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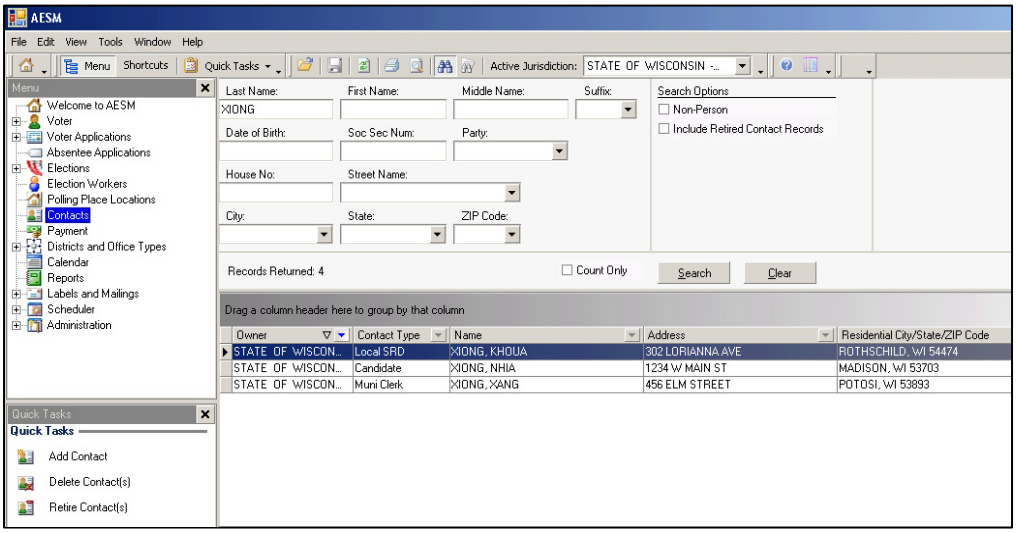
Contact Records

A contact record is automatically created when a voter application is processed and the person becomes a registered voter. You may also enter a contact who is not a voter, such as a candidate who is not registered to vote, a vendor, an underage poll worker, or a business address for a clerk or other officeholder.

The contacts in SVRS are like an elections-specific address book. Information from contact records appears throughout SVRS, including on mailings generated and sent to voters, and on the MyVote website where voters can look up contact information for officeholders.

Search for a Contact

1. In the **Main Menu** tree, click on **Contacts**.
2. Enter in search criteria and click **Search**.

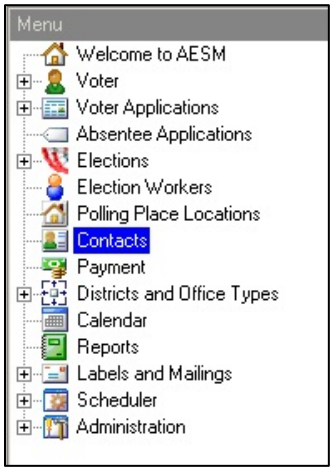


3. You will see contacts not only from your municipality, but also contacts made visible to your county and statewide. The **Owner** column shows whether the contact is from your municipality or another jurisdiction.
4. The **Contact Type** column shows whether the contact is for a **County Clerk** or **Muni Clerk**, a **Special Registration Deputy (SRD)**, a **Candidate**, etc.
5. Check the **Non-Person** checkbox to search for contact records that are businesses or organizations. You will use this setting to find contacts for municipalities and counties.

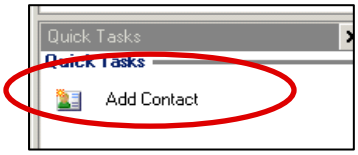
6. Double-click to open a record.

Add a Contact

1. Click on the **Contacts** node.



2. Click the **Add Contact** Quick Task.



3. Enter the appropriate information:

   a. **Name** is the only required field.

   b. If the contact is a business or government organization, check **This contact is not a person**.

   c. The **Address** field does not have to be validated.

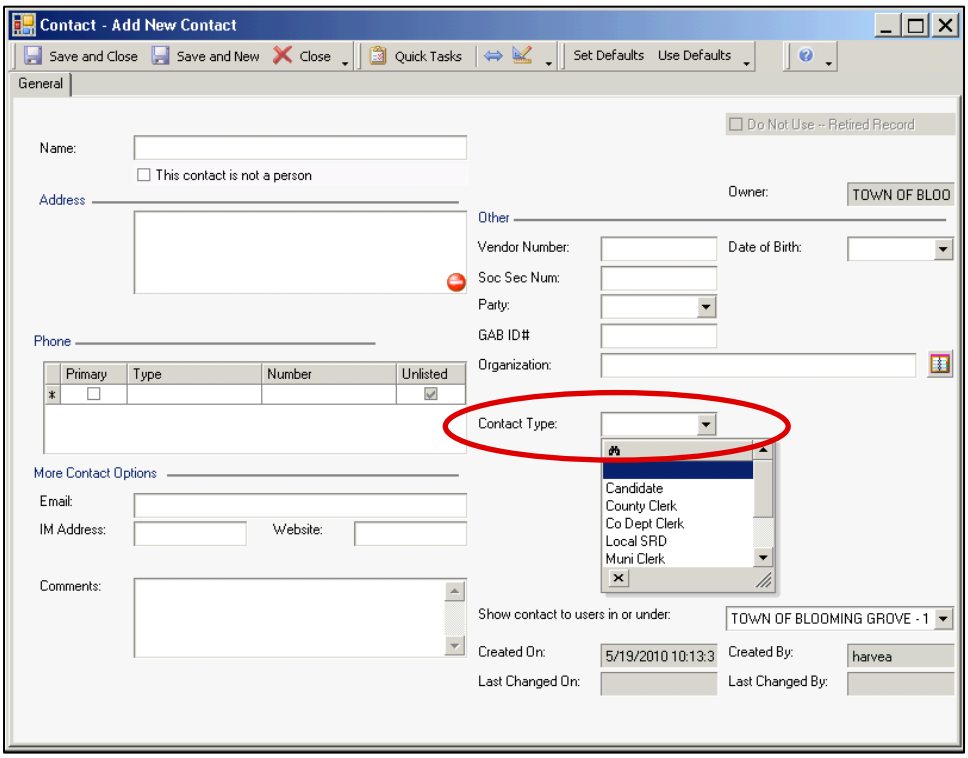
   d. For a clerk or other officeholder, fill out the **Phone** fields. Check **Primary** for the main number, select the type (usually **Work**) and enter the number.

   e. For a clerk or other officeholder, fill out the **Email** field.

   f. If you are adding a contact for a Candidate Filing, you may add the **Party**.

   g. The **GAB ID#** is usually used only for state level candidates.

   h. The **Contact Type** field allows you to identify the role this contact will play.

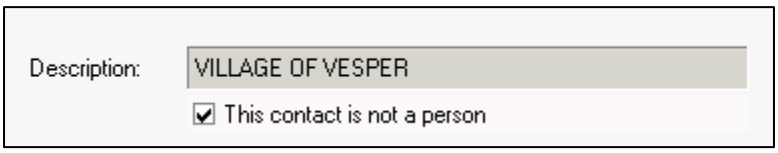


   i. **Candidate Contact Records** will usually have the same address as the candidate's voter record, but may have different phone and email information. The **Party** may be specified, and for state-level candidates, a **GAB ID#** will be assigned. The **Show contact to users in or under** must match the office they are running for – state-level candidates must be visible to the state, and so on.

ii. **County Clerk** and **Muni Clerk Contact Records** will have will have the office contact information for a clerk or his or her staff. This information will be used by the G.A.B. to keep track of municipal clerk training and will appear on mailings generated out of SVRS.

iii. **SVRS User Contact Records** will display in the **Other** tab of the municipal **Jurisdiction** record, and will be used by the G.A.B. to identify SVRS users.

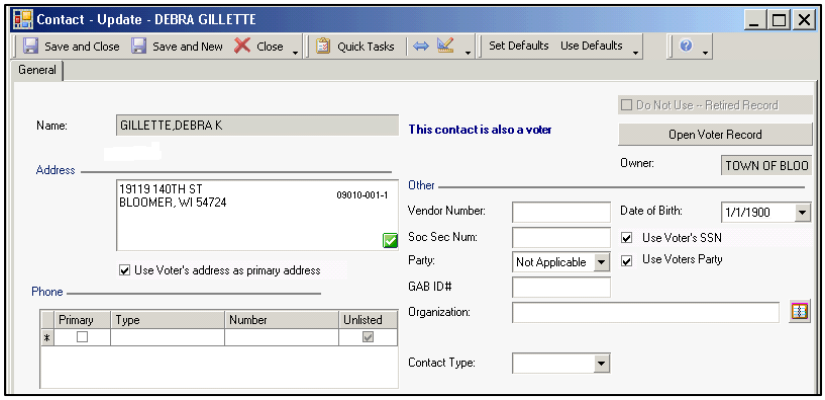
iv. **Jurisdiction Contact Records** have **This contact is not a person checked**. Municipal contact information will also appear on mailings generated out of SVRS. **Nursing Homes** and **Businesses** are also setup this way.



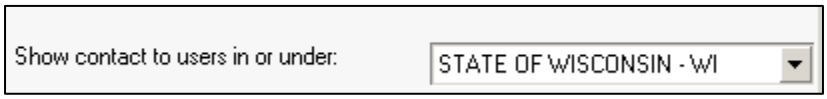
v. **Special Registration Deputy (SRD) Contact Records** will have the SRD's name, address and contact information, and **Organization** if appropriate.

vi. **Officeholder Contact Records** contain an officeholder's professional contact information. This information will appear on the **MyVote** website so that all voters will be able to find contact information for their elected officials. See the next section for more details.

vii. **Voter Contact Records** are created automatically whenever a new voter record is created. They are used to store extra information for the voter. You should not use voter contact records for candidates, clerks, or officeholders. You do not see a "Voter" choice in the **Contact Type** drop-down list, because you cannot manually create a voter contact record.



i. The **Show contact to users in or under** field controls who can see your contact record. Initially, **Contact Records** are visible only to the jurisdiction creating the record. You may need to change this value. For example, if a school district crosses county lines, the county should make the candidate contact record visible at the state level, so all counties can use the same contact record.



4. Click **Save and Close**.

Officeholder Contacts

Voters can use the **MyVote Wisconsin** website (at *https://myvote.wi.gov)* to look up the districts that they live in and the officeholders for those districts. You should check the links in MyVote to make sure that they display the appropriate contact information for your jurisdiction's officeholders.

If the wrong information is displayed, you will have to change the officeholder contact record under **Office Types** in the **Districts and Office Types** node. In some cases, you may have to create a brand new contact with the correct information. For more information on entering officeholders, see the *Post Election Activites* chapter of this manual.

Voting Districts and Current Office Holders

District Type	District	Office Holder	Office position
Assembly District	Assembly - District 44	MIKE SHERIDAN	Assembly - District 44
Circuit Court District	Circuit Court - Rock County	ALAN BATES	ROCK COUNTY CIRCUIT COURT JUDGE, BRANCH 2
Circuit Court District	Circuit Court - Rock County	MICHAEL FITZPATRICK	ROCK COUNTY CIRCUIT COURT JUDGE, BRANCH 3

State of Wisconsin Voter Public Access Home

Voter Search Address Search Ballot Search

5_Office Holder Contact Information

4_District:

4_Name:

JIM DOYLE

4_Mailing Address:

P O BOX 7863

MADISON, WI 53707-786

4_Phone Number:

(608) 267-8983

Email

governor@wisconsin.gov