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Setup a Polling Place Location



Once Polling Place Locations are setup the information is available: (1) from the Voter Record, (2) within Elections, (3) on the Poll Lists, and (4) from the MyVote website. Polling Place Locations can also be grouped together in Polling Place Assignment Plans that control how poll books are printed.

1. Click on the **Polling Place Locations** node from the Main Menu.

2. Click the **Add New Polling Place Location** Quick Task.



3. Enter polling place location information into the **PollingPlaceLocation - Add** form.

a. Enter a name or **Description** for the Polling Place.



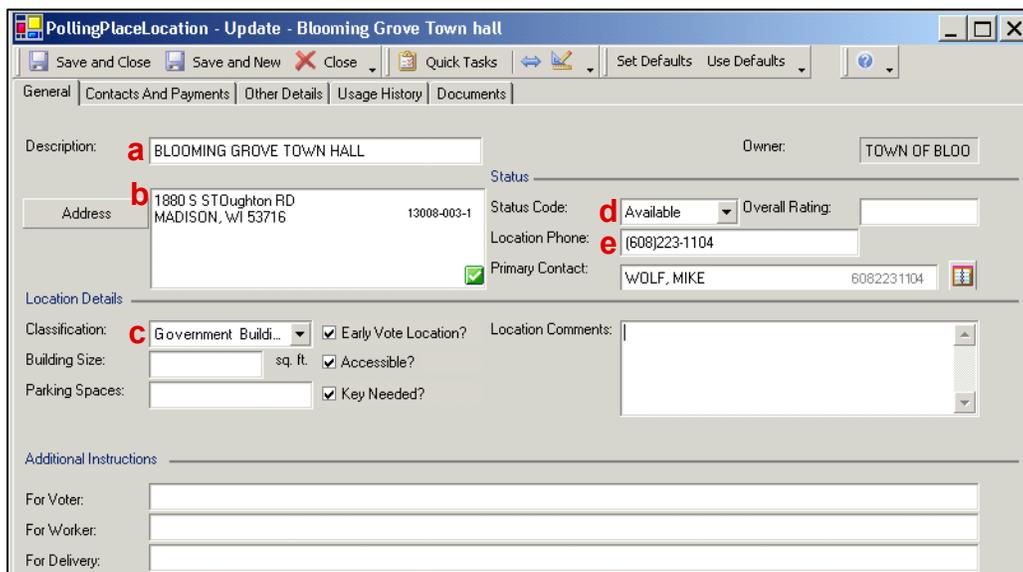
If you have multiple wards voting at the same location, you may choose to add the ward number before the description, for example: 001-Jefferson School, 002 -Jefferson School, and so on. This makes it easier to identify which ward a poll book is for, and to assign polling places when recording voter participation.

b. Enter the **Address**.

c. Select the building **Classification** from the drop-down menu.

d. Select a **Status Code** of Available.

e. Enter a **Location Phone** number for the Polling Place or to call the **Primary Contact**.



PollingPlaceLocation - Update - Blooming Grove Town hall

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

General Contacts And Payments Other Details Usage History Documents

Description: **a** BLOOMING GROVE TOWN HALL Owner: TOWN OF BLOO

Address: **b** 1880 S Stoughton RD
MADISON, WI 53716 13008-003-1

Status Code: **d** Available Overall Rating:

Location Phone: **e** (608)223-1104

Primary Contact: WOLF, MIKE 6082231104

Location Details

Classification: **c** Government Buildi... Early Vote Location? Location Comments:

Building Size: sq. ft. Accessible?

Parking Spaces: Key Needed?

Additional Instructions

For Voter:

For Worker:

For Delivery:

The screenshot shows a software window titled "PollingPlaceLocation - Update - Blooming Grove Town hall". The window has a menu bar with "Save and Close", "Save and New", "Close", "Quick Tasks", "Set Defaults", and "Use Defaults". Below the menu bar are tabs for "General", "Contacts And Payments", "Other Details", "Usage History", and "Documents". The "General" tab is active, showing a form with the following fields:

- Description: BLOOMING GROVE TOWN HALL
- Owner: TOWN OF BLOO
- Address: 1890 S ST Doughton RD, MADISON, WI 53716
- Status Code: Available
- Overall Rating: (empty field)
- Location Phone: (608)223-1104
- Primary Contact: WOLF, MIKE (608)223-1104
- Location Details:
 - Classification: Government Build...
 - Building Size: 9 sq. ft.
 - Parking Spaces: (empty field)
 - Early Vote Location? (checked)
 - Accessible? (checked)
 - Key Needed? (checked)
 - Location Comments: (empty text area)
- Additional Instructions: (empty text area)
- For Voter: (empty text field)
- For Worker: (empty text field)
- For Delivery: (empty text field)

- f. Click on the **Address Book** to the right of the **Primary Contact**. This will open up a **Contact Search Screen**. Type in the name of the primary contact person for this site, and search. Normally, this will be the municipal clerk's office. If you find the correct contact, double-click on the record to bring it into the **Primary Contact** field. If you cannot find the contact, you will need to add a new contact record. See the [Contacts](#) chapter for more details.
 - g. Fields like **Building Size**, **Parking Spaces**, **Key Needed?** **Overall Rating**, **Location Comments**, and **Additional Instructions** are optional. **Early Vote Location** does not currently apply in Wisconsin. And while your polling place does need to be **Accessible**, you need not check it here.
 - h. **Other tabs**: You can add additional contacts on the **Contacts and Payments** tab, and see which elections this location has been used for on the **Usage History** tab.
4. Click the **Save and Close** button.

Polling Place Accessibility



In 2008, the Government Accountability Board (G.A.B.) launched its **AccessElections!** Accessibility Compliance Program Initiative as the centerpiece of its effort to ensure that voters with disabilities have equal access to polling places. In conjunction with an Accessibility Advisory Group comprised of disability experts and advocates, Board staff developed a 27-page survey instrument designed to assess polling place compliance with Federal and State accessibility standards. The survey was field pretested in 2008 and deployed for use in 2009.

While the paper survey was used to conduct Accessibility Audits from 2009 through April 2012, by mid-2010 a process for converting the paper survey into a computerized database was the beginning of what would become a fully integrated online automated process. In 2011, in order to conduct a larger number of Accessibility Audits, the G.A.B. augmented its auditing effort by procuring temporary staff services to expand the capacity of regular staff. Since 2012, the Board has relied solely on temporary employees to conduct Accessibility Audits. This action allows regular staff to remain in the office and perform their normal duties on Election Day and has also given the Board added flexibility to field as many auditors as are needed to meet its goals. During 2011 and the first quarter of 2012, auditors averaged nine (9) polling places per person per election.

Technological Upgrades

In the second quarter of 2012, the **AccessElections!** computerized database was completed and the Board's 27-page Accessibility Survey was migrated onto an online platform. The database was transferred to computer tablets that were used for the first time to record the accessibility audit information and findings. In addition to the survey instrument and the **AccessElections!** database, the tablets feature GPS route mapping and digital photo capabilities. The training of Accessibility auditors was expanded to two and-a-half days to ensure they are able to take full advantage of this new technology. In addition, field work at a mock Polling Place, set-up in collaboration with the City of Madison City Clerk, has added a realistic element to the training process. These improvements increased production markedly; auditors went from averaging nine (9) polling places to twelve (12) polling places per person per election.

Given this production rate, the G.A.B. anticipates being able to conduct an Initial audit of all of the state's polling places within the next three years. For more information on Polling Place Accessibility please contact the G.A.B. HelpDesk at (608) 213-5226.

Assign a Polling Place Location with a Ward (District)

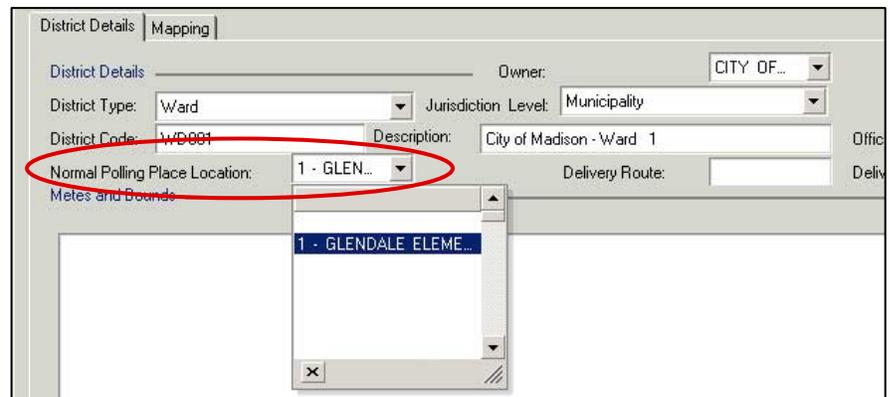
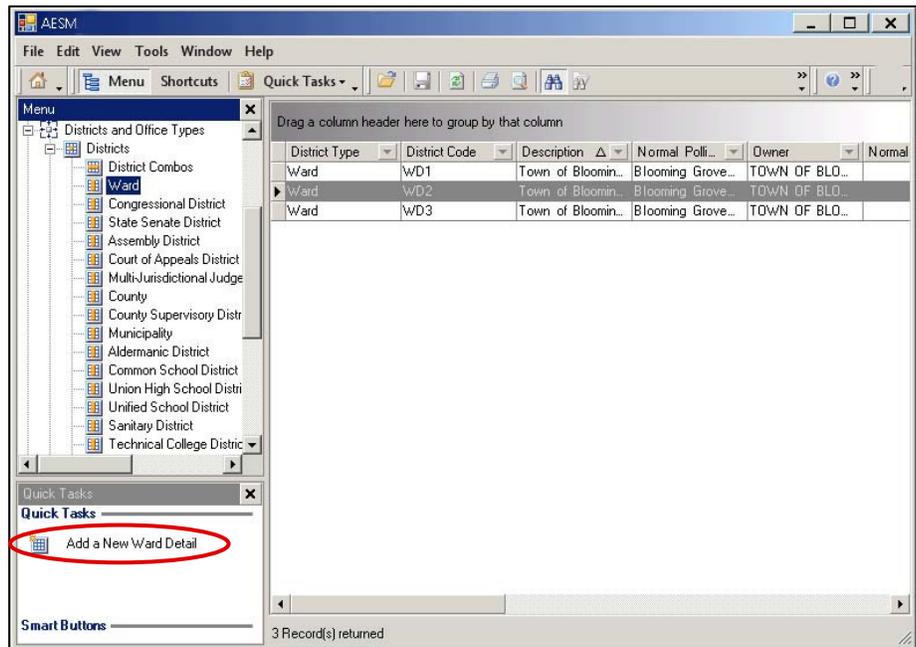


After Polling Places are setup, you can assign or change a Normal Polling Place location for a specific ward. A voter will have access to Polling Place information on the MyVote website after a Normal Polling Place has been assigned for his or her Ward.



Once each ward in your municipality is associated with a normal Polling Place, voters will see the information for their ward on Voter Verification Postcards and other mailings.

1. Expand (+) the **Districts and Office Types** node from the Main Menu.
2. Expand (+) the **Districts** sub-node.
3. Click on the **Ward** district. All wards for the Active Jurisdiction will appear in the data grid.
4. To associate a ward with a **Normal Polling Place Location**, double-click on a ward from the data grid to open the **District - Update Ward** form.
5. From the **Normal Polling Place Location** drop-down menu, select the usual Polling Place location for that **Ward**.
6. Click on the **Save and Close** button.
7. Repeat **Steps 4-6** for each ward.



Use a Polling Place Location in Elections



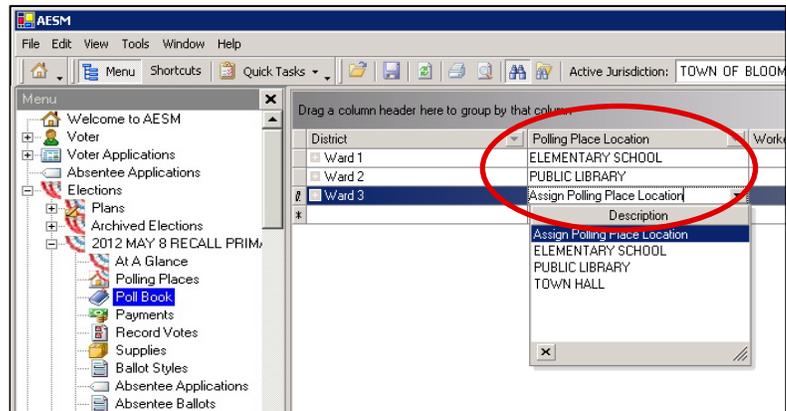
Polling places can be attached to an election by two different methods. Preferably, they can be included in a Polling Place Assignment Plan (PPAP), which is then attached to an election during Election Setup. If your polling places remain the same for all elections or for all elections of a certain type, you will want to create one or more Polling Place Assignment Plans (PPAPs). Alternately, polling places can be directly selected within an election. If a polling place changes upon short notice, it can be changed within an election.

Method 1: Assign Polling Place Locations to a Polling Place Assignment Plan (PPAP)

The Polling Place Location can be assigned to an election by including the polling place in one or more PPAPs. When a particular PPAP is selected during Election Setup, the information is copied from the PPAP and connected to the election. Creating PPAPs usually saves time in future elections. Please see the Election Setup chapter for more details.

Method 2: Assign Polling Place Locations directly within an Election

1. Expand (+) the **Elections** node from the Main Menu.
2. Expand the specific election sub-node and click on the **Polling Places** sub-node.
3. From the **Polling Place Location** drop-down menu, under the **Description**, select the name of the **Polling Place Location**. Each **Ward** or **District** must be assigned a **polling place**.



4. You can consolidate wards into one polling location (and one poll list) for a single election only by using the **Recruit** button on the top menu bar. See the Election Setup chapter for more details.



*While the information within the selected election is changed, the actual **PPAP** (if any) does not change. When you inherit the next election, all of your **PPAP** information will reflect the normal polling places, not the changes you made here.*

The Polling Place Listing Report



Use these directions to generate a list of polling places for your municipality or county and verify that the information is correct.

1. Click the **Reports** node.
2. Click the **Print Reports** Quick Task.
3. Change the **Category** to **Polling Place**.
4. Under **Reports**, make sure **Polling Place Listing** is selected.
5. Click the **Next** button.

6. **Filter** your report:
 - a. Click the **Custom** button next to the **Filter** drop-down.
 - b. Create a **Filter** like the one to the right.
 - c. Click **Use Filter**.

And/Or	Field Name	Condition	Value
And	StatusCode	Equals	Available(AVAIL)



This filter will select only currently available polling places, thereby removing those polling places that are no longer in use from the report.

7. **Sort** your report:

a. Click the **Custom** button next to the **Sort** drop-down list.

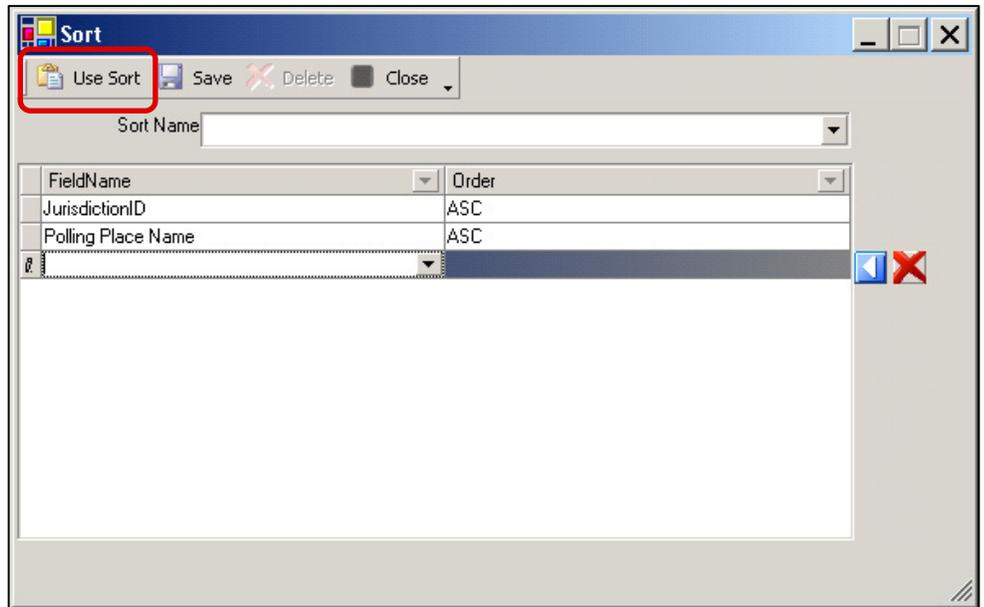


b. Create a **Sort** like the one shown.

c. Click **Use Sort**.

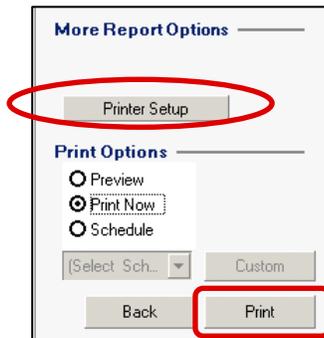


This sort is designed for someone running a report at the county level. It will put locations in order by municipality, then by polling place name. Municipalities running this report would not have to include the first line.



For further information on saving sorts and filters, or printing and exporting a report, see the [Reports](#) chapter.

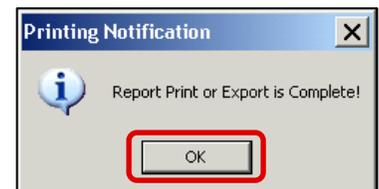
8. Click the **Printer Setup** button and verify your printer settings. Click **Save Settings** when they are correct.



9. Click the **Print Now** radio button.

10. Click **Print**.

11. A dialogue box indicating that your printing or export is complete will appear. Click **OK**.



12. Retrieve the document. You should see a report that looks like the sample below.

TOWN OF BLOOMING GROVE			00000-FPLAC-007-C
			10/5/2006 5:01:43 PM
Polling Place Listing			
Poll No.	Polling Place Description	Location	Phone Number
70000062	ELEMENTARY SCHOOL	4449 COTTAGE GROVE RD MADISON, WI 53718	(608) 555-1212
70000063	PUBLIC LIBRARY	3115 THURBER AVE MADISON, WI 53714	(608) 555-1111
70000061	TOWN HALL	1880 S STOughton RD MADISON, WI 53716	(608) 223-1104