

## 5.2 Contests

A contest is either a race for an elected office or a referendum. WisVote uses contest information to determine ballot styles, absentee eligibility, and to populate sample and online (military) ballots on the MyVote Wisconsin website: [myvote.wi.gov](http://myvote.wi.gov).

### Contest Jurisdiction in WisVote

In Wisconsin, each level of government is responsible for creating and managing a unique set of contests.

| State                       | County                        | Municipal                 |
|-----------------------------|-------------------------------|---------------------------|
| Federal Offices             | County Offices                | Municipal Offices         |
| State Offices               | County Referenda              | Municipal Referenda       |
| Statewide Referenda         | School District Offices       | Sanitary District Offices |
| Technical College Referenda | School District Referenda     |                           |
|                             | Joint Municipal Court Offices |                           |

### Manual Entry of Contests

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

- **County and Municipal Referenda**
- **County and Municipal Special Contests**
- **All Contests for a New Office Position**



*Please call the Elections Helpdesk to update office position information in WisVote!*

## Add a Contest for an Office Position

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Contests tab to expand the view
4. Click the +New button to Add a Contest

The screenshot shows the 'CONTESTS' page with a search bar and a table of contests. The '+ NEW' button is highlighted with a red box.

| Ballo... | Name                   | Office Position       | Jurisdiction                   | Num... |
|----------|------------------------|-----------------------|--------------------------------|--------|
| 1        | Oshkosh Mayor          | Oshkosh Mayor         | CITY OF OSHKOSH - WINNEBAGO... |        |
| 2        | Oshkosh Council Member | Oshkosh Council Me... | CITY OF OSHKOSH - WINNEBAGO... |        |

5. In the New Contest window, select Office Position as the Contest Type
6. Enter the office position in the Office Position field, or press the magnifying glass to search for, and select the office position from the drop-down list
7. Review the information in the automatically populated Contest Name, Government Level and Jurisdiction fields

The screenshot shows the 'New Contest' information page. The 'Office Position' field is set to 'Oshkosh Mayor' and the 'Ballot Position' is set to '1'. The 'GENERAL' section shows the following information:

| GENERAL            |                                    |
|--------------------|------------------------------------|
| Contest Type       | Office Position                    |
| Office Position *  | Oshkosh Mayor                      |
| Name *             | Oshkosh Mayor                      |
| Election *         | 9/6/2016 Special Election          |
| Government Level * | Municipal                          |
| Office Position    |                                    |
| Primary required?  | No                                 |
| Ballot Position *  | 1                                  |
| Combined Contest?  | No                                 |
| Running Mate?      | No                                 |
| Incumbent          | --                                 |
| Jurisdiction       | CITY OF OSHKOSH - WINNEBAGO COUNTY |
| Recall ?           | No                                 |

8. Click the Ballot Instructions field and select the ballot instructions for the contest
9. Click Save to save and review the contest information or Save & Close to save and return to the Election Information page

## Add a Contest for a Referendum

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Contests tab to expand the view
4. Click the +New button to Add a Contest
5. Select Referendum as the Contest Type
6. Enter the associated district in the Associated District field, or press the magnifying glass to search for and select the associated district from the drop-down list
7. Enter the referendum contest name in the Name field
8. Click the Government Level field and select the government level
9. Enter the referendum question in the Question field
10. Enter the Ballot Position (see chart next page)

**!** Type the referendum question exactly as you want it to appear on the ballot!

SAVE SAVE & CLOSE CANCEL

CONTEST : INFORMATION

New Contest

Office Position --

Ballot Position\* 730,000

**GENERAL**

Contest Type

Associated District\*

Name\*

Election\*

Government Level\*

**Question**

Question\*

Custom Answers?

Ballot Order ↑ Answer ↑

To enable this content, create the record.

11. Custom Answers
  - If the referendum is answered Yes or No leave the default
  - If there are custom answers enter Yes; click Save (see last page of this section)
12. Click Save & Close to save and return to the Election Information page

## Create Custom Referendum Answers

1. If your referendum contest requires answers other than Yes and No, click the Custom Answers field and select Yes
2. Click the +New button to Add Custom Answers

The screenshot shows a form titled "Question". It contains two rows of text: "Question\*" followed by "Test Q", and "Custom Answers?" followed by "Yes". At the bottom right of the form, there is a red-bordered button with a plus sign and the text "+ NEW", and a small icon to its right.

3. In the *New Answers* window, enter the first custom answer in the Answer field and the ballot order then click Save & Close
4. From the Contest Information page, click the +New button again to open the *New Answers* window and add the second custom answer and ballot order then click Save & Close
5. Review the custom referendum answers and their ballot order, then click Save & Close to save the referendum contest and return to the Election Information page

## Search for, Review and Update a Contest

1. To search for, review and update a contest click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Contests tab to expand the view
4. To search for a contest, enter the Contest Name in the search box; the search results will display in the contest information grid below

The screenshot shows a header area with the word "CONTESTS" in blue. Below it, the word "Contests" is displayed in a smaller font. At the bottom, there is a search box with the placeholder text "Search for records" and a magnifying glass icon on the right side.

5. To review and update a contest, follow steps 1-3 then click the Contest Name in the contest information grid
6. In the Contest Information page, review and/or update the contest information then click Save to save and review the updated information or Save & Close to save and return to the Election Information page

## Contests Complete Checkpoint

Select the Contests Complete checkpoint after all of your jurisdiction's office holder and referendum contests have been entered. Once selected, you will be prompted to review and verify the contest information.

A user can uncheck the Contest Complete Checkpoint to add or edit a contest. If a new contest is added, ballot styles will be regenerated when the contest complete checkpoint is checked again. When ballot styles are regenerated, the system clears any custom ballot style information entered by the user, including ballot styles that have been renamed.



*Unchecking the Contests Complete checkpoint will uncheck all of the other checkpoints!*

## Referenda Ballot Positions

### *Referenda Numbering Scheme for Ballot Positions in WisVote*

|  |                        |
|--|------------------------|
| <i>State:</i>                          | <i>700000 - 709999</i> |
| <i>County:</i>                         | <i>710000 - 719999</i> |
| <i>Multi-Jurisdictional Judge:</i>     | <i>720000 - 729999</i> |
| <i>Municipality:</i>                   | <i>730000 - 739999</i> |
| <i>Union/ Unified School District:</i> | <i>800000 - 899999</i> |
| <i>Common School District:</i>         | <i>900000 - 969999</i> |
| <i>Special District:</i>               | <i>970000 - 999999</i> |