

## 4.2 Election Plans

An election plan is a reusable template for a specific election type that lists all of the reporting units within a municipality and their assigned polling place locations. The reporting units in a municipality may be single wards or a combination of wards; and may change from election to election. Prior to creating an election plan, all polling place locations should be setup in WisVote.

In WisVote, a user cannot add a new election plan or delete an existing one. However, the information in an existing plan can be modified to change polling place and reporting unit assignments. Use the *My Election Plans* view to set up and modify election plans.

### Election Plan Setup

An election plan cannot be modified until all elections using this plan have marked the "Election Close" checkpoint.

 This Plan is used in 2016 Partisan Primary , You cannot modify this plan until listed election's 'Election close' check point is checked.

1. Click the Election Plans tile
2. Click the Election Name to open the Election Plan Information page
3. Click +New to open the New Reporting Unit Information page

ELECTION PLAN : INFORMATION

## City of LA CROSSE - Partisan Primary

### General

Name\*  City of LA CROSSE - Partisan Primary

Jurisdiction  CITY OF LA CROSSE - LA CROSSE COUNTY

Election Type\*  Partisan Primary

Owner\*   CITY OF LA CROSSE - LA CROSSE COUNTY

### Reporting Units

 

Reporting Uni...	Name ↑	Election Type	Jurisdiction	Polling Place Location
1	Ward 1	Partisan Primary	CITY OF LA CROSSE - LA CROSSE...	BLACK RIVER BEACH NEIGHBORH...
2	Ward 2	Partisan Primary	CITY OF LA CROSSE - LA CROSSE...	BLACK RIVER BEACH NEIGHBORH...
3	Ward 3	Partisan Primary	CITY OF LA CROSSE - LA CROSSE...	HARRY J. OLSON SENIOR CITIZEN...

4. Enter the polling place name in the Polling Place Location field; press Enter or click the magnifying glass to search for the polling place
5. To select to polling place, click the polling place name in the drop-down list of results  
**Note:** the search will display a list of statewide results; verify the polling place is in your jurisdiction

REPORTING UNIT : INFORMATION

## New Reporting Unit

### GENERAL

**GENERAL DETAILS**

Name	Ward 55
Owner*	CITY OF LA CROSSE - LA CROSSE COUNTY
Election Type*	Partisan Primary
Jurisdiction*	CITY OF LA CROSSE - LA CROSSE COUNTY
Polling Place Location*	FORD STERLING
Election Plan*	FORD STERLING PARK 1003 ISLAND ST, LA CROSSE... CITY OF LA CROSSE...
Reporting Unit Number	Look Up More Records

1 result + New

6. To assign a ward to the selected polling place, click the ward name in the *Available Wards* list, then click Add Ward  
**Note:** multiple wards may be added at the same time

### ADD WARDS

**Wards**

<p>Selected Wards</p> <ul style="list-style-type: none"> <li>City of La Crosse - Ward 1</li> </ul>	<p>Available Wards</p> <ul style="list-style-type: none"> <li>City of La Crosse - Ward 2</li> <li>City of La Crosse - Ward 3</li> <li>City of La Crosse - Ward 4</li> <li>City of La Crosse - Ward 5</li> <li>City of La Crosse - Ward 6</li> <li>City of La Crosse - Ward 7</li> </ul>
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7. Click Save to update and review the Reporting Unit Information window or click Save & Close to save and return to the Election Plan Information page

New Reporting Unit

REPORTING UNIT : INFORMATION

## New Reporting Unit

### GENERAL

#### GENERAL DETAILS

Name	Ward 55
Owner*	CITY OF LA CROSSE - LA CROSSE COUNTY
Election Type*	Partisan Primary
Jurisdiction*	CITY OF LA CROSSE - LA CROSSE COUNTY
Polling Place Location*	FORD STERLING PARK
Election Plan*	City of LA CROSSE - Partisan Primary
Reporting Unit Number	1

- Repeat steps 4 through 7 above, until all of the wards have been assigned to a reporting unit and corresponding polling place
- Press Save & Close to save the election plan and return to the *Election Plans* view page

### Copy an Election Plan

If the election plan for your jurisdiction will be identical for multiple elections, copying an existing election plan to another election type may be used as an alternative to manually creating the same election plan for multiple election types.

- Click the Election Plans tile
- Click the Election Name to open the Election Plan Information page

- Click the Copy Election Plan button to open the *Copy Election Plan* wizard

SAVE SAVE & CLOSE COPY ELECTION PLAN CANCEL DEACTIVATE

ELECTION PLAN : INFORMATION

## City of LA CROSSE - Partisan Primary

### General

Name *	City of LA CROSSE - Partisan Primary
Jurisdiction	CITY OF LA CROSSE - LA CROSSE COUNTY
Election Type *	Partisan Primary
Owner *	CITY OF LA CROSSE - LA CROSSE COUNTY

- In the *Copy Election Plan* wizard, select the election you wish to copy the existing election plan into, then click Next

**Note:** A complete list of election types will always appear in the *Copy Election Plan* wizard

Copy Election Plan - Internet Explorer

https://wisvotuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=F5FFADC0-57E7-4038-9305B4A03828&

### Copy Election Plan

Copy City of LA CROSSE - Partisan Primary Plan to :

Tip

Select Election Plan for Copy into

- City of LA CROSSE - General Election | General Election
- City of LA CROSSE - Special Election | Special Election
- City of LA CROSSE - Special Partisan Primary | Special Partisan Primary
- City of LA CROSSE - Special Primary | Special Primary
- City of LA CROSSE - Spring Election (Even) | Spring Election - Even
- City of LA CROSSE - Spring Election (Odd) | Spring Election - Odd
- City of LA CROSSE - Spring Election and Presidential Preference Vote | Spring Election and Presidential Preference Vote
- City of LA CROSSE - Spring Primary (Even) | Spring Primary - Even
- City of LA CROSSE - Spring Primary (Odd) | Spring Primary - Odd

Help Summary Next Cancel

- Verify the correct election has been chosen, then click Next
- Click Finish to copy the existing election plan to the selected election
- Return to the *My Election Plans* view page to confirm the copy was successful