

4.1 Polling Places

Accurate polling place data is required to assign voters to the correct voting location. WisVote allows a user to easily update, add and deactivate polling place location records. A polling place location record must be added before it can be assigned to an election plan. Contact the Elections Helpdesk to setup a polling place record outside of your jurisdiction.



Important Information

- Only one polling place record should be assigned to an address unless the polling place has multiple rooms that are used for voting
- Election Plans can be adjusted to accommodate different polling place assignments for different elections or election types
- Accurate polling place and voting room information in WisVote minimizes voter confusion and increases the quality of information voters find while using the MyVote Wisconsin website and other public search tools

Create a Polling Place Record

County-level users and Providers will have to change their active jurisdiction to the municipality where the polling place is located

1. Click the Polling Places tile
2. The Polling Place Location View page will open and display the *My Active Polling Place Locations* view
3. Click the +New button to add a polling place location

✓	Polling Place Name ↑	Polling Place Address	Jurisdiction	Primary Contact...	Phone
	LINCOLN COUNTY SERVIC...	801 N SALES ST, MERRILL,...	CITY OF MERRIL...	WILLIAM HEIDE...	7155391019
	T. B. SCOTT LIBRARY	106 W 1ST ST, MERRILL, W...	CITY OF MERRIL...	WILLIAM HEIDE...	7155367191

4. In the Polling Place Location Information page, enter the Polling Place Name

- A descriptor should be added to generic location names such as Village Hall or Police Station; this descriptor can be the name of the municipality where the facility is located (Freedom Town Hall, Milwaukee Fire Station 2)
- Ward numbers should not be added to polling place names; users will assign a polling place to a ward, or multiple wards in the Election Plan

5. Select the Building Type from the drop-down list

The screenshot shows a form titled "General" with a section for "BUILDING DETAILS". The "Polling Place Name" is "MERRILL CITY HALL". The "Building Type" dropdown menu is open, showing options: Business, Government (selected), Private, Religious, School, and Other. The "Voting Room" field is empty.

6. Enter the Voting Room (if required); a specific room name (Room 302) or a descriptor (Lower Level) can be entered to help voters locate their Polling Place

- If voting is conducted in multiple rooms at the same polling place location, separate polling place records are required for each room used for voting

Example: a municipality uses the School Library for Spring Elections and the School Gymnasium for Fall Elections; two School polling place records are required

- If a polling place location is used by two different municipalities and each municipality votes in a different room, two polling place records are required for the polling place location

7. Enter the address of the polling place, then press Enter or click the magnifying glass to display the search results

Note: generally, enter the street number and name only or add the municipality if necessary; for most street types, entering the full street type will not produce any results, exclude or abbreviate the street type; if the street is a single digit omit the street and add the municipality

8. Select the address from the drop-down list of address search results

The screenshot shows the "ADDRESS" section of a form. The search input "1004 merrill" has produced a list of results. A hand cursor is pointing to the second result: "1004 E 1ST ST, MERRILL, WI 54452-2560 35251-018-3500-1". Other results include "1004 COTTAGE ST, MERRILL, WI 54452-2961", "1004 E 2ND ST, MERRILL, WI 54452-2549", "1004 E 3RD ST, MERRILL, WI 54452-2528", "1004 E 4TH ST, MERRILL, WI 54452-2014", and "1004 E 6TH ST, MERRILL, WI 54452-1411". The form also shows fields for "Jurisdiction", "Last Election Used", "Audited by GAB", and "Date of Last GAB A". Below the list is a "CONTACT DETAILS" section with fields for "Primary Contact" and "Phone". At the bottom, it says "10 results" and a "+ New" button.

- If the address is not found in the drop-down list of search results,

Before adding a new address, go to the Addresses tile and search for the address in the *My Addresses* view. The address may be inactive because it is not associated to a registered voter or does not have a district combination (see 7.2 Address, Address Already Exists)

The address can be added from the Addresses view or to add a new address click the +New button

- Review the Jurisdiction field to confirm it is correct
- Click Save to add the new polling place location and review the record, or Save & Close to add the new polling place location and return to the Polling Place Locations View page
Note: the polling place record will now appear in the *My Active Polling Place Locations* grid

Review and Update an Existing Polling Place Record

- Click the Polling Places tile
- The Polling Place Location View page will open and display the *My Active Polling Place Locations* view
- Click the name of the Polling Place in the *My Active Polling Place Locations* grid to open the Polling Place Location Information page
- To search for the polling place, enter the name of the Polling Place in the search box, then click the name of the polling place in the Search Results grid to open the Polling Place Location Information page

My Active Polling Place Locations Search for records

✓ Polling Place Name ↑	Polling Place Address	Jurisdiction	Primary Contact...	Phone
LINCOLN COUNTY SERVIC...	801 N SALES ST, MERRILL...	CITY OF MERRIL...	WILLIAM HEIDE...	7155391019
✓ MERRILL CITY HALL	1004 E 1ST ST, MERRILL, W...	CITY OF MERRIL...	WILLIAM HEIDE...	5365594
SMITH CENTER	1100 MARC DR, MERRILL...	CITY OF MERRIL...	WILLIAM HEIDE...	5367313
T. B. SCOTT LIBRARY	106 W 1ST ST, MERRILL, W...	CITY OF MERRIL...	WILLIAM HEIDE...	7155367191

5. Review and/or update the polling place information, then click Save to save and review the updated information or Save & Close to save and return to the *My Active Polling Place Locations* view page

Deactivate a Polling Place Record

1. Click the Polling Places tile
2. The *My Active Polling Place Locations* view will display all active polling places in the jurisdiction
3. Click the name of the Polling Place in the *My Active Polling Place Locations* grid to open the Polling Place Location Information page (see image above)

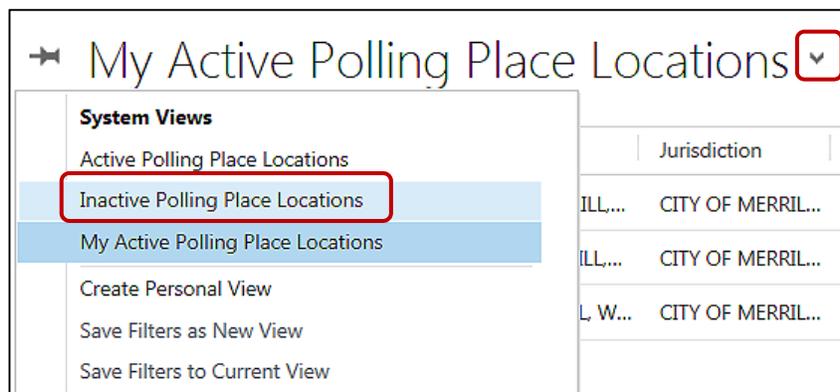
Click the Deactivate button at the top of the Polling Place Location Information page to change the status of the polling place location to inactive

Note: Best practices are to activate and deactivate from the Polling Place Location Information page



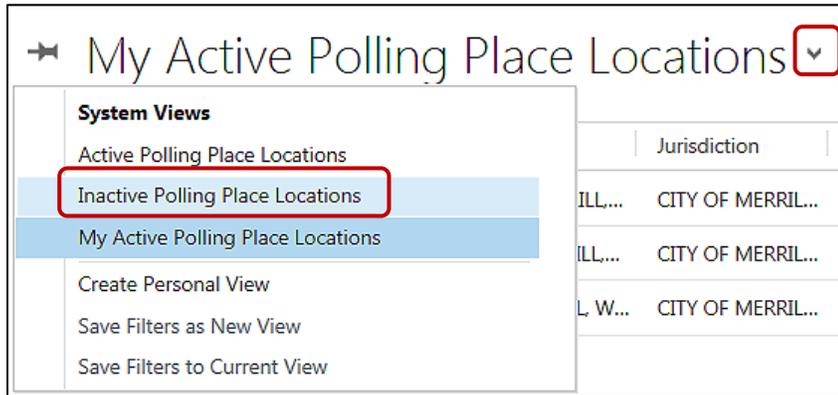
4. The Status will change to Inactive, click the Cancel button to return to the *My Active Polling Place Locations* view page

Note: the polling place record will now appear in the Inactive Polling Place Locations grid

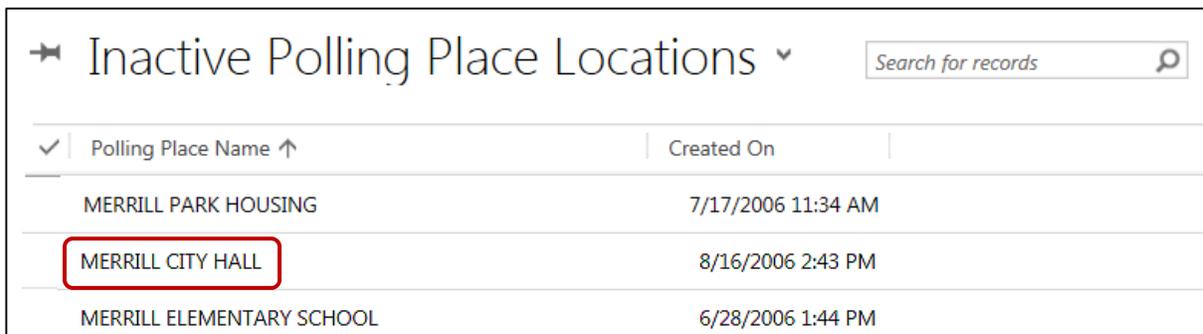


Activate an Inactive Polling Place Location

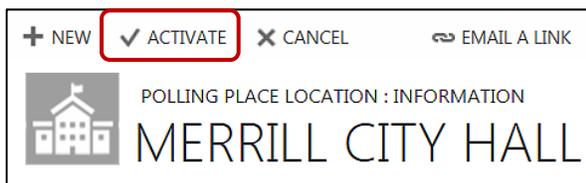
1. Click the Polling Places tile
2. Click the drop-down arrow to change the view to, "Inactive Polling Place Locations" to display all inactive polling places



3. Click the name of the Polling Place in the Inactive Polling Place Locations grid to open the Polling Place Location Information page



4. To Search for the Polling Place, enter the name of the Polling Place in the search box, then click the Polling Place Name in the Search Results grid to open the Polling Place Location Information page
5. Click the Activate button at the top of the Polling Place Location Information page
Note: Best practices are to activate and deactivate from the Polling Place Location Information page



6. Click Save to save and review the polling place information or Save & Close to save and return to the *Inactive Polling Place Location* view page
Note: the polling place record will now appear in the *My Active Polling Place Locations* grid

Create a Polling Place Record Outside of Your Jurisdiction

- County-level users and Providers will have to change their active jurisdiction to the municipality where the polling place is located
- If a user needs to enter a polling place record at an address that exists outside of their jurisdiction, they will have to contact the Elections Helpdesk for assistance