

## 5.1 Create a Special Election

In WisVote regularly scheduled elections are automatically setup by the system and special elections are manually setup by the user.

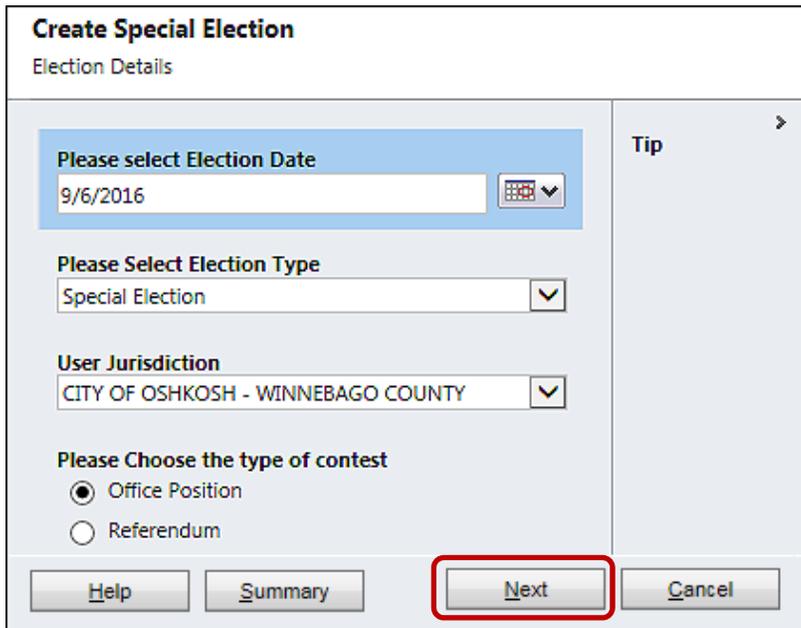
### Election Creation in WisVote

WisVote automatically creates most elections based on the contests and office position information that is programmed into the system. However, there are some elections that have to be manually entered by the user. The elections a user has to manually enter into WisVote are:

- Special Elections
- Special Referenda Elections

### Create a Special Election for an Office Position

1. Click the Special Election tile
2. Enter the Election Date in the Special Election Wizard
3. Select the Election Type
4. Review the Jurisdiction
5. Select Office Position as the Contest Type, then click Next

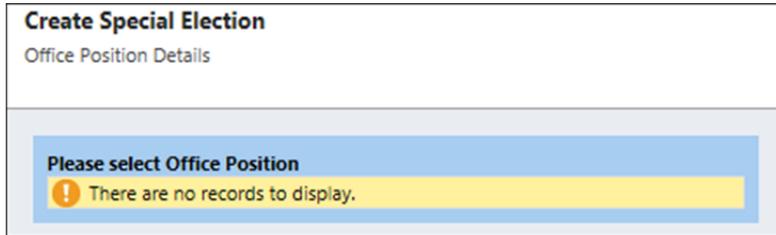


The screenshot shows a web-based form titled "Create Special Election" with a sub-header "Election Details". The form contains several input fields and a "Tip" section on the right. The "Please select Election Date" field is highlighted in blue and contains the date "9/6/2016". Below it, the "Please Select Election Type" dropdown menu is set to "Special Election". The "User Jurisdiction" dropdown menu is set to "CITY OF OSHKOSH - WINNEBAGO COUNTY". Under "Please Choose the type of contest", the "Office Position" radio button is selected. At the bottom of the form, there are four buttons: "Help", "Summary", "Next", and "Cancel". The "Next" button is highlighted with a red rectangular box.

6. Select the Election Plan, then click Next
7. Select the District Type associated with Office Position
8. (Optional) Enter the Office Position Name

9. Click Next

**Note:** If the Office Position displays a message, *There are no records to display* click Previous and change the Office Position Type

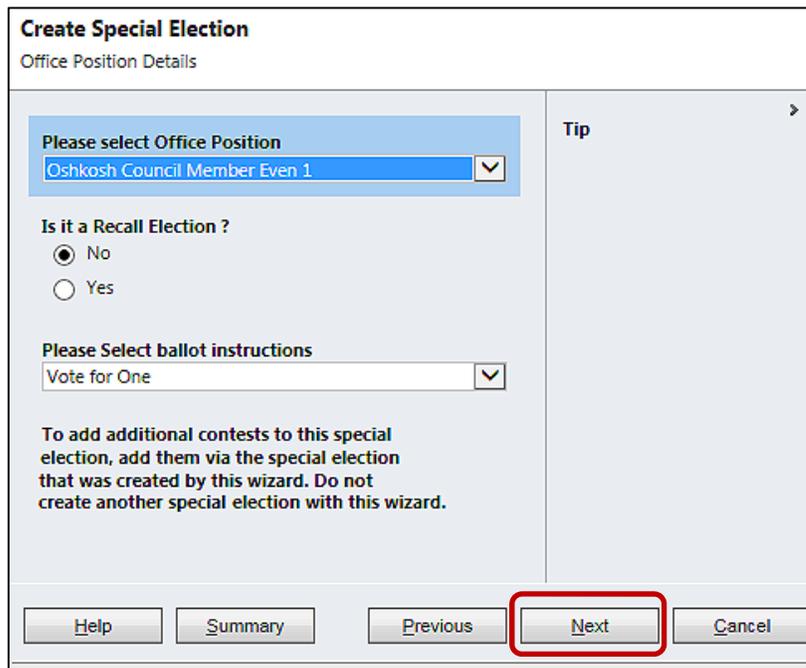


The screenshot shows the 'Create Special Election' wizard at the 'Office Position Details' step. A blue banner at the top says 'Please select Office Position'. Below it, a yellow message box with an exclamation mark icon states 'There are no records to display.'

10. Select the Office Position from the drop-down list

11. (If applicable) Select Yes if there is a Recall Election

12. Select the Ballot Instructions, then click Next



The screenshot shows the 'Create Special Election' wizard at the 'Office Position Details' step. The 'Please select Office Position' drop-down menu is set to 'Oshkosh Council Member Even 1'. Below it, the 'Is it a Recall Election?' section has the 'No' radio button selected. The 'Please Select ballot instructions' drop-down menu is set to 'Vote for One'. A tip box on the right says 'Tip'. At the bottom, the 'Next' button is highlighted with a red box.

13. Click Finish to create the Special Election

## Create a Special Election for a Referendum

1. Click the Special Election tile
2. Enter the Election Date in the Special Election Wizard
3. Select the Election Type
4. Select the Jurisdiction

5. Select Referendum as the Contest Type, then click Next

6. Select the Referenda District Type, then click Next
7. Select the Referenda District
8. Enter the Referenda Title
9. Enter the Referenda Question
10. Click No to use the default Yes and No answers, then click Next
11. Click Yes to create custom answers, then click Next
  - Enter the Custom Answers, then click Next
12. Click Finish to create the Special Election



*Type the referenda question exactly as you want it to appear on the ballot.*

## Review Special Election Information

1. To search for and review a special election, click the Elections tile to open the Elections view page
2. To search for an election, enter the Date or Name of the election in the search box at the top of the *Current Elections* view page, then click the Election name to open the Election Information page

✓	Election Date ↑	Name ↑	Jurisdiction	Registration Clo...	Election Type	Govern	⌵	↻
✓	9/6/2016	9/6/2016 Special Election	CITY OF OSHKOSH - WINNEBAGO C...		Special Election	Municipal		
	7/25/2016	2016 General Election	STATE OF WISCONSIN	7/5/2016	General Election	Federal		
	7/20/2016	2016 Partisan Primary	STATE OF WISCONSIN	7/4/2016	Partisan Primary	Federal		

3. Click the name of the election to open the Election Information page and review the election information

**ELECTION : INFORMATION**  
9/6/2016 Special Election  
Election Date: 9/6/2016

**Election Progress**

Contests Complete     Candidates Complete     Provisionals Complete     Poll Book Votes Recorded     EDR Complete     Election Closed

**General**

Name*	9/6/2016 Special Election	Owner*	CITY OF OSHKOSH - WINNEBAGO COUNTY
Election Type*	Special Election	Election Date	9/6/2016
Jurisdiction	CITY OF OSHKOSH - WINNEBAGO COUNTY	Registration Closed On	--
Government Level	Municipal		

**CONTESTS**

**CANDIDATES**

**ELECTION PLAN**

**BALLOT STYLES**

**POLL BOOKS**