

## 4.4 Office Positions

The names and contact information of current elected officials must be added and updated in WisVote so voters can view the name and contact information of their elected officials on the MyVote Wisconsin website.

Municipalities are responsible for adding and maintaining elected official records for local office positions. Counties are responsible for adding and maintaining elected official records for county, school district and joint court office positions. The State is responsible for adding and maintaining elected official records for State and Federal office positions.

### How do I Add an Elected Official in WisVote?

There are two main ways to add an elected official record in WisVote after the election. The process you use will depend on the type of contest for which you are adding an elected official. If it is a *Vote for 1* contest you will select the winner checkbox in the candidate record to add an elected official record for the candidate. If it is a *Vote for more than 1* contest, you will use the Office Positions tile to add the elected official within the office position.

- **Vote for 1 Contests:** Select the Winner Checkbox in the Candidate Record to add an elected official
- **Vote for More Than 1 Contests:** Add an Elected Official Record from the Office Position tile

### Use the Winner Checkbox in the Candidate Record to Add an Elected Official Record

1. Click the Elections tile
2. Click the Name of the election
3. In the election information page, expand the Candidates tab
 

**Tip:** Switch the view to “My Active Candidates” to filter for your jurisdiction’s candidates
4. Search for the name of the candidate
5. Click the name of the candidate in the grid to open the candidate record

The screenshot displays the 'General' election information page. The 'Election Type' is 'Spring Election and Presidential Preference', 'Jurisdiction' is 'STATE OF WISCONSIN', and 'Government Level' is 'Federal'. Below this, the 'CONTESTS' section is visible, with the 'CANDIDATES' tab selected and highlighted by a red box. Underneath, there is a search bar labeled 'Active Candidates' with the placeholder text 'Search for records', also highlighted by a red box. Below the search bar is a table of candidates:

Name ↑	Name on Ballot
Abele, Chris	Chris Abele
Aleksandrowicz, Alan	Alan Aleksandrowicz

6. Select the Winner checkbox in the Additional section of the candidate record
7. Click Save to save and review the information or Save & Close to save and return to the Election Information page

A new elected official record has been created!

CANDIDATE  
Aleksandrowicz, Alan

Phone number --  
Email --  
Fax --  
Website --  
Election \* 2016 Spring Election and Presidential Preference Vote  
Candidate Ballot Position 3

**Comments**  
Comments --

**Additional**

Write-In   
**Winner?**   
 Candidate Filing Status Approved  
 Appealed   
 Challenged   
 Incumbent ? Yes

### Add an Elected Official Record from the Office Position tile

1. Click the Office Positions tile
2. Enter the name of the office position in the search bar
3. Click the name of the office position in the "My Active Office Positions" view grid to open the Office Position Information page

My Active Office Positions Search for records

Office Order	Name	Term Length	Associated District	Jurisdiction
320,101	<b>Ashland Mayor</b>	4 Years	City of Ashland	CITY OF ASHLAND - MULTIPLE COUNTIES
320,102	Ashland Alderperson Di...	2 Years	Aldermanic District - 1	CITY OF ASHLAND - MULTIPLE COUNTIES
320,103	Ashland Alderperson Di...	2 Years	Aldermanic District - 2	CITY OF ASHLAND - MULTIPLE COUNTIES

4. Review the office position information below the General and Other Details tab; Click the +New button below the Elected Officials tab to add an elected official record

SAVE SAVE & CLOSE + NEW X CANCEL DEACTIVATE EMAIL A LINK ...

OFFICE POSITION : INFORMATION  
Ashland Mayor

**GENERAL**

Office Order 320,101  
 Name \* Ashland Mayor  
 Jurisdiction \* CITY OF ASHLAND - MULTIPLE COUNTIES

**Elected Officials** + NEW

Last Name	First Name	Term Start	Term
No Elected Official records found.			

5. Enter the Last Name and First Name of the elected official in the Elected Official Information window
6. Enter any additional optional office contact information

**Note:** the information on an elected official’s information page will display on the MyVote Wisconsin website!

7. Click Save to save and review the information or Save & Close to save and return to the Office Position Information page

ELECTED OFFICIAL : INFORMATION

## New Elected Official

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**General**

GAB ID	--		
Last Name *	Smith		
First Name *	John		
Middle Name	--		
Suffix	--		
Owner *	STATE OF WISCONSIN		

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**Office Contact Details**

Office Mailing Address	4826 BATZ RD, WAUNAKEE		
Office Phone Number	999-999-9999	Office Fax	--
Office Email	SmithJohn@email.com	Web Site	--

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**Term**

Office Position *	ATTORNEY GENERAL	Jurisdiction *	STATE OF WISCONSIN
Term Start	--	Term End	--
Is Appointed	No		

### Update an Elected Official Record

1. Click the Office Positions tile
2. Click the name of the office position in the “My Active Office Positions” view grid to open the Office Position Information page
3. Double click the name of the elected official in the grid to open the Elected Official Information page

**Elected Officials**

Last Name ↑	First Name	Term Start	Term End ↑
Smith	John	1/4/2016	1/4/2020

4. Update or review the information then click Save to save and review the information or Save & Close to save and return to the Office Position Information page