



**SVRS Election Checklist I
2013 Spring Primary Election
February 19, 2012**



Please refer to the training manual found on the Government Accountability Board - website: gab.wi.gov
A new version of the SVRS Manual is available here: <http://gab.wi.gov/clerks/education-training/svrs-manual>

**The Government Accountability Board – Elections Division (GAB) has created the
2013 Spring Primary 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 and military and overseas 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, January 29, 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 before Tuesday, January 29, 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, Tuesday, January 22, 2013.**

- Step 1: Counties inherit the 2013 Spring Primary 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 assure that the reporting units used for the 2013 Spring Primary 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 Primary Election the G.A.B. will be entering all School District Contests and Multi-Jurisdictional Judge Contest. Counties with School District Primaries, School District Referenda, or Multi-Jurisdictional Judge Primaries should send copies of their ballot proofs to the G.A.B. as soon as possible. The G.A.B. will enter the contests in SVRS. Counties should proof the School District and Multi-Jurisdictional Judge District Contests for accuracy prior to checking Milestone 3. Any errors or omission in School District or Multi-Jurisdictional Judge District contests should be reported to the G.A.B. Help Desk prior to checking Milestone 3.

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

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, January 29, 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. Plans created before redistricting may not be used. (Election Set Up: Page 8)

****This checklist pertains ONLY to the 2013 Spring Primary Election.****



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- Step 7: Self-Providers/Providers inherit the 2013 Spring Primary Election. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6) in the election set-up wizard.
- 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)
- Step 10: If you have any school district or multi-jurisdictional judge contests on the ballot for this election please contact the Government Accountability Board. The State will enter these contests into SVRS.