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Webinar agenda

- ▶ Remaining Spring Primary tasks
 - ▶ Checklists
 - ▶ Upcoming Deadlines
 - ▶ Reg List Alerts & Poll Book Printing
 - ▶ Check Election Plan(s)
 - ▶ Check Ballot Styles
- ▶ Spring Election Preparations
 - ▶ Contests & Candidates
 - ▶ How to update a candidate record
 - ▶ Contest/Candidate vs Ballots Styles
 - ▶ Important Deadlines

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Spring Primary Tasks

Checklists



Spring Primary Checklist I (Pre-Election Tasks)- posted January 10th

WisVote News		
Published On	Priority	Title
Select a date and operator to filter your search	Select a priority from the drop-down to filter	Type a keyword in the box below to filter your search
>= [x] x [All]	▼ x	~
1/20/2023	Timely Attention Required	Notice of Upcoming WisVote and MyVote Maintenance on January 23rd
1/13/2023	Information Only	December 2022 WisVote Updates
1/10/2023	Timely Attention Required	2023 Spring Primary WisVote Checklist I - Pre-Election Tasks
12/21/2022	Timely Attention Required	2022 Quarter 4 Movers WisVote Info. & Process

Spring Primary Checklist II (post-election tasks) - will be posted week of February 13th

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Spring Primary Tasks

Checklists



Chronological list of tasks to complete

Includes links to relevant manual/TLC tutorial

Lists deadline date for the election

<input type="checkbox"/> Verify/Edit Spring Primary (Odd) Election Plan <ul style="list-style-type: none"> Reporting Units <div data-bbox="885 588 950 651" style="border: 1px solid blue; padding: 2px; display: inline-block;"> </div> Set Up Election Plans Tutorial 	<p><i>Verify with your county</i> how your electronic voting equipment will be set up to determine how to set up your Reporting Units within your Spring Primary (Odd) Election Plan. This plan was previously created, but this is the first time it has been used since redistricting in 2020 – review with that in mind.</p> <p>Review/Create Reporting Units and link them to Polling Places.</p> <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>For municipalities with a population <u>greater than 35,000</u> WisVote will automatically create Reporting Units for each ward. Municipalities will need to assign each ward a Polling Place.</p> <p>NOTES: You <u>must</u> use the Election Plans tile to review and create your Reporting Units, <u>not</u> the Elections tile.</p> <p><i>MyVote pulls the information from your Election Plan. Voters cannot see where they vote until the plan is setup.</i></p>
<input type="checkbox"/> Absentee Options (Optional) 4.11 Election Specific Absentee Options Deadline: February 6, 2023	<p>Options will not appear in MyVote unless entered within the election under Election Specific Absentee Options.</p> <p>The deadline to enter through the Election Plan was January 1, 2023, but if it was previously entered, it will appear on MyVote.</p> <p>Information entered will appear on MyVote once entered into the election.</p>

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Spring Primary Tasks

Upcoming Deadlines

Open Registration Closes: 11:59 p.m. February 1st, 20-days before Election Day

Mail Absentee Ballots to existing requests: Today, January 31st

Deadline to request absentee ballot, election-specific: 5:00 p.m. February 16th

Deadline to request absentee ballot, Calendar Year & Indef Confined: 5:00 p.m. February 17th

NO FEDERAL CONTESTS!

Military voter deadline 5:00 p.m. February 17th


Permanent Overseas voters not eligible for ballot!

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Spring Primary Tasks


Reg List Alerts & Poll Books

Poll Books available 19-days before Election Day*



Before printing:

- Are all Reg List Alerts completed?
- Are all registrations & absentee requests entered?
- Reporting units correct?



*WEC recommends not printing prior to weekend before Election Day

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Spring Primary Tasks

Reg List Alerts & Poll Books

Are all Reg List Alerts completed? **Are all registrations & absentee requests entered?**

- Reduce voter confusion
- Reduce unnecessary EDRs
- Fewer voters using Supplemental Poll List
- Reduce data-entry error post-election

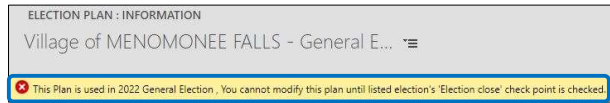
8

Spring Primary Tasks

Reg List Alerts & Poll Books

Reporting Units Correct?

Poll Book records auto-update for Election Plan Changes



Until generated/printed!

If updates needed after poll book generated, MUST CONTACT WEC!

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Spring Primary Tasks

What's left to do?

Check Election Plans

First Spring - Odd elections since redistricting!

Municipalities w/ plans missing wards already contacted

Confirm reporting units & Polling Places

Senate District 8 - Reporting units can't cross Senate district lines

Election plan = Voting equipment programming!
Confirm with County



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Spring Primary Tasks

What's left to do?

Check Election Plans

First Spring - Odd elections since redistricting!

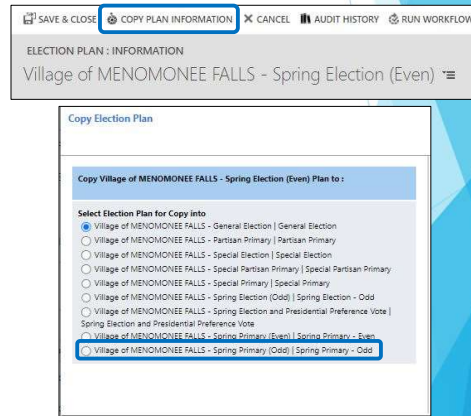
Spring Primary Election Plan not new?

Copy it from an existing Election Plan

Open Election Plan with correct reporting units

Click Copy Plan Information

Select election to overwrite



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Spring Primary Tasks

What's left to do?

Check Election Plans

Polling Place changes - Reporting Units Correct

Does not require copying or recreating reporting units

Reporting Units				
Reporting Unit...	Name ↑	Election Type	Jurisdiction	Polling Place Name
1	Wards 1-6	Spring Primary - Odd	CITY OF KIEL - MULTIPLE CO...	KIEL COMMUNITY CENTER
7	Ward 7	Spring Primary - Odd	CITY OF KIEL - MULTIPLE CO...	KIEL COMMUNITY CENTER

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Spring Primary Tasks

What's left to do?

Check Election Plans

Polling Place changes - Reporting Units Correct

Does not require copying or recreating reporting units

Select Polling Place Name field - click in blank area

Press Backspace to clear the existing information

Enter new Polling Place name, click magnifying glass icon

Select record, Click Save & Close

REPORTING UNIT : INFORMATION
Ward 7

Reporting Unit

General Details

Polling Place Name *

Election Plan *

Jurisdiction *

Name

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Spring Primary Tasks

What's left to do?

Check Ballot Styles

Use Compare tool to speed review!

Click the Associated View icon

BALLOT STYLES

Name ↑	Name on Poll ...	Election
CITY OF MILWAUKEE: BS 01	BS 01	2023 Spring Primary
CITY OF MILWAUKEE: BS 02	BS 02	2023 Spring Primary

Click the Compare button

Default = all ballot styles

Or check records to compare

My Active Ballot styles ▾

COMPARE CHART PANE RUN REPORT EXPORT BALLOT STYLES

<input type="checkbox"/>	Name ↑	Name on Poll ...	Election
<input type="checkbox"/>	CITY OF MILWAUKEE: BS 01	BS 01	2023 Spring Primary
<input type="checkbox"/>	CITY OF MILWAUKEE: BS 02	BS 02	2023 Spring Primary

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Spring Primary Tasks

What's left to do?

Check Ballot Styles
Use Compare tool to speed review!

- X = contest is included in the listed Ballot Style
- Tan color & Dash = Contest not part of the Ballot Style
- Blue text are links - will open Contest or Ballot Style
- Contact WEC if contests or ballot styles missing!

Contest	Ballot Styles					
	CITY OF MILWAUK EE: BS 01	CITY OF MILWAUK EE: BS 02	CITY OF MILWAUK EE: BS 03	CITY OF MILWAUK EE: BS 04	CITY OF MILWAUK EE: BS 05	CITY OF MILWAUK EE: BS 06
SPECIAL ELECTION FOR STATE SENATOR DISTRICT 3 - DEMOCRATIC	X	X	-	-	-	-
SPECIAL ELECTION FOR STATE SENATOR DISTRICT 3 - REPUBLICAN	X	X	-	-	-	-
SPECIAL ELECTION FOR STATE SENATOR DISTRICT 3 - LIBERTARIAN	X	X	-	-	-	-
SPECIAL ELECTION FOR STATE SENATOR DISTRICT 3 - CONSTITUTION	X	X	-	-	-	-
JUSTICE OF THE SUPREME COURT	X	X	X	X	X	X
Milwaukee Alderperson District 1 (1 Year Term)	-	-	-	-	-	X
Milwaukee Alderperson District 5 (1 Year Term)	-	X	-	-	X	-
Milwaukee Alderperson District 9 (1 Year Term)	X	-	X	-	-	-

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Spring Primary Tasks

What's left to do?

Renaming Ballot Styles

BALLOT STYLES			
Name ↑	Name on Poll ...	Election	Jurisdiction
CITY OF KENOSHA: BS 01	BS 01	2023 Spring Primary	CITY OF KENOSHA - KENOSHA COUNTY
CITY OF KENOSHA: BS 02	BS 02	2023 Spring Primary	CITY OF KENOSHA - KENOSHA COUNTY

Click Name link on Compare view or under Ballot Styles tab

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Spring Primary Tasks

What's left to do?

Renaming Ballot Styles

Click in Name on Poll Book field

Press Backspace to clear field

Enter new ballot style name

Click Save & Close to complete

Can also click Save and use arrows to navigate to next ballot style

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Spring Election Preparations

Contests & Candidates

Only responsible for Contests & Candidates at your "level"

Municipalities:
 City Alders
 Municipal Judges
 Town/Village Boards

Counties:
 School Districts
 County Supervisors
 Multi-Jurisdictional Judges

State (WEC):
 Court of Appeals
 State Supreme Court
 County Circuit Courts

Checkpoints are independent for municipal, county, & state

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Spring Election Preparations

Contests & Candidates

ELECTION : INFORMATION
2023 Spring Election ≡ Election Date 4/4/2023

• Election Progress

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

Update Candidate records if there was a primary!

- ▶ CONTESTS
- ▶ CANDIDATES
- ▶ ELECTION PLAN
- ▶ BALLOT STYLES
- ▶ POLL BOOKS - Poll Books will not be available to print until 20 days before the election.

Can access through either Contests or Candidates tab

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Spring Election Preparations

Contests & Candidates

How to update a Candidate record

CONTESTS

Contests ➔ + 📅

Search for records

Ballo...	Name	Office Position
1	SPECIAL ELECTION FOR STATE SENATOR DIST...	STATE SENATOR...

CANDIDATES

Candidates ➔ + 📄

Search for records

Name ↑	Name on Ballot
Abraham, Jennifer	Jennifer Abraham
Adams, Lawrence	Lawrence Adams

Calendar/Paper icon = Associated View

Default Associated View different for Municipal & County Clerks!!

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Spring Election Preparations

Contests & Candidates

How to update a Candidate record



If you can change jurisdictions
Use My Contests/Candidates



ELECTION : INFORMATION
2023 Spring Election

My Contests ▾

+ ADD NEW CONTEST + SEND NON-CANDIDACY... CHART PANE + RUN REPORT + EXPORT CONTESTS

Ballo...	Name	Office Position	Jurisdiction	Num...
312...	Menomonee Falls Village Trustee 1	Menomonee Fal...	VILLAGE OF MENOMONEE ...	1
312...	Menomonee Falls Village Trustee 2	Menomonee Fal...	VILLAGE OF MENOMONEE ...	1
312...	Menomonee Falls Village Trustee 3	Menomonee Fal...	VILLAGE OF MENOMONEE ...	1

ELECTION : INFORMATION
2023 Spring Election

My Active Candidates ▾

+ ADD NEW CANDIDATE + LETTERS + CHART PANE + RUN REPORT + EXPORT CANDIDATES

Name	Name on Ballot	Contest
Itpast-theprimary, Ididntmake	Ididntmake Itpast-theprimary	Menomonee Falls Village Trustee 1
Imadeit, Ialso	Ialso Madeit	Menomonee Falls Village Trustee 1
Past-theprimary, Imadeit	Imadeit Past-theprimary	Menomonee Falls Village Trustee 1

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Spring Election Preparations

Contests & Candidates

How to update a Candidate record

Tip for navigating

Right-Click: Open in a New Window!!



Save & Close closes the window, doesn't reset to the Election page!

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Spring Election Preparations

Contests & Candidates

How to update a Candidate record

Didn't qualify after Primary:

Open Candidate record from either view

Change Candidate Filing Status to Denied

Save & Close

Write-In	<input type="checkbox"/>
Winner?	<input type="checkbox"/>
Candidate Filing Status	<div style="border: 1px solid #ccc; padding: 2px;"> Pending Approved Denied </div>
Appealed	<input type="checkbox"/>
Challenged	<input type="checkbox"/>
Incumbent ?	No No

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Spring Election Preparations

Contests & Candidates

How to update a Candidate record

▾ CANDIDATE DETAILS

CANDIDATES

Candidates

Search for records

Name ↑	Name on Ballot	Contest	Party	Candidate Filing Status	Candidate Ball...	Write-In
ltpast-theprimary, ldidntmake	ldidntmake ltpast-theprimary	Menomonee Falls Village Tru...		Denied	1	No
Madeit, lalso	lalso Madeit	Menomonee Falls Village Tru...		Approved	1	No
Past-theprimary, lmadeit	lmadeit Past-theprimary	Menomonee Falls Village Tru...		Approved	2	No

Don't forget to update Candidate Ballot Position!

Open qualifying candidate records - change - Save & Close!

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Spring Election Preparations Contests/Candidates vs Ballot Styles

Name ↑	Name on Poll ...	Election	Jurisdiction
CITY OF PRESCOTT: BS 01	BS 01	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 02	BS 02	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 03	BS 03	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY

Ballots styles should list *all* contests for your municipality

Ballo...	Name
3,003	JUSTICE OF THE SUPREME COURT
301,...	Prescott Alderperson District 2
702,...	Prescott School District School Board Member

Ballo...	Name
3,003	JUSTICE OF THE SUPREME COURT
702,...	Prescott School District School Board Member

Ballo...	Name
3,003	JUSTICE OF THE SUPREME COURT
301,...	Prescott Alderperson District 4
702,...	Prescott School District School Board Member

Ballot Style = Unique combination of contests

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Spring Election Preparations Contests/Candidates vs Ballot Styles

Name ↑	Name on Poll ...	Election	Jurisdiction
CITY OF PRESCOTT: BS 01	BS 01	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 02	BS 02	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 03	BS 03	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY

Ballots Styles can regenerate as checkpoints are checked!

Regeneration will reset any name updates

Unchecking/rechecking will only regenerate if contest added/removed!

Contact WEC if missing contests or ballot styles

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Spring Election Preparations

Important Deadlines

February 12th: Absentee Information (IPAV) transfer from Election Plan into Spring Election

March 7th/8th : WEC will check State Contests & Candidates Complete checkpoints in WisVote

March 10th: Deadline to check Contests Complete & Candidates Complete Checkpoints

Reminder: Ballot styles may not reflect correctly until all levels have been checked for your location:
State - County - Municipality

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Spring Election Preparations

Important Deadlines

Open Registration Closes: 11:59 p.m. March 15th, 20-days before Election Day

Mail Absentee Ballots to existing requests: March 14th, 21 days before Election Day

Deadline to request absentee ballot, election-specific: 5:00 p.m. March 30th

Deadline to request absentee ballot, CY & IC: 5:00 p.m. March 31st

NO FEDERAL CONTESTS!

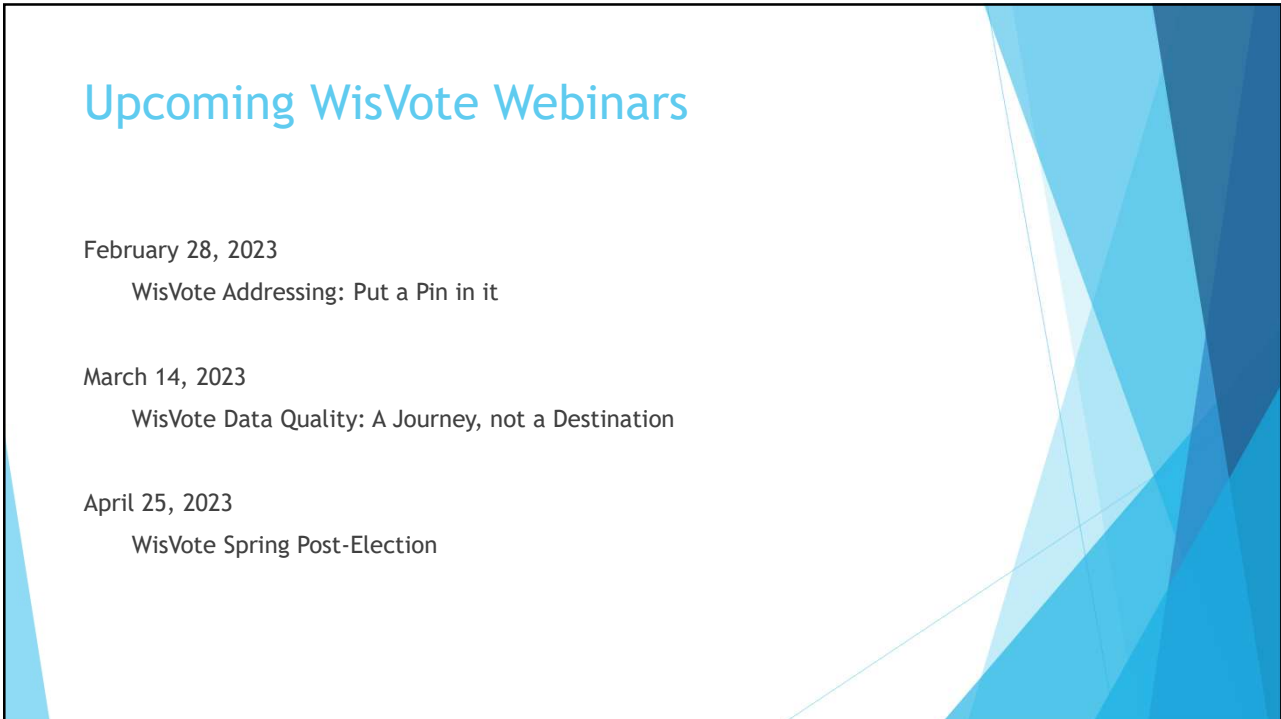
Military voter deadline 5:00 p.m. March 31st

Permanent Overseas voters not eligible for ballot!

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