

WisVote Election Checklist II: Post-Election Election Tasks

General Election: November 3, 2020

REMINDERS:

- **Absentee Ballots**
 - All ballots must be returned in time to be delivered to the polling place no later than 8:00 pm on Election Day in order to be counted.
 - As part of your reconciliation process make sure all absentee ballots are appropriately tracked for how they were processed on Election Day in WisVote with the correct **Ballot Status Reason** and correct sent/returned dates.
 - **Central Count Municipalities ONLY** – Wis. Stat. § 7.52(1)(c) requires central count municipalities to post at the clerk’s office and on the Internet, a statement of the total number of absentee ballots that were issued and returned. The posting must occur no later than 8:00 pm on Election Day.

- **Provisional Ballots** - If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the **Provisionals Complete** Checkpoint by Friday, November 6, 2020.

- **Election Day Registrations (EDRs)** – Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. **EDRs should NOT be entered through the Voter Registration tile.**

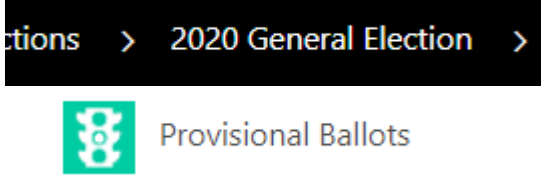
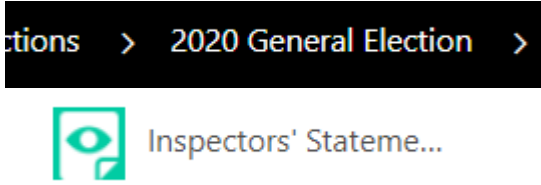
- **Reg List Alerts** - Do not accept any Reg List Alerts for the 45-day period after the election. The reason for this is your municipality or other municipalities may experience difficulties with recording participation.

- **Reconciliation** - The Total Votes (Canvass) number will populate approximately on November 18, 2020. The number is imported by the state after all counties have submitted their final canvass numbers and balanced reconciliations will remain in the pending view until this number is imported. The Total Votes (Canvass) number is the total from the state/federal contest with the highest number of votes; must be equal to or less than other voter statistics fields.

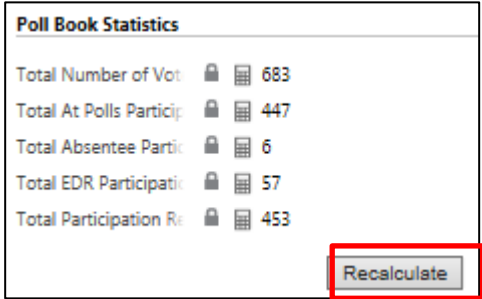
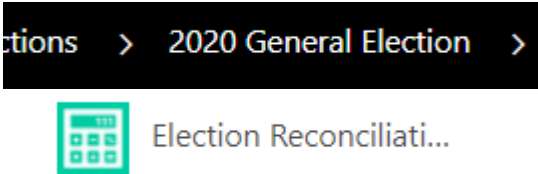
- **Training Materials Login Reminder** - To access training materials you will need to use The Learning Center (TLC) login.

Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov

| Tasks to Complete | Details |
|---|---|
| <input type="checkbox"/> Municipal Clerks: Post Provisional Ballot Information; Transmit unofficial Election Night results to County | As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk. |
| <input type="checkbox"/> County Clerks: Post Unofficial Election Night Results on County Website | County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night. This includes returns for local contests. |
| Deadline: Election Night – November 3, 2020 | Please verify WEC has the correct link for your results: http://elections.wi.gov/clerks/directory/county-websites |

| Tasks to Complete | Details |
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| <p><input type="checkbox"/> If provisional ballots are issued, complete Provisional Step 1 on Election Night:</p> <p><u>Provisional Step 1:</u></p> <p><input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Tile under the Election</p> <p>See WisVote training materials: Entering a Provisional Ballot Record, page 1 (TLC Login Required)</p> | <p>Enter any provisional ballots for the 2020 General Election under the Provisional Ballots tile in the appropriate Reporting Unit.</p>  <p>NOTE: If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, NO ACTION is needed on Election Night. Check the Provisionals Complete Checkpoint in WisVote no later than Friday, November 6, 2020.</p> |
| <p><input type="checkbox"/> <u>Provisional Step 2:</u> Update Provisional Ballot Information in WisVote</p> <p><input type="checkbox"/> <u>Provisional Step 3:</u> Check the Provisionals Complete Checkpoint</p> <p>Deadline: Friday, November 6, 2020</p> | <p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, November 6, 2020.</p> <p>Update the information in the 2020 General Election under the Provisional Ballots Tile as it becomes available.</p> <p>Check the Provisionals Complete Checkpoint in WisVote after all of a jurisdiction’s provisional ballots have been updated.</p> |
| <p><input type="checkbox"/> Complete Inspectors’ Statements (EL-104)</p> <p>Deadline: No Later than December 18, 2020</p> <p>See WisVote training materials: Elections Reconciliation Process</p> | <p>Enter the information in the 2020 General Election under the Inspectors’ Statement tile for each reporting unit.</p>  <p>NOTE: Complete your Inspectors’ Statements <u>prior</u> to entering your voter participation.</p> |
| <p><input type="checkbox"/> Record Rejected Absentee Ballots in WisVote</p> <p>View the Learning Center’s new tutorial: Manage Absentee Ballots</p> | <p>Deactivate the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p> <p>If ballots were already marked “Returned – To Be Rejected” in WisVote, nothing further needs to be done.</p> <p>For ballots that were marked “Returned,” but then were rejected at the polls, cancel/deactivate those ballots in WisVote with Ballot Status Reason of <u>Rejected at Polls/MBOC</u> and provide the Reason Type.</p> |

| Tasks to Complete | Details |
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| <input type="checkbox"/> Process Absentee Ballots | <p>Enter any absentee ballots in WisVote that were not entered prior to Election Day.</p> <p>All ballots must be returned in time to be delivered to the polling place no later than 8pm on Election Day.</p> <p>Absentee ballots that are returned after the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.</p> <p>To do this, use the Record Returned Ballots button in the Absentee Ballots Associated View. Enter the Mailing ID number and select appropriate Response Type.</p> |
| <input type="checkbox"/> Enter any Late Registrations in WisVote that were not entered prior to Election Day | <p>To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog.</p> <p>See WisVote FAQ titled: Add Late Registration Voters to the Post-Supplemental List</p> |
| <input type="checkbox"/> Record Voter Participation <input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint Deadline: December 18, 2020 See WisVote training materials: Voter Participation, Chapter 5.1 Record Votes, video tutorial | <p>Voter participation must be recorded in WisVote <u>no later</u> than 45 days after a general election. There are two methods of recording voter participation:</p> <ol style="list-style-type: none"> 1) Directly select voter participation in WisVote (preferred method) 2) Scan the barcodes associated with voter records on the poll book <p>Check the Poll Book Votes Recorded Checkpoint in WisVote after a jurisdiction's voter participation records have been recorded.</p> |
| <input type="checkbox"/> Enter Election Day Registrations in WisVote <input type="checkbox"/> Check the EDR Complete Checkpoint Deadline: December 18, 2020 See WisVote training materials: Election Day Registration, Chapter 5.2 Election Day Registration, video tutorial | <p>Election Day Registrations must be entered into the correct Reporting Unit <u>no later</u> than 45 days after a general election.</p> <p><u>Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. EDRs should not be entered through the Voter Registration tile.</u></p> <p>The EDR Complete Checkpoint is selected after all of your jurisdiction's Election Day Registrations have been recorded.</p> |
| <input type="checkbox"/> Review the Printed Poll Book | <p>Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.</p> |

| Tasks to Complete | Details | | | | | | | | | | |
|---|---|-----------------------|-----|-----------------------------|-----|-----------------------------|---|------------------------|----|--------------------------|-----|
| <input type="checkbox"/> Review Statistics on the WisVote Poll Book Screen | <p>Review poll book statistics section to ensure the correct number of votes has been recorded. <u>Use the recalculate button, if necessary.</u></p>  <p>The screenshot shows a 'Poll Book Statistics' window with the following data:</p> <table border="1"> <tr> <td>Total Number of Votes</td> <td>683</td> </tr> <tr> <td>Total At Polls Participated</td> <td>447</td> </tr> <tr> <td>Total Absentee Participated</td> <td>6</td> </tr> <tr> <td>Total EDR Participated</td> <td>57</td> </tr> <tr> <td>Total Participation Rate</td> <td>453</td> </tr> </table> <p>A 'Recalculate' button is highlighted with a red box in the bottom right corner of the statistics window.</p> | Total Number of Votes | 683 | Total At Polls Participated | 447 | Total Absentee Participated | 6 | Total EDR Participated | 57 | Total Participation Rate | 453 |
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| Total At Polls Participated | 447 | | | | | | | | | | |
| Total Absentee Participated | 6 | | | | | | | | | | |
| Total EDR Participated | 57 | | | | | | | | | | |
| Total Participation Rate | 453 | | | | | | | | | | |
| <input type="checkbox"/> Complete Election Reconciliation information Deadline: December 18, 2020 See WisVote training materials: Elections Reconciliation Process, Chapter 5.4 | <p>Review the information in the 2020 General Election under the Election Reconciliation tile for each reporting unit.</p>  <p>The screenshot shows a navigation menu with 'Elections > 2020 General Election >' and a tile for 'Election Reconciliation' with a calculator icon.</p> <p>Numbers and status reason will update overnight, or you can click the Update Reconciliation button to refresh numbers as changes are made.</p> | | | | | | | | | | |
| <input type="checkbox"/> Check the Election Closed Checkpoint | <p>Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, WisVote will automatically:</p> <ol style="list-style-type: none"> 1) Deactivate all election specific absentee applications 2) Mark all not returned ballots as “Ballot Not Returned by Deadline” 3) Mark all returned to be rejected ballots as “Rejected at Polls/MBOC” 4) Archive reporting units used in this election and unlock your Election Plan, so it can be edited for future elections <p>NOTE: Do NOT check the Election Closed checkpoint until you have verified your reconciliation has been marked complete by WisVote.</p> <p>NOTE: Remember to send out your 30-day notice letter to your permanent/indefinitely confined absentee voters who did not return a ballot.</p> | | | | | | | | | | |

| Tasks to Complete | Details |
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Mark/Enter Elected Official(s)

Counties handle county level positions, such as school board members, county supervisors, multi-jurisdictional judges, etc.

Municipalities handle only their municipality.

For a vote for one contest, mark the **Winner** checkbox in the Candidate record.

CANDIDATE RECORD

Additional

Write-In

Winner?

Candidate Filing Stat: **Approved**

Appealed

Challenged

Incumbent ? **Yes**

For combined seat contests (vote for no more than two, three, etc.), please enter the winners into the corresponding **Office Position** record.

OFFICE POSITION : INFORMATION

Term Length: **2 Years** DOC Required

Last Election: **2017 Spring Election** GAB-1 Required

Term Starts: **On a Day of the Month** Non-Candidacy Req:

Which Ordinal: **3rd** Primary Required

Week Day: **Tuesday** SEI Required

Term Start Month: **April**

Current Elected Offic: --

Is Vacant:

Nomination papers

Nomination Papers F:

Elected Officials

Name ↑ Term Start Term End ↑

No Elected Official records found. + NEW

Enter the **Name** only and then click the **Save** button and the **Term Start** and **Term End** dates will automatically populate.

ELECTED OFFICIAL : INFORMATION

Joan Doe

General

Committee ID: -- Owner: [Redacted]

Name * **Joan Doe** → **SAVE button (top left)**

Office Contact Details

Office Mailing Addr: -- Office Fax: --

Office Phone Number: -- Web Site: --

Office Email: --

Term

Office Position: **Town Board Supervisor Odd A**

Term Start * **4/18/2017** **Term End *** **4/15/2019**

Is Appointed: **No** Termination Date: --

*Note: **Elected Officials** manually entered do not appear on the **My Active Office Positions** view in the **Office Positions** tile. Even if they are not appearing in this view, they will still appear to users of MyVote.*

Enter EDR Postcard Statistics

Deadline: February 1, 2021

[EDR Postcard Reporting, Chapter 5.5](#)

The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. Statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. Clerks shall update monthly, should information change.