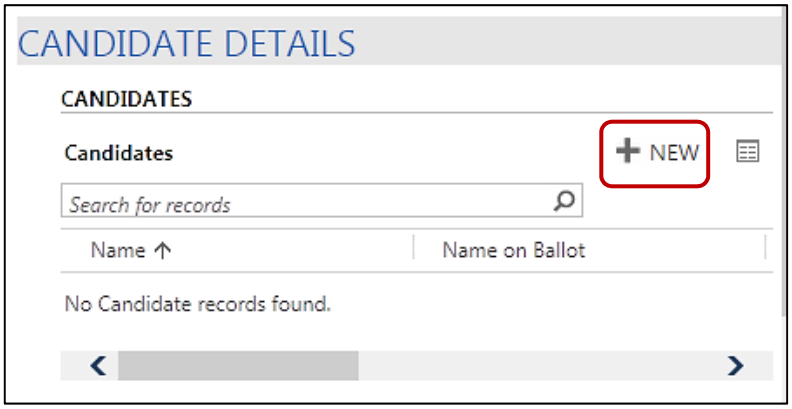
# 5.3 Candidates

Before adding and approving a Candidate for an election, the contest for which the candidate is filling must be successfully setup in WisVote.

## Add a Candidate from the Election Information Page

1. Click the Elections tile
2. Click the Election Name to open the Election Information page
3. Click the Candidate Details tab to expand the view
4. Click the *+New* button to Add a Candidate



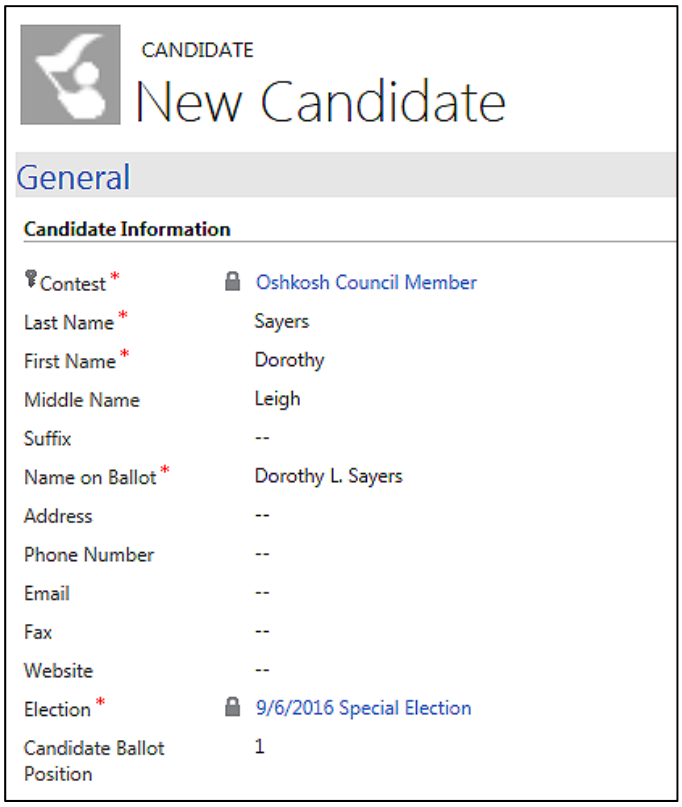

5. In the *New Candidate* window, press Enter or click the magnifying glass to select the contest from the drop-down list

6. Enter the candidate's Last Name, First Name and optional Middle Name or Suffix

7. In the Name on Ballot field, enter the candidate's name as it will appear on the ballot

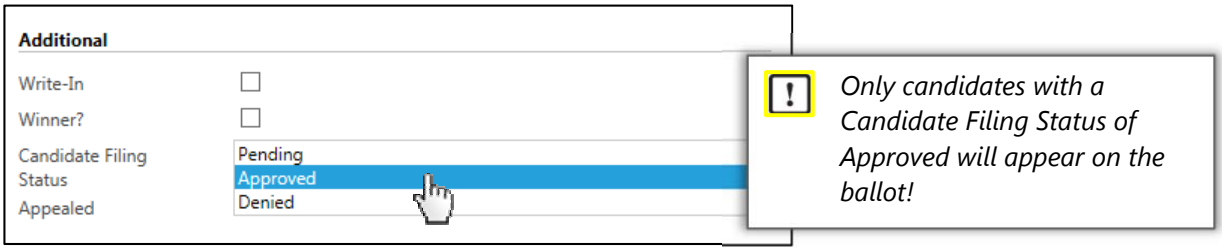
8. Enter any additional information in the optional Candidate Information fields

9. In the Candidate Ballot Position field, enter the order the candidate's name will appear on the ballot




10. If the candidate qualifies for ballot placement, click the Candidate Filing Status field to change the status from Pending to Approved

11. If the candidate does not qualify for ballot placement, click the Candidate Filing Status field to change the status from Pending to Denied




12. If the Candidate is an Incumbent, click the Incumbent? field to change the response from No to Yes

13. Click Save to save and review the candidate information or Save & Close to save and return to the Election Information page

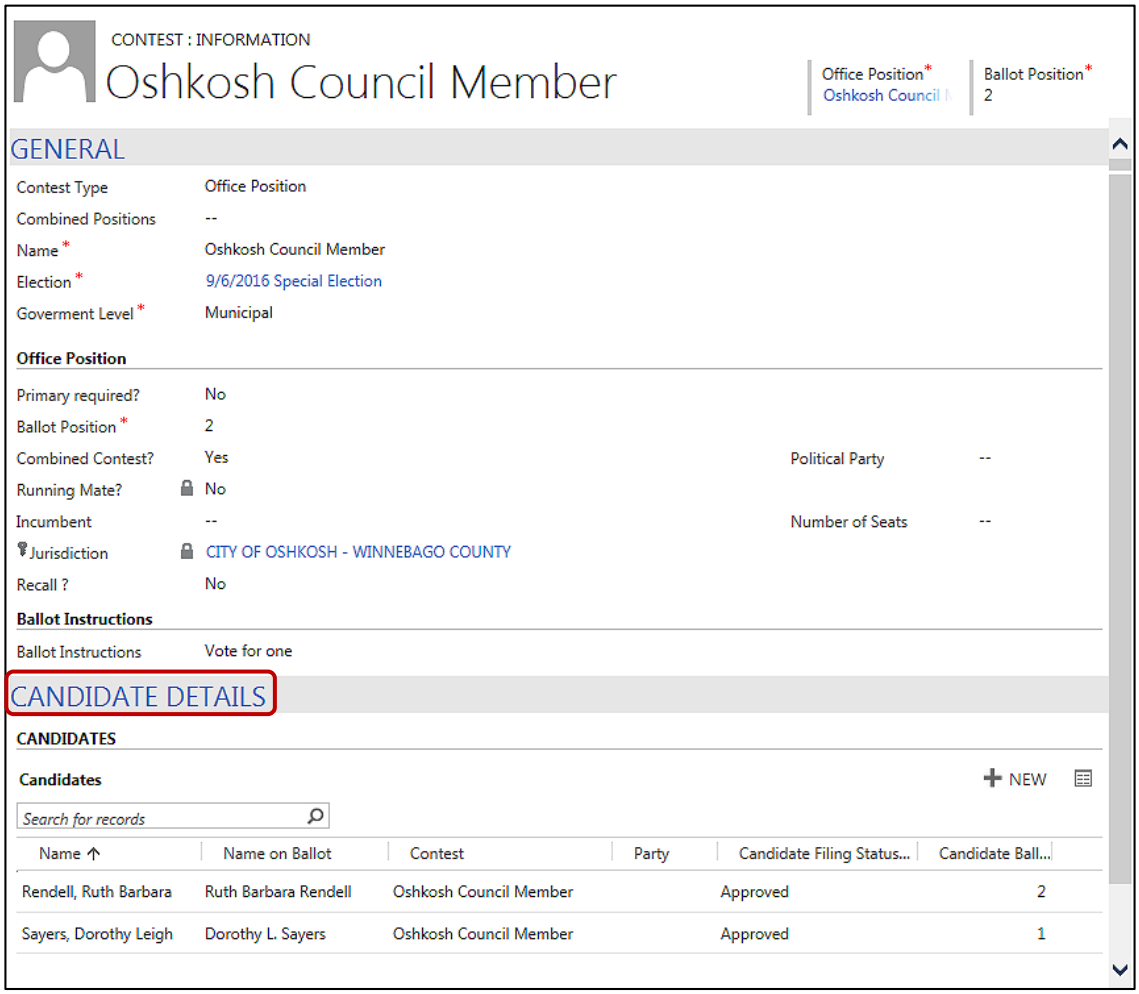
## Add a Candidate from the Contest Information Page

Alternatively, the contest page allows an easy review of all the candidates entered for that contest and the Contest field is prefilled.

1. Click the Elections tile

2. Click the Election Name to open the Election Information page

3. Click the Contests tab to expand the view




4. Click the Contest Name to open the Contest Information page

5. Click the Candidate Details tab to expand the view, then click the *+New* button to Add a Candidate

6. In the New Candidate window, enter the candidate's Last Name, First Name and optional Middle Name or Suffix

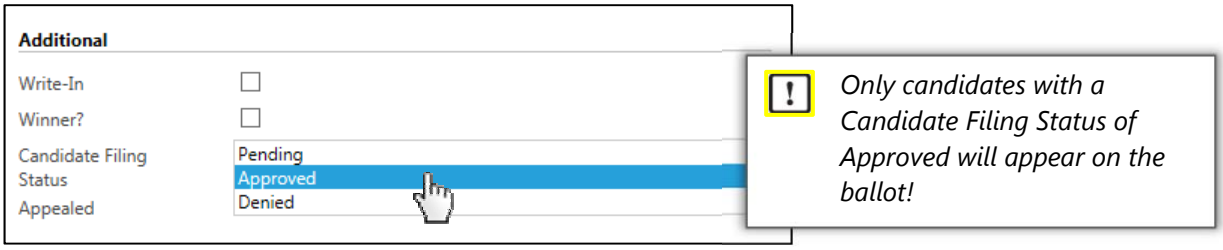
7. In the Name on Ballot field, enter the candidate's name as it will appear on the ballot

8. Enter any additional information in the optional Candidate Information fields

9. In the Candidate Ballot Position field, enter the order the candidate's name will appear on the ballot

10. If the candidate qualifies for ballot placement, click the Candidate Filing Status field to change the status from Pending to Approved

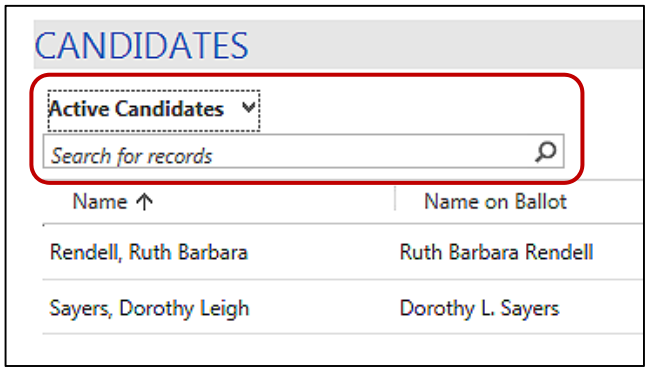
11. If the candidate does not qualify for ballot placement, Click the Candidate Filing Status field to change the status from Pending to Denied




12. If the Candidate is an Incumbent, click the Incumbent? field to change the response from No to Yes
13. Click Save to save and review the candidate information or Save & Close to save and return to the Election Information page

## Search for, Review and Update a Candidate

1. To search for, review and update candidate information, click the Elections tile
2. Click the Election Name to open the Election Information page
3. Click the Candidates tab to expand the view and see a list of Active Candidates
4. To search for a candidate, enter the candidate name in the search box
5. To review and update candidate information, click the Candidate Name in the candidate information grid to open the Candidate page




6. Review and/or update the candidate information then click Save to save and review the updated information or Save & Close to save and return to the Election Information page

# Candidates Complete Checkpoint

Select the Candidates Complete checkpoint after all of your jurisdiction's candidate information has been entered and the candidate filing status has been finalized. Once the checkpoint is selected, a user can unselect the checkpoint to add or edit a candidate filing.

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