

Table of Contents

Setting Up a Polling Place Location	1
Updating the Polling Place Location - Accessibility Information	2
Associating a Polling Place Location with a Ward (District)	4
Using a Polling Place Location in Elections	5
Updating Polling Place Location Usage History	6
Available Standard Reports on Polling Place Locations.....	7

Setting Up a Polling Place Location



Before setting up a Polling Place Location, identify a person or office to be the Primary Contact for that location and create a record within the **Contacts** node in SVRS for this person or office. A Primary Contact name and phone number must be attached to each Polling Place Location. See the Contacts section in the Participant Guide.



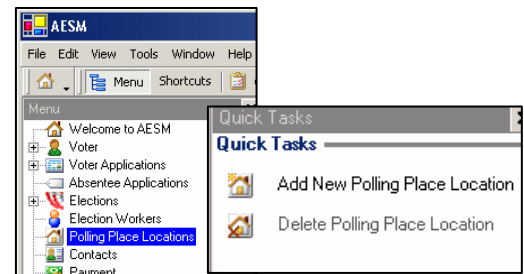
Polling Place information – including address and accessibility information – will be available to voters through mailings and the Voter Public Access website (when activated). Additionally, this information must be entered in SVRS in order to generate poll books.

1. Click on the **Polling Place Locations** node from the Main Menu.

2. Click the **Add New Polling Place Location** Quick Task.

3. Enter polling place location information into the **PollingPlaceLocation - Add** form.

a. Enter a name or **Description** for the Polling Place.



The description can be up to 20 characters long.

b. Enter the **Address**. It does not have to validate, so close the validation box, if it appears, by clicking on the "x" on the **Address Range Matches Search** screen.

c. Select the building **Classification**

from the drop down menu.

d. Only select **Accessible?** if the location meets *all* of the ADA compliance requirements.

e. Select **Status Code** of **Available**.

f. Enter a **Location Phone** number for the Polling Place or to call the Primary Contact.

g. For the **Primary Contact**, the person or office needs to be set up prior to adding the new Polling Place. See the Contacts section for more details. Click on the address book icon to bring up the **Contact Search** screen, enter in appropriate search criteria, and double-click on the correct contact name in the contact search data grid.

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



Status Code of **Available** is required for a location to appear when assigning Polling Place to an Election or a Polling Place Assignment Plan.

Updating the Polling Place Location - Accessibility Information



Municipalities can now use SVRS to complete the required post-Election **Polling Place Accessibility Report**. Doing so will not only allow the State Elections Board to view the information, but will make the report available to voters via the VPA website. Reliers should complete the survey and forward the answers to Providers for entry into SVRS.

1. To update any information for a Polling Place Location, click on the **Polling Place Locations** node in the Main menu.



When the search panel appears, click on the **Search** button. All current Polling Place Locations will appear in the data grid.



To find a specific Polling Place, enter search criteria and click the **Search** button.

Description	Address	City	Status	City
Town Hall	1880 S Stoughton RD	MADISON	Available	Go

2. Double-click on the **Polling Place Description** to open the Update form.
3. Click on the **Other Details** tab to work with the Accessibility information.
4. Select each **Accessibility Item** from the drop down list and select a value from the associated **Available?** List.



If you select an **Accessibility Item**, you must also select an **Available?** value. Otherwise, an error message will appear when you **Save and Close** the record.

5. Click **Save and Close** to complete your changes.

Accessibility Item	Available?
1.1 One space is designated as van-accessible parking	Yes
1.2 One accessible parking space for every 25 spaces	
1.3 One van-accessible space for every 8 accessible spaces	
1.4 Accessible spaces are on level, paved ground	

NOTE: The Accessibility Options grid is for informational purpose. If this Polling Place Location is ADA compliant please check the ADA compliance checkbox on the General tab.

Polling Place Accessibility Report Items

Polling Place Accessibility Item	Polling Place Accessibility Item
1.1 One space is designated as van-accessible parking	3.8 Doors at the entrance > 36" wide
1.2 One accessible parking space for every 25 spaces	3.9 Doors at the entrance are unlocked on election day
1.3 One van-accessible space for every 8 accessible spaces	3.10 Doors can be opened with a closed fist or power opener
1.4 Accessible spaces are on level, paved ground	4.1 Route to the voting area is clearly marked
1.5 There are curb cuts for any curbs in the parking area	4.2 Doors along the route are unlocked on election day
1.6 There are clearly visible signs for accessible spaces	4.3 Door thresholds are less than 1/2" high or beveled
1.7 Accessible spaces are located near the accessible entrance	4.4 Doors can be opened with a closed fist or power opener
1.8 There is a fully accessible passenger drop-off area	4.5 If there are stairs, there is a chair lift or an elevator
2.1 There are clearly visible signs for accessible spaces	4.6 Stairways are well lit and free of obstacles
2.2 Pathway is 48" wide and never less than 36" wide	4.7 Corridors are well lit
2.3 Pathway is free of hanging objects < 80" from the ground	4.8 Corridors are 48" wide or never less than 36" wide
2.4 Pathway from the parking area to the building is paved	4.9 Corridors are free of objects extending > 4" from the wall
2.5 Pathway is free of breaks or edges over 1/2" high	4.10 Corridors are free of hanging objects < 80" from the floor
2.6 Pathway is free of inclines greater than 1:20 feet	4.11 All rugs and mats are securely fastened or removed
2.7 If there are stairs to building entrance, there is a ramp	4.12 All rugs, mats, and carpets have a low pile
2.8 Ramp has a non-slip surface	5.1 If needed to reach voting area, route has elevator
2.9 Ramp has a slope no greater than 1:12 feet	5.2 If there is an elevator, the cab is at least 4 x 5' wide
2.10 Ramp has a railing or edge border > 2"	5.3 If there is an elevator, its door is at least 36" wide
2.11 If the ramp is > 6", it has a handrail 32-36" high	5.4 Elevator controls are < 56" high
2.12 Accessible route is clearly marked by large print signs	5.5 Elevator controls are marked with raised lettering
2.13 All pathways are well lit	5.6 The elevator is close to the accessible entrance
2.14 Pathways are cleared of hazards, e.g. snow, leaves	6.1 Instructions and notices are in 18 point font or larger
3.1 If there are stairs, there is a chair lift or a ramp	6.2 There is 5 x 5' or larger space for wheelchairs to maneuver
3.2 Ramp has a non-slip surface	6.3 The entrance to at least one voting booth > 36" wide
3.3 Ramp has a slope no greater than 1:12 feet	6.4 A seated voter can reach all parts of the voting system
3.4 Ramp has a railing or edge border > 2"	6.5 If voting is at a table or counter, the top is 28-34" high
3.5 If the ramp is > 6", it has a handrail 32-36" high	
3.6 Landing areas have a railing or edge border > 2"	
3.7 All doors have 5x5 space to allow for wheelchair movement	

Associating a Polling Place Location with a Ward (District)



After Polling Places are set up, you can assign or change a Normal Polling Place location for a specific ward. A voter will have access to Polling Place information on the Voter Public Access website after a Normal Polling Place has been assigned for his or her Ward.



Once each ward in your municipality is associated with a normal Polling Place, voters will see the information for their ward on Mailings, Voter Verification Postcards, and the Voter Public Access website (when available).

1. Expand the **Addressing and Districts** node from the Main menu.
2. Expand the **Districts** sub-node.
3. Click on the **Ward** district. Wards for the active Jurisdiction will appear in the data grid.
4. To associate a ward with a Normal Polling Place Location, double-click on a Ward from the data grid to open the **District - Update (Jurisdiction) Ward** form.



*Or, you can select the Ward and then choose the Quick Task **Change a Ward Detail**.*

The screenshot shows the AESM software interface. On the left, a tree view under 'Districts' has 'Ward' selected. On the right, a data grid displays the following information:

District Type	District Code	Description	Normal Polli...	Owner	Normal D
Ward	1	Town of Bloom...	Town Hall	TOWN OF BLO...	
Ward	2	Town of Bloom...		TOWN OF BLO...	
Ward	3	Town of Bloom...		TOWN OF BLO...	

Below the grid, a 'Quick Tasks' panel lists: 'Add a New Ward Detail', 'Change a Ward Detail', and 'Delete a Ward Detail'.

5. From the **Normal Polling Place Location** drop-down menu, select the usual Polling Place location for the Ward.
6. Click on the **Save and Close** button.
7. Repeat steps 4-6 for each Ward.

The screenshot shows the 'District - Update Town of Blooming Grove - Ward 1' form. The 'District Details' tab is active. The form contains the following fields:

- District Details:**
 - District Type: Ward
 - District Code: WD1
 - Description: Town of Blooming Grove - Ward 1
 - Normal Polling Place Location: (dropdown menu)
 - Owner: TOWN OF...
 - Jurisdiction Level: Municipality
 - Delivery Route: (text field)
 - Delivery Stop: (text field)
- Metes and Bounds:**
 - Town Hall

Buttons at the top include 'Save and Close', 'Save and New', 'Close', 'Quick Tasks', 'Set Defaults', and 'Use Defaults'.

Using a Polling Place Location in Elections



Polling places can be attached to an election by two different methods. Preferably, they can be included in a Polling Place Assignment Plan (PPAP), which is then attached to an Election during Election Setup. If your polling places remain the same for all elections or for all elections of a certain type, you will want to create one or more Polling Place Assignment Plans (PPAPs). Alternately, polling places can be directly selected within an Election. If a polling place changes upon short notice, it can be changed within an Election.

Method 1 (Preferred): Assign Polling Place Locations to a Polling Place Assignment Plan (PPAP)

1. The Polling Place Location can be assigned to an election by including the polling place in one or more PPAPs. When a particular PPAP is selected during Election Setup, the information is copied from the PPAP and connected to the Election. Creating PPAPs usually saves time in future elections.

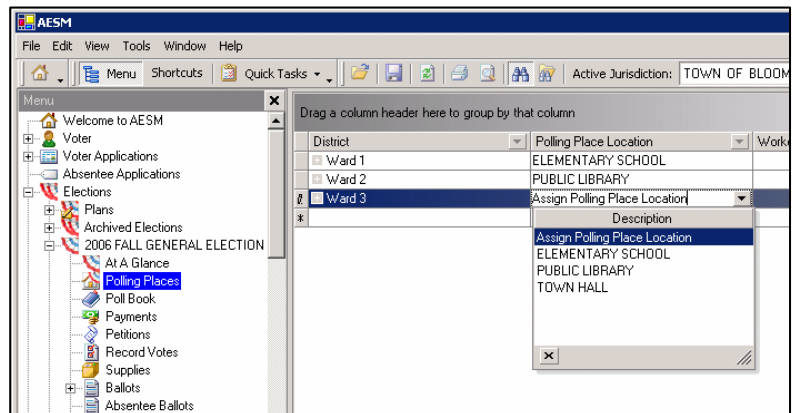


Please see the Election Set Up section for more details.

Method 2: Assign Polling Place Locations directly to an Election


Polling Place Locations can be directly added or changed within an election.

1. Expand the **Elections** node from the Main Menu.
2. Expand the specific Election sub-node and click on the **Polling Places** sub-node.
3. From the **Polling Place Location** drop-down menu, under the **Description**, select the name of the Polling Place Location. Each Ward or District must be assigned a polling place within the election.



While the information within the selected Election is changed, the actual PPAP (if any) does not change.

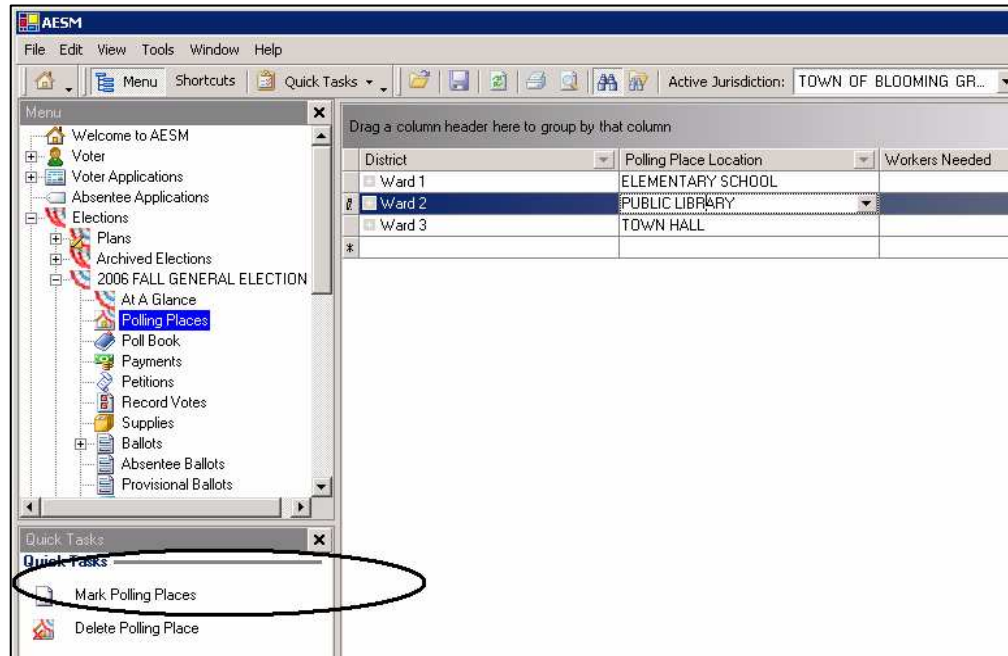
Updating Polling Place Location Usage History

-  After election day, you should mark your Polling Place Location(s) as “Used” for an Election, before checking the **Election Closed** milestone. For future elections, a Polling Place is automatically “Assigned for an Upcoming Election” whether using a PPAP or directly assigning the location within an election.

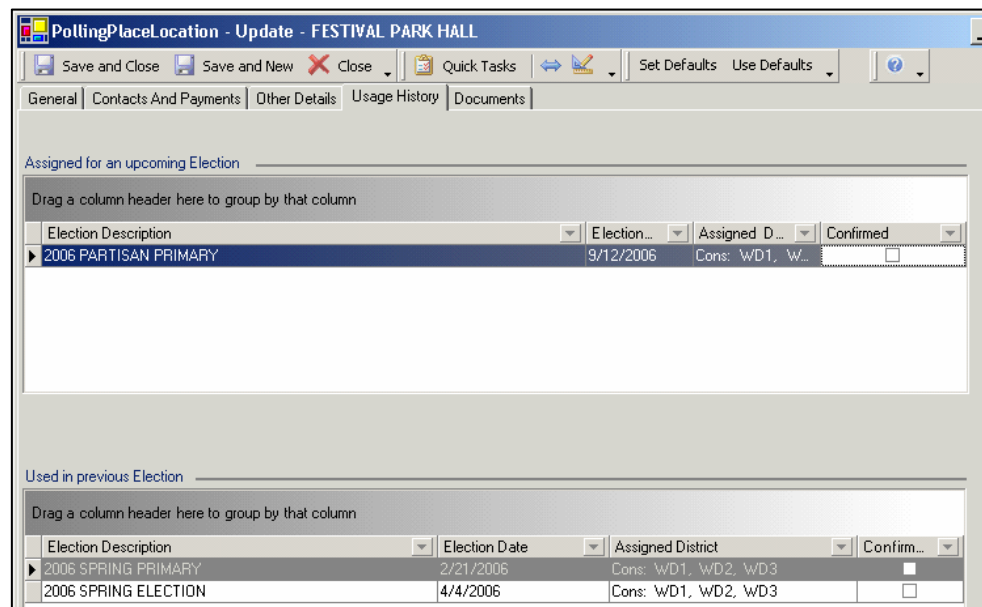
To Mark the Polling Place(s) as Used

1. Expand the **Elections** node and expand the specific Election. Click on **Polling Places**.

2. To move the Election history from **Assigned** to **Used**, select the **Polling Place Location** on the data grid, and then click on the Quick Task **Mark Polling Places**. Only the selected locations will be updated.



The data grid does not change, but if you open the Polling Place from the **Polling Place Locations** node, and select the **Usage History** tab, the polling place election history and assignments for future elections will be displayed



Available Standard Reports on Polling Place Locations

Polling Place Listing by Election

Report category:

Polling Places

Report name:

Polling Place

Listing by Election

Suggested filter:

Election

Description or

Electiondate

Suggested sort:

Polling Place Name

TOWN OF BLOOMING GROVE					
00000-PPLAC-003-C					
10/5/2006 4:31:19 PM					
Polling Place Listing by Election					
ELECTION: BODSE(8/29/2006)					
District(s)	City:	Poll#	Polling Place Name	Phone #	Details
Cons: 1, 2, 3	MADISON	70000061	TOWN HALL 1880 S SToughton RD MADISON, WI 53716	6082231104	Unconfirmed Unassigned

Polling Place Listing with Contacts

Report category:

Polling Places

Report name:

Polling Place

Listing with

Contacts

Suggested filter:

Election Description

or Electiondate

Suggested sort: Polling Place Name

TOWN OF BLOOMING GROVE					
00000-PPLAC-004-C					
Wednesday, April 26, 2006					
Polling Place Listing with Contacts					
(1=1 AND (RPTView_AESM_PollingPlaces.ElectionDate = '4/4/2006'))					
ELECTION: 2006 SPRING ELECTION(4/4/2006)					
Poll #	Location	Location Phone #	Contact Name and Phone #	Contact Type	Election District (s)
70000001	Town Hall 1880 S SToughton RD MADISON, WI 53716	6082231104	MIKE WOLF 6082260806		Municipality MN8

Polling Place Listing

Report category:

Polling Places

Report name:

Polling Place Listing

Suggested filter:

Election Description

or Electiondate

Suggested sort:

Polling Place Name

TOWN OF BLOOMING GROVE			
00000-PPLAC-007-C			
10/5/2006 5:01:43 PM			
Polling Place Listing			
Poll No.	Polling Place Description	Location	Phone Number
70000062	ELEMENTARY SCHOOL	4449 COTTAGE GROVE RD MADISON, WI 53718	(608) 555-1212
70000063	PUBLIC LIBRARY	3115 THURBER AVE MADISON, WI 53714	(608) 555-1111
70000061	TOWN HALL	1880 S SToughton RD MADISON, WI 53716	(608) 223-1104