



## SVRS Election Checklist III 2010 Partisan Primary

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below.  
Please refer to the updated materials found on the Government Accountability Board - Elections Division website: <http://gab.wi.gov>

**Steps 1 – 12 were completed prior to the election. (SVRS Election Checklist I & II)**

**Steps 13 – 14 are performed after the polls close.**

- Step 13: Count ballots, tabulate votes and record on the appropriate Tally Sheets, and complete forms. (See *Post-Election Checklist, Page 72 in the "Election Day Manual for Wisconsin Election Officials" (January 2008)*)
- Step 14: Municipalities send one original copy of each poll list to the County Clerk by 4:00 p.m. the day after the election. (See *Post-Election Checklist, Page 72 in the "Election Day Manual for Election Officials" (January 2008)*)

**Steps 15 – 19 and Steps 21 - 25 are performed within the next 30 days after the 2010 Partisan Primary. Step 20 is performed after 4:00pm on September 15, 2010.**

- Step 15: Reliers promptly send copies of any GAB-131s not already entered in to SVRS (including late registrations and Election Day registrations) and Poll Lists to Providers (if not already provided to the county clerk).
- Step 16: Self Providers or Providers for their Relier(s) check Election Milestone 5, if not already checked, for the 2010 Partisan Primary. (*Set up & Print Poll Book: Page 17*)
- Step 17: Self Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "Late Registration." (*Voter Application: Pages 3-16*)
- Step 18: Self Providers or Providers for their Relier(s) record voter participation in SVRS. For Late Registrants processed in Step 19, the Voter ID number will have to be entered manually to record voter participation. (*Post Election Activities: Pages 8-9*)
- Step 19: Self Providers or Providers for their Relier(s) process Election Day registrations in SVRS with the App Source of "Election Day Registration." This will automatically record a voting record. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (*Voter Application: Pages 17-18*)
  - If any Election Day registrations are incomplete applications, see the SVRS Application Training Participant Guide for instructions on processing the application. (*Post Election: Page 5-7*)
- Step 20: If any Provisional Ballots were issued, Self Providers and Reliers are reminded to report them to the GAB - Elections Division, including whether or not the ballot was counted.
- Step 21: Self Providers or Providers for their Relier(s) review Poll Books. Update voter records for Proof of Residence (ID Required) provided by voter. (*Voter-Maintaining Voter Records: Page 14*) Update any typographical corrections noted on the poll books. (*Voter-Maintaining Voter Records: Page 9*)
- Step 22: Municipal Clerks complete Election Voting and Registration Statistics Report (GAB-190). All GAB-190s must be entered into an online program, the Wisconsin Election Data Collection (WEDCS), within the 30 days following the election. "Online" does not mean emailing a copy of the GAB-190 to the G.A.B. All municipalities that use the SVRS should have access to the WEDCS and will enter their GAB-190(s) into the program. Reliers who do not have access to the WEDCS should send a copy of their GAB-190 to their Provider for entry. GAB-190 should be updated as absentee ballots are returned late to your office. (*SVRS Application Training Manual – WEDCS Chapter*)
- Step 23: Compare the response on questions 2 of the GAB-190 to the total votes recorded in SVRS. SVRS has two reports that will be useful: Vote Count by Voting Method and the Voter Participation Report. (*Post Election: Pages 12-19*)
- Step 24: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2010 Partisan Primary. (*Post Election Activities: Page 23*)
- Step 25: County checks Milestones 5-9 for the 2010 Partisan Primary (after all municipalities have checked theirs). (*Set up & Print Poll Book: Page 17*) (*Post Election Activities: Pages 23*)