

Preparing for the Spring Elections Q&A

Q: How do I set up an election if I will be having an election in only one polling location?

A: Users will go through the same election setup process regardless of their number of polling locations. You will first start with your Election Plans setup and you do this by clicking on the Election Plans tile from the Easy Navigate/home page in WisVote. Please see WisVote [Checklist I](#) for more detailed steps. It is in the Election Plan you set up your reporting units and link them to a Polling Location. If you are using a single polling place and plan to report all your wards together, you only need a single reporting unit that includes all wards and is linked to a single Polling Location. If you plan to have multiple reporting units in a single polling place, set up the reporting units containing the desired wards and link each reporting unit to that Polling Location.

Q: We need to add the election plan for both the primary and the spring election, correct?

A: It is our recommendation that you set both of them up now. However, it is not required so you could only set up the Spring Primary (Odd) Election Plan right now, if you so choose.

Q: Who should we contact if we are missing school districts under the contests?

A: Please contact WEC staff. Jodi Kitts does much of that work so you can ask for her directly through the Help Desk.

Q: Does WisVote generate a "No District Combo" list like SVRS did?

A: To view addresses with no District Combo, click on the Address tile from the Easy Navigate page. The "My Addresses" view will default. Click on the drop down arrow next to the name of the view name and select the "My Addresses Missing DC" view to review addresses with no District Combo.

Q: If we need to change the election plan for a primary which will only cover certain wards within the city, how do we do this?

A: When changing an Election Plan, you need to deactivate the reporting units that are changing, and rebuild them. The user may inadvertently deactivate a ward or the whole plan when doing this though, so exercise caution. It would be best to contact WEC so we can walk you through how to do it. Note that the 2017 Spring Primary is statewide and will apply to all wards.

Q: When would a primary be required when you have 3 Trustee seats up for election?

A: If you combine multiple trustees into a single contest (such as "Vote for Not More than 3"), a primary is required if you have 7 or more approved candidates. The 6 candidates who receive the most votes in the primary will advance to the Spring Election. Note that the ballot instructions for both the Primary and the Election will be "vote for not more than 3".

If you have a separate contest for each trustee seat, then a primary is required for any seat that has 3 or more approved candidates, and the top 2 from the primary advance to the Spring Election. The ballot instructions for both the Primary and the Election will be "vote for 1".

Q: When is the 2017 election calendar going to be available?

A: The 2017 election calendar was posted and made available on November 30th, 2016 on the Wisconsin Elections Commission website. The direct link to the 2017 election calendar is also provided here for your convenience: <http://elections.wi.gov/publications/2017-election-events-calendar>

The direct link to the 2017 election calendar is also on the Election Calendar tile on WisVote's Easy Navigate page.

Q: I had set up an election plan but need to change it, when I make the change and save it will the election plan be automatically updated for that election?

A: Yes, the Election Plan will update after the save.

Q. I'm following along in WisVote. I'm not seeing any elections for 2017 yet. Did I do something incorrectly?

A: You may need to refresh in order to view current 2017 elections. Click on the name of your municipality under your log in name located at the top right corner. A "Change Jurisdiction" window will display. Click on the "Change" button on the window. This should refresh the list of elections for you. You may need to refresh the list of elections if you do not see the election right away.

Q: If reporting units stay the same, but we are changing polling locations, do we need to create a new election plan? Or can we copy a previous plan and edit the polling place?

A: If there is a polling place change, you first will need to add that Polling Location under the Polling Places tile in WisVote. Once you have created the new polling place, go to the reporting unit in your plan that needs to use that new polling place. Deactivate that reporting unit and re-create it selecting the new polling place.

Q: I see election plans under active, but not under my election plans

A: If you are a county user, in order to see election plans for a municipality, you will need to change your jurisdiction to the municipality you are working in. County users do not have any election plans.

If, at any point while your jurisdiction is set to specific municipality, you do not see anything under the "My Election Plans" view then please contact WEC staff. The plans may have somehow been deactivated by the user.

Q: Does WisVote automatically add the ballot position #?

A: There are two different ballot positions in WisVote. There are the contest ballot positions (longer numbers) and the candidate ballot positions (shorter numbers, usually in the single digits).

The Contest ballot position determines the order in which the contests will appear on the ballot. All contest ballot positions will pull in automatically into the Spring Election. When the user selects Primary Required and the contest copies over to the primary, the Contest ballot position will copy to the Primary along with the contest. The only time contest ballots positions will have

to be entered is if there is a contest out of cycle or a referendum question, or when a special election needs to be set up. In all of these cases, you can contact staff at WEC to assist.

Candidate ballot positions are usually single digits and relate to the order the candidates appear within a given contest on the ballot. The order is determined by the clerk's office when they draw for position (except in a General Election where candidates are ordered by party). The user enters the candidate ballot position on the Candidate screen in WisVote. If you enter Candidate ballot order in the Spring Election, that will copy over to the Spring Primary when you select Primary Required. (Please see the Learning Center's interactive tutorials: [Add a Contest](#) and [Add a Candidate](#).)

Q: Do we know yet if there in fact be a February election?

A: Yes, there is a statewide contest for the State Superintendent for the Department of Public Instruction so there will be Spring Primary Election on February 21, 2017. Please see [Checklist I](#) for WisVote election setup tasks.

Q: Is the webinar going to be available to print out?

A: The webinar has been posted for viewing on the WEC website [Here](#) and on the Learning Center website [Here](#).