

WisVote Election Checklist I: Pre-Election Tasks

Spring Election: April 4, 2017

REMINDERS:

- Counties are responsible for entering county level, school district and joint municipal court candidates, contests and referenda.
- Municipalities are responsible for entering municipal level, sanitary districts candidates, contests and 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 Election (Odd) election plan. You cannot print them differently; the number of poll books will match the number of reporting units.
- If your municipality is located 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 regarding the correct reporting units for this election.

Tasks to Complete	Details
<input type="checkbox"/> Check WisVote for Recent Annexations	If your municipality has had recent annexations that create a new ward and/or impact voters, please complete the EL-100 form and contact WEC staff.
<input type="checkbox"/> Report Clerk Contact Updates to WEC	If your clerk and/or contact information has changed, complete the EL-362 and submit it to the WEC HelpDesk.
<input type="checkbox"/> Review Polling Place Locations Polling Places Tutorial	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p style="font-size: small;">Polling Places</p> </div> <div> <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 or edit a Polling Place record, contact WEC staff.</p> </div> </div>
<input type="checkbox"/> Set up/Review Spring Election (Odd) Election Plan <ul style="list-style-type: none"> ▪ Reporting Units Set Up Election Plans Tutorial	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p style="font-size: small;">Election Plans</p> </div> <div> <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.</p> <p>Create Reporting Units and link them to Polling Places.</p> </div> </div>

	<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>Municipalities with a population <u>greater than 35,000</u> will automatically have reporting units created for each ward, and will assign each ward a Polling Place.</p> <p><i>NOTE: You must use the Election Plans tile to review and create your reporting units, <u>not</u> the Elections tile.</i></p> <p><i>NOTE: MyVote pulls the information from your Election Plan so voters can see where they vote, what's on the ballot, etc.</i></p>
<p><input type="checkbox"/> County Users Run Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports</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 2017 Spring Election</p>	<p>All regularly scheduled contests will be automatically entered into WisVote under the <u>2017 Spring Election</u>.</p> <ul style="list-style-type: none"> • Review the contests WisVote automatically created. If you are missing any contests for office positions, please contact WEC staff. • If you have a vacancy contact WEC staff.
<p><input type="checkbox"/> Add Referenda Contests, if necessary</p> <p>Election Setup</p>	<p>Enter County, Municipal and School Referenda.</p>
<p><input type="checkbox"/> Check Contests Complete Checkpoint in 2017 Spring Election</p> <p>Election Checkpoints Tutorial</p> <p>Deadline: March 10, 2017</p>	<p>Check the Contests Complete Checkpoint after all of your jurisdiction's 2017 Spring Election contests have been added.</p> <p>A user can uncheck the Contest Complete Checkpoint to add or edit a contest later, if necessary.</p>
<p><input type="checkbox"/> Review Ballot Styles</p> <p><input type="checkbox"/> Rename Ballot Styles (optional)</p> <p>Election Setup</p> <p>Ballot Styles (page 3)</p> <p> +  COMPARE</p>	<p>Ballot styles are automatically generated in WisVote when an election is created, and re-generated after the Contest 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 and the Name on Poll Book.</p> <p><i>NOTE: If the County or State checks the Contests Complete checkpoint <u>after</u> 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.</i></p>

- Add Candidates
(Not already entered)

Deadline: March 10, 2017

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.

To mark candidates as **Approved**, under the subheading **Additional**, set the **Candidate Filing Status** to **Approved**:

Additional

Write-In	<input type="checkbox"/>
Winner?	<input type="checkbox"/>
Candidate Filing Stat	Approved
Appealed	<input type="checkbox"/>
Challenged	<input type="checkbox"/>
Incumbent ?	No

Be sure to add the **Candidate Ballot Position** (1, 2, 3, etc.) in whichever order they were drawn to appear on the ballot.

Under the subheading **Candidate Information**, enter a Candidate **Ballot Position**:

Election *	2017 Spring Election
Party	--
Candidate Ballot Pos	1

- Update Ballot Position for all candidates that advance from the 2017 Spring Primary

On the Candidate screen, under the subheading **Candidate Information**, change the **ballot position** to the new order for the 2017 Spring Election:

Election *	2017 Spring Election
Party	--
Candidate Ballot Pos	1

- Deny candidates who did not advance from the 2017 Spring Primary

To mark candidates as **Denied**, under the subheading **Additional**, set the **Candidate Filing Status** to **Denied**:

Additional

Write-In	<input type="checkbox"/>
Winner?	<input type="checkbox"/>
Candidate Filing Stat	Denied
Appealed	<input type="checkbox"/>
Challenged	<input type="checkbox"/>
Incumbent ?	No

<input type="checkbox"/> Check Candidates Complete Checkpoint in 2017 Spring Election Deadline: March 10, 2017 Election Setup	<p>Checks the Candidates Complete Checkpoint after all of your candidates have been entered, their filing statuses are set to "Approved" and the ballot order is finalized.</p> <p>Ensure the ballot position for all candidates is correct.</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.</p>
<input type="checkbox"/> Enter Absentee Applications for Voters <input type="checkbox"/> Issue and Print Absentee Ballots Deadline: March 14, 2017 Absentee Training Materials	<p>Reliers must 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 March 15, 2017 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 March 15, 2017 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. 	
<p>Late Registration Period:</p> <ul style="list-style-type: none"> ▪ Use the Ineligible Voter List to determine if a voter may register during the late registration period. The Ineligible Voter List may be viewed online or printed from WisVote by clicking on the Felons tile, then clicking on the Run Report button. An FAQ titled "Print the Ineligible Voter List" was also posted in WisVote for further guidance. In WisVote, felon records are updated daily and you can print your Ineligible List anytime. The ineligible list must be provided to Reliers by March 10, 2017. ▪ All complete Voter Registration forms received in person after 5:00 pm on March 15, 2017 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. <p>NOTE: <i>If the County or State checks the Contests Complete checkpoint <u>after</u> 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.</i></p>	

- 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.

<p>Mapping</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Addresses missing District Combo <input type="checkbox"/> Geocode Exceptions <input type="checkbox"/> Geocode Warning <p>Address and Districts Training Materials</p> <p>Deadline: Prior to Poll Book Printing</p>	 <p>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.</p> <p>Access Address related data quality tasks through the Address tile.</p>
<p>Registration List Alerts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Duplicate Voter Record Alerts <input type="checkbox"/> Death Alerts <input type="checkbox"/> Felon Alerts <p>Voter Training Materials</p> <p>Deadline: Prior to Poll Book Printing</p>	 <p>Review all duplicate, death, and felon alerts. Accept or Decline each alert.</p> <p>Access Registration List Alerts through the Reg List Alerts tile.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Print Poll Books <p>Print the Poll Book Tutorial</p>	<p>Poll books are available for printing in WisVote starting on March 16, 2017.</p> <p><i>Make sure you have an Election Plan set up prior to this date.</i></p> <p>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.</p>

Please complete the tasks outlined in the election checklist. Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov. Thank you for your attention to these essential tasks.