


# WisVote Election Checklist I: Pre-Election Tasks

## Spring Election: April 2, 2019

### REMINDERS:

- Counties are responsible for entering candidates in county contests, school district contests and joint municipal court contests.
  - School District contests can be tricky for spring elections, especially when a seat runs out of cycle. Please review these contests carefully and let WEC staff know of any changes that need to be made.
- 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 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 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](mailto: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 <a href="#">EL-362</a> 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 <a href="#">Polling Places Tutorial</a>	<div style="display: flex; align-items: center;">  <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> </div>
<input type="checkbox"/> Set up/Review Spring Election (Odd) Election Plan <ul style="list-style-type: none"> <li>▪ Reporting Units</li> </ul> <a href="#">Set Up Election Plans Tutorial</a>	<p><b>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.</b></p> <p>This plan should have already been created for most municipalities. Review/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><input type="checkbox"/> Set up/Review Spring Election (Odd) Election Plan <i>(continued from previous page)</i></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 <u>must</u> use the <b>Election Plans</b> 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. Voters cannot see where they vote until the plan is setup.</i></p>																		
<p><input type="checkbox"/> <b>County Users</b> Run Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports</p> <p><a href="#">Canvass Reporting System</a></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>.</p> <ul style="list-style-type: none"> <li>• <b>Review</b> the contests WisVote automatically created. WisVote only pulls in regularly scheduled contests. If a contest is running out of cycle, (i.e., a fill-in term), <b>it does <u>not</u> work to try to update the Number of Seats and Ballot Instructions, you will need to contact WEC staff.</b></li> <li>• If you are missing any contests for office positions, contact WEC staff.</li> </ul>																		
<p><input type="checkbox"/> Add Candidates <i>(not already entered)</i></p> <p><b>Deadline: March 8, 2019</b></p> <p><a href="#">Add a Candidate</a></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 <b>Name on Ballot</b> field.</p> <p>To mark candidates as <b>Approved</b>, under the subheading <b>Additional</b>, set the <b>Candidate Filing Status</b> to <b>Approved</b>:</p> <table border="0"> <tr> <td colspan="2"><b>Additional</b></td> </tr> <tr> <td>Write-In</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Winner?</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Candidate Filing Stat</td> <td><b>Approved</b></td> </tr> <tr> <td>Appealed</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Challenged</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Incumbent ?</td> <td>No</td> </tr> </table> <p>Be sure to add the <b>Candidate Ballot Position</b> (1, 2, 3, etc.). in whichever order they were drawn to appear on the ballot.</p> <p>Under the subheading <b>Candidate Information</b>, enter a Candidate <b>Ballot Position</b>:</p> <table border="0"> <tr> <td>Election *</td> <td> <b>2019 Spring Election</b></td> </tr> <tr> <td>Candidate Ballot Pos</td> <td> <b>1</b></td> </tr> </table>	<b>Additional</b>		Write-In	<input type="checkbox"/>	Winner?	<input type="checkbox"/>	Candidate Filing Stat	<b>Approved</b>	Appealed	<input type="checkbox"/>	Challenged	<input type="checkbox"/>	Incumbent ?	No	Election *	<b>2019 Spring Election</b>	Candidate Ballot Pos	<b>1</b>
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<p><input type="checkbox"/> Update Ballot Position for all candidates that advanced from the 2019 Spring Primary</p>	<p>On the Candidate screen, under the subheading <b>Candidate Information</b>, <b>change</b> the <b>ballot position</b> to the new order for the 2019 Spring Election:</p> <p>Election *       2019 Spring Election</p> <p>Candidate Ballot Pos       <b>1</b></p>												
<p><input type="checkbox"/> Deny candidates who did not advance from the 2019 Spring Primary</p>	<p>To mark candidates as <b>Denied</b>, under the subheading <b>Additional</b>, set the <b>Candidate Filing Status</b> to <b>Denied</b>:</p> <p><b>Additional</b></p> <p>Write-In      <input type="checkbox"/></p> <p>Winner?      <input type="checkbox"/></p> <p>Candidate Filing Stat      <input type="text" value="Denied"/></p> <p>Appealed      <input type="checkbox"/></p> <p>Challenged      <input type="checkbox"/></p> <p>Incumbent ?      No</p>												
<p><input type="checkbox"/> Add Referenda Contests, if necessary</p> <p><a href="#">Election Setup</a></p>	<p>All referenda intended for the 2019 Spring Election must be manually entered in WisVote.</p> <p>Users <u>must</u> manually enter County, Municipal and School Referenda.</p> <table border="1" data-bbox="737 995 1474 1192"> <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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<p><input type="checkbox"/> Check Contests Complete Checkpoint in 2019 Spring Election</p> <p><a href="#">Election Checkpoints</a></p> <p><b>Deadline: March 8, 2019</b></p>	<p>Check the Contests Complete Checkpoint after all of your jurisdiction's 2019 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><a href="#">Renaming Ballot Styles</a></p> <p><a href="#">Ballot Styles</a> (page 3)</p>	<p>Ballot styles are automatically generated in WisVote when an election is created and regenerated 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:    COMPARE</p> <p>If you rename your ballot styles, be sure to update the <b>Name on Poll Book</b> field.</p> <p><b>NOTE:</b> <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>												

<input type="checkbox"/> Check Candidates Complete Checkpoint in 2019 Spring Election  <b>Deadline: March 8, 2019</b>  <a href="#">Election Setup</a>	<p>Check the <b>Candidates Complete</b> Checkpoint after all of your candidates have been entered, their filing statuses are set to <b>"Approved"</b> and the ballot order is finalized.</p> <p>Ensure the ballot position for all candidates is correct.</p>
<input type="checkbox"/> <b>County Users</b> Run the Election Night Call-In Sheet Blank or <a href="#">Canvass Report EL-106</a>  <a href="#">Canvass Reporting System</a>	<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  <b>Deadline: March 12, 2019</b>  <a href="#">Absentee Training Materials</a>	<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><b>Close of Registration:</b></p> <ul style="list-style-type: none"> <li>▪ All complete Voter Registration forms received in person by <b>5:00 pm on March 13, 2019</b> should be entered into WisVote with a Registration Period of <b>Open</b>.</li> <li>▪ All complete Voter Registration forms received by mail with a postmark date on or before <b>March 13, 2019</b> should be entered into WisVote with a Registration Period of <b>Open</b> and Registration Date of the postmark date. Do not enter these as Late.</li> <li>▪ Do not enter voter registrations into WisVote until the proof of residence requirement has been met.</li> </ul>	
<p><b>Late Registration Period:</b></p> <ul style="list-style-type: none"> <li>▪ 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. Also view under the FAQ tile <i>"Print the Ineligible Voter List"</i> for further guidance. In WisVote, felon records are updated daily, and you can print your Ineligible List anytime. The ineligible list <u>must</u> be provided to Reliers by <b>March 13, 2019</b>.</li> <li>▪ All complete Voter Registration forms received in person after <b>5:00 pm on March 13, 2019</b> should be entered into WisVote with a Registration Period of <b>Late</b>.</li> <li>▪ Do not enter voter registrations into WisVote until the proof of residence requirement has been met.</li> <li>▪ 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 <a href="#">Voter Record</a> and click the Letters button. Select the "GAB 133 Certificate of Late Registration."</li> <li>▪ 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.</li> <li>▪ Reliers who receive in-person voter registrations and/or absentee applications during the late registration period <u>must</u> immediately submit copies to their provider for entry into WisVote.</li> </ul>	

<p><b>Mapping</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> My Geocode Exceptions</li> <li><input type="checkbox"/> My Geocode Warnings</li> </ul> <p><a href="#">Address and Districts Training Materials</a></p> <p><b>Deadline: Prior to Poll Book Printing</b></p>	 <p>Perform address data quality tasks <u>prior to printing poll books</u> 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><b>Registration List Alerts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duplicate Voter Record Alerts</li> <li><input type="checkbox"/> Death Alerts</li> <li><input type="checkbox"/> Felon Alerts</li> </ul> <p><a href="#">Voter Training Materials</a></p> <p><b>Deadline: Prior to Poll Book Printing</b></p>	 <p>Review all duplicate, death, and felon alerts <u>prior to printing poll books</u>. Accept or Decline each alert.</p> <p>Access Registration List Alerts through the Reg List Alerts tile.</p> <p><i>NOTE: Online voter registrations always create a new voter record and may result in additional <u>duplicate</u> matches. It is very important these be reviewed.</i></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Print Poll Books</li> </ul> <p><a href="#">Print the Poll Book Tutorial</a></p>	<p>Poll books are available for printing in WisVote starting on <b>March 14, 2019</b>.</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> <p><i>NOTE: If you do not have an election plan set up by the close of registration, you will not have poll book records in WisVote.</i></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter Registered Write-In Candidates (optional)</li> </ul> <p><b>Deadline: March 29, 2019</b></p> <p><b>WisVote FAQ – Add Write-In Candidates without modifying checkpoints</b></p>	<p>If you track registered write-ins in WisVote, enter them at any time, even after the Candidates Complete checkpoint is checked.</p> <p><i>NOTE: You do NOT need to uncheck the Candidates Complete checkpoint to enter registered write-ins. Write-in candidates can be entered and saved in WisVote while the checkpoint is checked.</i></p>