

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

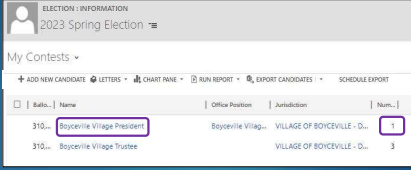
WHO IS RESPONSIBLE FOR ENTERING IN WISVOTE?

WEC	COUNTIES
Federal Level Office Positions	County Level Office Positions
State 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



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



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



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Entering Elected Officials

Winning candidates – April & November elections
For Combined Contests



Click on the Office Positions file 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



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



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

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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

Active Elected Officials		Term Start	Term End	
Name				
John Doe		4/18/2023	4/14/2025	

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Entering Elected Officials

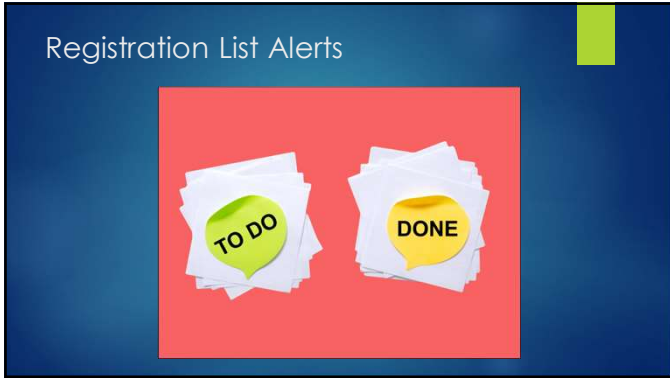
Winning candidates – April & November elections
For Combined Contests

ID	Contest	Village	Office	Term	Name	Term Start	Term End	Is Elected
310353	Boycerville Village Trustee Odd 1	Village of Boyceville	VILLAGE OF BOYCEVILLE...	2 Years	John Doe	4/18/2023	4/14/2025	No
310353	Boycerville Village Trustee Odd 2	Village of Boyceville	VILLAGE OF BOYCEVILLE...	2 Years				No
310353	Boycerville Village Trustee Odd 3	Village of Boyceville	VILLAGE OF BOYCEVILLE...	2 Years				Yes
310359	Boycerville Municipal Judge	Village of Boyceville	VILLAGE OF BOYCEVILLE...	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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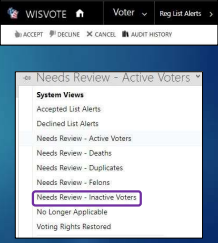
Registration List Alerts

Reminders

Continue to process alerts on a regular basis

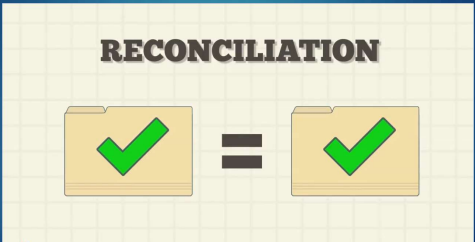
Alerts can and should be declined if the match isn't certain

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

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

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WisVote Reconciliation Refresher

How and When to use Comments

A brief explanation of a discrepancy

Should match the actual discrepancy

300-character limit

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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

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

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WisVote Reconciliation Refresher

Comment examples

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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

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	Printing Method
Ward 50	CITY OF EAU CLAIRE: 85.01	Absentee	Absentee
Ward 50	CITY OF EAU CLAIRE: 85.01	Absentee	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 (E1104)	110
Absentee Participation (W10459)	0
Absentee Ballots Returned (W10105)	45
Absentees Match	0

Absentee	
Absentees Counted (E1104)	110
Absentee Participation (W10459)	110
Absentee Ballots Returned (W10105)	110
Absentees Match	0

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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!

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Absentee Letters

Indefinitely Confined Letters

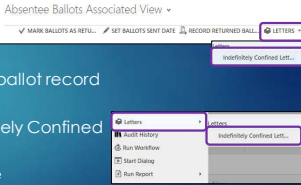
Generating in WisVote

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

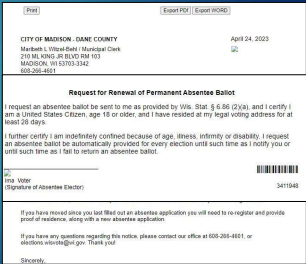
Indefinitely Confined Letters

Generating in WisVote

Letter is compatible w/ window envelopes

Auto fills voter address & clerk contact info

Includes tear-off bottom section



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Absentee Letters
Indefinitely Confined Letters

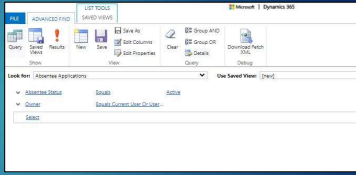
Mail-merge Advanced Find

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



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Absentee Letters
Indefinitely Confined Letters

Mail-merge Advanced Find

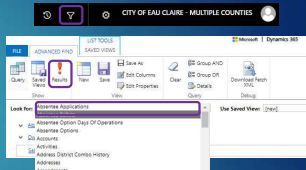
Access from Easy Navigate page

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

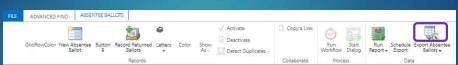


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Absentee Letters
Indefinitely Confined Letters

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.

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