

WisVote Election Checklist I: Pre-Election Tasks

Spring Election and Presidential Preference Vote: April 5, 2016

NOTE: Counties are now responsible for entering School District and Joint Municipal Court Candidates and Contests and Municipalities are responsible for entering Sanitary District Candidates and Contests.

County Users: Please see [WisVote Update #6](#) on the G.A.B. website for a list of school district and joint municipal court jurisdiction by county. For districts located in multiple counties, only one county is responsible for entering the candidates and contests for the district in WisVote.

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, contact the GAB.
<input type="checkbox"/> Review Election Plan for Spring Election and Presidential Preference Vote <ul style="list-style-type: none"> ▪ Reporting Units ▪ Polling Place Locations Set Up Election Plans Tutorial Polling Places Tutorial	Municipalities with a population <u>less than 35,000</u> will create reporting units, and assign each reporting unit to a polling place. 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.
<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.
<input type="checkbox"/> Review Contests Created by WisVote <input type="checkbox"/> Add Referenda Contests Deadline: As Soon As Possible Election Setup Add a Contest Tutorial	Municipalities are responsible for Municipal and Sanitary District contests. Counties are responsible for County, School District and Joint Municipal Court contests. <ul style="list-style-type: none"> • Review the contests that WisVote automatically created. If you are missing any contests for office positions, please contact the G.A.B. • Add referenda contests

Tasks to Complete	Details
<input type="checkbox"/> Check Contests Complete Checkpoint Election Checkpoints Tutorial	<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. NOTE: if the county or state checks the Contests Complete checkpoint after you have renamed your ballot styles, the name will be cleared when they are regenerated, and you will need to rename them again.</p>
<input type="checkbox"/> Add Candidates Deadline: As Soon As Possible Add a Candidate Tutorial	<p>Add candidates to the contests you are responsible for. Make sure to change the filing status to Approved.</p> <p>If you added candidates to the April election before the Primary Election, update the filing status of any candidates that did not qualify to Denied.</p>
<input type="checkbox"/> Check Candidates Complete Checkpoint Election Setup	<p>Check the Candidates Complete Checkpoint after all of your candidates have been entered, the candidate filing statuses have been updated, 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 for UOCAVA Voters <input type="checkbox"/> Issue and Print Absentee Ballots Deadline: February 18, 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 Military and Overseas absentee ballots only.</p>

Close of Registration: March 16, 2016

- All complete Voter Registration forms received in person by the close of business March 16, 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 March 16, 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; March 17 –April 1, 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. The Ineligible List will be available beginning **March 9, 2016**. Information on how to obtain the ineligible list directly will be posted as an “FAQ” by March 9.
- 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
Mapping <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>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>
Registration List Alerts <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>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 beginning: March 17, 2016.</p> <p>The G.A.B. strongly encourages waiting until March 29, 2016 to print the poll book.</p>

Please complete the tasks outlined in the election checklist. Contact the G.A.B. Help Desk for assistance at 608-261-2028 or gabhelpdesk@wi.gov