

WisVote Election Checklist I: Pre-Election Tasks

Partisan Primary Election: August 9, 2016

ELECTION PLAN REMINDERS:

- All reporting units within your election plan must match how the county has programmed your electronic voting equipment. Also, 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 contain wards from 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 G.A.B.
<input type="checkbox"/> Review Polling Place Locations Polling Places Tutorial	<div style="display: flex; align-items: flex-start;">  <p>Prior to setting up your Election Plan, review your current Polling Place Locations. If no changes need to be made, proceed with setting up your Election Plan.</p> <p>If a change in Polling Location has occurred for this election, please update the record and contact G.A.B. staff to make them aware of this change.</p> </div>
<input type="checkbox"/> Set up/Review Election Plan for Partisan Primary Election <ul style="list-style-type: none"> ▪ Reporting Units Set Up Election Plans Tutorial	<div style="display: flex; align-items: flex-start;">  <p>Link Reporting Units with Polling Places to create/review your 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, and will assign each ward to a polling place.</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> </div>
<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 Election Setup Add a Contest Tutorial	<p>All contests and candidates will be entered by the State or County for the 2016 Partisan Primary 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 G.A.B Add referenda contests, if necessary 																								
<input type="checkbox"/> Check Contests Complete Checkpoint Election Checkpoints Tutorial Deadline: June 1, 2016	<p>Check the Contests Complete Checkpoint after all of your jurisdiction's regularly scheduled contests and any manually entered referendum or special contests have been entered. Once selected, you will be prompted to review and verify the contest information.</p> <p>A user can uncheck the Contest 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	<p>Ballot styles are automatically generated in WisVote when an election is created, and re-generated after the Contest 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 or State 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"/> Add Candidates <p>NOTE: <i>Candidates for the Partisan Primary Election will be entered in the <u>General Election</u>. Once the candidates' status is set to "Approved", they will automatically move into the Partisan Primary Election.</i></p> <p>Deadline: June 21, 2016</p>	<p>Candidates are truly registering for the General Election so they should be entered under the General Election, <u>not</u> the Partisan Primary.</p> <p>From the Contest Information screen, under the subheading Office Position, please verify that the Primary Required field is set to Yes, the Primary Date is complete and the Number of Seats has been entered:</p> <table border="1" data-bbox="727 1455 1528 1753"> <thead> <tr> <th colspan="4">Office Position</th> </tr> </thead> <tbody> <tr> <td>Primary required?</td> <td>Yes</td> <td>Primary Date *</td> <td>8/9/2016</td> </tr> <tr> <td>Ballot Position *</td> <td>9,500</td> <td>Political Party</td> <td>--</td> </tr> <tr> <td>Combined Contest?</td> <td>No</td> <td>Running Mate?</td> <td>No</td> </tr> <tr> <td>Incumbent</td> <td>--</td> <td>Number of Seats</td> <td>1</td> </tr> <tr> <td>Jurisdiction</td> <td>RACINE COUNTY</td> <td>Recall ?</td> <td>No</td> </tr> </tbody> </table> <p>Add candidates to the contests you are responsible for. Remember to enter name as candidate would like it to appear in the Name on Ballot field.</p> <p>Also, make sure to change the Candidate Filing Status to Approved.</p>	Office Position				Primary required?	Yes	Primary Date *	8/9/2016	Ballot Position *	9,500	Political Party	--	Combined Contest?	No	Running Mate?	No	Incumbent	--	Number of Seats	1	Jurisdiction	RACINE COUNTY	Recall ?	No
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Tasks to Complete	Details																		
<p><input type="checkbox"/> Add Candidates (Continued instructions from page 2)</p> <p>NOTE: For the 2016 Partisan Primary Election, there are 5 ballot access parties; each ballot access party will have a contest. Also, the Party field is mandatory and if you select Independent as the party, you will be required to enter a Statement of Principle. <i>*Independent candidates do not have primaries.</i></p> <p>Deadline: June 21, 2016</p>	<p>From the Candidate page, under the subheading Additional:</p> <p>Additional</p> <table border="0"> <tr><td>Write-In</td><td><input type="checkbox"/></td></tr> <tr><td>Winner?</td><td><input type="checkbox"/></td></tr> <tr><td>Candidate Filing Stat</td><td>Approved</td></tr> <tr><td>Appealed</td><td><input type="checkbox"/></td></tr> <tr><td>Challenged</td><td><input type="checkbox"/></td></tr> <tr><td>Incumbent ?</td><td>No</td></tr> </table> <p>Be sure to add the Candidate Ballot Position (1, 2, 3, etc.) in whichever order they were drawn to appear on the ballot and Party entry is required for this election too.</p> <p>From the Candidate page, under the subheading Candidate Information, the last two fields listed are Party and Candidate Ballot Position:</p> <table border="0"> <tr><td>Election *</td><td>2016 General Election</td></tr> <tr><td>Party</td><td>Party Name will Appear</td></tr> <tr><td>Candidate Ballot Pos</td><td>1</td></tr> </table>	Write-In	<input type="checkbox"/>	Winner?	<input type="checkbox"/>	Candidate Filing Stat	Approved	Appealed	<input type="checkbox"/>	Challenged	<input type="checkbox"/>	Incumbent ?	No	Election *	2016 General Election	Party	Party Name will Appear	Candidate Ballot Pos	1
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<p><input type="checkbox"/> Check Candidates Complete Checkpoint Election Setup</p>	<p>Checks the Candidates Complete Checkpoint after all of your candidates have been entered, their filing statuses are set to "Approved" 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>																		
<p><input type="checkbox"/> County Users Run the Election Night Call-In Sheet Blank or Canvass Report GAB-106 Canvass Reporting System</p>	<p>Review contest and candidate information on the report to verify that it is correct.</p>																		
<p><input type="checkbox"/> Enter Absentee Applications for UOCAVA Voters</p> <p><input type="checkbox"/> Issue and Print Absentee Ballots</p> <p>Deadline: June 23, 2016 Absentee Training Materials</p>	<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>Close of Registration: July 20, 2016</p> <ul style="list-style-type: none"> All complete Voter Registration forms received in person by the close of business July 20, 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 July 20, 2016 should be entered into WisVote with a Registration Period of Open and Registration Date of 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. 																			

Late Registration Period; July 21 – August 5, 2016

- 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 **July 21, 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 (GAB-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"/> Geo DC Mismatches <input type="checkbox"/> Boundary Exceptions <input type="checkbox"/> Geocode Warning  <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 Matches <input type="checkbox"/> Death Matches <input type="checkbox"/> Felon Matches  <p>Voter 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: July 20, 2016.</p> <p><i>Make sure you have an Election Plan set up prior to this date.</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 G.A.B. Help Desk for assistance at 608-261-2028 or gabhhelpdesk@wi.gov