



SVRS Election Checklist III 2010 Spring Election

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://elections.wi.gov> SVRS Project > Documents and Materials > SVRS Application Training Participant Guide, version 9/1/2009 (Referenced Section)

Steps 1 – 14 were completed prior to the election. (SVRS Election Checklist I)

Steps 15 – 16 are performed after the polls close.

Step 15: 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 16: 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)*)

Step 17 is performed as soon as possible after Election Day (if applicable)

Steps 18– 22 and Steps 24 - 27 are performed within the next 30 days after the 2010 Spring Election.

Step 23 is performed after 4:00pm on April 7, 2010.

Step 28 is performed after all voter participation has been entered for a municipality.

Step 17: If you use SVRS to process your absentee ballots, cancel all issued absentee ballots in SVRS that were not returned. (*Absentee Ballots: Page 30*)

Step 18: 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 19: Self Providers or Providers for their Relier(s) check Election Milestone #5, if not already checked, for the 2010 Spring Election. (*Set up & Print Poll Book: Page 17*)

Step 20: 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 2-16*)

Step 21: Self Providers or Providers for their Relier(s) record voter participation in SVRS. For Late Registrants processed in Step 20, the Voter ID number will have to be entered manually to record voter participation. (*Post Election Activities: Pages 8-11*)

Step 22: 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 17-19*)

If any Election Day registrations are incomplete applications, see the SVRS Application Training Participant Guide for instructions on processing the application. (*Post Election Activities: Pages 5-7*)

Step 23: 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 24: 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 name changes or other typographical errors noted on the poll books. (*Voter-Maintaining Voter Records: Page 9*)

Step 25: Enter GAB-190 Data into the Wisconsin Election Data Collection System (WEDCS)

Self-providers and Reliers entering GAB-190 data: Municipal Clerks complete the Election Voting and Registration Statistics Report (GAB-190) online using the WEDCS. Submit the electronic GAB-190 form and print a paper copy for your records.

Reliers not entering GAB-190 data: If you are not entering the GAB-190 online using the WEDCS, complete and send a paper copy to your County Clerk/Provider, keeping an additional copy for your records. Some County Clerks will enter the GAB-190 online on behalf of the municipal clerk and print a copy for their records. If the municipal clerk is unsure of who



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will be entering the GAB-190 into the WEDCS, contact your County Clerk. There is no need to send a paper copy of the GAB-190 to the GAB. To access instructions on entering your GAB-190 follow the link below:

<http://elections.state.wi.us/docview.asp?docid=19024&locid=47>

- Step 26: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2010 Spring Election.
(Post Election Activities: Page 23)

- Step 27: County checks Milestones 5-9 for the 2010 Spring Election (after all municipalities have checked theirs).
(Set up & Print Poll Book: Page 17) (Post Election Activities: Page 23)

- Step 28: Municipal clerks send notices to indefinitely confined absentee voters (permanent) for which they did not receive a ballot for the Spring Election. If you use SVRS to process your absentee ballots, adjust the permanent absentee voter's status in SVRS, generate the WI Notice to Permanent Absentee Voters mailing and update the permanent absentee voter's absentee application. *(Absentee Applications: Pages 15-20)*