Waupaca Counties must inherit the 2014 Spring Primary.
- Counties with any local contest including county, municipal, school district, technical college, MJJ or sanitary district on the primary ballot must inherit the 2014 Spring Primary.
- Municipalities with a county, municipal, school district, technical college, MJJ or sanitary district contest on the Spring Primary ballot must inherit the 2014 Spring Primary.
- Please do not create your own primary election in SVRS. If you have a contest on the primary ballot, you must inherit the 2014 Spring Primary.

If you mistakenly inherit the 2014 Spring Primary and will not have any contest on the ballot, promptly notify the G.A.B. Help Desk. Only the G.A.B. IT Team can remove an inherited election from your jurisdiction.

This checklist pertains ONLY to the 2014 Spring Primary.
Wisconsin Government Accountability Board

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COUNTY LEVEL TASKS FOR COMPLETING MILESTONES

Tasks To Complete	Explanation
<i>The State has checked Milestone #3 for the 2014 Spring Primary.</i>	
<input type="checkbox"/> Step 1: Continue to add contests and candidates to the Spring Primary	<p>Add any county contests and candidates, including sanitary district contests. All sanitary contests must be entered at the county level.</p> <p>Add municipal contests and candidates for your reliers.</p> <p style="text-align: center;"><i>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)</i> *Please pay particular attention to the <u>contest ballot position instructions</u> (found in the table) on page 17. Election Setup</p>
<input type="checkbox"/> Step 2: Run the Election Night Call-In Sheet and/or the Canvass Report-GAB 106.	<p>These reports show all contests and candidates and can be used to verify that all contests and candidates have been entered into SVRS correctly.</p> <p>Please make sure all contests and candidates are entered correctly and completely before checking Milestone #3!</p> <p style="text-align: center;"><i>SVRS Manual: Canvass, page 7</i></p>
<i>If there is mistake or omission in any state-entered School District or Multi-Jurisdictional Judge (MJJ) contest, please contact the G.A.B. Help Desk immediately at 608-261-2028 or gabhelpdesk@wi.gov.</i>	
<input type="checkbox"/> Step 3: Counties should check Milestone #3 no later than Thursday, January 23, 2014.	<p>By checking Milestone #3 by Thursday, January 23, this helps municipalities stay on target to check Milestones #3 and #4 by the Absentee Ballot Deadline of Tuesday, January 28.</p> <p>Please notify Self-Providers that Milestone #3 has been checked at the county level.</p> <p style="text-align: center;"><i>SVRS Manual: Election Setup, page 28</i></p>

MUNICIPAL SELF-PROVIDERS/PROVIDER TASKS FOR ELECTION SETUP

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Continue to add contests and candidates	<p>Add any municipal contests and candidates.</p> <p>Please make sure all contests and candidates are entered correctly and completely before checking Milestone #3!</p> <p style="text-align: center;"><i>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)</i> *Please pay particular attention to the <u>contest ballot position instructions</u> (found in the table) on page 17. Election Setup</p>
<i>If there is mistake or omission in any state-entered School District or Multi-Jurisdictional Judge (MJJ) contest, please contact the G.A.B. Help Desk immediately at 608-261-2028 or gabhelpdesk@wi.gov.</i>	
<input type="checkbox"/> Step 2: Check Milestone #3	<i>SVRS Manual: Election Setup, page 28</i>
<input type="checkbox"/> Step 3: Generate Ballot Styles	<i>SVRS Manual: Election Setup, page 29</i>

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Tasks To Complete	Explanation
<input type="checkbox"/> Step 8: Print Poll Books and Check Milestone #5	<p>Poll books should not be printed before 5:00 p.m. on January 29, 2014. The G.A.B. Elections Division strongly encourages you to wait until at least February 5, 2014 to print poll books.</p> <p style="text-align: center;"><i>SVRS Manual: Poll Book</i> See this chapter for instructions on how to print poll books (pgs. 8-13) and information about the structure and sections included in the poll book (pgs. 14-16).</p>

SVRS MANUAL LINK (FOR ALL CHAPTERS): <http://gab.wi.gov/node/798>

The *Election Setup, Canvass, Ineligible Voter List, Absentee Ballots* and *Poll Book* chapters are referenced in this Checklist.

SVRS CHECKLIST I FOR THE 2014 SPRING PRIMARY AND SPRING ELECTION (POSTED PREVIOUSLY ON 12/6/2013):

<http://gab.wi.gov/node/3032>

LOOKING AHEAD:

2014 Spring Primary Checklist III – Election Day and Post-Election Tasks

- Checklist III will be posted on Monday, February 17, 2014.

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