

Spring Primary: February 19, 2019

****There is not a statewide Spring Primary this year.**


The steps in this checklist are only for those municipalities that have a Primary.**


If you do not have a primary, you still need to check off your Contests Complete and Candidates Complete checkpoints.

REMINDERS:

- A contest will not be created in the Spring Primary unless one is required. All Spring Election contests begin in the Spring Election and a contest is created in the Spring Primary only when a primary is required to be held. See, Wis. Stats. §8.11.
- Counties are responsible for entering candidates in county contests, school district contests and joint municipal court contests. They are also responsible for entering county level referenda.
- Municipalities are responsible for entering candidates in municipal contests and sanitary district contests. They are also responsible for entering municipal level referenda.
- All reporting units within your election plan must match how the county has programmed your electronic voting equipment. Poll books will print according to how your reporting units are set up in the Spring Primary (Odd) Election Plan. You cannot print them differently; the number of poll books must match the number of reporting units.
- If your municipality is in more than one county, your reporting units cannot cross county lines.
- While statutes allow combining wards across county supervisory and aldermanic districts, this is not recommended when these contests are on the ballot. Municipal and county clerks should communicate with each other regarding the correct reporting units for this election.

Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov.

Tasks to Complete	Details
<input type="checkbox"/> Report Clerk Contact Updates to WEC	If any clerk contact information has changed, complete the EL-362 and submit it to the WEC HelpDesk. If information is not up to date, it will reflect incorrectly on MyVote.
<input type="checkbox"/> Review Polling Place Locations Polling Places Tutorial	<div data-bbox="716 1478 829 1604" style="display: inline-block; vertical-align: top;">  </div> <div data-bbox="829 1478 1528 1936" style="display: inline-block; vertical-align: top;"> <p>Prior to setting up your Election Plan, review your current Polling Place Locations and their addresses. If no changes need to be made, proceed with setting up your Election Plan.</p> <p>If you need to add, edit or remove a Polling Place record, contact WEC staff.</p> <p>Access this information through the Polling Places tile.</p> <p><i>NOTE: If you only have a school district primary, confirm whether the school district intends to consolidate any polling locations. If so, please contact WEC staff immediately, as there are additional steps that need to be completed.</i></p> </div>

Tasks to Complete	Details
<p><input type="checkbox"/> Review/Edit/Setup Spring Primary (Odd) Election Plan</p> <ul style="list-style-type: none"> ▪ Reporting Units <p>Set Up Election Plans Tutorial</p>	<p>Verify with your county how your electronic voting equipment will be set up to determine how to set up your reporting units within your Election Plan tile.</p> <div data-bbox="716 281 829 390" style="border: 1px solid blue; padding: 2px; width: fit-content;">  Election Plans </div> <p>This plan should have already been created for most municipalities. Review/Edit/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 individual Reporting Units for each ward and it will also assign each ward a Polling Place.</p> <p>Access your Spring Primary (Odd) Election Plan through the Election Plans tile, <u>not</u> the Elections tile.</p> <p><i>NOTE: MyVote pulls the information from your Election Plan. Voters cannot see where they vote until the plan is setup.</i></p>
<p><input type="checkbox"/> County Users Run Pre-Canvass Reporting Unit List</p> <p>Canvass Reporting System</p>	<p>If the reporting units in WisVote do not match the way the voting equipment is being programmed, please contact the affected municipality immediately to determine the correct reporting unit information.</p>
<p><input type="checkbox"/> Review Contests Created by WisVote in the 2019 Spring Election</p>	<p>All regularly scheduled contests will be automatically entered in WisVote under the <u>2019 Spring Election</u>. Contests will <u>not</u> appear under the 2019 Spring Primary at this point.</p> <ul style="list-style-type: none"> • Review the contests WisVote automatically created. If you are missing any contests for office positions, contact WEC staff. • If you have a vacancy, a special election contest for an office seat that is not regularly scheduled for this election, contact WEC staff.
<p><input type="checkbox"/> Add Candidates</p> <p><i>NOTE: Candidates for the 2019 Spring Primary Election must be entered in the <u>2019 Spring Election</u>.</i></p> <p>Deadline: January 25, 2019</p>	<p>Candidates are registered for the Spring Election, so they should be entered under the 2019 Spring Election, not the Spring Primary Election.</p> <p>Add candidates to the contests you are responsible for. Remember to enter the name as the candidate would like it to appear in the Name on Ballot field.</p> <p>To mark candidates as Approved, under the subheading Additional, set the Candidate Filing Status to Approved:</p>

Tasks to Complete	Details												
<p><input type="checkbox"/> Add Candidates (continued from previous page)</p> <p>NOTE: <i>Candidates for the 2019 Spring Primary Election must be entered in the 2019 Spring Election.</i></p> <p>Deadline: January 25, 2019</p> <p>Add a Candidate</p>	<p>Additional</p> <p>Write-In <input type="checkbox"/></p> <p>Winner? <input type="checkbox"/></p> <p>Candidate Filing Stat Approved</p> <p>Appealed <input type="checkbox"/></p> <p>Challenged <input type="checkbox"/></p> <p>Incumbent ? No</p> <p>Be sure to add the Candidate Ballot Position (1, 2, 3, etc.) in whichever order they were drawn to appear on the ballot.</p> <p>Under the subheading Candidate Information, enter a Candidate Ballot Position:</p> <p>Election * 2019 Spring Election</p> <p>Party --</p> <p>Candidate Ballot Pos 1</p>												
<p><input type="checkbox"/> Check Primary Required on the contest only if a Primary is required</p> <p>Deadline: January 25, 2019</p>	<p><u>After</u> entering your candidates, check the Primary Required checkbox on the appropriate contest under the 2019 Spring Election and enter date in Primary Date (02/19/2019) field.</p> <p>WisVote will automatically create a contest with the candidates under the 2019 Spring Primary.</p>												
<p><input type="checkbox"/> Review Contests under 2019 Spring Primary</p>	<p>Go to the 2019 Spring Primary and make sure the correct contests were created by WisVote. If any contests are missing, return to the 2019 Spring Election and make sure the Primary Required checkbox has been checked.</p>												
<p><input type="checkbox"/> Add Referenda Contests, if necessary Election Setup</p>	<p>All referenda intended for the 2019 Spring Primary must be manually entered under the 2019 Spring Primary in WisVote.</p> <p>Users <u>must</u> manually enter County, Municipal and School Referenda.</p> <p>NOTE: <u>Do not check the Contests Complete checkpoint until you have entered all of your referenda. This is especially important for counties.</u></p> <table border="1" data-bbox="753 1629 1490 1829"> <thead> <tr> <th colspan="2">Referenda Numbering Scheme for Ballot Positions in WisVote</th> </tr> </thead> <tbody> <tr> <td>State</td> <td>910000 - 919999</td> </tr> <tr> <td>Technical College</td> <td>920000 - 929999</td> </tr> <tr> <td>County</td> <td>930000 - 939999</td> </tr> <tr> <td>Municipality</td> <td>940000 - 949999</td> </tr> <tr> <td>School</td> <td>950000 - 959999</td> </tr> </tbody> </table>	Referenda Numbering Scheme for Ballot Positions in WisVote		State	910000 - 919999	Technical College	920000 - 929999	County	930000 - 939999	Municipality	940000 - 949999	School	950000 - 959999
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Tasks to Complete	Details
<input type="checkbox"/> Check Contests Complete Checkpoint in 2019 Spring Primary Election Checkpoints Tutorial Deadline: January 25, 2019	<p>Check the Contests Complete checkpoint after all of your jurisdiction's 2019 Spring Primary contests have been added.</p> <p>A user can uncheck the Contests Complete checkpoint to add or edit a contest later, if necessary.</p>
<input type="checkbox"/> Review Ballot Styles <input type="checkbox"/> Rename Ballot Styles (optional) Election Setup Renaming Ballot Styles Ballot Styles (page 3)	<p>Ballot styles are automatically generated in WisVote when an election is created, and regenerated after the Contests Complete checkpoint is checked, if any new contests have been added.</p> <p>To review your ballot styles, use the Compare feature from the Ballot Styles Associated View.</p> <p>If you rename your ballot styles, be sure to update the Name on Poll Book field.</p> <p>NOTE: If the County or State checks the Contests Complete checkpoint after you have renamed your ballot styles, the ballot styles will be regenerated if any new contests have been added. This will clear any previous names entered and you will need to rename them.</p>
<input type="checkbox"/> Check Candidates Complete Checkpoint in 2019 Spring Primary Deadline: January 25, 2019 Election Setup	<p>Make sure that all of your candidates were copied over correctly from the 2019 Spring Election and have the correct Candidate Ballot Position.</p> <p>Check the Candidates Complete checkpoint after all of your jurisdiction's 2019 Spring Primary contests have been added.</p>
<input type="checkbox"/> County Users Run the Election Night Call-In Sheet Blank or Canvass Report EL-106 Canvass Reporting System	<p>Review contest and candidate information on the report to verify that it is correct. If this information is incorrect, please contact WEC staff.</p>
<input type="checkbox"/> Enter Absentee Applications for Voters <input type="checkbox"/> Issue and Print Absentee Ballots Deadline: January 29, 2019 Absentee Training Materials	<p>Reliers <u>must</u> report absentee application and ballot information to providers within 48 hours.</p> <p>Select the "Sheet Label" or "Dymo Printer" options to print mailing labels.</p> <p>Select the "No Label" option to track absentee ballots only.</p>
<p>Close of Registration:</p> <ul style="list-style-type: none"> ▪ All complete Voter Registration forms received in person by 5:00 pm on January 30, 2019 should be entered into WisVote with a Registration Period of Open. ▪ All complete Voter Registration forms received by mail with a postmark date on or before January 30, 2019 should be entered into WisVote with a Registration Period of Open and Registration Date of the postmark date. Do not enter these as Late. ▪ Do not enter voter registrations into WisVote until the proof of residence requirement has been met. 	

Late Registration Period:

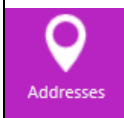
- Use the **Ineligible Voter List** to determine if a voter may register during the late registration period. The Ineligible Voter List may be accessed by clicking on the **Felons** tile, then clicking on the **Run Report** button.
- For further guidance, please see the "Print the Ineligible Voter List" found in the **FAQs/Current Issues** tile.
- In WisVote, felon records are updated daily, and you can print your Ineligible Voter List at any time, but it must be provided to Reliers by **January 25, 2019**.
- All complete Voter Registration forms received in person after **5:00 pm on January 30, 2019** should be entered into WisVote with a Registration Period of **Late**.
- Do not enter voter registrations into WisVote until the Proof of Residence requirement has been met.
- Issue a Certificate of Registration (EL-133) to all late in-person registrants. The form is completed after a voter registration application is received and approved during the late registration period to certify that the voter is registered. After you have entered the EL-131 in WisVote, go to the **Voter: Record** and click the **Letters** button. Select the "**GAB 133 Certificate of Late Registration**."
- Late registrations entered BEFORE poll books are printed will appear in the Supplemental section of the printed poll book and on the Poll Book screen in WisVote. Any voter registrations entered AFTER poll books are printed will not appear on the printed poll book but will be added to the Post Supplemental section of the Poll Book screen in WisVote on Election Day.
- Reliers who receive in-person voter registrations and/or absentee applications during the late registration period must immediately submit copies to their provider for entry into WisVote.

Mapping

- My Addresses Missing DC
- My Geocode Exceptions
- My Geocode Warnings

[Address and Districts Training Materials](#)
[Map Update Exception Instructions](#)

Deadline: Prior to Poll Book Printing



Perform address data quality tasks prior to printing poll books to verify voters are assigned to the correct district combination and appear in the correct poll book.

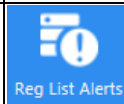
Access address related data quality tasks through the **Addresses** tile.

Registration List Alerts

- Duplicate Voter Record Alerts
- Death Alerts
- Felon Alerts

[Voter Training Materials](#)

Deadline: Prior to Poll Book Printing



Review all duplicate, death, and felon alerts. Accept or Decline each alert.

Access Registration List Alerts through the **Reg List Alerts** tile.

NOTE: Online voter registrations always create a new voter record and may result in additional duplicate matches. It is very important these be reviewed.

- Print Poll Books

[Print the Poll Book Tutorial](#)

Poll books are available for printing in WisVote starting on **January 31, 2019**.

For absentee watermarks to appear on the poll book and for voters to appear in the printed supplemental section, clerks should print poll books as late as possible.

NOTE: If you do not have an election plan set up by the close of registration, no poll book records will appear in WisVote.