

## Table of Contents

Introduction to Districts, District Combinations and Offices.....	2
Key Terms.....	2
View and Maintain District Types .....	3
View District Types.....	3
Add a new District Type: .....	3
Add a new District Type: .....	4
Edit a District Type: .....	4
Maintaining Districts.....	5
Add a District Detail.....	5
Edit District Detail.....	7
Delete a District Detail .....	7
View and Maintain District Combos.....	8
View District Combo Details.....	8
Edit District Combo .....	8
Adding a District Combo .....	9
Deleting a District Combo .....	10
View and Maintain Office Types.....	11
View Office Type.....	11
Add Office Type .....	12
Edit Office Positions .....	13
Update Office Holder .....	14
Setting up School Board, County Officials and Supervisors Office Types .....	15
School Boards.....	15
County Supervisors.....	18
County Officials.....	20
County Officials Chart .....	21
Useful Reports .....	22
District Combo Listing .....	22
Voters with No District Combo .....	23
District Description Listing .....	23

## Introduction to Districts, District Combinations and Offices

Defining governmental districts is a requirement in the voter registration and election management processes. Once these districts are defined, registered voters can be assigned to districts associated with their physical addresses. This information is shared between many SVRS modules so that voters are assigned to the correct polling location and receive the proper ballot style for an election.

### Key Terms

**District Type:** District Type records define the different categories of districts found within the state (for example, WI Congressional District; WI State Senate District; WI Assembly District; Technical College District; Unified School District; Lake Management District).

**District Details:** These are the actual codes and descriptions for each district within a District Type. For the District Type of State Assembly there are records giving the district code and district description for the 99 Assembly Districts in Wisconsin. In this case, the State is the owner and the only jurisdiction that is allowed to add and update the District Detail records. Counties and municipalities will work with their district details in the same manner. District Details are referred to simply as Districts in most of the documentation, specifically in adding and maintaining a District, and selecting Districts for the District Combos.

**District Combo or District Combination** is simply that – a record containing the unique combination of governmental districts which define the districts for a specific physical area. District Combos are attached to an Address Range, which is then linked to the voter's record. The result is that based on a voter's physical address, the district combo assigned to that address and therefore that voter record, each registered voter is linked to all the appropriate districts – federal, state, county and municipal districts, plus school district, sanitary district, technical college district, etc.

Each municipality (City, Village or Town) is divided into distinct areas called **wards** for voting purposes. State law defines the size of wards (number of voters in a ward) and also what constitutes a ward. Everyone in a ward is in the same federal, state and county and municipal districts. A ward can be split by School districts, Sanitary Districts, Lake Management Districts or Technical College Districts.

This unique combination of districts defines who the voter may vote for in an election (ballot style). A single District Combo record contains a unique combination of District codes. The format for the District Combo is HINDI – Ward – split #. For example, the District Combo for the Town of Blooming Grove, Ward 1, Madison School District is 13008-001-01.

**Office Types:** based on a specific district type, these define a public office. For example, an office type may be "State Assembly," which is based on the district type of State Assembly District. When the office types are in place, information can be added for candidate eligibility and filing requirements for a particular office. You can also enter a set of created once.

**Office Positions:** Once an office type is set up, an office position is automatically created. For example, when you set up the office type "State Assembly District 1" the office position called "State Assembly District 1" is created by SVRS. The office position is held by an office holder. When an office is to be voted on at a specific election, it is tied to that election by adding a contest.

**Office Holder:** The person who holds (is elected or appointed to) that office. For example, an office holder for the office position "State Assembly District 36" may be "Shirley Smith." There can be multiple office holders for a position that has more than one seat, such as School Board Members. Information such as term beginning and ending date can be assigned for each Office Holder. In addition, non-elected Office Holders can be entered on the system so that they appear on the VPA website.

## View and Maintain District Types



A District Type defines the different categories of districts found within the state, county, municipality or region. All district types in the state can be viewed at all levels. Only the Owner of a District Type (State of Wisconsin, a specific County or a specific Municipality) can modify a District Type.

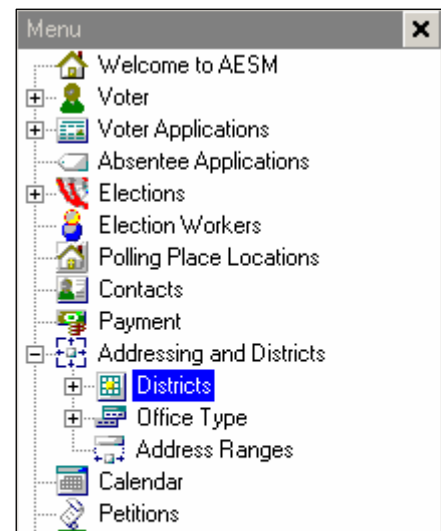


In Wisconsin, SEB maintains most district types and has created most of those needed at the County and Municipal levels. There are some instances where a unique district has not been created, so a new District Type will have to be added. Remember that any "district" that has the same physical boundaries as an existing district, can use that district for Office Types. For instance, all County Officials will use the District Type of County. All municipal offices elected by all voters use the District Type of Municipal. Aldermanic Districts can use the District Type of Ward, if each Aldermanic District matches identically with a Ward. If a Town is divided into 3 Wards, but has 2 Town Supervisory districts, then a new District Type may have to be added.

### View District Types

To view District Types

1. On the Menu Tree, expand **Addressing and Districts**.
2. To see a list of District Types, click on **Districts**.
3. A list of District Types is displayed on the data grid.
4. To view the District Type Details, double-click on the **District Type**.



AESM

File Edit View Tools Window Help

Menu Shortcuts Quick Tasks

Active Jurisdiction: TOWN OF BLOOMING GR...

Drag a column header here to group by that column

Description	Short Descri...	Tiny Descrip...	Jurisdiction Level	Owner	District Type...	
Ward	Ward	WARD	Municipality	STATE OF WISCON...		1
Congressional Di...	Congressional	CONG	State	STATE OF WISCON...		2
State Senate Dis...	State Senate	SEN	State	STATE OF WISCON...		3
Assembly District	Assembly	ASSM	State	STATE OF WISCON...		4
Court of Appeals...	Appeals	COA	State	STATE OF WISCON...		5
Multi-Jurisdiction...	Multi-Jur Judge	MJJ	County	STATE OF WISCON...		6
County	County	CO	County	STATE OF WISCON...		7
County Supervis...	Co Supervisory	COSUP	County	STATE OF WISCON...		8
Municipality	Municipality	MUNI	Municipality	STATE OF WISCON...		9
Aldermanic Distri...	Aldermanic	ALD	Municipality	STATE OF WISCON...		10
Common School...	Common School	CSCS	County	STATE OF WISCON...		11
Union High Scho...	High School	HSCH	County	STATE OF WISCON...		12
Unified School Di...	Unified School	USCH	County	STATE OF WISCON...		13
Sanitary District	Sanitary District	SAN	Municipality	STATE OF WISCON...		14
Technical Colleg...	Tech College	TECH	County	STATE OF WISCON...		15
Lake Manageme...	Lake Manageme...	LKMGT	County	STATE OF WISCON...		16
Public Inland Lak...	Lake Pro-Rehab	LKRHB	County	STATE OF WISCON...		17
Statewide	Statewide	WI	State	STATE OF WISCON...		18
Rob's Annexed...	ROB	rob	State	STATE OF WISCON...		30

Menu

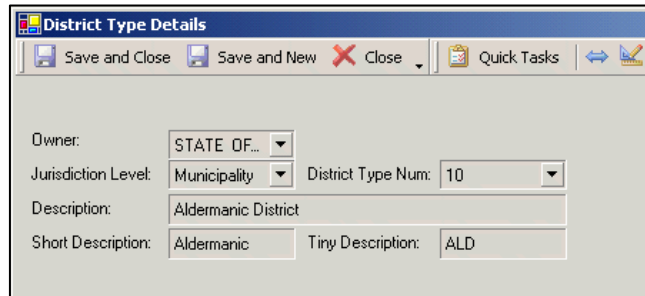
- Addressing and Districts
  - Districts
  - Office Type
  - Address Ranges

Quick Tasks

- Add a New District Type
- Update a District Type
- Delete a District Type

## Add a new District Type:

1. On the Menu Tree, expand **Addressing and Districts**.
2. Click on **Districts**.
3. A list of District Types is displayed on the data grid.
4. Click on **Add a New District Type** from the Quick Tasks.
5. Enter the information required.
  - Your **Jurisdiction level** is the default.
  - The **District Type Number** is a list of the available numbers. In this example, "19" was the next available number.
  - The **Description** is what appears in the data grid and in the menu tree.
  - The **Short Description** should be no longer than 15 characters.
  - **Tiny Description** should be no longer than 5 characters.
6. Click **Save and Close**.



## Edit a District Type:



*Note: Only the Owner of a District Type can make changes. The Owner created the District Type. As most district types have been created, this task will rarely be used. If your jurisdiction has a unique district and it is not represented in the provided district types, please contact the SVRS Help Desk proceeding.*

1. On the Menu Tree, expand **Addressing and Districts**.
2. Click on **Districts**.
3. A list of District Types is displayed on the data grid.
4. Click on a **District Type** in the data grid to select it.
5. Click on the Quick Task **Update a District Type**.
6. Make the changes, then click on **Save and Close**.

## Maintaining Districts



Districts are the details for a District Type. A District Type of Municipal will have one District Detail defined. The District Type of County Supervisor will have a detail record for each of the Supervisory Districts in a County. To add a District to a District Type, a District Detail record is added.

District Combos are assembled from individual districts chosen from drop down menus. Before a particular district will appear in a District Combo drop down, however, that district must be available to your jurisdiction.



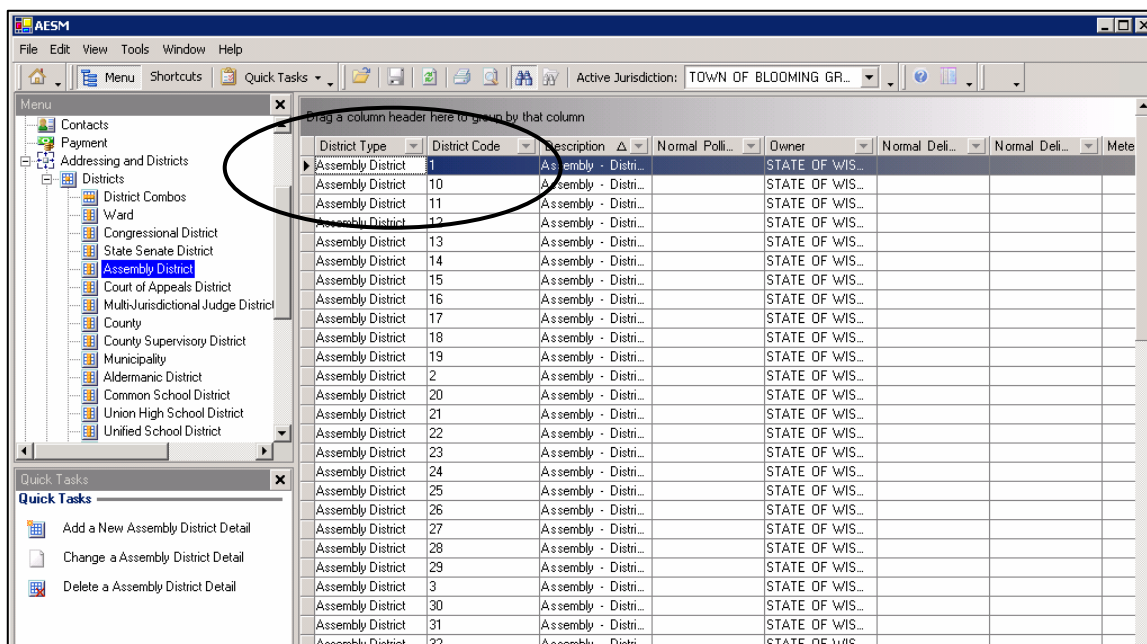
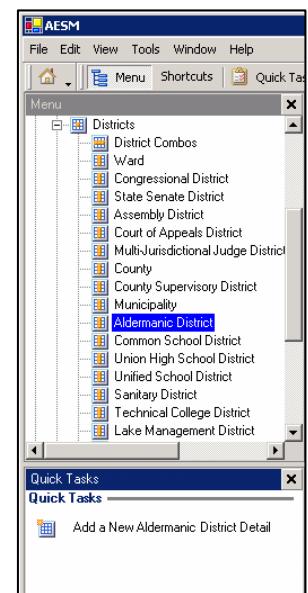
In Wisconsin, wards should not be split by any districts except School, Sanitary, Lake Management or Technical College.

### Add a District Detail

1. Expand (+) **Addressing and Districts** node on the main menu tree.
2. Expand (+) **Districts** node.
3. Click on the District Type the district will be added to. In this example, Aldermanic Districts are being set up.
4. Click on the **Add a New [District Type] Detail** Quick Task. In this example, the choice is to **Add a New Aldermanic District Detail**.



To check the **Established Convention** for a particular District Type, expand **Districts**, select the **District Type** on the Menu tree; double-click in the data grid on a record of an already existing district of that type to open the detail record.



5. For District Code, follow the established convention. For this example, "1" was used.
6. For Description, follow the established convention. As this is the first District for Aldermanic District Type, "Aldermanic District 1" follows the naming convention.
7. Click **Save and Close**.
8. Repeat steps 4-7 for each District to be added. If there are 6 Aldermanic Districts in the Town, a total of 6 districts have to be added.



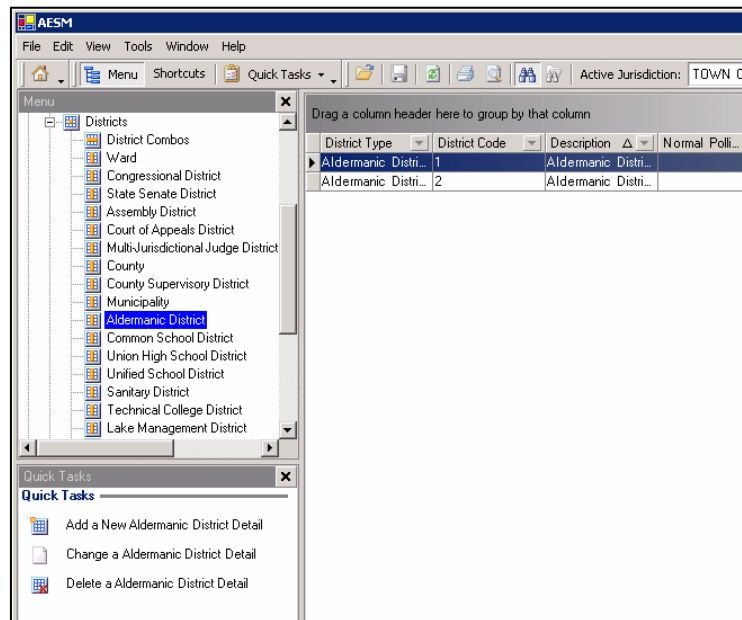
*If setting up districts that don't specifically have a District Type, an unused District Type such as Aldermanic can be used. In the example below, "City Council District 1" details are being added to Aldermanic District Type. Alternately, a new District Type of "City Council District" could be added and used. [See Add District Type in this section.]*

## Edit District Detail

Note that only the Owner of a District Detail record can edit it. The Owner created it originally.

1. Expand (+) **Addressing and Districts** node on main menu tree.
2. Expand (+) **Districts** node.

3. Click on the District Type to be modified.  
In this example, Aldermanic District is selected.
4. Click on the **Change a [District Type] Detail** Quick Task. In this example, the choice is to **Change a Aldermanic District Detail**, as Aldermanic District is selected above.
5. Make changes to the detail as needed.  
Note that only the owner of a detail record can make changes.
6. Click **Save and Close**.

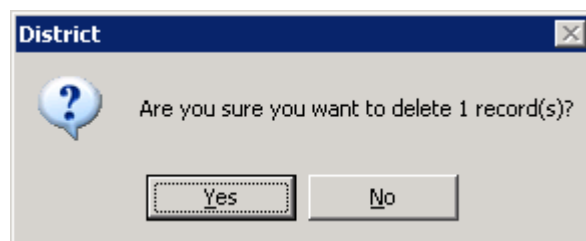


## Delete a District Detail



Note: only the Owner of a District Detail record can delete it. The Owner created the record originally.

1. Expand (+) **Addressing and Districts** node on main menu tree.
2. Expand (+) **Districts** node.
3. Click on the District Type which contains the District to be deleted.
4. Click on the **Delete a [District Type] Detail** Quick Task.
5. A dialog box asks "Are you sure you want to delete 1 record(s)? Click **Yes** to continue.
6. Click **Save and Close**.





## View and Maintain District Combos

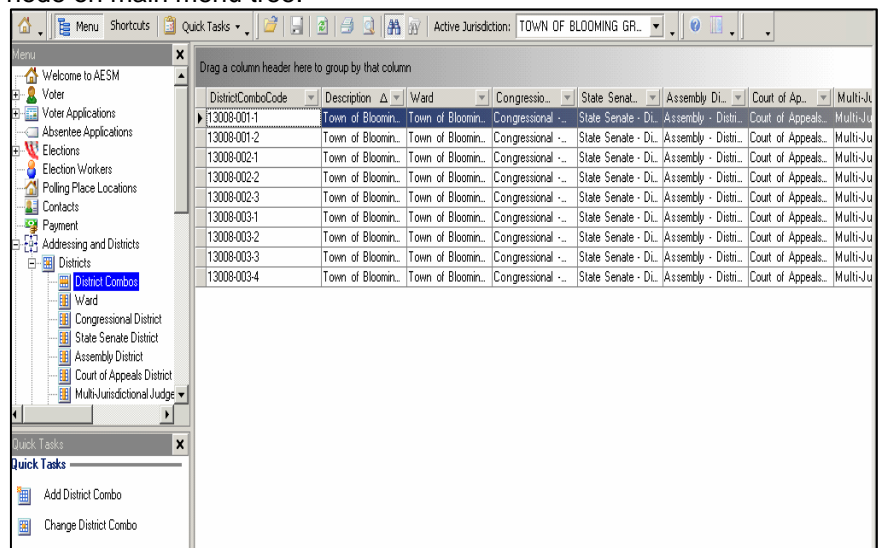
- ✓ A District Combo is a single code representing the unique combination of voting districts in which a voter lives. Another way to think of it is as the unique combination of races that could possibly appear on a voter's ballot. For example, if Ward 1 in a Municipality is split by School Districts A & B, then two District Combos would be required, 1-A and 1-B, each representing a different ballot (or combination of paper ballots) needed at the polling place serving Ward 1.



In Wisconsin, wards should not be split by any districts except School, Sanitary, Lake Management or Technical College. The easiest way to tell if your District Combos are correct is to get all of your district boundaries onto a single map.

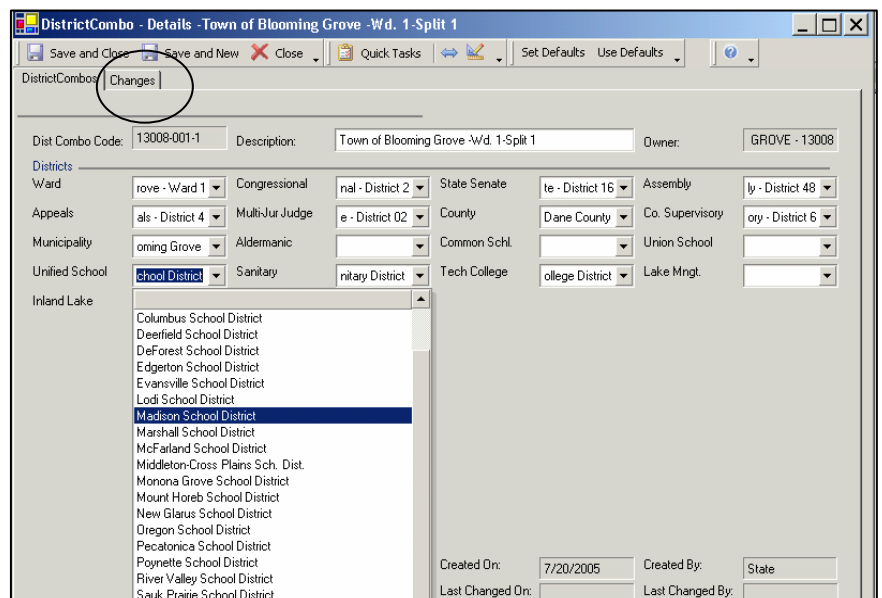
### View District Combo Details

- Expand (+) **Addressing and Districts** node on main menu tree.
- Expand (+) **Districts** node
- Click on words **District Combos** to select.
- District Combo(s)** will appear in **data grid**.
- Double-click on a District Combo in the data grid to open a View Only of the details. The fields will be grayed out and not editable.




### Edit District Combo


- Expand (+) **Addressing and Districts** node on main menu tree.
- Expand (+) **Districts** node
- Click on the words **District Combos** to select.
- District Combo(s)** will appear in **data grid**.
- Highlight** a Combo in the data grid to edit.
- Click the **Change District Combo** Quick Task.
- Edit** the district type by selecting the correct choice on the drop down menu. Click the **Save and Close** button.



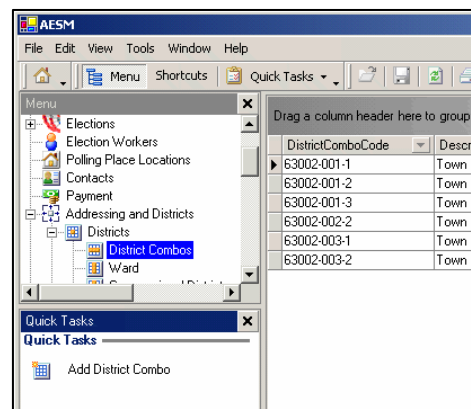


## Adding a District Combo

-  Conversion, annexation and redistricting are three reasons why your municipality might have a District Combo that is not represented in SVRS. These directions will walk you through the process of adding a missing combo.

 Before adding a District Combo to SVRS you will want to gather information about all of the districts associated with that combo, including Ward, Congressional, State Senate, Assembly, Appellate Court, Multi-Jurisdictional Judge, Co Supervisory, Aldermanic, School District, Tech College, Lake Management, District Attorney and Circuit Court. Some of these districts may not apply, in which case you should leave that field blank.

1. Expand (+) **Addressing and Districts** node on main menu tree.
2. Expand (+) **Districts** node.
3. Click the **Add District Combo** Quick Task.



4. Enter a **District Combo Code**, following the established convention of: HINDI - Ward - Split (eg: 63002-001-1).
5. Enter a Description for the new combo, following the established convention of: Municipality Name – Ward - Split. (eg: Town of Blooming Grove - Ward 1 - Split 1).
6. Select the appropriate districts from the drop down menus. It is extremely important to select all applicable districts, including Municipality, County, and Statewide. If there are no Aldermanic Districts, Sanitary Districts, Lake Management Districts or one or more School District Types, leave them blank.



*If the appropriate district is not available, see **Add a District Type**, in this section.*

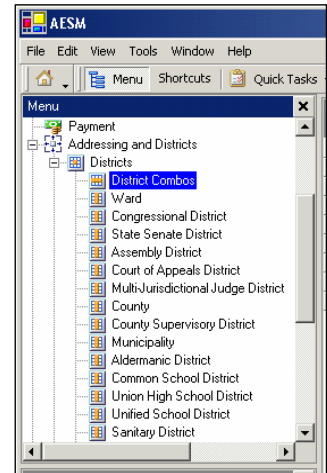
7. Click **Save and Close**

## Deleting a District Combo



Conversion, annexation and redistricting are three reasons why your municipality might have a District Combo in SVRS to which none of your voters could possibly belong. These directions will walk you through the process of deleting the unnecessary combo.

1. Expand (+) **Addressing and Districts** node on main menu tree.
2. Expand (+) **Districts** node.
3. Click on words **District Combos** to select.

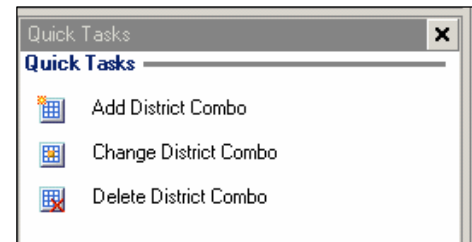


4. **District Combo(s)** will appear in data grid.
5. **Highlight** the combo to be deleted.

Drag a column header here to group by that column

DistrictComboCode	Description	Ward	Congressio...	State Senat...	Assembly Di...	Court of Ap...
28016-001-1	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-001-2	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-002-1	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-003-1	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-004-1	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-004-2	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-004-3	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...
28016-005-1	Town of Koshko...	Town of Koshko...	Congressional -...	State Senate - Di...	Assembly - Distri...	Court of Appeals...

6. Click the **Delete District Combo** Quick Task. A text box will appear asking to confirm the delete. Click **Yes**.



SVRS will not allow you to delete a District Combo that is attached to an Address Range. Therefore, assign a new District Combo to any Address Range that is attached to the combo to be deleted.



For instructions on changing the District Combo to which an Address Range is attached, see **Modify an Address Range**, in the Address Range section.

## View and Maintain Office Types



Before a Contest or Candidates can be added to an Election, Offices for each position must be set up. Each Office Type is associated with a specific District. State and Federal offices are added by the State, County offices by Counties, and Municipal offices by Municipalities.



Self-Providers will only have to add Office Types for municipal offices, such as Mayor, Alderperson and possibly Clerk. Counties will enter municipal Office Types for their Reliers, as well as County-wide and School District offices. For detailed instructions on setting up an office type of School Board and County officials, refer to *Setup School Board and County Office Types*.

### View Office Type

1. Expand (+) the **Addressing and Districts** node from the main menu tree.

2. Click the **Office Type** node.



*Note: when Office Types is selected, all the current office types available for this jurisdiction are displayed in the data grid. The Jurisdiction Level indicates who "Owns" the Office type, and therefore will set up Contests and Office Holders. The District Type is what each Office Type is based on, such as "County."*

3. Double-click on an Office Type in the data grid to view its details. The data is available for viewing only if outside of the current jurisdiction, and is grayed out. Office Types within the current jurisdiction can be edited when the record is opened.

4. Click **Save and Close** or **Close**.

The screenshot displays the SMS software interface. On the left is a navigation tree with 'Addressing and Districts' expanded and 'Office Type' selected. The main area shows a data grid of office types. Below the grid is the 'Office Type Details' form, which is currently displaying the details for 'VILLAGE PRESIDENT' (Office Type Code: VLGP, Jurisdiction Level: Municipality). The form includes sections for Office Type Specifics, Contest Specifics, Candidate Specifics, and Filing Specifics. A 'Filing Checklist' is also visible on the right side of the details form.

Code	Description	Jurisdiction Level	District Type
ATYGN	Attorney General	State	Statewide
CIRCT	Circuit Court Judge	State	County
APPLS	Court of Appeals	State	Court of Appeals District
DTATT	District Attorney	State	County
GOV	Governor	State	Statewide
JUSSC	Justice of the Supreme Court	State	Statewide
LTGOV	Lieutenant Governor	State	Statewide
PRES	President of the United States	State	Statewide
SEC	Secretary of State	State	Statewide
ASSM	State Assembly	State	Assembly District
SEN	State Senate	State	State Senate District
STSPI	State Superintendent of Public Instru...	State	Statewide
STTRS	State Treasurer	State	Statewide
STREF	Statewide Referendum	State	Statewide
USCON	US Congress	State	Congressional District
USSEN	US Senate	State	Statewide
SCH	BOARD MEMBER	County	Unified School District
CCC	CLERK OF CIRCUIT COURT	County	County
COR	CORONER	County	County
COB	COUNTY BOARD SUPERVISOR	County	County Supervisory District
COC	COUNTY CLERK	County	County
COEX	COUNTY EXECUTIVE	County	County
CTR	COUNTY TREASURER	County	County
MMJ-2	MULTI-JURISDICTIONAL JUDGE 2...	County	Multi-Jurisdictional Judge...
MMJ-4	MULTI-JURISDICTIONAL JUDGE 4...	County	Multi-Jurisdictional Judge...
ROD	REGISTER OF DEEDS	County	County
SHE	SHERIFF	County	County
TBS	Town Board Supervisor	Municipality	Municipality

**Office Type Details**

Office Type Code: VLGP Jurisdiction Level: Municipality

Description: VILLAGE PRESIDENT

Term Start: Term Length: 2 Year(s)

**Contest Specifics**

District Type: Municipality

Party: Non-Parti... Number of Seats: 1

☐ Running Mate Allowed ☒ Write-Ins Allowed

☐ Federal Office

Rotation Scheme:

**Candidate Specifics**

Minimum Age: 18 ☐ Requires Reg in District

**Filing Specifics**

Filing Period Start: E-365 Filing Period End: E-1

Filing Options:

Grant Amount: Nom. Paper Sigs. Required:

**Filing Checklist**

Description	Deadline	Req?
*		<input checked="" type="checkbox"/>

## Add Office Type

1. Expand (+) the **Addressing and Districts** node from the main menu tree.
2. Click the **Office Type** node.
3. Click the **Add Office Type** Quick Task. A Data Entry form for Office Type is opened.
4. Enter an **Office Type Code**, which must be a unique 5 letter and/or number code. This must be unique within a jurisdiction.
5. Select the **Jurisdiction Level**, which is the the government level of the office, such as Municipality or County

6. Enter a **Description**. It should uniquely describe the Office, like "Mayor" or "Co. Clerk". This is only visible in the jurisdiction, so it is not necessary to include the name of the jurisdiction in the description. For example, "Mayor" is a valid description. "Mayor of Blooming Grove" is not necessary.

7. **Term Start** is *not* used in Wisconsin.

8. **Term Length** is required. Can enter "2 y" for 2 years.

9. Select the **District Type** which associates this office type with a District Type. For instance, if ward is selected, every Ward in the jurisdiction will elect its own representative for this office. If Municipality is selected, all voters in the municipality will vote for this municipal office.



*Note: When an Office Type is created, one or more Office Positions are automatically created. If creating an office type based on Aldermanic District, an Office Position is created for each Aldermanic District. If District Type is Municipality, one office position will be created.*

10. **Party Affiliation** will be Non-partisan for all Wisconsin offices.

11. **Write-in Allowed** must be checked if applicable. This will allow write-ins to be entered in Election Results.

12. **Filing Period Start/End** should always be set as a date relative to the election. You will not be able to enter candidate information before the start date and after the end date, so leave plenty of time between the two, eg. E-365 to E-1 (365 days before the election to 1 day before the election.). SVRS will not enforce actual filing periods.

13. Other information is optional, but helpful such as Minimum age. Number of Seats is for reference only, but can be used to indicate that there is more than one Office holder – for example, for School Boards.

14. “Requires Reg in District” is **not** recommended as it will not allow candidates for this office that are not registered Voters in the District that the Office Type is associated to. In Wisconsin, most laws require that the person be *eligible* to vote in that district.

15. **Filing Checklist** information is not required, but can help track the required filings.



Examples of filing you can track include the EB-1, Statements of Economic Interest, and Declarations of non-Candidacy.



Any filing entered here will appear in a candidate's record once created. Marking a filing item as “Req?” will require marking this item as received before approving a Candidate filing record.

Description	Deadline	Req?
*		<input checked="" type="checkbox"/>

16. Click the **Save and Close** button.

## Edit Office Positions

When an Office Type is created, the corresponding Office Positions are created. The default information can be edited, and the current Office Holder(s) information can be updated.


1. Expand (+) the **Addressing and Districts** node from the main menu tree.
2. Click the **Office Type** node.
3. Expand the **+Office Types** to display the list of Office Types in the Menu.
4. Click on an **Office Type** to display the **Office Position** record(s) in the data grid.

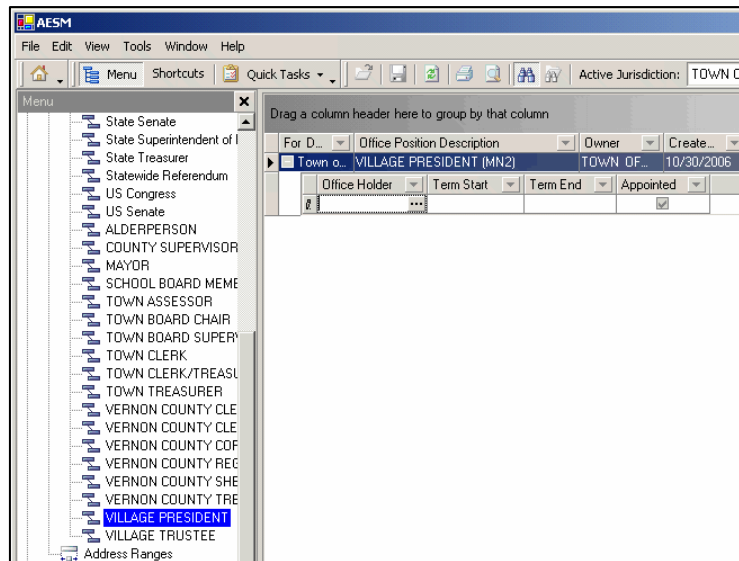
5. The **Office Position Description** can be edited. This is what appears in an Election when selecting a Contest, and also on the ballot style. The descriptions in this example are rather long and could be shortened to “County Supervisor District 1” or something similar. Only Office Types in your Jurisdiction can be edited.

For District	Office Position Description
County Supervisory - District 1	COUNTY SUPERVISOR BOARD MEMBER (SU1)
County Supervisory - District 10	COUNTY SUPERVISOR BOARD MEMBER (SU10)
County Supervisory - District 11	COUNTY SUPERVISOR BOARD MEMBER (SU11)
County Supervisory - District 12	COUNTY SUPERVISOR BOARD MEMBER (SU12)
County Supervisory - District 13	COUNTY SUPERVISOR BOARD MEMBER (SU13)
County Supervisory - District 14	COUNTY SUPERVISOR BOARD MEMBER (SU14)
County Supervisory - District 15	COUNTY SUPERVISOR BOARD MEMBER (SU15)
County Supervisory - District 16	COUNTY SUPERVISOR BOARD MEMBER (SU16)
County Supervisory - District 17	COUNTY SUPERVISOR BOARD MEMBER (SU17)
County Supervisory - District 18	COUNTY SUPERVISOR BOARD MEMBER (SU18)
County Supervisory - District 19	COUNTY SUPERVISOR BOARD MEMBER (SU19)
County Supervisory - District 2	COUNTY SUPERVISOR BOARD MEMBER (SU2)
County Supervisory - District 20	COUNTY SUPERVISOR BOARD MEMBER (SU20)
County Supervisory - District 21	COUNTY SUPERVISOR BOARD MEMBER (SU21)
County Supervisory - District 22	COUNTY SUPERVISOR BOARD MEMBER (SU22)
County Supervisory - District 23	COUNTY SUPERVISOR BOARD MEMBER (SU23)
County Supervisory - District 24	COUNTY SUPERVISOR BOARD MEMBER (SU24)
County Supervisory - District 25	COUNTY SUPERVISOR BOARD MEMBER (SU25)
County Supervisory - District 26	COUNTY SUPERVISOR BOARD MEMBER (SU26)
County Supervisory - District 27	COUNTY SUPERVISOR BOARD MEMBER (SU27)
County Supervisory - District 28	COUNTY SUPERVISOR BOARD MEMBER (SU28)
County Supervisory - District 29	COUNTY SUPERVISOR BOARD MEMBER (SU29)
County Supervisory - District 3	COUNTY SUPERVISOR BOARD MEMBER (SU3)
County Supervisory - District 4	COUNTY SUPERVISOR BOARD MEMBER (SU4)

## Update Office Holder

This information will be viewable online through the VPA website.

1. With **Office Type** expanded in the menu, click on an **Office Type** to select.
2. Click on the **+** to expand the **Office Position** in the data grid to display the **Office Holder** record(s).
3. Edit or Add the name of the **Office Holder**. Note that they must be either a Registered Voter or have a Contact Record. The small ellipse button is used to open the Contact Search. 
4. Edit or enter a **Term Start** date and **Term End** date for Office positions that have terms.
5. The **Appointed** flag is used for office holders who were appointed to fill an elected position that someone vacated or can be used to document appointed or hired officials, such as possibly Municipal Clerks.



*Note that this is one of the infrequent times that data is updated directly in the data grid. You may be asked to save your changes when you navigate to another part of the application. Answer Yes to save your changes.*



## Setting up School Board, County Officials and Supervisors Office Types (Counties Only)



Each county will set up one Office Type for each type of school district in their county: Common (K-8), Union, (9-12) and Unified (K-12). For example, if a county only has Unified School Districts, they will only need to set up one office type for all school board positions and elections.

Each county will set up one Office Type for County Supervisor. The instructions are similar.

Each county will set up an office type for each County Official they have in their county: County Clerk, Clerk of Courts, Register of Deeds, Treasurer, Sheriff, Coroner and Surveyor.

If there are differences in filing requirements, and the county is tracking term length and filing options in SVRS, then a separate office type would be set up for each combination of term length and filing options. If the county is not tracking this information in SVRS, then make the filing requirements for the Office Type generic and usable for all contests. For instance, have the dates span the extremes of the filing period, and do not enter petition (nomination paper) information.

### School Boards

1. Expand (+) the **Addressing and Districts** node from the main menu tree.
2. Click the **Office Type** node.
3. Click **Add Office Type** quick task.

4. Enter the **Office Type Code**.. The 5 letter code must be unique within the county.

5. Choose the **Jurisdiction Level** of County.

Filing Checklist		
Drag a column header here to group by that column		
Description	Deadline	Req?
*		<input checked="" type="checkbox"/>

6. Enter the **Description** of School Board Member (or whatever the position is commonly called in your jurisdiction).
7. The **Term Start** is not used in Wisconsin.
8. Enter **Term Length**. Can enter "3 y" for 3 years.
9. Choose the **District Type** of Common, Union, or Unified, depending on the school *district types* in your county.



**Note:** A Unified district is K-12. A Common District is K-8 and Union District 9-12. A county can have all three types of districts. If there is a Common District, then there will be a Union District also. A separate Office Type is set up for each District Type.



10. Choose **Party Affiliation** of Non-partisan.

11. Enter the number of seats for this Office Type.

12. Check **Write-Ins Allowed**.

13. Enter the **Minimum Age** for the office position (optional).

14. Do not check the **Requires Reg in District**.



*The SVRS checks if the candidate is a registered voter in the district. In Wisconsin, the candidate need only be an eligible elector and not a registered voter.*

Description	Deadline	Req?
Declaration of Candidacy	December prior	<input checked="" type="checkbox"/>

1. Filing Period Start/End is set as a date relative to the election. The System monitors entry of candidates based on the start and the end date, so a large span between the two, eg. E-365 to E-10 (365 days before the election to 10 days before the election) is best.

15. The **Filing Checklist** information is not required, but can help track the required filings.

16. Click the **Save and Close** button.

17. The system will create a specific office for each district for that office type. For instance, in Dane County, there are 27 Unified School Districts. So setting up the Office Type “Board Member”, District Type “Unified School Board”, 27 Office Positions were created. Note that the system creates the **Office Position Description**, using the District numbers. This can be edited on the data grid to use names instead, as shown below.

For District	Office Position Description	Owner	Create...	Cr...	Last C...	La...
Barneveld Sc...	School Board (Barneveld)	DANE COU...	7/5/2006	State	7/5/2006	State
Belleville Sch...	School Board (Belleville)	DANE COU...	7/5/2006	State		[E diVa...
Cambridge Sc...	School Board (Cambridge)	DANE COU...	7/5/2006	State		[E diVa...
Columbus Sc...	School Board (Columbus)	DANE COU...	7/5/2006	State		[E diVa...
Deerfield Sch...	School Board (Deerfield)	DANE COU...	7/5/2006	State		[E diVa...
DeForest Sch...	School Board (DeForest)	DANE COU...	7/5/2006	State		[E diVa...
Edgerton Sch...	School Board (Edgerton)	DANE COU...	7/5/2006	State		[E diVa...
Evansville Sc...	School Board (Evansville)	DANE COU...	7/5/2006	State		[E diVa...
Lodi School D...	School Board (Lodi)	DANE COU...	7/5/2006	State		[E diVa...
Madison Scho...	School Board (Madison)	DANE COU...	7/5/2006	State		[E diVa...
Marshall Scho...	School Board (Marshall)	DANE COU...	7/5/2006	State	7/5/2006	State
McFarland Sc...	School Board (McFarland)	DANE COU...	7/5/2006	State		[E diVa...
Middleton-Cro...	School Board (Middleton)	DANE COU...	7/5/2006	State		[E diVa...
Monona Grov...	School Board (Monona Grove)	DANE COU...	7/5/2006	State		[E diVa...
Mount Horeb...	School Board (Mount Horeb)	DANE COU...	7/5/2006	State		[E diVa...
New Glarus S...	School Board (New Glarus)	DANE COU...	7/5/2006	State		[E diVa...
Oregon Scho...	School Board (Oregon)	DANE COU...	7/5/2006	State		[E diVa...
Pecatonica S...	School Board (Pecatonica)	DANE COU...	7/5/2006	State		[E diVa...
Poynette Sch...	School Board (Poynette)	DANE COU...	7/5/2006	State		[E diVa...
River Valley S...	School Board (River Valley)	DANE COU...	7/5/2006	State		[E diVa...
Sauk Prairie...	School Board (Sauk Prairie)	DANE COU...	7/5/2006	State		[E diVa...
Stoughton Sc...	School Board (Stoughton)	DANE COU...	7/5/2006	State		[E diVa...
Sun Prairie S...	School Board (Sun Prairie)	DANE COU...	7/5/2006	State		[E diVa...
Verona Schoo...	School Board (Verona)	DANE COU...	7/5/2006	State		[E diVa...
Waterloo Sch...	School Board (Waterloo)	DANE COU...	7/5/2006	State		[E diVa...
Waunakee Sc...	School Board (Waunakee)	DANE COU...	7/5/2006	State		[E diVa...
Wisconsin Hei...	School Board (Wisconsin Heights)	DANE COU...	7/5/2006	State		[E diVa...

18. On the data grid, enter all of the current office holders and set the terms of office for each by clicking on the (+) sign next to a record. This will bring up a nested grid in which you can type directly in the appropriate fields. The system will allow any number of office holders per office position. Each can be distinguished by the specific Term Beginning and Term Ending dates.



*If there are some School Board Positions within a district that are based on another District Type, such as Municipality, an Office Type for that seat can be set up separately.*



*See Add Office Holders in this section for more details.*

## County Supervisors

1. Expand (+) the **Addressing and Districts** node from the main menu tree.
2. Click the **Office Type** node.
3. Click **Add Office Type** quick task.

4. Enter the **Office Type Code** of SUPVS or any 5 letter code that is unique within the county.

The screenshot shows the 'Data Entry' window with the 'Office Type Details' tab selected. The 'Office Type Code' is 'SCHBD', 'Jurisdiction Level' is 'County', 'Description' is 'SCHOOL BOARD MEMBER', and 'Term Length' is '2Year(s)'. The 'Filing Checklist' table on the right has one row with a checked 'Req?' box.

Filing Checklist		
Drag a column header here to group by that column		
Description	Deadline	Req?
*		<input checked="" type="checkbox"/>

5. Choose the **Jurisdiction Level** of County.

6. Enter the **Description** of County Supervisor.

7. The **Term Start** is not used in Wisconsin.

8. Enter **Term Length**. Can enter "2 y" for 2 years.

9. Choose the **District Type** of **County Supervisory District**.

The screenshot shows the 'Data Entry' window with the 'Office Type Details' tab selected. The 'Office Type Code' is 'COSUP', 'Jurisdiction Level' is 'County', 'Description' is 'County Supervisor', and 'Term Length' is '2Year(s)'. The 'District Type' is 'County Supervisory District', 'Party' is 'Non-Parti...', and 'Number of Seats' is '1'. The 'Filing Checklist' table on the right has one row with a checked 'Req?' box.

Filing Checklist		
Drag a column header here to group by that column		
Description	Deadline	Req?
*		<input checked="" type="checkbox"/>

10. Choose **Party Affiliation** of Non-partisan.

11. Enter 1 for number of seats.

12. Check **Write-Ins Allowed**.

13. Enter the **Minimum Age** for the office position (optional).

14. Do not check the **Requires Reg in District**.

15. **Filing Period Start/End** is set as a date relative to the election. The System monitors entry of candidates based on the start and the end date, so a large span between the two, eg. E-365 to E-10 (365 days before the election to 10 days before the election) is best.

16. The **Filing Checklist** information is not required, but can help track the required filings.

17. Click the **Save and Close** button.



*The system will create a specific office for each district for that office type. For instance, in Dane County, there are 37 Supervisory Districts, so 37 County Board Supervisor Office Positions were created. Note that the system creates the Office Position Description, using the District numbers. This can be edited on the data grid to use names instead.*

- 18.** On the data grid, enter all of the current office holders and set the terms of office for each by clicking on the (+) sign next to a record. This will bring up a nested grid in which you can type directly in the appropriate fields. The system will allow any number of office holders per office position.

## ***County Officials***

1. Expand (+) the **Addressing and Districts** node from the main menu tree.
2. Click the **Office Type** node.
3. For each of the 6 or 7 County Officials, you will add an Office Type. Click **Add Office Type** quick task.
4. Enter the **Office Type Code** - any 5 letter code that is unique within the county. For instance, for County Clerk, CTCLK or CLKCT would work.
5. Choose the **Jurisdiction Level** of County.
6. Enter the **Description**.
7. The **Term Start** is not used in Wisconsin.
8. Enter **Term Length**. Can enter "2 y" for 2 years or 4y for 4 years.
9. Choose the **District Type** of County.
10. Choose **Party Affiliation** of Non-partisan.
11. Enter 1 for number of seats.
12. Check **Write-Ins Allowed**.
13. Enter the **Minimum Age** for the office position (optional).
14. Do not check the **Requires Reg in District**.
15. **Filing Period Start/End** is set as a date relative to the election. The System monitors entry of candidates based on the start and the end date, so a large span between the two, eg. E-365 to E-10 (365 days before the election to 10 days before the election) is best.
16. The **Filing Checklist** information is not required, but can help track the required filings.
17. Click the **Save and Close** button.
18. The system will create one position for each County-wide official.
19. On the data grid, enter all of the current office holder and set the terms of office for each by clicking on the (+) sign next to a record. This will bring up a nested grid in which you can type directly in the appropriate fields.

### County Officials Chart

There are 7 county office types that will be created, maintained and elections maintained by each County. Partisan County Offices are elected at the Fall General Election. A candidate must be a qualified elector\* of the county at the time of filing nomination papers. November 2006 the following offices will be elected for a **4-year term: Sheriff, Coroner and Clerk of Court**. November 2006 the following offices will be elected for a **2-year term: Clerk, Treasurer, Register of Deeds and Surveyor**; however, *these offices will be elected for 4-year terms beginning November 2008*.

Office Type Description (create your own 5 letter code)	Term length	District	Party [for SVRS only]	Write-ins Allowed	Min Age	Filing Period	Petition and Nomination Signatures required
Sheriff	4 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies **
Clerk of Courts	4 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies **
Coroner	4 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies **
County Clerk	2 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies **
Treasurer	2 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies **
Register of Deeds	2 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies *
Surveyor	2 years	County	Non-Partisan	Y	18	June 1 to 2 <sup>nd</sup> Tuesday in July	Varies **

\*Qualified elector is defined in s.6.02, Stats., as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 10 days before any election at which he or she offers to vote (and who is not disqualified by virtue of one or more of the impediments described in s.6.03, Stats.). In SVRS, do not check "Reg in District" as voter registration is not required.

\*\* (500-1000 signatures for population over 100,000; 200-400 signatures for population under 100,000)

## Useful Reports



Use these directions to generate a report of the District Combos for your jurisdiction and of the voters in your jurisdiction who are not tied to a District Combo through an address range. Before an election, use the Voters with no District Combo report to find voters whose record needs changing, and to help diagnose problems with your address ranges.



Double check your District Combo report against maps showing district boundaries. Open the Voter Record of the people on the Voters with no District Combo report and attempt to revalidate their address. If the address will not validate, check your maps and Address Ranges to find the problem. For more information, see this module [Adding an Address Range and Modifying an Address Range](#), and the Voter module section titled [Update Voter Record - Validating an Address](#).



See Reports Section of the Training Manual for details on running these reports

## District Combo Listing

This report lists the district combos in your jurisdiction and all of the associated Districts



Double check your District Combo report against maps showing district boundaries. Open the Voter Record of the people on the Voters with no District Combo report and attempt to revalidate their address. If the address will not validate, check your maps and Address Ranges to find the problem. For more information, see this module [Adding an Address Range and Modifying an Address Range](#), and the Voter module section titled [Update Voter Record - Validating an Address](#).

TOWN OF BLOOMING GROVE													000 Tuesday, Nov 13, 2006
District Combo Listing													
DistrictCombo / Name	WARD	CONG	SEN	ASSM	COA	MJJ	CO	COSUP	MUNI	USCH	SAN	WI	
13008-001-1 Town of Blooming Grove - Wd. 1-Split 1	1	2	16	48	4	02	13	6	8	3269	2	WI	
13008-001-2 Town of Blooming Grove - Wd. 1-Split 2	1	2	16	48	4	02	13	6	8	4144		WI	
13008-002-1 Town of Blooming Grove - Wd. 2 - Split 1	2	2	16	48	4	02	13	16	8	3269		WI	
13008-002-2 Town of Blooming Grove - Wd. 2 - Split 2	2	2	16	48	4	02	13	16	8	3381		WI	
13008-002-3 Town of Blooming Grove - Wd. 2 - Split 3	2	2	16	48	4	02	13	16	8	5656		WI	
13008-003-1 Town of Blooming Grove - Wd. 3 - Split 1	3	2	16	48	4	02	13	16	8	3269		WI	
13008-003-2 Town of Blooming Grove - Wd. 3 - Split 2	3	2	16	48	4	02	13	16	8	3381		WI	
13008-003-3 Town of Blooming Grove - Wd. 3 - Split 3	3	2	16	48	4	02	13	16	8	3675		WI	
13008-003-4 Town of Blooming Grove - Wd. 3 - Split 4	3	2	16	48	4	02	13	16	8	4144		WI	

**Category:** Polling Place

**Report:** District Combo Listing

**Filters:** none

**Sorts:** none



## Voters with No District Combo

This report lists voters who do not have validated addresses, so have no District Combo. These voters will not be on the Poll Books.

TOWN OF BLOOMING GROVE			0000-VOT-034-C
Voters with No District Combo			11/7/2006 1:53:36 PM
Name	Address	Date of Birth	
KEITH, KOOL	1 DEMONSTRATION WAY WI	1/4/1967	
WARD, M	123 RETHKE AVE WI 53714	1/1/1978	
STRONG, AMY	3249 FREEWAY CT MC FARLAND, WI 53558	4/2/1954	
WEUM, OLIVER	3268 FREEWAY CT MCFARLAND, WI 535589627	1/1/1979	
ROYSTON, JASON D	3262 FREEWAY CT MCFARLAND, WI 535589627	1/1/1974	
DUNSTON, TIMOTHY N	3262 FREEWAY CT MCFARLAND, WI 535589627	1/1/1984	
DUNSTON, PATRICIA A	3262 FREEWAY CT MCFARLAND, WI 535589627	1/1/1980	
STEINKE, MEG E	3261 FREEWAY CT MCFARLAND, WI 535589627	1/1/1977	
STEINKE, BRIAN T	3261 FREEWAY CT MCFARLAND, WI 535589627	1/1/1966	
SIMONIS, JEFFREY S	3261 FREEWAY CT MCFARLAND, WI 535589627	1/1/1974	
STEEGER, DANIEL J	3245 FREEWAY CT MCFARLAND, WI 535589627	1/1/1968	
STEEGER, CONNIE J	3245 FREEWAY CT MCFARLAND, WI 535589627	1/1/1967	
LYNAUGH, PETER J	3237 FREEWAY CT MCFARLAND, WI 535589627	1/1/1980	
LYNAUGH, HOLLY A	3237 FREEWAY CT MCFARLAND, WI 535589627	1/1/1972	
GRAZIANO, VICTORIA D	3231 FREEWAY CT MCFARLAND, WI 535589627	1/1/1986	
GRAZIANO, JOSEPH M	3231 FREEWAY CT MCFARLAND, WI 535589627	1/1/1974	
BROSS, PATRICIA I	3226 FREEWAY CT MCFARLAND, WI 535589627	1/1/1980	

**Category:** Voter

**Report:** Voters with No District Combos

**Filters:** Field Name "Voter Status", Condition "Equals", Value "ACTIV" for active voters only.

**Sorts:** either Last Name, First Name for searching for voters or Street Name if searching for address ranges that have been incorrectly edited.

## District Description Listing

This report lists each district type and the district details for districts within your jurisdiction. Might be helpful when setting up new Address Ranges or documenting your data setup.

**Category:** Voter

**Report:** District Description Listing

**Filters:** none

**Sorts:** none

TOWN OF BLOOMING GROVE		00000-VOT-002-C
District Description Listing		11/7/2006 2:54:34 PM
<b>District: Ward</b>		
District Code	District Description	
1	Town of Blooming Grove - Ward 1	
2	Town of Blooming Grove - Ward 2	
3	Town of Blooming Grove - Ward 3	