WisVote Addressing: Put a pin in it

2023 WISVOTE WEBINAR SERIES

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Today's panel

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Agenda

Why is this important?

Address record reach

Incorrect Pin Impacts

Edit/Deactivation Impacts

The Basics

Data fields

The Process Button

The Map

USPS Delivery Point

Searching Addresses

Entering a New Address

Address Entry

Placing the Pin

Error Messages

Mass-upload option

Updating an Existing Address

When to and When Not to Update

How to Update an Address

Impacts of an update

Questions?

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Why is addressing so important?

Why?

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Why is addressing so important?

Assigned Districts

Where Reg List Alerts Populate

Poll Books

Absentee Record Creation

Notification Emails

Name	District Type
Wisconsin	State
Town of Star Prairie – Ward 2	Ward
Congressional - District 7	Congressional
State Senate - District 10	State Senate
Assembly – District 28	State Assembly
Court of Appeals - District 3	Court of Appeals
St. Croix County	County
St. Croix County Supervisory District 11	County Supervisory
Town of Star Prairie	Municipality
Saint Croix County District Attorney	District Attorney
Saint Croix County Circuit Court Judge	Circuit Court
Somerset School District	School
Northwood Technical College	Technical College

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Why is addressing so important?

Incorrect Pin Location Impacts

Wrong Ward/SD/Split information

Wrong Reporting Unit assignment

Incorrect information on MyVote

Wrong ballot style

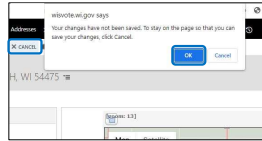Annexations/redistricting

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Why is addressing so important?

Incorrect Edit or Deactivation Impacts
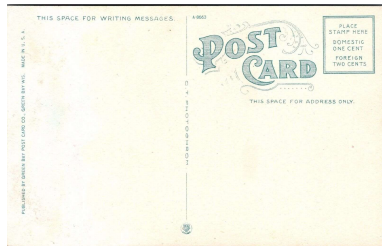
Can "move" all voters associated with the address record

Unintentionally deactivate voters records

Lower voter confidence

Creates more work for you

wisvote.wi.gov says

Your changes have not been saved. To stay on the page so that you can save your changes, click Cancel.

OK   Cancel

Addresses

CANCEL

H, WI 54475

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Addressing in WisVote: The Basics

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Addressing in WisVote: The Basics

Minimum requirements:

House Number

Street Name

Postal City

Zip Code

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Addressing in WisVote: The Basics

The Process Button

ADDRESS
New Address

RESIDENCE

House Number * 431
Street Name * Stageline Road
Building Name
Unit Type APT
*Unit Number 317
Postal City * Hudson
State * WI
Postal Code * 54016
USPS Delivery Point

Process

- Always visible on an active address record
- Runs address text through USPS validation
- Run geocoding script, assigns a pin to the map
- Only needs to be pressed once!

ADDRESS
New Address

RESIDENCE

House Number * 431
Street Name * STAGELINE RD
Building Name
Unit Type APT
*Unit Number 317
Postal City * HUDSON
State * WI
Postal Code * 54016
USPS Delivery Point 54016-8604-92

Process

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Slide 11

Addressing in WisVote: The Basics

The Map!

- Process button also generates the pin location
- Google is the source of maps in WisVote

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Slide 12

Addressing in WisVote: The Basics

Meet the Pins

Green Pin
Address located w/ high degree of confidence

Red Pin
Low confidence location
Also used for Geocode Exception

Pin w/ a hat
Result of any manual pin move
Turns into Green Pin when saved

Orange Pin
Lower confidence location
Also used for Geocode Warning

Black Pin
No record w/ address service
New construction? Typo?

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Addressing in WisVote: The Basics

USPS delivery point

No impact on labels or letters

Voters cannot see on any external sites

Loose relation to pin process

11-digits = USPS returned a match for address

0 or 9-digits = No mail delivery/New address/Typo

RESIDENCE	
House Number *	1001
Street Name *	BELKNAP ST
Building Name	....
Unit Type	APT
*Unit Number	318
Postal City *	SUPERIOR
State *	🔒 WI
Postal Code *	54880
USPS Delivery Point	⊕ 54880-2864-93

Process 🔄

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Addressing in WisVote: The Basics

Searching Addresses

+ NEW ⬆ ADDRESS UPLOAD ▤ RUN REPORT ▾ ⬚ EXPORT TO EXCEL ▾ ▥ CHART PANE ▾

↔ My Addresses ▾   Search for records   🔍

☐ | Name ⌃ | Street Name | Unit Type | Unit Number.. | Postal City | Postal Code | District Combo | Jurisdiction ▼ ↻

Address search tips apply to Address tile & Voter Registration address searches

Less is more – don't need the full address   Full address search often fails

House number + Street name often all that is needed   Always check before creating a new address

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Addressing in WisVote: The Basics

Searching Addresses

House number ≥ 4 digits

↔ Search Results ▾   1000

☐	Name ⌃		Street Name	Unit Type	Unit Number..	Postal City	Postal Code	District Combo	Jurisdiction ▼
	1000 1ST ST, HUDSON, WI 54016		1ST ST			HUDSON	54016	56236-010-2611-1	CITY OF HUDSON..
	1000 4TH ST, HUDSON, WI 54016		4TH ST			HUDSON	54016	56236-010-2611-1	CITY OF HUDSON..
	1000 5TH ST, HUDSON, WI 54016		5TH ST			HUDSON	54016	56236-010-2611-1	CITY OF HUDSON..
	1000 COLONIAL DR, HUDSON, WI 54016		COLONIAL DR			HUDSON	54016	56236-001-2611-1	CITY OF HUDSON..
	1000 GREEN ST, HUDSON, WI 54016		GREEN ST			HUDSON	54016	56236-001-2611-1	CITY OF HUDSON..
	1000 KINNICKINNIC ST, HUDSON, WI 54016		KINNICKINNIC ST			HUDSON	54016	56236-001-2611-1	CITY OF HUDSON..
	1000 WISCONSIN ST, HUDSON, WI 54016		WISCONSIN ST			HUDSON	54016	56236-011-2611-1	CITY OF HUDSON..

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Addressing in WisVote: The Basics

Searching Addresses

House number + Street Name   + Apt number

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Entering a New Address

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Entering a New Address

Enter the address information

Unit Type – no impact on process
Recommendation – spell out Road/Drive/etc
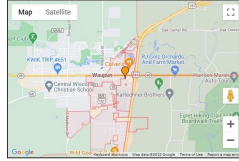
Click Process when done

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Entering a New Address

Placing the map pin

Goal is to place the pin in the correct location

Stretch goal: Place the pin on a roof/building

Don't rely on Google or Bing searches/maps

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Entering a New Address

Placing the map pin
How do you know where it belongs?

Goal is to place the pin in the correct location

Stretch goal: Place the pin on a roof/building

Don't rely on Google or Bing searches/maps

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Entering a New Address

Placing the map pin

House Number: 178
Street Name: MARIAHWYINN TER
Building Name:
Unit Type:
Unit Number:
Postal City: LODI
State: WI
Postal Code: 53555
USPS Delivery Point: 53555-8802-78

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Entering a New Address
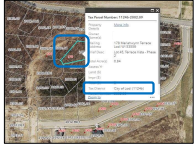
Placing the map pin

Can move the pin several times – no limit

Get the pin close, then zoom in
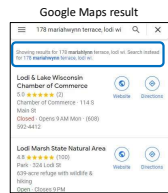
Toggle Map & Satellite views to improve accuracy

Once finished, then click Save & Close

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Entering a New Address

Placing the map pin
Why not Bing or Google?

Google Maps result

Bing Maps result

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Entering a New Address

Placing the map pin
There's no building!

Aerial view can change as you zoom

Road updates more often than aerial photos

Tilt view = faster updates

If still no building, get it on the parcel!

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Entering a New Address

Error Messages

Don't panic!!

Out of Jurisdiction

Red/Orange pin: Move to correct location

Green pin: Is it in the correct location?

Always check your county GIS to be sure!

Out Of Jurisdiction Address

1022 Park Pl , Milton, WI 53563

This address is appearing outside of your jurisdiction. Please check the map and verify the location of this address. Hit OK to close the form without saving. If you still need to move that address to the appropriate location, press Cancel and drag the address pin to your municipality.

Ok   Cancel

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Entering a New Address

Error Messages

Don't panic!!

Duplicate Address

Checks against Active & Inactive address records

Don't "fix" text to get around error!
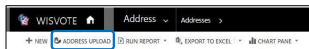
Correct/activate inactive record, if one exists

Can't find duplicate or unsure? Contact WEC!

Duplicate Address in Database

1019 PARK PL , MILTON, WI 53563

The address you have entered is a duplicate of an address already existing in the CITY OF MILTON - ROCK COUNTY. Hit OK to close the form without saving. If this is an error or you need to enter a different new address, hit Cancel.

Ok   Cancel

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Entering a New Address

Mass-upload Process

WISVOTE   Address ∨   Addresses >
+ NEW   ADDRESS UPLOAD   RUN REPORT ∨   EXPORT TO EXCEL ∨   CHART PANE ∨

Create multiple new address records at once
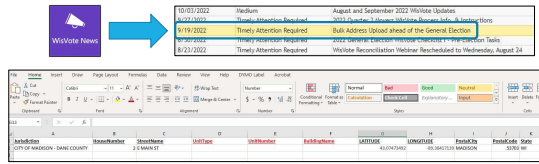
Requires exact coordinates (lat/long)

Excel Spreadsheet available through WisVote News

Email completed spreadsheet back to WEC/Greg

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Entering a New Address

Mass-upload Process

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Updating an Existing Address

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Updating an Existing Address

When to edit/update	When not to edit/update
Typo in an address element	Creating a new address
Local/County readdressing	A voter has moved
Address exception	Map boundaries are incorrect
Reactivating an inactive address	

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Updating an Existing Address

How do you update an address?

Open the address record from the **Address** tile

Edit the fields needing correction

Click the **Process** button!

Check/correct map pin

Save & Close

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Updating an Existing Address

What happens after an edit/update?

All associated voter records will reflect the change

All absentee <u>applications</u> associated w/ voters reflect the change

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Questions?

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Upcoming WisVote Webinars

WisVote Data Quality: A Journey not a Destination
March 14, 2023, 10:00 a.m.

WisVote 2023 Spring Post-Election
April 25, 2023, 10:00 a.m.

4-Year Maintenance in WisVote
May 16, 2023, 10:00 a.m.

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