

WisVote Election Checklist I: Pre-Election Tasks

General Election: November 8, 2016

ELECTION PLAN REMINDERS:

- All Reporting Units within your Election Plan must match how the county has programmed your electronic voting equipment. Municipalities and counties must communicate about what the Reporting Units should be.
- Poll books will print according to how you have your reporting units set up; you cannot print them differently, the number of poll books will match the number of reporting units.
- Reporting units for fall elections cannot combine Congressional, State Senate, State Assembly districts.
- If your municipality is located in more than one county your Reporting Units cannot combine more than one county.

Tasks to Complete	Details
<input type="checkbox"/> Check WisVote for Recent Annexations	If your municipality has had recent annexations that are not reflected in WisVote, please contact the WEC.
<input type="checkbox"/> Report Clerk Contact Updates to WEC	If your clerk and/or contact information has changed, complete the EL-362 and submit it to the WEC HelpDesk.
<input type="checkbox"/> Review Polling Place Locations Polling Places Tutorial	<div style="display: flex; align-items: center;">  <p> Prior to setting up your Election Plan, review your Polling Place locations and their addresses. If no changes need to be made, proceed with setting up your Election Plan. If you are adding or editing Polling Place records, contact WEC staff. </p> </div>
<input type="checkbox"/> Set up/Review Election Plan for General Election <ul style="list-style-type: none"> ▪ Reporting Units Set Up Election Plans Tutorial	<p>Verify with your county how your electronic voting equipment will be set up to determine how to set up/review your Reporting Units within your Election Plan.</p> <div style="display: flex; align-items: center;">  <p> Create Reporting Units and link Polling Places within your Election Plan. </p> </div> <p>Setting up the General Election Plan and reviewing it to make sure it is correct is critical for WisVote, Canvass and MyVote. Also, please make sure the Polling Place field is filled in within each Reporting Unit that is set up in the Election Plan.</p> <p>Municipalities with a population <u>less than 35,000</u> will create Reporting Units, and assign each Reporting Unit to a Polling Place.</p> <p>Municipalities with a population <u>greater than 35,000</u> will automatically have Reporting Units created for each ward, but must assign a Polling Place to each ward.</p> <p><i>NOTE: MyVote pulls the information from your Election Plan so voters can see where they vote, what's on the ballot, etc.</i></p>
<input type="checkbox"/> County Users Run Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports Canvass Reporting System	If the Reporting Units in WisVote do not match the way the voting equipment is being programmed, please contact the affected municipality immediately to determine the correct Reporting Unit information.

Tasks to Complete	Details			
<input type="checkbox"/> Review Contests Created by WisVote <input type="checkbox"/> Add Referenda Contests, if necessary Deadline: August 31, 2016 Election Setup Add a Contest Tutorial	<p>All contests and candidates will be entered by the State or County for the 2016 General Election, unless your municipality has a special election occurring on the same date.</p> <ul style="list-style-type: none"> Review the contests WisVote automatically created. If you are missing any contests for office positions, please contact the WEC. Add referenda contests, if necessary. Make sure to enter a sequential number for contest ballot positions: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Office Contests County: 100000 - 199999 Municipality: 300000 - 399999 School District: 500000 - 599999 </td> <td style="width: 5%; border-left: 1px solid black; border-right: 1px solid black;"></td> <td style="width: 45%; vertical-align: top;"> Referenda County: 710000 - 719999 Municipality: 730000 - 739999 School District: 900000 - 969999 </td> </tr> </table>	Office Contests County: 100000 - 199999 Municipality: 300000 - 399999 School District: 500000 - 599999		Referenda County: 710000 - 719999 Municipality: 730000 - 739999 School District: 900000 - 969999
Office Contests County: 100000 - 199999 Municipality: 300000 - 399999 School District: 500000 - 599999		Referenda County: 710000 - 719999 Municipality: 730000 - 739999 School District: 900000 - 969999		
<input type="checkbox"/> Check Contests Complete Checkpoint Election Checkpoints Tutorial Deadline: September 2, 2016	<p>Check the Contests Complete checkpoint after all of your jurisdiction's regularly scheduled contests and any manually entered referenda or special contests have been entered. Once selected, you will be prompted to review and verify the contest information.</p> <p>The State has already checked the Contests Complete checkpoint at the State level.</p> <p>A user can uncheck the Contests Complete checkpoint to add or edit a contest later, if necessary.</p>			
<input type="checkbox"/> Review Ballot Styles <input type="checkbox"/> Rename Ballot Styles (optional) Election Setup Renaming Ballot Styles Tutorial	<p>Ballot styles are automatically generated in WisVote when an election is created, and re-generated after the Contests Complete checkpoint is checked.</p> <p>If you rename your ballot styles, be sure to update the Name and the Name on Poll Book.</p> <p>NOTE: <i>If the County checks the Contests Complete checkpoint <u>after</u> you have renamed your ballot styles, the ballot styles will be regenerated, clearing any previous names entered and you would need to rename them.</i></p>			
<input type="checkbox"/> Deny Candidates that did not win Deadline: September 9, 2016	<p>For ballot party candidates, update Candidate Filing Status from Approved to Denied for candidates that did not win in the Primary.</p> <p>For candidates that won in the Primary, leave the Candidate Filing Status as approved and update the Candidate Ballot Position.</p> <p><i>Note: Candidate Ballot Position is based on party order:</i></p> <ol style="list-style-type: none"> 1 - Republican 2 - Democratic 3 - Constitution 4 - Libertarian 5 - Green <p>Enter new Candidate Filings for any Independent (not ballot party) candidates and set Candidate Ballot Position and set Candidate Filing Status to Approved.</p>			

Tasks to Complete	Details
<input type="checkbox"/> Check Candidates Complete Checkpoint Election Setup Deadline: September 9, 2016	<p>Checks the Candidates Complete Checkpoint after all of your candidates have been entered, their filing statuses are set to "Approved" or "Denied" and the ballot order is finalized.</p> <p>A user can uncheck the Candidates Complete Checkpoint to add or edit a candidate filing later, if necessary.</p>
<input type="checkbox"/> County Users Run the Election Night Call-In Sheet (Blank) or Canvass Report GAB-106 Canvass Reporting System	<p>Review contest and candidate information on the report to verify that it is correct.</p>
<input type="checkbox"/> Enter Absentee Applications <input type="checkbox"/> Issue and Print Absentee Ballots Deadline: September 22, 2016 Absentee Training Materials	<p>Select the "Sheet Label" or "Dymo Printer" options to print mailing labels.</p> <p>Select the "No Label" option to track absentee ballots only.</p> <p>NOTE: 2015 WI Act 261 requires absentee tracking in WisVote for all absentee voters within 48 hours for the following events:</p> <ol style="list-style-type: none"> 1. When the clerk receives an in-person absentee application 2. When the clerk mails an absentee ballot 3. When the clerk receives a voted absentee ballot <p><i>WisVote Providers have an additional 24 hours to enter this information into WisVote after receiving information from their Relier.</i></p>
<p>Close of Registration: October 19, 2016</p> <ul style="list-style-type: none"> ▪ All complete Voter Registration forms received in person by the close of business October 19, 2016 should be entered into WisVote with a Registration Period of Open. ▪ All complete Voter Registration forms received by mail with a postmark date on or before October 19, 2016 should be entered into WisVote with a Registration Period of Open and Registration Date listing the postmark date. Do not enter these as Late. ▪ Do not enter voter registrations into WisVote until the proof of residence requirement has been met. 	
<p>Late Registration Period: October 20 – November 4, 2016</p> <ul style="list-style-type: none"> ▪ Use the Ineligible Voter List to determine if a voter may register during the late registration period. The Ineligible Voter List may be viewed online or printed from WisVote by clicking on the Felons tile, then clicking on the Run Report button. An FAQ titled "Print the Ineligible Voter List" was also posted in WisVote for further guidance. In WisVote, felon records are updated daily and you can print your Ineligible List anytime. The ineligible list must be provided to Reliers by October 20, 2016. ▪ All complete Voter Registration forms received in person during the Late Registration period should be entered into WisVote with a Registration Period of Late. ▪ Do not enter voter registrations into WisVote until the proof of residence requirement has been met. ▪ Issue a Certificate of Registration (EL-133) to all late in-person registrants. The form is completed after a voter registration application is received and approved during the late registration period to certify that the voter is registered. The voter's registration information may not appear on the poll book depending on when the registration application is entered into WisVote. ▪ Reliers who receive in-person voter registrations during the late registration period must immediately submit a copy of the voter registration form to their provider for entry into WisVote. 	

Tasks to Complete	Details
<p>Mapping</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Addresses missing District Combo <input type="checkbox"/> Geocode Exceptions <input type="checkbox"/> Geocode Warnings <p>Address and Districts Training Materials</p> <p>Deadline: Prior to Poll Book Printing</p>	 <p>Perform address data quality tasks prior to an election to verify voters are assigned to the correct district combination and appear in the correct poll book.</p> <p>Address-related data quality tasks are accessed through the Address tile.</p>
<p>Registration List Alerts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Duplicate Voter Record Alerts <input type="checkbox"/> Death Alerts <input type="checkbox"/> Felon Alerts <p>Voter Management Training Materials</p> <p>Deadline: Prior to Poll Book Printing</p>	 <p>Review all duplicate, death, and felon matches by accepting or declining each alert.</p> <p>All registration list alerts that require review are accessed through the Registration List Alerts tile.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Print Poll Books <p>Print the Poll Book Tutorial</p>	<p>Poll books are available in WisVote: October 20, 2016.</p> <p><i>Make sure your Election Plan is set up.</i></p> <p>For absentee watermarks to appear on the poll book and for voters to appear in the printed supplemental section, clerks should print poll books as late as possible.</p>

Please complete the tasks outlined in the election checklist. Contact the WEC HelpDesk for assistance at 608-261-2028 or elections@wi.gov