



SVRS Election Checklist III: Election Night and Post-Election

2014 General Election

November 4, 2014

Detailed instructions for each step can be found in the training materials. Please refer to the materials found on the Government Accountability Board website: <http://gab.wi.gov/>

A review of Checklists I & II can be found using links below:

- [Checklist I](#)
- [Checklist II](#)

This Checklist covers the following for the 2014 General Election:

- ✓ Election Night Activities
- ✓ Post-Election Activities
 - GAB-190F
 - GAB-191
 - GAB-192
- ✓ **NEW!** Entry and Completion of EDR Postcards Report in WEDCS

Italicized language will refer to items listed in your SVRS manual: <http://gab.wi.gov/publications/manuals/svrs>

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

STEPS 1 - 4 ARE PERFORMED AFTER THE POLLS CLOSE ON ELECTION NIGHT

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Public notice of absentee and provisional Information	<p>➔ <u>As soon as possible after the closing hour for all polling places in a municipality</u>, the municipal clerk must post at his or her office and on the Internet the number of outstanding absentee ballots and the number of provisional ballots cast on Election Day.</p>
<input type="checkbox"/> Step 2: Record information from the Provisional Ballot Reporting Form (GAB-123r), even when no provisional ballots are issued	<p>➔ <u>As soon as possible on Election Night, November 4, 2014</u>: Record each provisional ballot (or record that no provisional ballots were issued) using the Provisional Ballot Tracking System located on the CRM ElectionData website: http://electiondata.gab.wi.gov</p> <p>NOTE: Provisional Tracking System Chapter in the SVRS Manual.</p> <p>REMINDER: When accessing the CRM website, "SVRS\" needs to precede your username.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> </div>
<input type="checkbox"/> Step 3: Ballot and vote tracking	<p>➔ Count ballots, tabulate and record votes on appropriate Tally Sheets, and complete necessary forms.</p> <p>➔ See Post-Election Checklist, Page 124 in the Election Day Manual.</p>



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<input type="checkbox"/> Step 4: Send a copy of poll list to County Clerk	<ul style="list-style-type: none"> ➔ Municipalities send one original copy of each poll list to the County Clerk, as well as a certified copy to the School District (only if there was a School District referendum) by 4:00 p.m. the day after the election. ➔ See Post-Election Checklist, Page 124 in the Election Day Manual.
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NOTE for Counties: *The reporting unit programming of electronic voting equipment must match the reporting units in the Canvass Reporting System. If the reporting units do not match, contact the G.A.B. immediately. Changes to a municipality's reporting unit plan in SVRS/CRS can only occur prior to certifying results in the Canvass Reporting System (CRS). You can print a Pre-Canvass Reporting Unit List from the Canvass Reporting System to check how the reporting units are set up in SVRS/CRS.*

STEPS 5 - 13 MUST BE COMPLETED BY DECEMBER 19, 2014

NOTE: *The GAB-190 still has a 30 day deadline to be submitted to G.A.B. for the 2014 General Election.*

For General Elections, clerks have 45 days to enter GAB-131s and can request an extension to 60 days from G.A.B. Counsel.

Tasks to Complete	Explanation
<input type="checkbox"/> Step 5: Enter and process any remaining late registrations	<ul style="list-style-type: none"> ➔ Self-Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "Late Registration." (Voter Applications: Pages 3-16)
<input type="checkbox"/> Step 6: Enter and process Election Day Registrations <i>NOTE: When using the default setting, ensure that all defaulted information is accurate for each application.</i>	<ul style="list-style-type: none"> ➔ Self-Providers or Providers for their Relier(s) process Election Day Registrations in SVRS with the App Source of "Election Day Registration" (or "Online Election Day Registration"). This will automatically record a vote. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (Voter Applications: Pages 17-18) ➔ If any Election Day Registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications. (Post-Election: Pages 5-7)
<input type="checkbox"/> Step 7: Self-Providers who use SVRS for absentee perform post-election absentee tasks	<ul style="list-style-type: none"> ➔ Record late-arriving absentee ballots as returned. ➔ Cancel all absentee ballots not returned after the deadline of Friday, November 7th at 4:00 p.m. (Absentee Ballots: Pages 35-39) ➔ Send letters to indefinitely confined voters who failed to return their ballot. (Absentee Applications: Pages 22-27)
<input type="checkbox"/> Step 8: Record voter participation	<ul style="list-style-type: none"> ➔ Self-Providers or Providers for their Relier(s) record voter participation from the poll list and supplemental poll list in SVRS.
<input type="checkbox"/> Step 9: Review poll book and update SVRS accordingly	<ul style="list-style-type: none"> ➔ Update voter records with any Proof of Residence (POR) provided by the voters who have a watermark in your poll book and/or update any typographical corrections on the poll book. (Voter: Pages 9, 15)



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Step 10:

Complete **GAB-190F** by December 4, 2014

➔ Municipal Clerks complete Election Voting and Registration Statistics Report for a Federal Election ([GAB-190F](#)). All GAB-190s must be entered into WEDCS or reported to Providers for entry on behalf of their Relier(s) within **30 days** following the election.

WEDCS

You can access the WEDCS from the same Citrix Application page as SVRS (by clicking on WEDC icon) or by going to this website: <https://wedc.gab.wi.gov>, which requires "SVRS\" and then your SVRS username to login. Although you or your provider must enter these reports in WEDCS, there are paper copies available on the G.A.B. website.

FORM	TITLE	COMPLETION DATE
GAB-190F (along with Help Guide)	Election Voting and Registration Statistics Report for Federal Elections <i>NOTE: It will ask for the number of Permanent Overseas voters that participated in the election since the 2014 Fall General Election is a federal election.</i>	December 4, 2014 – within 30 days of election
GAB-191	Election-Specific Cost Report	January 5, 2015 – within 60 days of election
GAB-192	Annual Elections Cost Report	January 31, 2015 – for preceding year (2014), covering all costs not related to a specific election

NEW! 2014 General Election EDR Postcards Report in WEDCS

The legislature recently passed a law requiring clerks and the G.A.B. to track and report statistics regarding voter verification postcards that are sent to voters registering on Election Day, if the election includes a state or federal office, or a statewide referendum. The first postcard reporting will be for the 2014 General Election.

The G.A.B. will mail the postcards, while clerks are required to enter these five counts into WEDCS:

- **Total number of EDR applications approved and entered into SVRS.**
- **Number of EDR Address Verification Postcards returned to the clerk as undeliverable for any reason.**
- **Number of undeliverable EDR Address Verification Postcards that are able to be resolved.**
- **Number of voters inactivated in SVRS as a result of the EDR address verification process.**
- **Number of voters referred to the DA's office as a result of the EDR address verification process.**

Clerks can go into the system multiple times to keep adding to their totals as postcards return, (just remember to hit the "Save" button) or they can report all at once. Use "Save and Submit button" to send final results. **Clerks need to report within 90 days of the 2014 General Election** and the G.A.B. must post information on its website.

Please see the Recent Clerk Communication on the G.A.B. website – [Election Day Registration Verification Postcard Statistics Reporting](#) – for further details.



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<input type="checkbox"/> Step 11: Review and Compare WEDCS Voter Numbers with SVRS	→ Compare the response on question 5 of the GAB-190F to the total votes recorded in SVRS. The number of voters in WEDCS and SVRS should match.
<p>Please perform reconciliation! If the number of votes recorded in SVRS does not match your poll book(s) or number of voters listed on your GAB-190 Forms, please follow the directions provided in the Post-Election Activities Chapter, pages 12-22.</p> <p>The Voter Node and the Reports Node (the Vote Count by Voting Method Report and WI Voter Participation Reports) are useful for reconciling the poll book with SVRS voter participation.</p>	
<input type="checkbox"/> Step 12: Municipalities Check Milestones 6-9 to close the Election	→ Self-Providers or Providers for their Relier(s) check Milestones 6-9 for the 2014 Fall General Election. (Post-Election: Page 26)
<input type="checkbox"/> Step 13: Counties check Milestones 4-9 to close the Election.	→ Once all municipalities within the county have closed the Election, counties should proceed with closing the election at the county-level. (Post-Election Activities: Page 26)

IMPORTANT TECHNOLOGY NOTES:

Sometime in the week prior to the election, please login to any sites that you will use on or immediately after Election Day. The sites we recommend logging onto are: CRM, WEDCS, and Canvass. If you have any trouble logging on, please call our HelpDesk immediately at 608-261-2028.

Providers: If you have Reliers who use WEDCS, CRM, or Canvass, please contact them and ask them to test their login ability before the election.

Check all of the computers that will be used to enter EDRs to be sure they have proper certification to access SVRS.

NOTES:

There are newly updated chapters in the SVRS Manual for Voter, Voter Applications, Post-Election Activities and Provisional Tracking ([view here](#)).

LOOKING AHEAD:

- SVRS Post Election Activities Webinar on December 3, 2014 from 10:00 a.m. to 11:00 a.m.
- SVRS Overview Webinar on January 21, 2015 from 10:00 a.m. to 11:00 a.m.
- Webinar materials (past/present) and a schedule of more upcoming presentations can be found on the G.A.B. website under education/training within the clerks tab ([view here](#)).