



SVRS Election Checklist I 2012 Spring Primary February 21, 2012



Please refer to the training manual found on the Government Accountability Board - website: gab.wi.gov
For the SVRS manual go to gab.wi.gov; publications, manuals, SVRS Training Manual or [click here](#)

The Government Accountability Board – Elections Division (GAB) has created the 2012 Spring Primary in SVRS.

County Level Tasks:

***Steps 1 - 2 are performed by each county by noon, Thursday, January 26, 2012.**

- Step 1: Counties inherit the 2012 Spring Primary created by the State. (Election Set Up: Page 10)
- Step 2: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set Up: Page 14)

***Steps 3 - 4 can be performed interchangeably.**

- Step 3: Continue to Follow the Election Set-up chapter to add contests. (Election Set Up: Pages 15-26, 21-26 are optional) Please use the Ballot Position numbers that are listed in the SVRS Training Manual.
- Step 4: Note that state-write in ballots are no longer required for Military and Overseas voters for February Elections.

Municipal Self-Providers/Provider Tasks:

Steps 5 - 8 can be started as soon as Step 2 is completed by the County. All steps must be performed no later than Monday, January 30, 2012, in order to issue absentee ballots.

- Step 5: Self-Providers/Providers check the Polling Place Assignment Plans (PPAPs) to determine which plan will be used for this election. If none of the existing PPAPs match the poll book set-up for this election, a new PPAP must be created. (Polling Place: Pages 1-4 and Election Set up: Pages 4-7)
- Step 6: Self-Providers/Providers check the Reporting Unit Plans (RUPs) to determine which plan will be used for this election. A RUP is a ward or combination of wards by which clerks report their election results to the county. This should match the poll book setup. Please review the plan detail, regardless of the name of the plan. (Election Set Up: Pages 8-9)
- Step 7: Self-Providers/Providers inherit the 2012 Spring Primary. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6) in the election set-up wizard. (Election Set Up: Page 10)
- Step 8: Self-Providers/Providers check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set-Up: Page 14)
- Step 9: Continue to follow the Election Set-up chapter to add municipal level contests, if there are any. (County and State Offices will be entered by County and State users respectively.) (Election Set Up: Pages 15-26, 21-26 are optional)