
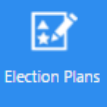


WisVote Election Checklist I: Pre-Election Tasks

Partisan Primary: August 14, 2018

REMINDERS:

- Counties are responsible for candidates in county contests and entering county and school referenda.
- Municipalities are 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 Partisan Primary 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.
- Reporting units for fall elections cannot cross Congressional, State Senate, State Assembly district lines.
- The ERIC Supplemental Poll List will need to be printed off and available for this election.

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 style="display: flex; align-items: flex-start;">  <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 Partisan Primary Election Plan <ul style="list-style-type: none"> ▪ Reporting Units Set Up Election Plans Tutorial	<div style="display: flex; align-items: flex-start;">  <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>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 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. Voters cannot see where they vote until the plan is setup.</i></p> </div>

<input type="checkbox"/> County Users Run Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports Canvass Reporting System	<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>												
<input type="checkbox"/> Review Contests Created by WisVote in the 2018 Partisan Primary	<p>All regularly scheduled contests will be automatically entered in WisVote under the 2018 Partisan Primary. A separate contest is created for each political party with ballot access.</p> <ul style="list-style-type: none"> • Party ballot order is: Republican, Democratic, Libertarian, Wisconsin Green, Constitution. • If you are missing any contests for office positions, contact WEC staff. 												
<input type="checkbox"/> Add Referenda Contests, if necessary Election Setup	<p>All referenda intended for the 2018 Partisan Primary must be manually entered under the election in WisVote.</p> <p>Users <u>must</u> manually enter County, Municipal and School Referenda.</p> <p><i>NOTE: Please use the following contest ballot positions for entering referenda (see chart below). This numbering scheme only applies to the Partisan Primary.</i></p> <table border="1" data-bbox="792 953 1421 1209"> <thead> <tr> <th colspan="2">Referenda Numbering Scheme for Ballot Positions in WisVote</th> </tr> </thead> <tbody> <tr> <td>State</td> <td>910000000 – 919999000</td> </tr> <tr> <td>Technical College</td> <td>920000000 - 929999000</td> </tr> <tr> <td>County</td> <td>930000000 – 939999000</td> </tr> <tr> <td>Municipality</td> <td>940000000 – 949999000</td> </tr> <tr> <td>School District</td> <td>950000000 – 959999000</td> </tr> </tbody> </table>	Referenda Numbering Scheme for Ballot Positions in WisVote		State	910000000 – 919999000	Technical College	920000000 - 929999000	County	930000000 – 939999000	Municipality	940000000 – 949999000	School District	950000000 – 959999000
Referenda Numbering Scheme for Ballot Positions in WisVote													
State	910000000 – 919999000												
Technical College	920000000 - 929999000												
County	930000000 – 939999000												
Municipality	940000000 – 949999000												
School District	950000000 – 959999000												
<input type="checkbox"/> Check Contests Complete Checkpoint in 2018 Partisan Primary Election Checkpoints Tutorial Deadline: June 22, 2018	<p>Check the Contests Complete Checkpoint after all of your jurisdiction’s 2018 Partisan Primary contests have been added.</p> <p>A user can uncheck the Contest 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 Ballot Styles (page 3)	<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.</p> <p>If you rename your ballot styles, be sure to update the Name on Poll Book field.</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>												

<p><input type="checkbox"/> Add Candidates</p> <p>Add a Candidate tutorial</p> <p>Deadline: June 22, 2018</p>	<p>Candidates that were entered under the General Election as of Wednesday, June 13, have been copied into the Partisan Primary. Any candidates added after June 13, will need to be entered in both the Partisan Primary and General 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> <p style="text-align: center;">Additional</p> <table style="margin-left: auto; margin-right: auto;"> <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>Approved</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 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> <table style="margin-left: auto; margin-right: auto;"> <tr><td>Election *</td><td> 2018 Partisan Primary</td></tr> <tr><td>Party</td><td>--</td></tr> <tr><td>Candidate Ballot Pos</td><td>1</td></tr> </table>	Write-In	<input type="checkbox"/>	Winner?	<input type="checkbox"/>	Candidate Filing Stat	Approved	Appealed	<input type="checkbox"/>	Challenged	<input type="checkbox"/>	Incumbent ?	No	Election *	2018 Partisan Primary	Party	--	Candidate Ballot Pos	1
Write-In	<input type="checkbox"/>																		
Winner?	<input type="checkbox"/>																		
Candidate Filing Stat	Approved																		
Appealed	<input type="checkbox"/>																		
Challenged	<input type="checkbox"/>																		
Incumbent ?	No																		
Election *	2018 Partisan Primary																		
Party	--																		
Candidate Ballot Pos	1																		
<p><input type="checkbox"/> Check Candidates Complete Checkpoint in 2018 Partisan Primary</p> <p>Deadline: June 22, 2018</p> <p>Election Setup</p>	<p>Make sure that all of your candidates were copied over correctly from the 2018 Spring Election and have the correct Candidate Ballot Position.</p>																		
<p><input type="checkbox"/> County Users Run the Election Night Call-In Sheet Blank or Canvass Report EL-106</p> <p>Canvass Reporting System</p>	<p>Review contest and candidate information on the report to verify that it is correct.</p>																		
<p><input type="checkbox"/> Enter Absentee Applications for Voters</p> <p><input type="checkbox"/> Issue and Print Absentee Ballots</p> <p>Deadline: June 28, 2018</p> <p>Absentee Training Materials</p>	<p>Self-Providers <u>must</u> enter absentee application and ballot information in WisVote within 48 hours. Reliers <u>must</u> report absentee application and ballot information to Providers within 48 hours; Providers then have an additional 24 hours to record the information in WisVote.</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>																		

Close of Registration:

- All complete Voter Registration forms received in person by **5:00 pm on July 25, 2018** 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 **July 25, 2018** 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:

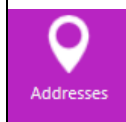
- Use the Ineligible Voter List to determine if a voter may register during the late registration period. The Ineligible Voter List may be viewed online or printed from WisVote by clicking on the Felons tile, then clicking on the Run Report button. Also view under the FAQ tile "Print the Ineligible Voter List" 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 **July 20, 2018**.
- All complete Voter Registration forms received in person after **5:00 pm on July 25, 2018** 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 District Combo Changes
- My Geo DC Mismatches
- My Geocode Exceptions
- MyGeocode 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 Address tile.

NOTE: Instructions for resolving new My District Combo Changes & My Geo DC Mismatches exceptions have not yet been added to the WisVote manual. They can be found attached to the WisVote Map Update Communication.

<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> <p><i>NOTE: Online voter registrations always create a new voter record and may result in additional duplicate matches. It is very important these be reviewed.</i></p>
<ul style="list-style-type: none"> <input type="checkbox"/> Print Poll Books <input type="checkbox"/> Print ERIC Supplemental Poll List <p>Print the Poll Book Tutorial</p>	<p>Poll books are available for printing in WisVote starting on July 26, 2018.</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>The ERIC Supplemental Poll List will need to be printed off and available for this election.</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 and you will not be able to print your ERIC Supplemental Poll List.</i></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.