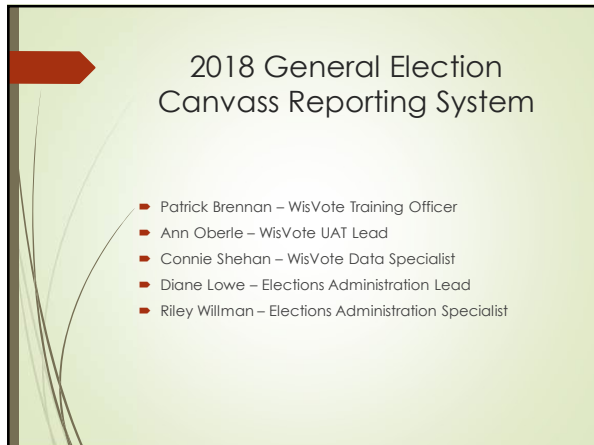


2018 General Election
Canvass Reporting System

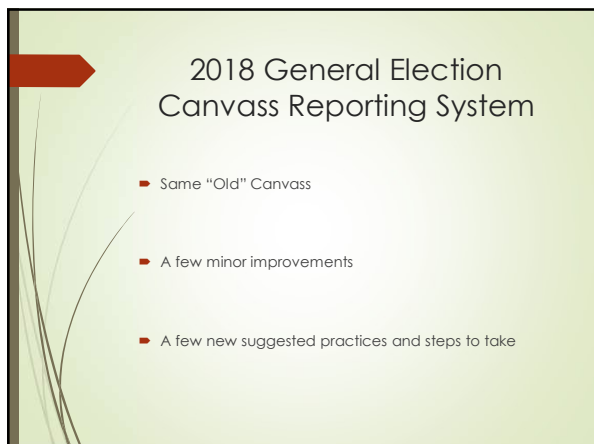
A red arrow points to the right from the left edge of the slide.



2018 General Election
Canvass Reporting System

- Patrick Brennan – WisVote Training Officer
- Ann Oberle – WisVote UAT Lead
- Connie Shehan – WisVote Data Specialist
- Diane Lowe – Elections Administration Lead
- Riley Willman – Elections Administration Specialist

A red arrow points to the right from the left edge of the slide.



2018 General Election
Canvass Reporting System

- Same "Old" Canvass
- A few minor improvements
- A few new suggested practices and steps to take

A red arrow points to the right from the left edge of the slide.

Pre-Election Tasks

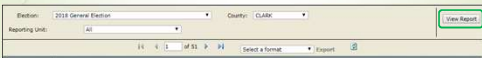
Complete by October 25, 2018

- Run Pre-Canvass Reporting Unit List report
- If Equipment programming does not match reporting units in CRS, CONTACT WEC IMMEDIATELY!**
 - *New***
 - Send email to WEC confirm reports verified
 - Attach copy of Pre-Canvass Reporting Unit List
 - Email: elections.canvass@wi.gov

Pre-Election Tasks

Complete by October 25, 2018

- Run Election Night Call-In Return Sheet (Blank)




- Choose Election, County, and Reporting Unit
 - View Report** to generate
 - Export to PDF or Word

Pre-Election Tasks

Complete by October 25, 2018

- Run Election Night Call-In Return Sheet (Blank)
- Confirm all contests & candidates are listed in correct order
- Registered Write-Ins will appear when entered in WisVote



Pre-Election Tasks

Complete by October 25, 2018

- ▀ Run Election Night Call-In Return Sheet (Blank)
- ▀ If any contests or candidates are not listed, CALL WEC IMMEDIATELY
 - ▀ This includes registered write-ins!
- ▀ If all contests & candidates are listed and in the correct order
No further action is required
- ▀ DO NOT email this report to WEC

Entering Results

- ▀ Results can be entered manually or by upload
- ▀ Can use Canvass for Election Night results but **not** required
- ▀ Registered write-ins = listed and counted individually
- ▀ State will provide list of State/Federal Registered Write-Ins
- ▀ State will enter these candidates in WisVote
- ▀ County Registered Write-Ins

Entering Results

- ▀ Manual Entry
- ▀ By Contest
- ▀ Choose your County

HOME • 2018 General Election (8/17/2018)

State | County | Municipality | School Districts | Sanitary Districts

Contests of 11

GOVERNOR/LEUTENANT GOVERNOR

Sort | Save & Next | Download

Reporting Unit	Scot	Write-In	Party	County	Address	City	State	Zip
(WV)	(V)	(V)	(V)	(V)	(V)	(V)	(V)	(V)
Total								
Town of BEAVER Ward 1								
Town of BUTLER Ward 1								
Town of COLBY Ward 1,3								

Entering Results

- Default view is 10 reporting units
- Can change, WEC recommends using "All"

- Place cursor in first open field to begin entering
- Tab to next field

- **Save** button can be used as results are entered

- **ENTER ALL VOTES CAST – DO NOT LEAVE BLANK FIELDS**
- **ENTER ZEROS IF ZERO VOTES CAST!**

Entering Results

- After completing one contest, move to the next
 - Click **Contests** dropdown menu
 - or
 - Use Left & Right arrows

- Continue until all State-level contests are entered
 County and Municipal offices are optional

Entering Results


- **Manual Entry**
- by Reporting Unit

- Same as entering by Contest
 - *With 1 additional step*

Reporting Unit	Scott Michael Dunne 100%	Tony Lester Munroe 100%	Philip Anderson Patrick 100%	Michael Terry Andrew 100%
	Total			
Town of DEWEET Ward 1				
Town of DEUTLER Ward 1				
Town of COLBY Ward 1-2				
Town of DEWARDEST Ward 1				
Town of EATON Ward 1-2				
Town of FOSTER Ward 1				

Entering Results

- After clicking a reporting unit name, the reporting unit will load with 10 contests for governmental level on one screen
- Same as **By Contest** entry, can change default number
 - HIT SAVE BEFORE ANY SWITCH!**



Entering Results

- If entering County contests, you must change the governmental level at the top of the screen
- Change Reporting Unit by clicking dropdown menu or left/right arrows
- Continue until all Reporting Units Complete

Entering Results

- Uploading results to Canvas
- If you will be uploading results, please submit a test file to WEC by October 29, 2018
- XML or HTML file formats only
- May upload on your own or request assistance from WEC

Entering Results

- Upload process begins on Contest Results Entry screen

Entering Results

- Choose your file

- Open and Upload

Entering Results

- Contests that cannot be mapped by Canvas must be mapped by user

- Select the correct contest from **Contest in Canvas** dropdown menu
- Review list for contests/referenda not in your county

Entering Results

NEW

- Once out-of-county reporting units are deleted and
- All unmapped reporting units assigned

Town of COLBY Wards 1-3	▼
Town of HIXON Wards 1-2	▼
Town of MAYVILLE Wards 1-2	▼
City of OWEN Wards 1-3	▼
City of THORP Wards 1-4	▼

Map Reporting Unit

- Click **Map Reporting Unit**

NEW

Entering Results

- When the last reporting unit is mapped, results will upload into Canvass
- The results from the uploaded file save successfully will appear

Election:	2018 General Election
County:	CLARK
State:	In Progress
Result Set:	Original
Contests 1 of 11	
GOVERNOR/LEUTENANT GOVERNOR	

The results from the uploaded file saved successfully.

- Vote tallies and totals will now appear in the appropriate fields

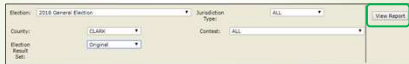
Proofing Results in Canvass Reporting System

- Printing Canvass Report – EL-106

Reports	
Please click the links below to view the reports:	
For Use by Clerks	For Use by WEC
Federal State Office Certification Report for WEC	Canvass Results Report
Pre Election Reports	Word by Word Report
Pre Canvass Reporting Unit List	County by County Report
Reporting Unit Complete Report	Original by Reporting Unit For State Use
Election Night Call-in Return Sheet (Blank)	By County
Final Election Report	Word by Word Report by Congressional District
Final Results/Validation/Verification with Totals	County by County Report by Congressional District
Canvass Report - EL-106	
Canvass Results Report - EL-106	
Canvass Percentage Completed Report	
Canvass by Reporting Unit for County Use	

Proofing Results in Canvass Reporting System

■ Printing Canvass Report – EL-106



- Choose a selection for all fields
- Click **View Report** to generate
 - Export to PDF or Word

Proofing Results in Canvass Reporting System

- Have 2 staff proof the printed report from CRS and compare against returns from each municipality
- If any additions or corrections have been made in CRS by the County Board of Canvassers, confirm that CRS and the Canvass Report EL-106 contain the corrections
- If any discrepancies are found, correct the information in CRS and reprint the report. If you are unable to correct a discrepancy **contact the WEC Help Desk Immediately!**

Completing/Verifying Results Canvass Reporting System

Deadline for County Board of Canvassers to convene: November 13, 2018
§7.60(3)

Deadline to deliver statement of County Canvass for State/Fed Offices to WEC:
November 20, 2018
§7.60(5)

Completing/Verifying Results Canvass Reporting System

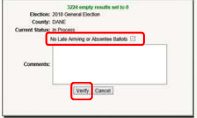
- Only begin after all federal and state results have been proofed!
- If there are any incomplete results, you cannot continue



Click **Verify**

Completing/Verifying Results Canvass Reporting System

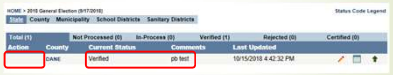
- A verification pop-up will appear



- Place a checkmark in the **No Late Arriving or Absentee Ballots** box
 - Enter any comments about the verified results
- Username and date will be saved automatically after **Verify** is chosen

Completing/Verifying Results Canvass Reporting System

- Once verified, Canvass results **cannot** be changed



- If there is an error in a state-level contest, you must contact WEC to have verified results rejected

Completing/Verifying Results Canvass Reporting System

- Printing the **Federal/State Office for Certification Report**

For Use by Clerks

Federal/State Office Certification Report for WEC

Pre-Election Reports
Pre-Canvass Reporting Unit List
Reporting Unit Exception Report
Election Night Call-in Return Sheet (Blank)

Post-Election Reports
Election Night Call-in Sheet (Worksheet with Totals)
Canvass Report - EL 106
Canvass Municipality Report - EL 106
Canvass Percentage Completed Report
Contests By Reporting Unit For County Use

- If results are not verified, you cannot run this report!

Can not run this report, results are not verified

Completing/Verifying Results Canvass Reporting System

- Run Federal/State Office Certification Report for WEC

Election: 2018 General Election Jurisdiction: Federal / State

County: County: All

Election Result Set: Original

- Select the appropriate options for all fields
- Click **View Report**
- Export as PDF or Word

Completing/Verifying Results Canvass Reporting System

- Federal/State Office Certification Report for WEC

ALL CONTESTS
DANE COUNTY
2018 General Election

SUMMARY STATEMENT OF THE BOARD OF CANVASSERS
The total number of votes cast for the **GOVERNOR/LIEUTENANT GOVERNOR**

- The correct report will have this header!

Completing/Verifying Results Canvass Reporting System

- Federal/State Office Certification Report for WEC

Certification of the Board of Canvassers
 We, the undersigned, certify that we are the members of the Board of Canvassers for DANE County.
 We certify that the attached tabular statement of votes, Canvass Summary Statement of the Board of Canvassers, prepared and approved by us, are correct and true as compared from the original returns made to the DANE County Clerk.
 Report Number: 10110218 at 11:04 PM Page 4 of 5

BOARD OF CANVASSERS
 (1) _____ (2) _____
 (3) _____ (4) _____
 (Date) Wednesday, October 17, 2018

- Report will include the certification statement

Completing/Verifying Results Canvass Reporting System

- Have the Board of Canvassers sign the certification statement
- IMMEDIATELY** email the signed, scanned copy of the **entire** report to the WEC
Election.canvass@wi.gov
 - The statement can also be faxed
608-257-0500
- Mail the entire original, signed document to the WEC:
**P.O. Box 7984
 Madison, WI 53707-7984**

Completing/Verifying Results Canvass Reporting System

- If you discover a material mistake in the canvass for a state or federal office, contact the WEC **IMMEDIATELY!**
- See Page 8 of the *Suggested Procedures for County Board of Canvassers*
- The Board of Canvassers **will need to reconvene**

Important Dates/Deadlines

Pre-Election Tasks: **October 25, 2018**
Submit upload test files: **October 29, 2018**
Deadline for County Board of Canvassers to convene:
November 13, 2018
§7.60(3)
Deadline to deliver statement of County Canvass for State/Fed
Offices to WEC: **November 20, 2018**
§7.60(5)

- See attached webinar materials for a comprehensive list of election results reporting deadlines and associated statute cites

Questions?