



# SVRS Election Checklists I & II: Inheriting and Setting-Up the Election/Completing Milestones

## 2015 Spring Primary

### February 17, 2015

Detailed instructions for each step can be located in the training materials. Please refer to the materials on the [G.A.B. website](#).

**NOTE: Please immediately review State entered Primary contests for School districts, Multi-Jurisdictional Judges and Technical Colleges and send any missing contests or corrections to the G.A.B. HelpDesk at [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) or call (608) 261-2028. The State will check Milestone #3 on Wednesday, January 14, 2015 and any changes/additions will need to be made prior to this date.**

#### **Checklist I portion covers the following tasks for the 2015 Spring Primary:**

- ✓ 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

#### **Checklist II portion covers the following tasks for the 2015 Spring Primary:**

- ✓ Review: SVRS Checklist I and MyVote Wisconsin Information
- ✓ The State has checked Milestone #3
- ✓ County Election Setup Tasks (**Deadline to check Milestone #3: Thursday, January 22, 2015**)
- ✓ Municipal Election Setup Tasks (**Deadline to check Milestone #4: Tuesday, January 27, 2015**)
- ✓ Voter Data Quality Maintenance (ensuring accurate poll books)

### **SPECIAL INFORMATION ON INHERITING SPRING PRIMARY**

**Inherit with Care and Caution:** Because there is not a statewide office on the Spring Primary Ballot, some jurisdictions will not have a primary and therefore will not need to inherit the 2015 Spring Primary in SVRS.

You will need to determine whether you should inherit the 2015 Spring Primary. In most cases, this will be determined after the January ballot access and challenge deadlines. **Only inherit the 2015 Spring Primary in SVRS if you have a contest on the primary ballot.**

- Both Counties and Municipalities, for which a Court of Appeals or County Circuit Court contest is on the primary ballot (See the G.A.B. Certification of Candidates), must inherit the 2015 Spring Primary.
- All counties and municipalities that are in State Senate District 20 will have a special primary and will need to inherit the 2015 Spring Primary. This may affect what Reporting Unit Plan (RUP) you choose. **State Senate District 20 is a partisan office and the rules for partisan reporting units apply; this includes reporting units for your non-partisan offices.** Reporting units cannot cross Assembly District lines.
- Counties with any local contests including: county, municipal, school district, Multi-Jurisdictional Judge (MJJ) or sanitary contests on the primary ballot must inherit the 2015 Spring Primary.
- Municipalities with a county, school district, MJJ or sanitary contest on the Spring Primary ballot must inherit the 2015 Spring Primary.
- If you mistakenly inherit the 2015 Spring Primary and do not have a 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.



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**COUNTY LEVEL TASKS FOR SPRING PRIMARY SETUP – CHECKLIST I**

Tasks To Complete	Explanation		
<input type="checkbox"/> <b>Step 1:</b> Inherit the 2015 Spring Primary	The G.A.B. has created the 2015 Spring Primary. Please inherit only if you or your Relier(s) have a contest in the Primary.  <i>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.		
<b>COUNTIES SHOULD INHERIT AND CHECK MILESTONE #2 FOR THEIR RELIER MUNICIPALITIES WHO HAVE A 2015 SPRING PRIMARY.</b>			
<input type="checkbox"/> <b>Step 3:</b> Notify all Self-Providers Milestone #2 is checked	Self-Providers can then inherit the election ( <u>only if they have a 2015 Spring Primary</u> ), check Milestone #2 and begin entering contests and candidates.		
<input type="checkbox"/> <b>Step 4:</b> Run the Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports	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 Primary in SVRS <b>match</b> the programming established for the Electronic Voting Equipment.  <i>SVRS Manual: <a href="#">Canvass</a>, pages 4-6</i>		
<input type="checkbox"/> <b>Step 5:</b> Begin entering contests and candidates	Counties must enter all county level contests and candidates, as well as municipal contests and candidates on behalf of their Reliers.  All sanitary district contests must be entered at the county level.  <i>SVRS Manual: <a href="#">Election Setup</a>, pages 15 -26 (Contest ballot Position Table, page 17).</i> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:            State: 001000 - 099999            County: 100000 - 199999            Multi-Jurisdictional Judge: 200000 - 299999            Municipality: 300000 - 399999            Union/Unified School District: 400000 - 499999            Common School District: 500000 - 599999            Special District: 600000 - 699999         </td> <td style="width: 50%; vertical-align: top;"> <b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:            State: 700000 - 709999            County: 710000 - 719999            Multi-Jurisdictional Judge: 720000 - 729999            Municipality: 730000 - 739999            Union/ Unified School District: 800000 - 899999            Common School District: 900000 - 969999            Special District: 970000 - 999999         </td> </tr> </table>	<b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS: State: 001000 - 099999 County: 100000 - 199999 Multi-Jurisdictional Judge: 200000 - 299999 Municipality: 300000 - 399999 Union/Unified School District: 400000 - 499999 Common School District: 500000 - 599999 Special District: 600000 - 699999	<b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS: State: 700000 - 709999 County: 710000 - 719999 Multi-Jurisdictional Judge: 720000 - 729999 Municipality: 730000 - 739999 Union/ Unified School District: 800000 - 899999 Common School District: 900000 - 969999 Special District: 970000 - 999999
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<b>If there is a 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 <a href="mailto:gabhhelpdesk@wi.gov">gabhhelpdesk@wi.gov</a>. Remember: The quality of ballots accessed by military voters through <a href="#">MyVote</a> depends on the conscientiousness with which election officials have entered the contest and candidate information in SVRS. Please give special attention to contest ballot positions and ballot instructions.</b>			



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**February 17, 2015**

**COUNTY LEVEL TASKS FOR SPRING PRIMARY SETUP – CHECKLIST II**

*THE STATE WILL CHECK MILESTONE #3 ON JANUARY 14, 2015 FOR THE 2015 SPRING PRIMARY*

Tasks To Complete	Explanation
<input type="checkbox"/> <b>Step 6:</b> Run the Election Night Call-In Sheet and/or Canvass Report GAB-106	These reports show all contests and candidates and can be used to verify that all contest and candidates have been entered into SVRS correctly.  Please make sure all contest and candidates are entered correctly and completely before checking Milestone #3.  <i>SVRS Manual: <a href="#">Canvass</a>, page 7</i>
<input type="checkbox"/> <b>Step 7:</b> Counties should check Milestone #3 no later than <b><u>Thursday, January 22, 2015</u></b>	By checking Milestone #3 by Thursday, January 22, 2015, this ensures municipalities stay on target to check Milestones #3 and #4 by the Absentee Ballot Deadline of Tuesday, January 27, 2015.  Also, please notify Self-Providers that Milestone #3 has been checked at the county level.  <i>SVRS Manual: <a href="#">Election Setup</a>, page 28</i>

**MUNICIPAL SELF-PROVIDER/PROVIDER TASKS FOR SPRING PRIMARY SETUP – CHECKLIST I**

Tasks To Complete	Explanation
<input type="checkbox"/> <b>Step 1:</b> Report annexations to G.A.B.	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 Primary (and Spring Election).
<input type="checkbox"/> <b>Step 2:</b> Review Polling Place Assignment Plans (PPAPs)	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.  <i>SVRS Manual: <a href="#">Election Setup</a>, page 4</i>
<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 Primary 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> <u>Inherit</u> the 2015 Spring Primary <i>*(if appropriate)</i>	The G.A.B. has created the 2015 Spring Primary; <b>please do not create your own election.</b> *All municipalities will <u>not</u> need to inherit the 2015 Spring Primary. Please only inherit the election if you have contests associated with the 2015 Spring Primary.  <i>SVRS Manual: <a href="#">Election Setup</a>, page 10</i>



SVRS Election Checklists I & II: Inheriting and Setting-Up the Election/Completing Milestones  
**2015 Spring Primary**  
**February 17, 2015**

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<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 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.  SVRS Manual: <a href="#">Election Setup</a> , pages 15 -26 (22-26 are optional) <i>*Please pay particular attention to the <u>contest ballot position table</u> 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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**MUNICIPAL SELF-PROVIDER/PROVIDER TASKS FOR SPRING PRIMARY SETUP – CHECKLIST II**

**THE STATE WILL CHECK MILESTONE #3 ON JANUARY 14, 2015 FOR THE 2015 SPRING PRIMARY**

Tasks To Complete	Explanation
<input type="checkbox"/> <b>Step 7:</b> Check Milestone #3	This can only be done after your county has checked Milestone #3.  SVRS Manual: <a href="#">Election Setup</a> , page 28
<input type="checkbox"/> <b>Step 8:</b> Generate Ballot Styles and Rename Ballot Styles (optional)	The ballot style description prints on the poll book and can be helpful to your election inspectors.  SVRS Manual: <a href="#">Election Setup</a> , page 29
<input type="checkbox"/> <b>Step 9:</b> Check Milestone #4 no later than <b><u>Tuesday, June 27, 2015</u></b>	Deadline for municipal clerks to finalize ballot styles (Milestone #4) in SVRS, to accommodate online absentee requests made by Military voters on MyVote Wisconsin. <b><u>Please do not check Milestone #4 until you have generated ballot styles.</u></b>

**Please verify Voter Data Quality Maintenance tasks are complete prior to issuing Absentee Ballots (see top of page 6).**



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**2015 Spring Primary**  
**February 17, 2015**

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<input type="checkbox"/> <b>Step 10</b> Issue Absentee ballot labels or Enter ballots for UOCAVA voters in Absentee Lite	<p>Self-Providers who use SVRS to track Absentee Ballots should issue absentee ballot labels for all absentee electors with approved applications on file. Clerks (or their providers) who use Absentee Lite to track Military ballots should record the ballot immediately after sending the ballot.</p> <p><b>Note:</b> <i>Permanent Overseas voters are not eligible to vote in the 2015 Spring Primary.</i></p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">Absentee Ballots</a>, <a href="#">Absentee Lite</a></i></p>
<p><b>CLOSE OF REGISTRATION: January 28, 2015</b></p> <ul style="list-style-type: none"> <li>• Enter all complete GAB-131s from voters who registered in person by close of business January 28, 2015.</li> <li>• Enter all mailed complete GAB-131s that are postmarked on or before January 28, 2015.</li> <li>• Review any new or pending applications to see if voters provided sufficient information to process them.</li> <li>• Online Mail or Online Late applications cannot be processed until you receive the signed paper form in your office and Proof of Residence (POR) has been provided.</li> </ul>	
<p><b>LATE REGISTRATION PERIOD: January 29, 2015 – February 13, 2015</b></p> <ul style="list-style-type: none"> <li>• Prior to permitting an elector to register to voter during late registration, clerks must review the <a href="#">Ineligible Voter List</a>. Clerks may search the list online or print the list for use during this period.</li> <li>• Clerks should <u>not</u> enter registrations into SVRS until POR requirements have been met.</li> <li>• Self-Providers and Providers who conduct in person registration on behalf of their Reliers must issue Certificates of Registration (GAB-133) to late registrants who appear in person at your office. Reliers who receive in person registrations during late registration must issue a Certificate of Registration (GAB-133) and submit a copy of the GAB-131 to their Provider as soon as possible for entry into SVRS.</li> </ul>	
<input type="checkbox"/> <b>Step 11:</b> Print Poll Book(s) and Check Milestone #5	<p><u>Poll books cannot be printed before 5:00 p.m. on January 28, 2015.</u> However, the G.A.B. strongly encourages you to wait until, at least, <b>February 4, 2015</b> to print poll books.</p> <p><b>NOTE:</b> Formatting has been improved; there are no longer numerous blank pages at the end of the poll book. The structure of the poll book is as follows:</p> <ul style="list-style-type: none"> <li>• The main poll book has not been changed. It will print the names and addresses of all Active voters who registered by January 28, 2015.</li> <li>• If there are no confidential voters or late registrants, the poll book will not contain page headers for these sections. However, if there are confidential voters and/or late registrations, the poll book will contain these Confidential and/or Supplemental sections.</li> </ul> <p>Election inspectors should continue to be made aware of the possibility of these additional sections of the poll book.</p> <p style="text-align: right;"><i>SVRS Manual: <a href="#">Poll Book</a>, pages 8-13 and 14-16</i></p>



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**2015 Spring Primary**  
**February 17, 2015**

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

**PLEASE COMPLETE PRIOR TO CHECKING OFF MILESTONE #4**

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 <u>not</u> appear on the poll book, even if they are registered. 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><b>NOTE:</b> 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>

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

**RESOURCES:**

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

**LOOKING AHEAD:**

- 2015 Spring Primary Checklist III – Mid-February (prior to Election Day)
- 2015 Spring Election Checklist II – 1<sup>st</sup> week of March