

## WisVote Election Checklist I: Pre-Election Tasks

### Spring Primary: February 16, 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. The other county/counties (and their affected municipalities) will be able to view the contests and candidates in WisVote, but will have "read only" access.

Tasks to Complete	Details
<input type="checkbox"/> Report Annexations to the G.A.B.	Use the <a href="#">GAB-100 form</a> to report annexations that have occurred but have not yet been reported to the G.A.B.
<input type="checkbox"/> Review Election Plan <ul style="list-style-type: none"> <li>▪ Reporting Units</li> <li>▪ Polling Place Locations</li> </ul> <a href="#">Set Up Election Plans Tutorial</a> <a href="#">Polling Places Tutorial</a>	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"/> Review the Election  <a href="#">Election Setup</a>	WisVote automatically creates contests for an election based on the office position information that is programmed into the system. Review the contest information to make sure it is complete.  If you are missing a regularly scheduled contest that should be in the election, please contact the G.A.B. We may need to add or update the office position.
<input type="checkbox"/> <b>County Users</b> Run Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports  <a href="#">Canvass Reporting System</a>	Reports will be available <b>January 22, 2016</b> .  If the reporting units in WisVote do not match the way the voting equipment is being programmed, please contact the affected municipality immediately the correct reporting unit information.
<input type="checkbox"/> Add Special Contests and Referenda  <b>Deadline: January 25, 2016</b>  <a href="#">Add a Contest Tutorial</a> <a href="#">Create a Special Election Tutorial</a>	Users must manually enter the following types of contests: <ul style="list-style-type: none"> <li>▪ County and Municipal Referenda</li> <li>▪ County and Municipal Special Contests</li> </ul> Contests for office positions that are regularly scheduled do not have to be manually entered into WisVote.  Contact the G.A.B. if you have new or missing office positions.

Tasks to Complete	Details
<input type="checkbox"/> Check Contests Complete Checkpoint <a href="#">Election Checkpoints Tutorial</a>	<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.</p>
<input type="checkbox"/> Review Ballot Styles <input type="checkbox"/> Rename Ballot Styles (optional) <a href="#">Election Setup</a>	<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>Ballot styles are given a generic system name, but can be renamed by the user. The personalized ballot style name will appear on the Poll Book and may assist election inspectors in giving voters the correct ballot.</p> <p>Renaming ballot styles is strongly recommended.</p>
<input type="checkbox"/> Add Candidates <b>Deadline: January 25, 2016</b> <a href="#">Add a Candidate Tutorial</a>	<p><b>Municipal</b></p> <ul style="list-style-type: none"> <li>▪ Municipal Offices</li> <li>▪ Sanitary District Offices</li> </ul> <p><b>County</b></p> <ul style="list-style-type: none"> <li>▪ County Offices</li> <li>▪ School District Offices</li> <li>▪ Multi-Jurisdictional Judge Offices</li> </ul>
<input type="checkbox"/> Check Candidates Complete Checkpoint <a href="#">Election Setup</a>	<p>Select the Candidates Complete Checkpoint after all of your jurisdiction's candidate information has been entered and the candidate filing status and ballot order finalized.</p> <p>A user can uncheck the Candidates Complete Checkpoint to add or edit a candidate filing.</p> <p>Sample ballots and online UOCAVA ballots will be published on MyVote when your jurisdiction checks the Candidates Complete Checkpoint.</p>
<input type="checkbox"/> <b>County Users</b> run the Election Night Call-In Sheet/ Canvass Report GAB-106 <a href="#">Canvass Reporting System</a>	<p>Review contest and candidate information to verify they have been entered into WisVote correctly.</p>
<input type="checkbox"/> Enter absentee applications for UOCAVA voters, Issue and print absentee ballots <b>Deadline: January 26, 2016</b> <a href="#">Absentee Training Materials</a>	<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: January 27, 2016**

- Enter all complete Voter Registration forms received in person by the close of business January 27, 2016.
- Enter all complete Voter Registration forms received by mail with a postmark date on or before January 27, 2016.
- Do not enter voter registrations into WisVote until the proof of residence requirement has been met.

**Late Registration Period; January 27, 2016 – February 12, 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 the [CRM ElectionData website](#). The Ineligible List will be available beginning **January 22, 2016**.
- 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.
- 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><b>Mapping</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Geo DC Mismatches</li> <li><input type="checkbox"/> Boundary Exceptions</li> <li><input type="checkbox"/> Geocode Exceptions</li> <li><input type="checkbox"/> Geocode Warning</li> </ul> <p><a href="#">Address and Districts Training Materials</a></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><b>Registration List Alerts</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><a href="#">Voter Training Materials</a></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"> <li><input type="checkbox"/> Print Poll Books</li> </ul> <p><a href="#">Print the Poll Book Tutorial</a></p>	<p>Poll books are available in WisVote beginning: <b>January 27, 2016</b>.</p> <p>The G.A.B. strongly encourages waiting until <b>February 9, 2016</b> 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 [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov)