

WISVOTE ABSENTEE: THE DEFINITIVE PRE- ELECTION GUIDE

2022 WisVote Fall Webinar Series

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Today's Webinar Panel

Patrick Brennan - WisVote Training Officer

Jeff Harrison - WisVote Specialist

Sara Linske - IT Project Manager

Sarah Statz - Senior WisVote Specialist

Riley Willman - Senior Election Specialist

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Today's Agenda

Ongoing Absentee Tasks

- Absentee Sources in WisVote

- In-person absentee: timeline and impacts

- Ballot Sent Date

- Returned Ballots in WisVote

Upcoming Absentee Tasks (November Pre-Election)

- Batch Processing

- Printing Labels

- Troubleshooting and Settings

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Current Absentee Tasks



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Current Absentee Tasks

The screenshot shows the WISVOTE application interface. The 'Election' tab is selected and highlighted with a red box. Several tasks are highlighted with yellow boxes:

- Single-election or "Child" requests
- All Ballot issuing/tracking/updating
- All In-Person Absentee Voting
- Multi-election (Parent) requests
- Pending Applications

Other visible tasks include: Voter Registration, Absentee Applications, Adjudicated Incompetent, Office Positions, Districts, Districts Types, Election Plans, Felons, Voter List, Voter Use, Election Calendar, Addresses, Training, Help, FAQs, Current Issues, Change Password, WisVote News, Staff Contacts, Clerk Training, and Election Workers.

At the bottom right, contact information is provided: Elections Helpdesk (608) 261-2028, Elections@wisconsin.gov.

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Current Absentee Tasks

Absentee Sources in WisVote

How did the application arrive?

Mail/Fax/Email: Straightforward

FPCA = Federal Post Card Application

Online not an available choice

Received In Person \neq In-Person Absentee Voting!

Application Info	
Application Type *	Regular
Application Date *	7/1/2022
Application Source *	<div> <div>Mail</div> <div>Received In Person</div> <div>Email</div> <div>Fax</div> <div>FPCA</div> </div>
FPCA	
Batch Tag	

Application Source

\neq

Ballot Delivery Method

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Current Absentee Tasks

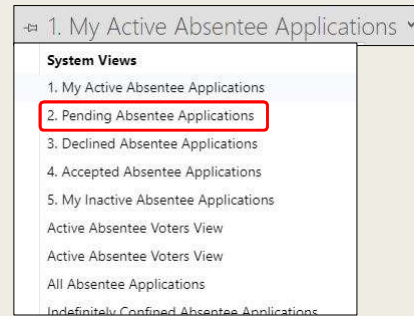
Absentee Sources in WisVote

Online Application Source

Only available if voter went through MyVote

ALL MyVote Absentee requests now appear in WisVote

No need to manually enter in WisVote



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Current Absentee Tasks

Absentee Sources in WisVote

Online Application Source

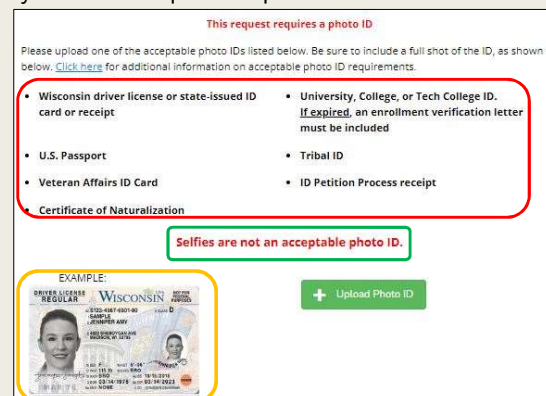
MyVote will require Photo ID if not already on file & request requires it!

Lists acceptable photo ID options

Warning that Selfies are unacceptable

Photo ID example picture

Accepts all standard photo and document file types



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Current Absentee Tasks

In-Person Absentee

Not available until July 26th for Partisan Primary

Not available = button hidden in WisVote

Restriction applies to **ALL** in-person absentee transactions



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Current Absentee Tasks

In-Person Absentee

Do not enter In-Person ballots any other way

Confirm date is correct, if not entering real-time

Application, ballot, & return status in one step

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Current Absentee Tasks

In-Person Absentee

Important Information

NO Absentee Applications can be accepted in-person outside IPAV timeframe!

This includes voters requesting ballots by mail

Can enter IPAV hours in WisVote to appear in MyVote

>50 days before an election: Chapter 4.11 – Election Specific Absentee Options

<50 days before an election: Chapter 4.02 – Election Plans and Absentee Information

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Current Absentee Tasks

Ballot Sent Date

Make sure all active ballots have sent date!

Reduces questions from Voters:
Sent date visible on MyVote

Assists WEC staff with required reporting



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Current Absentee Tasks

Ballot Sent Date

Date Ballot Sent populates the following ways

Option w/ Batch Absentee Ballot (allows future date)

USPS scan of Intelligent Mail Barcode (IMB)

Create Ballot and Print button (defaults to today's date)

Manually use Set Ballot Sent Date button (up to 50 at a time)

Mailing Id	Date Ballot Sent ↓
3,411,026	7/26/2022
3,411,021	7/13/2022
3,409,735	6/28/2022
3,409,736	6/28/2022
3,409,734	6/28/2022
3,409,720	6/27/2022

Mailing Id	Date Ballot Sent
6,036,309	
6,026,654	
6,035,657	
6,043,358	
6,035,819	
6,040,976	
6,036,011	
6,045,913	
6,030,260	
6,043,490	

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Current Absentee Tasks

Ballot Sent Date

Set Ballot Sent Date Button

Hidden until a record is selected (checkmark)

Can update multiple records

Will only update selected records

Refresh grid view to see updates


ELECTION : INFORMATION
 2022 Partisan Primary

Absentee Ballots Associated View ▾

☒ MARK BALLOTS AS RETU...
 ☐ RECORD RETURNED BALL...
 ☐ LETTERS ▾


ELECTION : INFORMATION
 2022 Partisan Primary

Absentee Ballots Associated View ▾

☒ MARK BALLOTS AS RETU...
 ☒ SET BALLOTS SENT DATE
 ☐ RECORD RETURNED BALL...

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Current Absentee Tasks

Ballot Sent Date

Defaults to current date

Clicking in date field opens calendar

Select Date, click OK

Can change sent date multiple times if needed

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Current Absentee Tasks

Ballot Sent Date

Intelligent Mail Barcodes

Allows basic tracking of absentee ballots

Available on WisVote labels, delivery method = mail

First scan (intake) updates Ballot Sent Date field

Adds additional information in MyVote

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Current Absentee Tasks

Ballot Sent Date
Intelligent Mail Barcodes

Absentee Ballot record shows most recent scan

Ballot Audit History shows full tracking history

Tracking scan not perfect!!

Outgoing to Voter			
Event	Changed Field	Old Value	New Value
Update	Last USPS Postal Zip code	53201	53005
	Last USPS Scanned City	MILWAUKEE	NULL
	Last USPS Scanned State	WI	NULL
	USPS last Scan	07/01/22 6:31:39 PM	07/02/22 1:04:00 PM
Update	USPS last Scan	07/01/22 1:14:36 PM	07/01/22 6:31:39 PM
Update	Anticipated Delivery Date	07/01/22 12:00:00 AM	07/02/22 12:00:00 AM
	USPS Ballot Status	Ballot in Transit	Ballot Out for Delivery (Voter)
	USPS last Scan	07/01/22 6:13:00 AM	07/01/22 1:14:36 PM
Update	USPS Ballot Status	Ballot Received by USPS	Ballot in Transit
	USPS last Scan	06/30/22 9:42:09 PM	07/01/22 6:13:00 AM
Update	Anticipated Delivery Date	12/31/99 6:00:00 PM	07/01/22 12:00:00 AM
	Date Ballot Sent	06/28/22 12:00:00 AM	06/30/22 9:42:09 PM
	Last USPS Postal Zip code		53201
	Last USPS Scanned City		MILWAUKEE
	Last USPS Scanned State		WI
	USPS Ballot Status	No Postal Data Available	Ballot Received by USPS
	USPS last Scan	12/31/99 6:00:00 PM	06/30/22 9:42:09 PM

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Current Absentee Tasks

Ballot Sent Date
Intelligent Mail Barcodes

Barcode illegible – smudged, dirt, etc.

Envelope missed by equipment

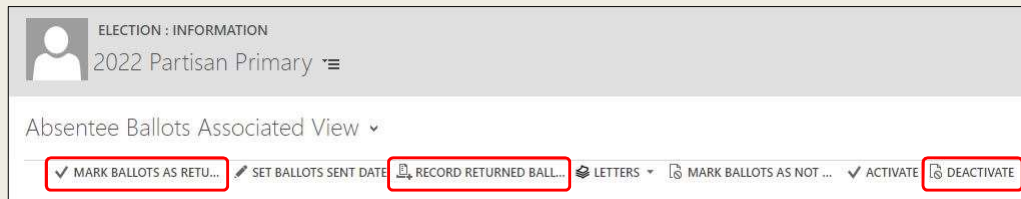
Envelope never leaves local Post Office



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Current Absentee Tasks

Returned Ballots in WisVote



Three buttons for marking ballots returned status

All useful and cover different circumstances

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Current Absentee Tasks

Returned Ballots in WisVote

Mark Ballot as Returned

✓ MARK BALLOTS AS RETU...

Voted ballot returned, no issues
Can record up to 50 on same page

Record Returned Ballot

RECORD RETURNED BALL...

Includes several other active ballot statuses
Record one ballot at a time

Deactivate Ballot

DEACTIVATE

Offers only statuses that will inactivate ballot
Some will deactivate application(s) as well

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Current Absentee Tasks

Returned Ballots in WisVote

Mark Ballot as Returned

Similar to Set Ballot Sent Date process

Applies Returned Status and selected Date

Will apply to all selected records on a page

Date can be changed by selecting record and choosing new date

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Current Absentee Tasks

Returned Ballots in WisVote

Record Returned Ballots button

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Current Absentee Tasks

Returned Ballots in WisVote

Record Returned Ballots button

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status - StatusReason
3411026	07/01/2022	Voter Refused	2022 Partisan Primary	Active	Voter, Ima	201 W WASHINGTON AVE, MADISON, WI 53703	Active - Voter Refused
6036309	07/01/2022	Returned, to be Rejected	2022 Partisan Primary	Active	Jackson, Jack	2030 E MIFFLIN ST, MADISON, WI 53704	Active - Returned, to be Rejected

Grid will populate with each transaction

Correct scanning/entry mistake by entering same record w/ correct status

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Current Absentee Tasks

Returned Ballots in WisVote

Deactivate Ballot button

No options keep ballot record active

Can only choose one ballot at a time

Confirm Deactivation

Do you want to deactivate the selected Voters? You can reactivate it later, if you wish. This action will change the status of the selected Voters to Inactive.

Status

- Undeliverable
- Cancelled Administrative Action
- Ballot Not Received
- Voter Spoiled
- Voter Request
- Ballot Returned After Deadline
- Voter Moved
- Rejected at Polls/MBOC
- Ineligible

Deactivate Cancel

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Current Absentee Tasks

Returned Ballots in WisVote

Common Statuses & Meanings

Inactive Ballot Statuses

Status Reason	Definition
Undeliverable*	Returned by USPS undeliverable, Includes Temporary Away stickers!
Cancelled Administrative Action	Ballot record created in error
Ballot Returned After Deadline	Received after 8pm on Election Day
Voter Spoiled	Voter received, requests replacement
Voter Request	Voter received, does not want to vote it
Rejected at Polls/MBOC	Inactive status – AFTER ELECTION DAY!
Voter Moved**	Voter re-registered after ballot issued
Ineligible**	Voter deactivated after ballot issued

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Current Absentee Tasks

Returned Ballots in WisVote

Common Statuses & Meanings

Active Ballot Statuses

Status Reason	Definition
Returned	Ballot returned by voter, no issues
Voter Refused	Does not want to vote, wants to keep Indefinitely Confined/Calendar Year request
Not Returned, sent to voter for resolution	Insufficient certification, returned to voter
Returned, to be rejected	Ballot marked to be rejected on Election Day

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Current Absentee Tasks

Returned Ballots in WisVote

Fixing errors

Mistakes happen

ELECTION : INFORMATION
2022 Partisan Primary

My Inactive Absentee Ballots

MARK BALLOTS AS RETU... SET BALLOTS SENT DATE RECORD RETURNED BALL... LETTERS MARK BALLOTS AS NOT ... **ACTIVATE** DEACTIVATE

Clerks can reactivate ballots and applications

Activate button found on the grid and in record

ACTIVATE CANCEL REISSUE BALLOT LETTERS

ABSENTEE BALLOT

Voter, Ima

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Current Absentee Tasks

Returned Ballots in WisVote

Fixing errors

Can reactivate multiple ballots at once from Grid View

Select active status from confirmation box

When in doubt, contact WEC for assistance!

Confirm Ballot Activation

Are you Sure you want to Activate the selected Ballots?

Status: Returned

Not Returned

Not Returned (Online)

Returned, to be Rejected

Returned, to be Challenged

Voter Refused

Not Returned, sent to voter for resolution

Activate Cancel

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Current Absentee Tasks

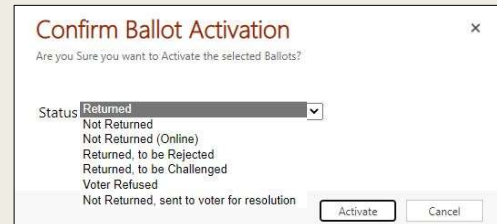
Returned Ballots in WisVote

Fixing errors

Remember to check associated applications

Activate button only activate the chosen ballot(s)

When in doubt, contact WEC for assistance!



Confirm Ballot Activation ×

Are you Sure you want to Activate the selected Ballots?

Status: Returned ▼

- Not Returned
- Not Returned (Online)
- Returned, to be Rejected
- Returned, to be Challenged
- Voter Refused
- Not Returned, sent to voter for resolution

Activate Cancel

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Current Absentee Tasks

Deadlines and WisVote/MyVote Impacts

Absentee Deadlines

August 4, 2022
5:00 p.m.

Deadline for election-specific requests:
Regular & Overseas voters
Military Voters not away from home

August 5, 2022
5:00 p.m.

Deadline for Calendar Year & Indefinitely Confined:
No Partisan Primary ballot, valid for General Election

August 9, 2022
5:00 p.m.

Deadline for Military Voters away from home

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Current Absentee Tasks

Deadlines and WisVote/MyVote Impacts

After deadline(s)

MyVote election-specific option removed

Child applications no longer created for Partisan Primary
from MyVote applications

WisVote users can still create election-specific applications
WisVote IC and Calendar Year requests will still create child applications

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Upcoming Absentee Tasks

First General Election Absentee Deadlines

Deadlines are the same for all voter types:

Existing Absentee Requests – UOCAVA – September 22, 2022

Existing Absentee Requests – Regular & non-SVD – September 22, 2022

All UOCAVA ballots must be sent no later than 47 days before the election

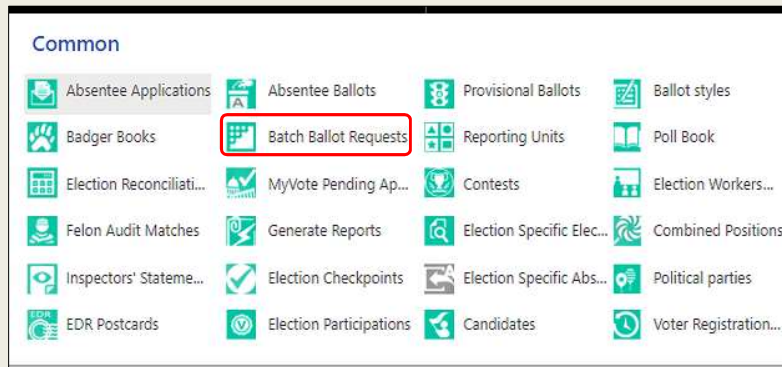
WEC must report all late UOCAVA ballots to the US Department of Justice

No Absentee Applications can be accepted in-person outside IPAV timeframe!

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Upcoming Absentee Tasks

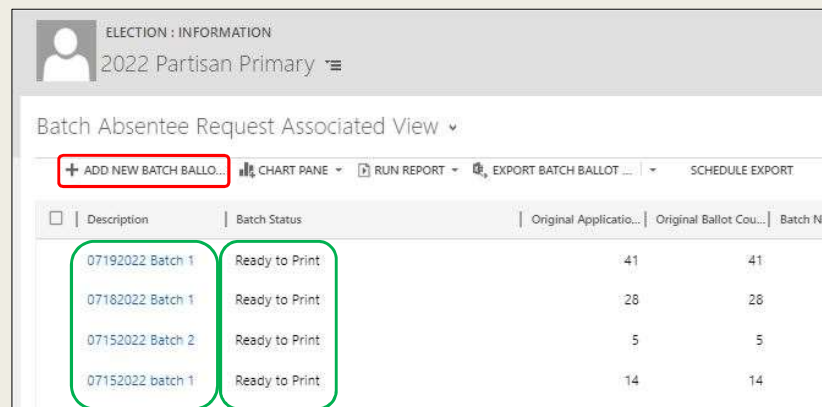
Batch Processing



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Upcoming Absentee Tasks

Batch Processing



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Upcoming Absentee Tasks

Batch Processing

Required: Batch Name

Blue cross = At least 1 field required

Do not have to enter all fields,
only lowest common denominator(s)

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Upcoming Absentee Tasks

Batch Processing

Batch Name \neq Batch Tag

Select Ballot Sent Date will assign same sent date to all records in batch

Can only set future date through Batch Process!

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Upcoming Absentee Tasks

Batch Processing

Care Facility & District Combo are fully optional fields

Still require Batch Tag, Application Type, or Ballot Delivery Method

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Upcoming Absentee Tasks

Batch Processing

Can select one option, all, or anything in between

Not necessary to choose all to get all!

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Upcoming Absentee Tasks

Batch Processing



Counts	
Original Application Count: 2	Current Application Count: 2
Original Ballot Count: 2	Current Active Ballot Count: 2

Generate Estimate -> Process Batch Request -> Print Labels

If batch fails or is stuck, deactivate and reenter

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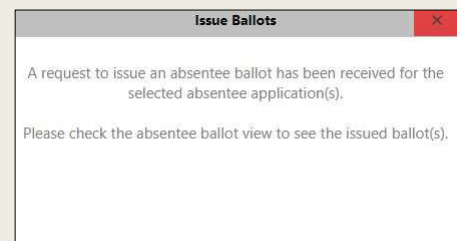
Upcoming Absentee Tasks

Creating Ballot Records

Create ballots from the appropriate election!

Contests and Candidates Checkpoints must be checked

Outside batch process, up to 50 records can be created at a time



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Upcoming Absentee Tasks

Creating Ballot Records

From Grid View

Select one or more records

Click Issue Ballots button

Close confirmation pop-up

Absentee Application Associated View ▾

+ ADD NEW ABSENTEE AP...
 ISSUE BALLOTS
 ISSUE BATCH BALLOTS

<input type="checkbox"/>	Name	Voter Type (Vo...)	Absentee Peri...	Absentee ...
<input type="checkbox"/>	Voter, Ima	Regular	Current Elec...	Active
<input type="checkbox"/>	Brennan, Patrick Th...	Regular	Current Elec...	Active
<input type="checkbox"/>	Jackson, Jack	Regular	Current Elec...	Active

Date Ballot Sent must be added manually!

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Upcoming Absentee Tasks

Creating Ballot Records

From Application Record

SAVE
 SAVE & CLOSE
 SAVE & NEW
 + NEW
 X CANCEL
 CREATE BALLOT AND PRI...

ABSENTEE APPLICATION
 Jackson, Jack

Click Create Ballot and Print button

Choose label option or no label

Ballot record creates w/ sent date, today's date

Absentee Ballot Mailing Layouts

Select Absentee ballot mailing layout :

☐ No Label
☒ Dymo Printer
☐ Sheet Labels

OK

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Upcoming Absentee Tasks

Label Printing

Dymo labels – 30256 Shipping (2"x4")

JACK JACKSON
201 W WASHINGTON AVE
MADISON, WI 53703

3411031
REGULAR
Ward 51
BS 05

DDFDTADIFTTAAAAATDFFFTADD

8/9/2022 DANE COUNTY
CITY OF MADISON - Ward 51
BS 05

JACKSON, JACK
201 W WASHINGTON AVE
MADISON, WI 53703

3411031
701779948
REGULAR

3411031

Sheet label – Avery 5163/8163 (10 per page)

JACK JACKSON
201 W WASHINGTON AVE
MADISON, WI 53703

3411031
REGULAR
Ward 51
BS 05

8/9/2022 DANE COUNTY
CITY OF MADISON - Ward 51
BS 05

JACKSON, JACK
201 W WASHINGTON AVE
MADISON, WI 53703

3411031
701779948
REGULAR

3411031

DDFDTADIFTTAAAAATDFFFTAD

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Upcoming Absentee Tasks

Label Printing

From open application record

ABSENTEE APPLICATION

Voter, Ima

CREATE BALLOT AND PRI...

From absentee ballot associated view

RECORD RETURNED BALL... LETTERS

Select Records

Select which records you want to use in this report.

Report: Absentee Labels Sheet

Use these records:

☐ All applicable records
(DO NOT CHOOSE)

☒ The selected records

☐ All records on all pages in the current view

Run Report Cancel

EXPORT ABSENTEE BALL... ***

Delete Absentee Ballot

Detect Duplicates

Chart Pane

Run Workflow

Start Dialog

Run Report

Export Absentee Ballots

Schedule Export

Run on Selected Records

Absentee Ballot Certificate

Absentee Labels Dymo

Absentee Labels Sheet

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Upcoming Absentee Tasks

Label Printing

Can save report and print later

Print immediately using printer icon

File

Edit Filter

1 of 1

100%

JACK JACKSON
201 W WASHINGTON AVE
MADISON, WI 53703

3411031
REGULAR
Ward 51
BS 05

DDFDTADTFTTAAATATDFFFTADD

8/9/2022 DANE COUNTY
CITY OF MADISON - Ward 51
BS 05

3411031

JACKSON, JACK
201 W WASHINGTON AVE
MADISON, WI 53703

3411031
701779948
REGULAR

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Upcoming Absentee Tasks

Label Printing

Dymo label

Print

We'll create a printer-friendly PDF version of your report.

Page size:
Default (2" x 4")

Page orientation:
Landscape

Print Cancel

Sheet Label

Print

We'll create a printer-friendly PDF version of your report.

Page size:
Default (8.3" x 10.5")

Page orientation:
Portrait

Print Cancel

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Upcoming Absentee Tasks

Label Printing

Confirm printer

Check paper size is correct

Scale = Fit to printable area

Print 1 sheet of paper

Pages: All

Copies: 1

Color: Black and white

More settings

Paper size: Letter

Pages per sheet: 1

Quality: 600 dpi

Scale: Fit to printable area

Two-sided: ☐ Print on both sides

Print Cancel

Print 2 sheets of paper

Destination: Dymo LabelWriter 40C

Pages: All

Copies: 1

Paper size: 30256 Shipping

Pages per sheet: 1

Scale: Fit to printable area

Print using system dialog... (Ctrl+Shift+P) ☒

Print Cancel

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Upcoming Absentee Tasks

Label Printing

Sheet Label

Dymo Label

Label Preview

Last chance to review!

JACK JACKSON 3411031
201 W WASHINGTON AVE REGULAR
MADISON, WI 53703 Ward 51
BS 05

8/9/2022 DANE COUNTY
CITY OF MADISON - Ward 51
BS 05

JACKSON, JACK 3411031
201 W WASHINGTON AVE 701779948
MADISON, WI 53703 REGULAR

JACK JACKSON 3411031
201 W WASHINGTON AVE REGULAR
MADISON, WI 53703 Ward 51
BS 05

8/9/2022 DANE COUNTY
CITY OF MADISON - Ward 51
BS 05

JACKSON, JACK 3411031
201 W WASHINGTON AVE 701779948
MADISON, WI 53703 REGULAR

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Upcoming Absentee Tasks

Troubleshooting and Settings

Dymo Labels – Direct Print

Dymo labels cut off or tiny print

Confirm label size set to 30256 Shipping

Set Scale to “Fit to printable area”

Dymo not printing

Check connection w/ computer and power cable

Confirm labels loaded & in correct direction

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Upcoming Absentee Tasks

Troubleshooting and Settings

Dymo Labels – Save then Print

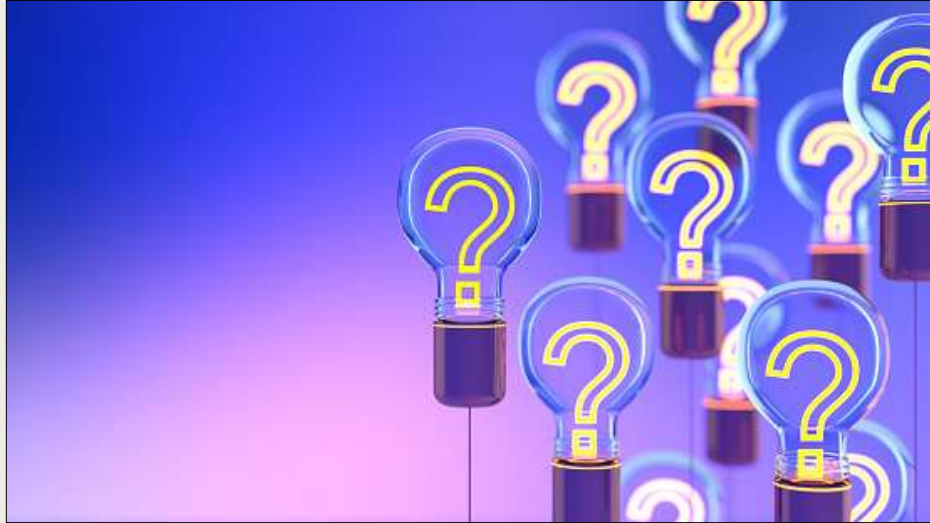
WisVote FAQ Current Issues tile

Includes local settings for standard and dual-roll Dymo label printers

⇒ Frequently Asked Questions ▾			
<input type="checkbox"/>	Modified On ▾	Subject	Title
	4/14/2022 5:...	Post Election	FAQ – EDR Button Unresponsive
	2/9/2022 6:1...	Absentee	FAQ - Directly Printing to a Dymo Printer (Windo...
	11/20/2020 1...	Voter	FAQ – Pres-Only EDR: New WI Residents (EL-141)
	11/11/2020 1...	Voter	FAQ Add Late Registration Voters to the Post-Su...

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Questions



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Upcoming WisVote Webinars

WisVote Election Reconciliation

Tuesday, August 23, 2022 – 10:00 a.m.

2022 General Election in WisVote

Tuesday, September 20, 2022 – 10:00 a.m.

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Absentee Resources

Election Administration Manual

(<https://elections.wi.gov/resources/manuals/election-administration-manual>)

Military and Overseas Voting manual

(<https://elections.wi.gov/resources/manuals/military-and-overseas-voter-manual>)

WisVote Manual – Chapter 3