



SVRS Election Checklist III (post election) 2007 Spring Election

Detailed instructions for each step in SVRS can be found in the section of the updated training materials noted in parenthesis below. Please refer to the updated materials when referencing page numbers. The updated materials can be found on the SEB website: <http://elections.state.wi.us> SVRS Project – Documents and Materials – SVRS Application Training Participant Guide (Section)

Steps 1 – 14 were completed prior to the election. (SVRS Election Checklist I)

Steps 15 – 16 are performed after the polls close.

- ☐ Step 15: Count ballots, tabulate votes and record on the appropriate Tally Sheets, and complete forms. (See *Post-Election Checklist, Page 91 in the "Election Day Manual for Election Officials" (blue binder).*)
- ☐ Step 16: Municipalities send one original copy of each poll list to the County Clerk and a certified copy of each poll list to applicable school district clerks by 4:00 p.m. the day after the election. (See *Post-Election Checklist, Page 91 in the "Election Day Manual for Election Officials" (blue binder).*)

Steps 17 – 25 are performed within the next 30 days after the 2007 Spring Election.

- ☐ Step 17: Reliers promptly send copies of any EB-131s not already entered in to SVRS (including late registrations and election day registrations) and Poll Lists to Providers (if not already provided to the county clerk)
- ☐ Step 18: Self Providers or Providers for their Relier(s) check Election Milestone 5, if not already checked, for the 2007 Spring Election. (*Set up & Print Poll Book: Pages 16-17*)
- ☐ Step 19: Self Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "Late Registration." (*Voter Application: Pages 6-17*)
- ☐ Step 20: Self Providers or Providers for their Relier(s) record voter participation in SVRS. For Late Registrants processed in Step 19, the Voter ID number will have to be entered manually to record voter participation. (*Post Election Activities: Pages 4-6*)
- ☐ Step 21: Self Providers or Providers for their Relier(s) process Election Day registrations in SVRS with the App Source of "Election Day Registration." This will automatically record a voting record. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (*Voter Application: Pages 18-21*)
 - ☐ If any Election Day registrations are incomplete applications, see the SVRS Application Training Participant Guide for instructions on processing the application. (*Voter Application: Page 22*)
 - ☐ If any Provisional Ballots were issued, see the SEB website for instructions on how to report them to the SEB. (Clerk's Corner > Information). Note: voter participation is recorded only if the provisional ballot is counted.
- ☐ Step 22: Self Providers or Providers for their Relier(s) review Poll Books. Update voter records for Proof of Residence (ID Required) provided by voter. (*Maintaining Voter Records: Page 14*) Update any name changes noted on the poll books. (*Maintaining Voter Records: Page 9*)
- ☐ Step 23: Municipal Clerks complete Election Voting and Registration Statistics Report (EB-190), and send two copies to their County Clerk, keeping an additional copy for their records. County Clerk keeps one copy and sends the other to the State Elections Board.
- ☐ Step 24: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2007 Spring Election. (*Post Election Activities: Pages 11-12*)
- ☐ Step 25: County checks Milestones 5-9 for the 2007 Spring Election (after all municipalities have checked theirs). (*Set up & Print Poll Book: Pages 16-17*) (*Post Election Activities: Pages 11-12*)