

5.5 WisVote Election Checklist I: Pre-Election Tasks

In WisVote, counties are responsible for entering School District and Joint Municipal Court Candidates and Contests and Municipalities are responsible for entering Sanitary District Candidates and Contests.

For specials districts located in multiple counties, only one county is responsible for entering the candidates and contests in WisVote. The other county/counties (and their affected municipalities) will be able to view the contests and candidates in WisVote, but will have "read only" access.

Tasks to Complete	Details
<input type="checkbox"/> Report Annexations to the G.A.B.	Use the GAB-100 form to report annexations that have occurred but have not yet been reported to the G.A.B.
<input type="checkbox"/> Review Election Plan <ul style="list-style-type: none"> ▪ Reporting Units ▪ Polling Place Locations 	<p>Municipalities with a population <u>less than 35,000</u> will create reporting units, and assign each reporting unit to a polling place.</p> <p>Municipalities with a population <u>greater than 35,000</u> will automatically have reporting units created for each ward, and will assign each ward to a polling place.</p>
<input type="checkbox"/> Review the Election	<p>WisVote automatically creates contests for an election based on the office position information that is programmed into the system. Review the contest information to make sure it is complete.</p> <p>If you are missing a regularly scheduled contest that should be in the election, please contact the G.A.B. We may need to add or update the office position.</p>
<input type="checkbox"/> County Users run Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports	If the reporting units in WisVote do not match the way the voting equipment is being programmed, please contact the affected municipality immediately to determine the correct reporting unit information.

<input type="checkbox"/> Add Special Contests and Referenda	<p>Users must manually enter the following types of contests:</p> <ul style="list-style-type: none"> ▪ County and Municipal Referenda ▪ County and Municipal Special Contests <p>Contests for office positions that are regularly scheduled do not have to be manually entered into WisVote.</p> <p>Contact the G.A.B. if you have new or missing office positions.</p>
<input type="checkbox"/> Check Contests Complete Checkpoint	<p>Check the Contests Complete Checkpoint after all of your jurisdiction's regularly scheduled contests and any manually entered referenda or special contests have been entered.</p> <p>A user can uncheck the Contest Complete Checkpoint to add or edit a contest.</p>
<input type="checkbox"/> Review Ballot Styles <input type="checkbox"/> Rename Ballot Styles (optional)	<p>Ballot styles are automatically generated in WisVote when an election is created, and re-generated after the Contest Complete Checkpoint is checked.</p> <p>Ballot styles are given a generic system name, but can be renamed by the user. The personalized ballot style name will appear on the poll book.</p> <p>Renaming ballot styles is strongly recommended.</p>
<input type="checkbox"/> Add Candidates	<p>Municipal</p> <ul style="list-style-type: none"> ▪ Municipal Offices ▪ Sanitary District Offices <p>County</p> <ul style="list-style-type: none"> ▪ County Offices ▪ School District Offices ▪ Multi-Jurisdictional Judge Offices
<input type="checkbox"/> Check Candidates Complete Checkpoint	<p>Select the Candidates Complete Checkpoint after all of your jurisdiction's candidate information has been entered and the candidate filing status and ballot order finalized.</p> <p>A user can uncheck the Candidates Complete Checkpoint to add or edit a candidate filing.</p>

<input type="checkbox"/> County Users run the Election Night Call-In Sheet/ Canvass Report GAB-106	Review contest and candidate information to verify it was accurately entered into WisVote.
<input type="checkbox"/> Enter Absentee Applications for UOCAVA Voters <input type="checkbox"/> Issue Absentee Ballots and Print Mailing Labels	<p>Select the "Sheet Label" or "Dymo Printer" options to print mailing labels.</p> <p>Select the "No Label" option to track Military and Overseas absentee ballots only.</p>
<p>Close of Registration</p> <ul style="list-style-type: none"> ▪ Enter all complete Voter Registration forms received in person or by mail with a postmark date on or before the 3rd Wednesday before the election. ▪ Do not enter voter registrations in WisVote until the proof of residence requirement has been met. 	
<p>Late Registration Period</p> <ul style="list-style-type: none"> ▪ Use the Ineligible Voter List to determine if a voter may register during the late registration period; the Ineligible Voter List may be viewed online or printed from the CRM Election Data website. ▪ Issue a Certificate of Registration (GAB-133) to all late in-person registrants. The form is completed after a voter registration application is received and approved during the late registration period to certify that the voter is registered. The voter's registration information may not appear on the poll book. 	
Tasks to Complete	Details
<p>Mapping</p> <ul style="list-style-type: none"> <input type="checkbox"/> Geo DC Mismatches <input type="checkbox"/> Boundary Exceptions <input type="checkbox"/> Geocode Exceptions <input type="checkbox"/> Geocode Warning 	<p>Perform address data quality tasks prior to an election to verify voters are assigned to the correct district combination and appear in the correct poll book.</p> <p>Address related data quality tasks are accessed through the Address tile.</p>
<p>Registration List Alerts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Duplicate Voter Record Matches <input type="checkbox"/> Death Matches <input type="checkbox"/> Felon Matches 	<p>Review all duplicate, death, and felon matches by accepting or declining each alert.</p> <p>All registration list alerts that require review are accessed through the Registration List Alerts tile.</p>
<input type="checkbox"/> Print Poll Books	<p>Poll books are available in WisVote 20 days before the election.</p> <p>The G.A.B. strongly encourages waiting until the week before the election to print the poll book.</p>