



SVRS Election Checklist I
2013 Spring Election
April 2, 2013



The Government Accountability Board – Elections Division (G.A.B.) has created the 2013 Spring Election

County Level Tasks:

IMPORTANT NOTE: *Because of the launch of the new website myvote.wi.gov that allows voters to generate an electronic voter registration application and military electors to print absentee ballots, election setup in SVRS should be done as early as possible. All municipalities must be at Milestone 4: Ballot Styles Finalized by Tuesday March 12, 2013.*

In order to verify that the ballots are accurate, please print off your Election Night Call-In Return Sheet and Canvass Report-GAB 106 from the G.A.B. Canvass Reporting System before Tuesday, March 12, 2013. You may also use the Preview Absentee Ballot function from the electiondata.gabwi.gov website to verify that your ballots are accurate.

Steps 1 - 3 are performed by each county by close of business, Friday, March 8, 2013.

- Step 1: Counties inherit the 2013 Spring Election. (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)
- Step 3: Prior to the election, all counties should run **the Pre-Canvass Reporting Unit List and Reporting Unit Exception Report** in the G.A.B. Canvass Reporting System. All counties should then communicate with their self-provider and relier municipalities to ensure that the reporting units used for the 2013 Spring Election in SVRS match the programming established for the Electronic Voting Equipment.
- Step 4: Continue to Follow the Election Set-up chapter to add contests and candidates. (Election Set Up: Pages 15-26, 22-26 are optional). **Please Note: For the 2013 Spring Election the G.A.B. will be entering all School District Contests and Multi-Jurisdictional Judge Contest.**
 - Counties with School District Primary results must notify the G.A.B. of the candidate winners, in correct ballot order. Please provide this information to the G.A.B. HelpDesk as soon as the primary election is certified.
 - Counties with School District Contests, School District Referenda, or Multi-Jurisdictional Judge Contests that did not have a primary should notify G.A.B. staff with candidate names, in proper ballot order. This is only required if you have not done so already.
 - Counties and municipalities need to double check that their school district contests and multi-jurisdictional judge contests have been correctly entered by the state.
 - If any of these contests/candidates are incorrect in SVRS, you must contact the G.A.B to correct the inaccuracies by close of business **Monday, March 4, 2013**. Please make every possible attempt to provide this information as quickly as possible. These candidates and contests must be entered correctly before the state checks milestone #3

Note – All contests and candidates must be added before municipalities can generate absentee ballots in SVRS.



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Municipal Self-Providers/Provider Tasks:

Steps 5 - 10 can be started as soon as Step 2 is completed by the County. All steps must be performed no later than Tuesday, March 12, 2013, for military voters to print ballots from myvote.wi.gov.

- 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. Plans created before 2012 redistricting may not be used. (Election Set Up: Page 4)
- 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. Make sure you select a reporting unit plan that matches how you will be reporting your Spring Election results. Note: this may be different than how you set-up your reporting unit plan for the Spring Primary or General Election. Plans created before redistricting may not be used. (Election Set Up: Page 8)
- Step 7: Self-Providers/Providers inherit the 2013 Spring Election. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6 in the election set-up wizard; a PPA and RUP are required, not optional).
- Step 8: Self-Providers/Providers must ensure that the Polling Place Assignment Plans match the Reporting Unit Plans (that were determined in steps 5 & 6). Polling Place Assignment Plans and Reporting Unit Plans should also match the programming of the Electronic Voting equipment.
- Step 9: Self-Providers/Providers check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set-Up: Page 14) Continue to Follow the Election Set-up chapter to add contests and candidates. (Election Set Up: Pages 15-26, 22-26 are optional)
- Step 10: **If you have any school district or multi-jurisdictional judge contests, or any school district primary candidate winners, on the ballot for this election please contact the Government Accountability Board.** The State will enter these contests into SVRS.