




WisVote Spring Post-Election

2023 WISVOTE WEBINAR SERIES

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Today's Panel

Patrick Brennan	WisVote Training Officer
Dawn Soletski	WisVote Specialist
Jodi Vitcenda	Senior WisVote Specialist
Jacob Walters: Moderator -	WisVote Specialist
Riley Willman	Elections Supervisor

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Post-Spring Reminders

Post-Election Checklist: Posted to WisVote News on 03/29/23

ERIC Movers 2nd Quarter postcards mailed March 31st

4-Year Maintenance mailing starts 06/15/23

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Entering Elected Officials

Winning candidates – April & November elections



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Entering Elected Officials

Winning candidates – April & November elections

Why is it important?

Election officials appear on the MyVote site!

Voters look up their representatives & local elected officials

Missing or incorrect information can cause confusion/questions

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Entering Elected Officials

Winning candidates – April & November elections

WHO IS RESPONSIBLE FOR ENTERING IN WISVOTE?

WEC

Federal Level Office Positions

State Level Office Positions

COUNTIES

County Level Office Positions

School District Office Positions

Multi-Jurisdictional Judges

Any Relier Office Positions

SELF-PROVIDER MUNICIPALITIES

Municipal Level Office Positions

Sanitary Office Positions

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Entering Elected Officials

Winning candidates – April & November elections
Vote for 1 Contests Only

Ballo...	Name	Office Position	Jurisdiction	Num...
310,...	Boyceville Village President	Boyceville Villag...	VILLAGE OF BOYCEVILLE - D...	1
310,...	Boyceville Village Trustee		VILLAGE OF BOYCEVILLE - D...	3

Open the Contests Associated view under the appropriate election
Click on the contest name to open

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Entering Elected Officials

Winning candidates – April & November elections
Vote for 1 Contests Only

Name ↑	Name on Ballot	Contest	Party	Candidate Filing Status	Candidate Ball...	Write-In
Montgomery, Lukas	Lukas Montgomery	Boyceville Village President		Approved	1	No

Scroll down to the Candidate Details section

Click on the winning candidate's name to open record

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Entering Elected Officials

Winning candidates – April & November elections
Vote for 1 Contests Only

Locate the Winner checkbox

Place a check in the field

Click Save/Save&Close

CANDIDATE
Montgomery, Lukas

General

Candidate Information

Contest* Boyceville Village President

Last Name* Montgomery

First Name* Lukas

Middle Name

Candidate Pronunciation

Suffix

Name on Ballot* Lukas Montgomery

DOC Address

CFIS Address

Phone Number

Email

Fax

Website

Election* 2023 Spring Election

Candidate Ballot Position 1

Comments

Comments

Nomination Papers

Nomination Status

Signatures required

Appropriate Signatures

Approximate Pages

Submitted By

Valid Signatures

Staff Responsible

Receipt Number

Local Candidate Number

Other

Incomplete Filing

Jurisdiction VILLAGE OF BOYCEVILLE

Additional

Write-In

Winner?

Candidate Filing Status Approved

Appealed

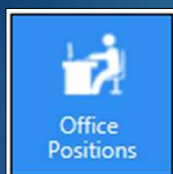
Challenged

Incumbent? Yes

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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests



My Active Office Positions

Office Or...	Name	Associated District	Jurisdiction	Combined Co...	Term Length
310.551	Boyceville Village President	Village of Boyceville	VILLAGE OF BOYCEVIL...	No	2 Years
310.552	Boyceville Village Trustee Even 1	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years
310.552	Boyceville Village Trustee Even 2	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years
310.552	Boyceville Village Trustee Even 3	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years
310.553	Boyceville Village Trustee Odd 1	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years
310.553	Boyceville Village Trustee Odd 2	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years
310.553	Boyceville Village Trustee Odd 3	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years

Click on the Office Positions tile from the Easy Navigate Menu

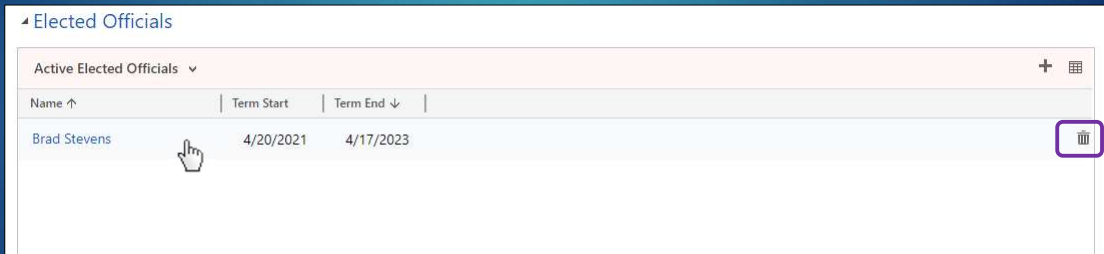
Click on the Name of the Office Position to open the record

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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests

Scroll Down to Elected Officials, Remove any expired records
Removing expired records prevents duplicate records later in the process



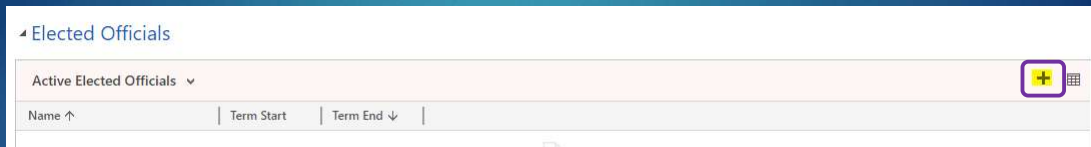
Active Elected Officials			
Name ↑	Term Start	Term End ↓	
Brad Stevens	4/20/2021	4/17/2023	🗑️

Hovering over record will cause a trash can icon to appear
Click on this icon to remove the record

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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests



Active Elected Officials			
Name ↑	Term Start	Term End ↓	
+ Add			

Stay in Elected Officials section

Click + button to add new record

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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests

Name is the only required field

Click Save

Term Dates calculate automatically

Confirm dates are correct, click Save & Close

General

Committee ID Owner * VILLAGE OF BOYCEVILLE - DUNN COUNTY

Name * John Doe

Office Contact Details

Office Mailing Address

Office Phone Number Office Fax

Office Email Web Site

Term

Office Position * Boyceville Village Trustee Odd 1 Jurisdiction * VILLAGE OF BOYCEVILLE - DUNN COUNTY

Term Start * 4/18/2023 Term End * 4/14/2025

Is Appointed No Termination Date

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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests

You will return to Office Position Screen, locate the Current Elected Official field

Click in the Current Elected Official Field

Type the new elected official's name

Click the magnifying glass icon

Select the new elected official record

Click Save & Close

Current Elected Official john doe

John Doe
4/24/2023 9:28 AM

Look Up More Records

Nomination papers 1 result + New

Nomination Papers Required

Elected Officials

Active Elected Officials

Name ↑	Term Start	Term End ↓
John Doe	4/18/2023	4/14/2025

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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests

310,553	Boyceville Village Trustee Odd 1	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years	John Doe	4/18/2023	4/14/2025	No
310,553	Boyceville Village Trustee Odd 2	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years				No
310,553	Boyceville Village Trustee Odd 3	Village of Boyceville	VILLAGE OF BOYCEVIL...	Yes	2 Years				Yes
310,559	Boyceville Municipal Judge	Village of Boyceville	VILLAGE OF BOYCEVIL...	No	4 Years	Bradley Erickson	5/1/2019	4/30/2023	No

New elected official & term information now appear

Repeat process for remaining combined contest seats

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Registration List Alerts



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Registration List Alerts

"30-day" Rule

Do not accept Reg List Alerts for 30 days after an election*

Cannot record participation on an inactive record

Merging can prevent another municipality from completing their recording

Can also impact absentee application/ballot recording

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Registration List Alerts

"30-day" Rule

* When done recording participation, okay to accept some alerts

Reg List Alerts that only impact your municipality:

Deaths

Felon

Duplicates - if **both records** are in your municipality

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Registration List Alerts Reminders

Continue to process alerts on a regular basis

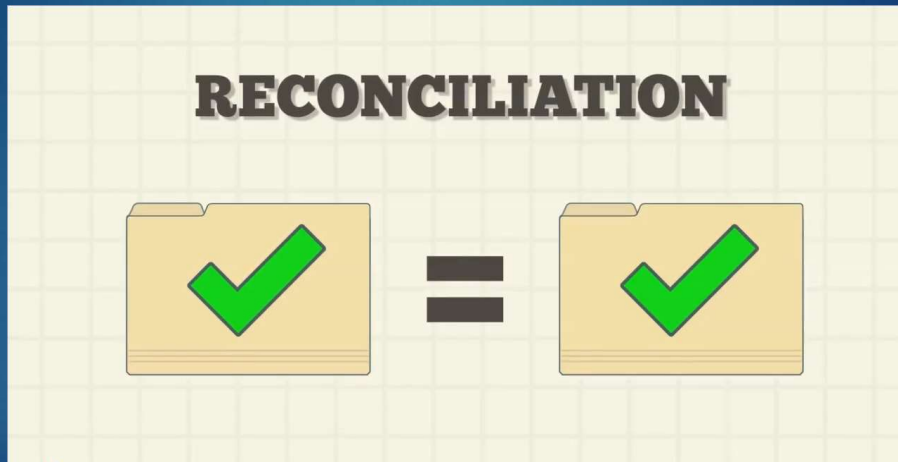
Alerts can and should be declined if the match isn't certain

Needs Review – Inactive Voters: Optional



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WisVote Reconciliation Refresher



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WisVote Reconciliation Refresher

Reconciliation Complete Checkpoint

Only appears if election requires

Visual reminder only

Can check if not complete



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WisVote Reconciliation Refresher

Reconciliation Complete Checkpoint

Contests Complete
 Candidates Complete
 Provisionals Complete
 Poll Book Votes Recorded
 EDR Complete
 Reconciliation Complete
 Election Closed

wisvotuat.wi.gov says

You are confirming you have 0 reporting units reflecting Complete and 1 reporting units reflecting as Pending in this election.

OK

Cancel

Pop-up includes current reconciliation information

Does not mean jurisdiction will show as complete

“But I checked the checkpoint”

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WisVote Reconciliation Refresher

Comments

Comments = Section Match Override

For when discrepancy **cannot** be fixed in WisVote

Only available for Voter and EDR sections

Provisional & Absentee require State Override

Voter Statistics

Total Votes (Canvass)	295
Total Voters (EL-104)	296
Total Voters (WisVote)	293
Total Ballots (EL-104)	296
Voter Statistics Match	<input type="checkbox"/>
Voters Comments

Election Day Registrations

EDRs (EL-104)	6
EDRs w/ Recorded Vote (WisVote)	5
EDRs w/o Recorded Vote (WisVote)	0
EDRs Match	<input type="checkbox"/>
EDRs Comments

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WisVote Reconciliation Refresher

How and When to use Comments

A brief explanation of a discrepancy

Voters Comments Ward 12 ballot put in Ward 8 machine

Should match the actual discrepancy

Voters Comments One (1) voter fled with a ballot. This was noted on the Inspector Statement

300-character limit

Voters Comments When it was discovered that there was one more voter than ballots cast, a review was completed and it was discovered that an unknown voter chose not to cast the issued ballot and destroyed the ballot instead. Since the voter's intention was not able to adjust the participation.

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WisVote Reconciliation Refresher

How and When to use Comments

No names of Voters or Staff

Do not explain a discrepancy from another section

No questions directed at WEC staff

No Comments if section reconciles

Avoid assigning blame – no Clerk Jail

EDRs (EL-104)	6
EDRs w/ Recorded Vote (WisVote)	5
EDRs w/o Recorded Vote (WisVote)	1
EDRs Match	<input checked="" type="checkbox"/>
EDRs Comments	Mikaila Hudson registered but did not vote.

emailed Jodi Vitcenda for assistance removing Wayne Sweeney EDR w/o Recorded vote

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WisVote Reconciliation Refresher

Comment examples

Election Day Registrations

EDRs (EL-104)	1
EDRs w/ Recorded Vote (WisVote)	2
EDRs w/o Recorded Vote (WisVote)	0
EDRs Match	<input type="checkbox"/>
EDRs Comments	There was an address change that should have been counted as an EDR.

Voter Statistics

Total Votes (Canvass)	311
Total Voters (EL-104)	315
Total Voters (WisVote)	315
Total Ballots (EL-104)	314
Voter Statistics Match	<input type="checkbox"/>
Voters Comments	Voter in Ward 12 issued Ward 13 ballot. Total number of ballots and voters in District 7 match.

Voter Statistics

Total Votes (Canvass)	816
Total Voters (EL-104)	828
Total Voters (WisVote)	828
Total Ballots (EL-104)	827
Voter Statistics Match	<input type="checkbox"/>
Voters Comments	WD 11&12 BALLOT SWAP

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WisVote Reconciliation Refresher

How and When to use Comments

Inspectors' Statement errors

Math Errors:

DO NOT edit paper inspectors' statement – signed by poll workers

Can add comment if issue is in Voter or EDR counts

OR

Correct WisVote Inspectors' Statement and add a note/sticky to paper form

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WisVote Reconciliation Refresher

State Override Comments

General	
Jurisdiction	CITY OF CUDAHY - MILWAUKEE COUNTY
Election	2022 General Election
Poll Book Name	Wards 1-3
Reporting Unit	Wards 1-3
EL-104	CITY OF CUDAHY WARDS 1-3
Order	41,211,001
State Override	<input type="checkbox"/>
SO Comments	Voter brought in absentee ballot on election day, and Els didn't record the name of voter

General	
Jurisdiction	CITY OF WASHBURN - BAYFIELD COUNTY
Election	2023 Spring Election
Poll Book Name	Ward 1
Reporting Unit	Ward 1
EL-104	CITY OF WASHBURN WARD 1
Order	4,291,001
State Override	<input checked="" type="checkbox"/>
SO Comments	Bayfield Co reported C. Washburn as all one reporting unit instead of as 3 separate reporting units. Thus Canvass number here is for all three reporting units together.

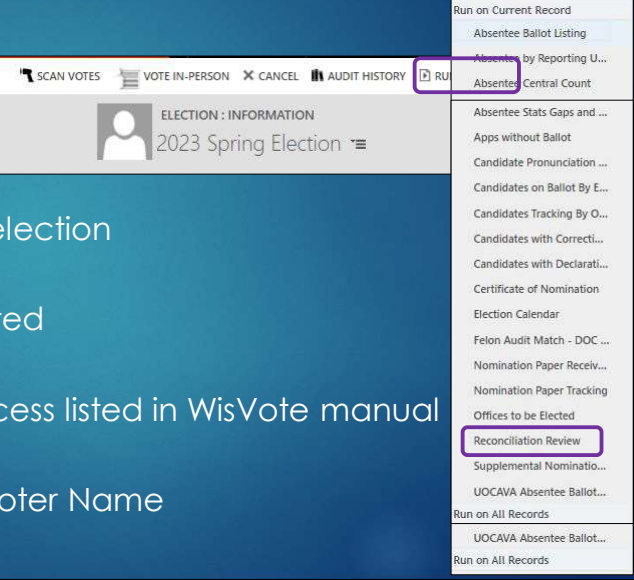
Must be added by WEC staff!

If issue cannot be corrected and is in Absentee or Provisional section

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WisVote Reconciliation Refresher

Reconciliation Review Report



Found under Report tab in the election

Runs automatically once selected

Similar to manual compare process listed in WisVote manual

Uses Voter Number instead of Voter Name

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WisVote Reconciliation Refresher

Reconciliation Review Report

Report Part 1: Returned ballots, no absentee participation

Reporting Unit	Ballot Style	Ballot Status	Voting Method
City of Milton - Ward 8	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 8	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 7	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 6	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 7	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 7	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 9	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 4	CITY OF MILTON: BS 01	Returned	
City of Milton - Ward 4	CITY OF MILTON: BS 01	Returned	

Voter name also included, cut off in the screenshot

Voting method: Blank or At Polls

Correct Absentee Ballot record or add/update voter participation

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WisVote Reconciliation Refresher

Reconciliation Review Report

Report Part 2: Absentee participation, no returned ballot

Reconciliation Review for the Election 2023 Spring Election			
Reporting Unit	Ballot Style	Ballot Status	Voting Method
Ward 50	CITY OF EAU CLAIRE BS 01		Absentee
Ward 50	CITY OF EAU CLAIRE BS 01		Absentee

Voter name also included, cut off in the screenshot

Ballot Status: Blank or status other than Returned

Correct/add Absentee Ballot record or update voter participation

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WisVote Reconciliation Refresher

Reconciliation Review Report

Report becomes less reliable over time!

Will still find issues, just more records to sort through

Voter numbers can change w/ new registration

Can't help if issue is outside WisVote

Absentee	
Absentees Counted (EL104)	110
Absentee Participation (WisVote)	0
Absentee Ballots Returned (WisVote)	45
Absentees Match	<input type="checkbox"/>

Absentee	
Absentees Counted (EL104)	110
Absentee Participation (WisVote)	110
Absentee Ballots Returned (WisVote)	110
Absentees Match	<input checked="" type="checkbox"/>

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WisVote Reconciliation Refresher

EDR Postcard Reporting

Updated Election Day Registration (EDR) Postcard Guidance

Thursday, February 9, 2023

Please see the document attached to this communication for the updated guidance regarding the handling and processing of Election Day Registration postcards returned to a clerk's office after an election. Importantly, the new guidance provides clerks with a clear recommendation on how to handle...

[Read More >](#)

Memo + updated guidance posted on February 9th to Clerk Communications

Updated Guidance approved by Commission during February meeting

Clarifies how to handle deactivation and DA referrals

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WisVote Reconciliation Refresher

EDR Postcard Reporting

Report due 90 days after Election Day

No EDRs – Postcard report will autofill zeros

Required for all elections w/ reconciliation requirement

Report only requires numerical entry – no postcard tracking in WisVote

Total EDRs *	176
EDR Postcards Returned Undeliverable *	1
EDR Voters Inactivated *	1
Referred To District Attorney *	0

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Absentee Letters



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Absentee Letters

Bulk Mailing Update

Project currently delayed

Working on issue w/ mass deactivating applications

No firm ETA, still plan to be available for 2024 elections

Tile removed from WisVote until issues resolved in testing

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Absentee Letters

Indefinitely Confined Letters

§6.86(2)(b)

...If an elector fails to cast and return an absentee ballot received under this subsection, the clerk shall notify the elector by 1st class letter or postcard that his or her name will be removed from the mailing list unless the clerk receives a renewal of the application within 30 days of the notification. The clerk shall remove from the list the name of each elector who does not apply for renewal within the 30-day period...

This includes voters who voted in-person on Election Day or voted using IPAV!

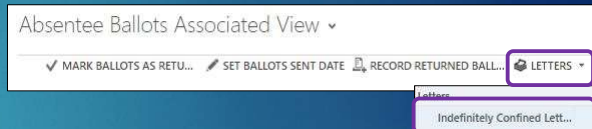
37

Absentee Letters

Indefinitely Confined Letters

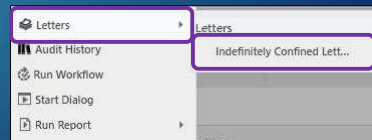
Generating in WisVote

Can only generate from ballot record



Can generate from grid view or open ballot record

Must have application type of Indefinitely Confined



Can only generate one letter at a time

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Absentee Letters

Indefinitely Confined Letters

Generating in WisVote

Letter is compatible w/ window envelopes

Auto fills voter address & clerk contact info

Includes tear-off bottom section

Print Export PDF Export WORD

CITY OF MADISON - DANE COUNTY April 24, 2023


Maribeth L Witzel-Behl / Municipal Clerk
210 ML KING JR BLVD RM 103
MADISON, WI 53703-3342
608-266-4601

Request for Renewal of Permanent Absentee Ballot

I request an absentee ballot be sent to me as provided by Wis. Stat. § 6.86 (2)(a), and I certify I am a United States Citizen, age 18 or older, and I have resided at my legal voting address for at least 28 days.

I further certify I am indefinitely confined because of age, illness, infirmity or disability. I request an absentee ballot be automatically provided for every election until such time as I notify you or until such time as I fail to return an absentee ballot.

Irma Voter
(Signature of Absentee Elector) 3411948



If you have moved since you last filled out an absentee application you will need to re-register and provide proof of residence, along with a new absentee application.

If you have any questions regarding this notice, please contact our office at 608-266-4601, or elections.wisvote@wi.gov. Thank you!

Sincerely,

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Absentee Letters

Indefinitely Confined Letters

Mail-merge Advanced Find

Created by WEC Staff post-2020

Shared w/ all active clerk users

Report compatible w/ mail-merge when exported

Email WEC Helpdesk if you don't have access

Microsoft | Dynamics 365

FILE ADVANCED FIND LIST TOOLS SAVED VIEWS

Query Saved Views Results New Save Save As Edit Columns Clear Group AND Download Fetch XML

Show View Edit Properties Query Details Debug

Look for: Absentee Applications Use Saved View: [new]

▼ Absentee Status Equals Active

▼ Owner Equals Current User Or User ...

Select

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Absentee Letters

Indefinitely Confined Letters

Mail-merge Advanced Find

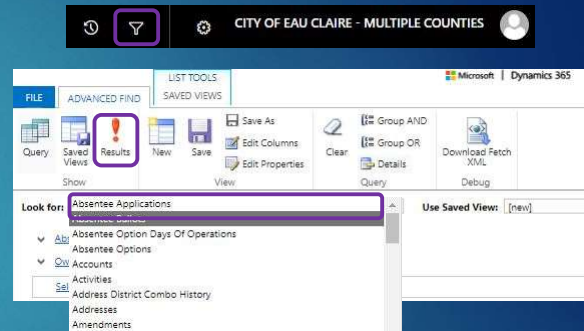
Access from Easy Navigate page

Click filter icon next to Jurisdiction info

Select Absentee Ballots in **Look for** field

Select *IC Letter Formatting* in **Use Saved Views** field

Click **Results** to generate list



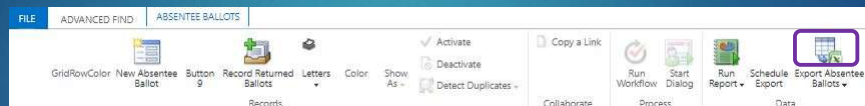
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Absentee Letters

Indefinitely Confined Letters

Mail-merge Advanced Find

DO NOT SAVE CHANGES!!!



Export using Export Absentee Ballots button

Don't need to use dropdown menu, clicking icon is enough

Report will be downloaded as an Excel document

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Absentee Letters

Calendar Year Request Maintenance

§6.86(2m)(a)

... clerk shall discontinue mailing absentee ballots to an elector under this subsection if the elector fails to return any absentee ballot mailed to the elector. The municipal clerk shall notify the elector of any such action not taken at the elector's request within 5 days, if possible. An elector who fails to cast an absentee ballot but who remains qualified to receive absentee ballots under this subsection may then receive absentee ballots for subsequent elections by notifying the municipal clerk....

This includes voters who voted in-person on Election Day or voted using IPAV!

No letter available in WisVote, must be created manually

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Questions?



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Upcoming WisVote Webinars

4-year Maintenance in WisVote

Tuesday, May 16th 10:00 a.m.

WisVote Grab-bag

Tuesday, June 20th 10:00 a.m.

WisVote Voter Records

Tuesday, July 18th 10:00 a.m.