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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 each 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 this chapter.

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 is 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, 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 13008-001-1.

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. Even if there are multiple Office Positions (or seats) for one Office Type, like for County Supervisors, Alderpersons, or School Board Members, you only need to create one Office Type.

Office Positions: Once an office type is set up, an office position is automatically created for each district of that type. For example, when you set up the office type "State Assembly" 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 for that office position.

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 into the system so that they appear on the Voter Public Access (VPA) website.

View and Maintain District Types



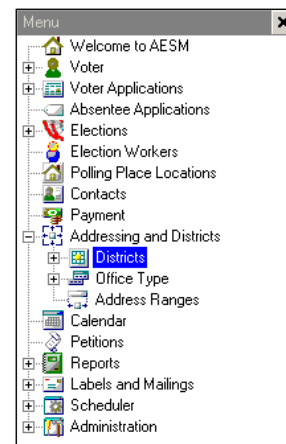
A District Type defines the different categories of districts found within the state, county, municipality or region. All district types in the state can be viewed at all levels. Only the Owner of a District Type (the State of Wisconsin, a specific County or a specific Municipality) can modify a District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



In Wisconsin, the State 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

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**.



Add or Edit a District Type:

Only the Owner of a District Type can make changes. Since the State created the District Types, only certain State users are able to add or edit these records. If you need to add a new district type, or make changes to an existing district type, please contact the GAB Help Desk.

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	CSCH	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 Manage...	Lake Manage...	LKMG	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

Maintaining Districts



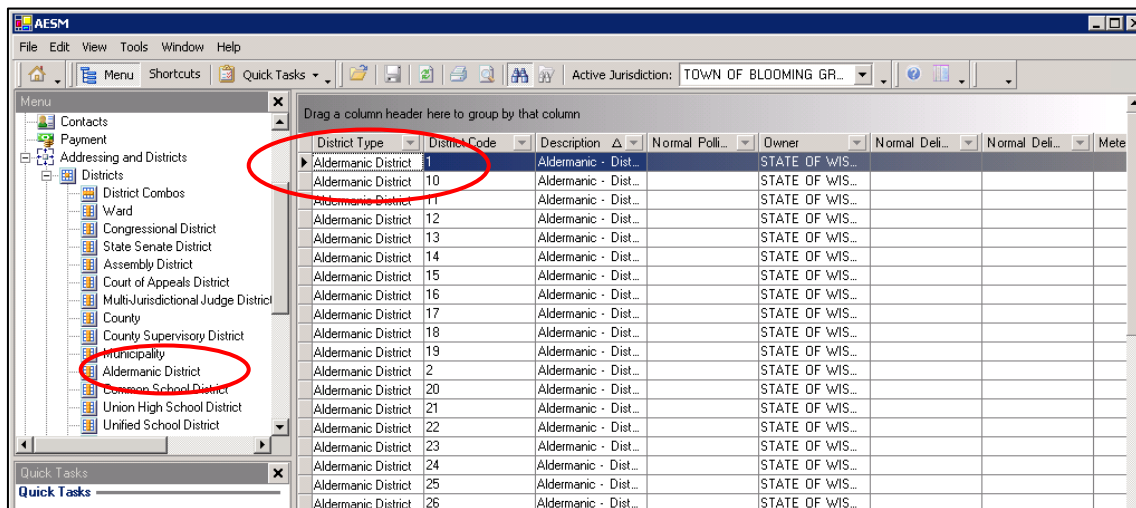
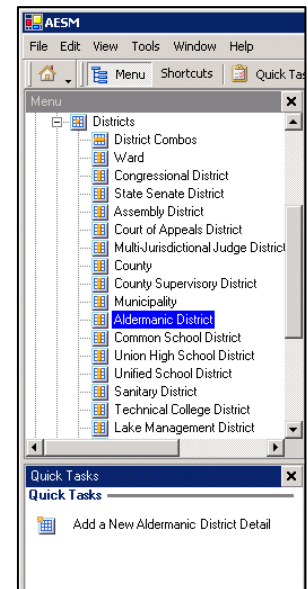
District Details provide information for individual districts based on the District Type. A District Type of Municipal will have one District Detail defined. The District Type of County Supervisor will have a detail record for each of the Supervisory Districts in a County. If new districts are added, a District Detail record is added. If districts change, the District Detail records must be edited. After the District Details are created, District Combos are assembled from individual districts chosen from drop down menus.

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.



District - Update Aldermanic District 1

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

District Details

District Details Owner: TOWN OF BLOOMING GROVE...

District Type: Aldermanic District Jurisdiction Level: Municipality

District Code: 1 Description: Aldermanic District 1 Official Dist Code:

Normal Polling Place Location: Delivery Route: Delivery Stop:

Metes and Bounds

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.

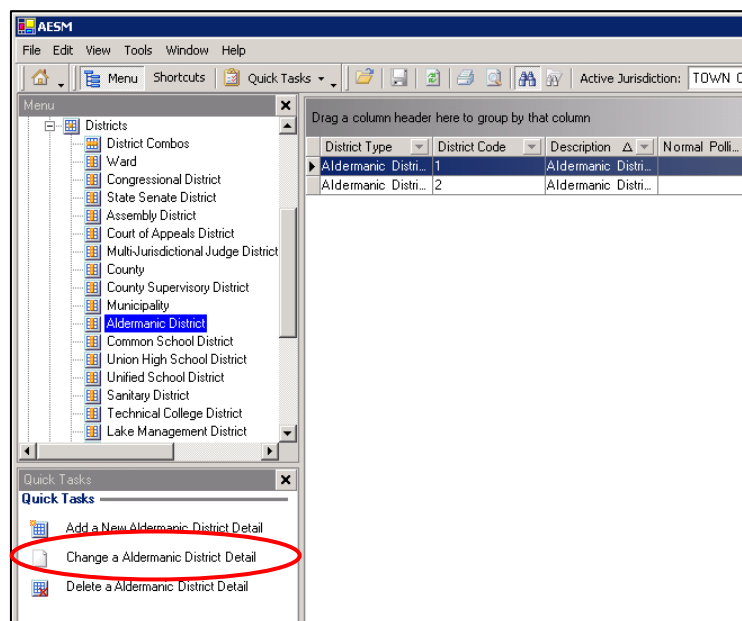


*If setting up districts that don't specifically have a **District Type**, an unused **District Type** such as **Aldermanic** can be used. In the example below, the Village of Plover has used the **Aldermanic District Type** to set up their Village Trustee Districts. Alternately, a new **District Type** of “**Village Trustee District**” could be added and used.. If you need to add a new **District Type**, contact the GAB Help Desk. [*

Edit District Detail

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

1. Expand (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **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**.



*Note: One common reason to edit a district detail is to make sure every **Ward** is assigned the correct **Normal Polling Place Location**. If any **Ward** does not have the correct **Normal Polling Place Location** assigned, you must open the record, select the polling place from the drop down list, and **Save and Close**.*

District Details

District Type: Ward Jurisdiction Level: Municipality

District Code: WD1 Description: Village of Plover - Ward 1 Official Dist Code:

Normal Polling Place Location: **AL CENTER** Delivery Route: Delivery Stop:

Metes and Bounds

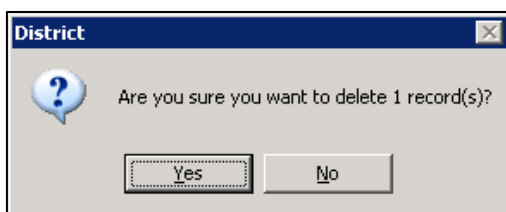
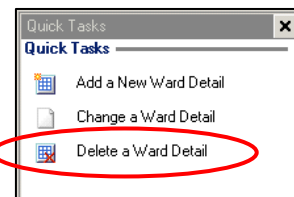
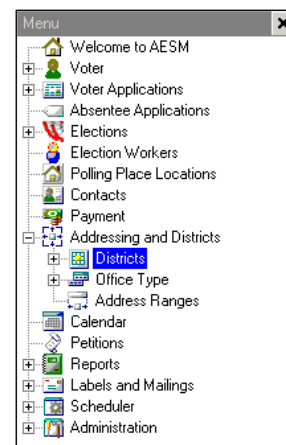
VILLAGE OF PLOVER MU...

Delete a District Detail



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

1. Expand (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **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.




One reason to delete a district detail might be consolidation of wards. If the City of Wausau added several wards because of annexations from 2002 to 2010 and now has 68 wards, and they consolidate those wards during redistricting after the 2010 census, and end up with only 40 wards, the extra district details should be deleted.



*Before you are able to delete a district detail, you will first have to remove the district from any **District Combinations** it is assigned to. See the [Edit District Combos](#) section below.*

View and Maintain District Combos

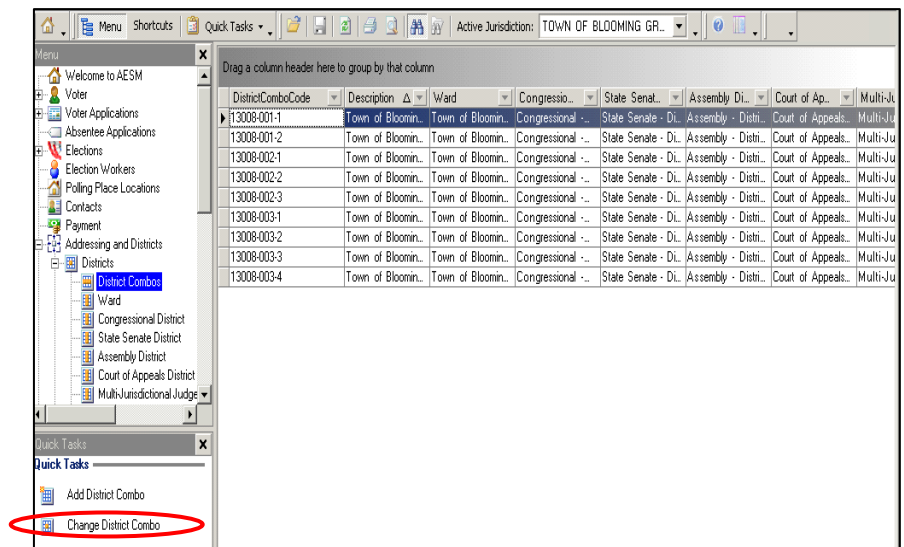
-  A District Combo is a single code representing the unique combination of voting districts in which a voter lives. Another way to think of it is as the unique combination of races that could possibly appear on a voter's ballot. For example, if Ward 1 in a Municipality is split by School Districts A & 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 and compare that to the District Combo Listing report, covered at the end of this chapter, or the Address Ranges by Address Range Type report, covered in the Address Ranges chapter.

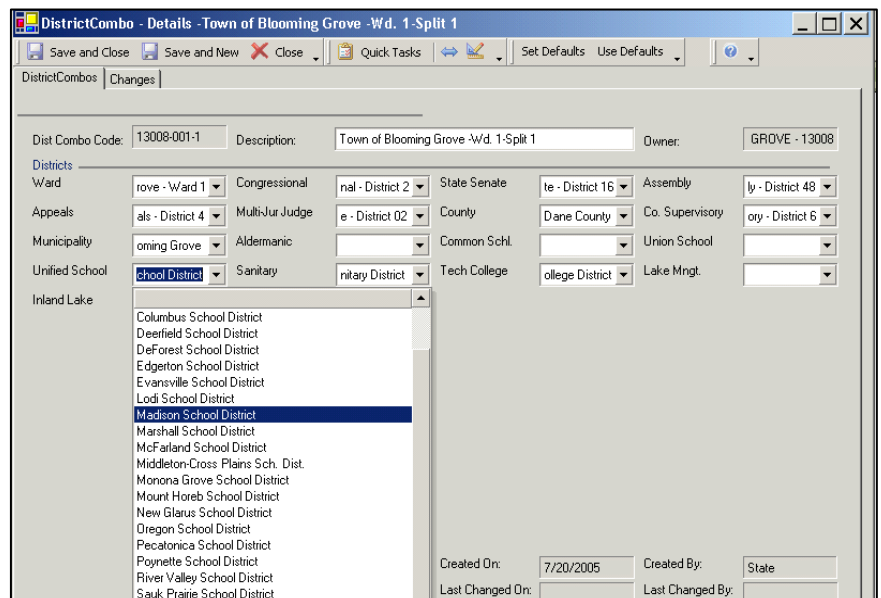
View District Combo Details

1. Expand (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **Districts** node.
3. Click on words **District Combos** to select.
4. **District Combo(s)** will appear in the data grid.
5. 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

1. Expand (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **Districts** node.
3. Click on **District Combos**. **District Combo(s)** will appear in the data grid.
4. Highlight a **District Combo** you wish to edit.
5. Click the **Change District Combo** Quick Task.
6. Edit the district type by selecting the correct choice on the drop down menu.
7. Click the **Save and Close** button.



Adding a District Combo

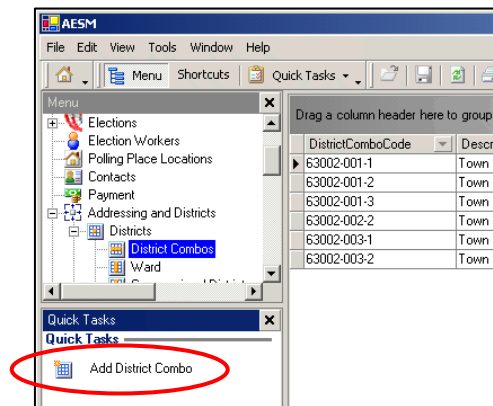


Conversion, annexation and redistricting are three reasons why your municipality might have a District Combo that is not represented in SVRS. These directions will walk you through the process of adding a missing combo.



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, Court of Appeals, Multi-Jurisdictional Judge, County 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 (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **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.



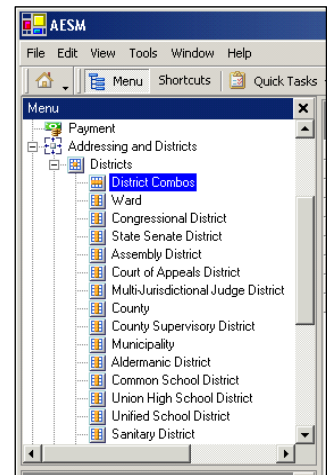
If the appropriate district is not available, you may have to add a District Type. Contact the GAB Help Desk.

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 that is no longer useable. These directions will walk you through the process of deleting the unnecessary combo.

1. Expand (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **Districts** node.
3. Select **District Combos**.

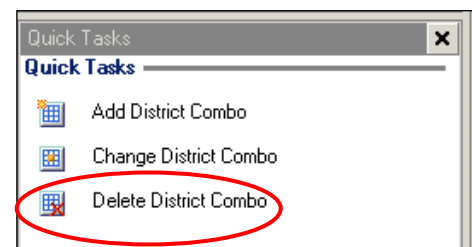


4. **District Combo(s)** will appear in the data grid.
5. Highlight the **District Combo** to be deleted.

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.
7. 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, you must assign a new **District Combo** to any **Address Range** attached to the old **District Combo**, and verify no voters are attached. Retired **Address Ranges** and manually districted voters may prevent you from deleting a **District Combo**. If you have difficulty deleting a **District Combo**, contact the GAB Help Desk.



For instructions on changing the **District Combo** to which an **Address Range** is attached, see the [Modify an Address Range](#) section in the [Address Ranges](#) chapter.

View and Maintain Office Types

-  Before a Contest or Candidates can be added to an Election, Office Types 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 and School District 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.

View Office Type

- Expand (+) the **Addressing and Districts** node from the Main Menu tree.

- Click the **Office Type** node.



*Note: When **Office Type** 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."*

Drag a column header here to group by that column

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

- Double-click on an **Office Type** in the data grid to view its details. **Office Types** outside of the current jurisdiction are available for viewing, but cannot be edited. **Office Types** within the current jurisdiction can be edited when the record is opened.

- Click **Save and Close** or **Close**.

Data Entry

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

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

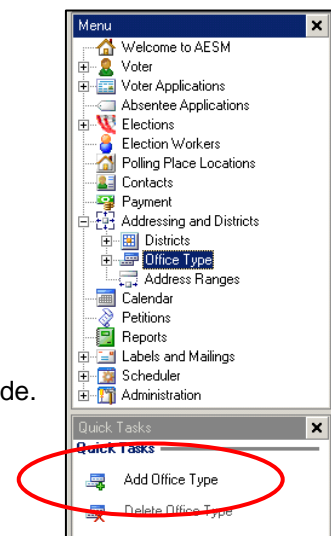
Filing Checklist

Drag a column header here to group by that column

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

Add or Edit 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 "Milwaukee Mayor" or "Portage County Clerk".
 7. **Term Start** is not used in Wisconsin. Leave this field blank.
 8. **Term Length** is required. For Example, enter "2 y" for 2 years.
 9. Select the **District Type** for this Office Type. For instance, if Aldermanic District is selected, every Aldermanic District 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: If you have more than one district, there is no need to create more than one **Office Type**. If creating an office type based on **Aldermanic District**, an **Office Position** is created for each **Aldermanic District**. If **District Type** is **Municipality**, only one office position will be created.*
10. **Party Affiliation** will be Non-Partisan for all Wisconsin offices.
 11. **Number of Seats** should be set to the maximum number of districts or officeholders. For example, if there are seven school board members, set this number to 7.
 12. **Write-in Allowed** must be checked if applicable. This will allow write-ins to be entered in Election Results.
 13. **Minimum Age** should be set to 18 for **County** and **Municipal** level offices.



14. Do not check **Requires Reg in District**. This will require any candidates for this **Office Type** to be a currently registered voter. However, a candidate does not always have to be registered to run for office. In Wisconsin, most laws require that the person be *eligible* to vote in that district.
15. **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+30 (365 days before the election to 30 days after the election.). SVRS will not enforce actual filing periods.
16. **Filing Options** and **Nom. Paper Sigs. Required** are optional fields. If you choose **Petition** from the Filing Options drop down and type in a number of signatures, you will have to mark the petition as approved when adding the **Candidate Filing** record during an election cycle.
17. **Filing Checklist** information is not required, but can help track the required filings.



Examples of filings you can track include the GAB-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"/>

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

Edit Office Positions

When an **Office Type** is created, the corresponding **Office Positions** are automatically created, so you will not need to add an **Office Position**. However, the default information can be edited, and the current **Office Holder(s)** information can be updated.

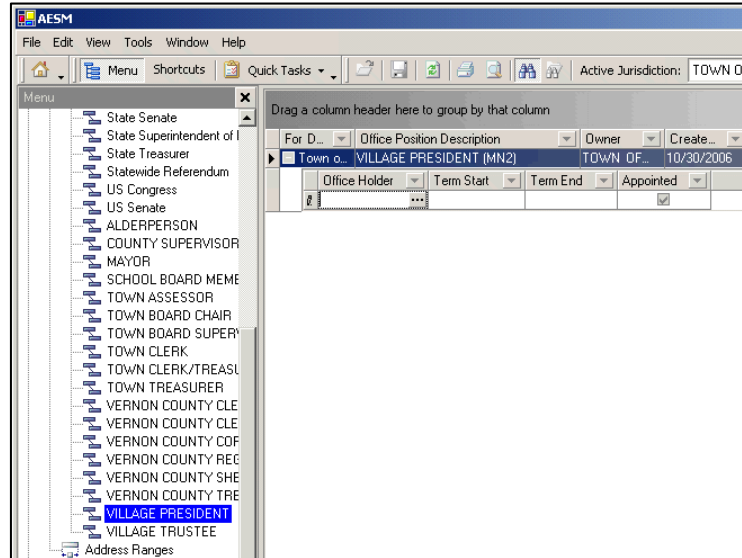
1. Expand (+) the **Addressing and Districts** node from the Main Menu tree.
2. Expand (+) the **Office Types** to display the list of **Office Types** in the Menu.
3. Click on an **Office Type** to display the **Office Position** record(s) in the data grid.
4. The **Office Position Description** can 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 Voter Public Access (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. This will display a nested grid containing the **Office Holder** record(s).
3. Edit or Add the name of the **Office Holder**. The small ellipse button is used to open the **Contact Search**. When the **Contact Search** screen opens, double click to select the proper contact record.



Remember that address, phone and email information in that contact record will be visible to voters on the VPA website. You may have to create a special contact record with the **Office Holder's** work information, rather than using the voter contact record with the person's home address and phone. See the [Contacts](#) chapter of this manual for more details.

The screenshot shows the 'Contact Search' window. It contains fields for Last Name, First Name, Middle Name, Suffix, Date of Birth, Soc Sec Num, Party, House No, Street Name, City, State, and ZIP Code. There are also search options for 'Non-Person' and 'Include Retired Contact Records'. A 'Search' button is at the bottom. Below the search fields is a data grid showing search results.


Owner	Name	Address	Residential City/State/ZIP Code
CITY OF MADIS...	WITZEL-BEHL, MARIBETH	210 MARTIN LUTHER KING JR BLV..	MADISON, WI 53703
CITY OF MADIS...	WITZEL-BEHL, MARIBETH L	41 MADISON LN	MADISON, WI 53704

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 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.

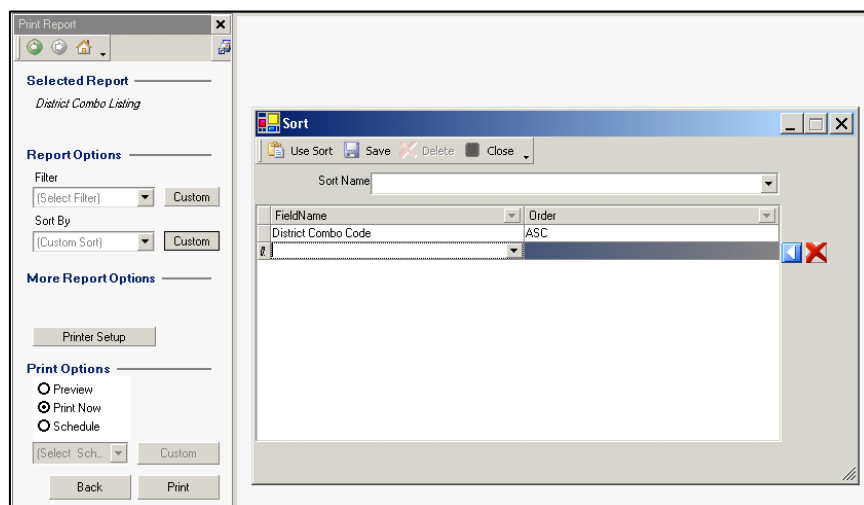
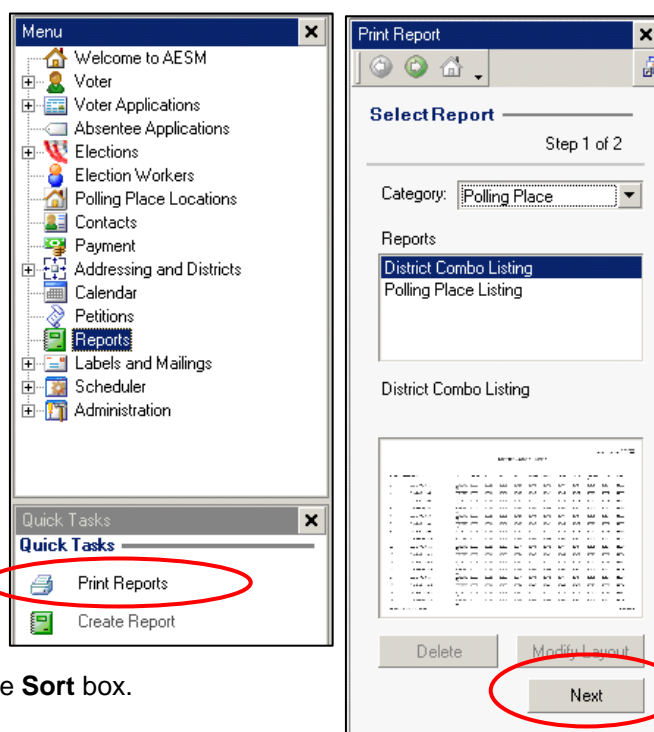
The District Combo Listing Report

-  Use these directions to generate a report of the District Combos for your jurisdiction. Double check your District Combo report against maps showing district boundaries. Make sure that every District Combo has a value for each district, including Municipality, County, Technical College, and State. If any of these district values are missing or incorrect, the ballot style listed next to your voter on the poll list may be incorrect, or the voters may not show up on the poll list at all.

To get more information on the address ranges attached to each District Combo, see the directions for the Address Ranges by Address Range Type report in the Address Ranges chapter of this manual. For more information on voters who haven't been assigned a District Combo (and won't appear on the poll list), see the Voters with No District Combination report in the Address Ranges chapter.

District Combo Listing

1. Click the **Reports** node.
2. Click the **Print Reports** Quick Task.
3. Change the **Category** to **Polling Place**.
4. Under **Reports**, make sure **District Combo Listing** is selected.
5. Click the **Next** button.
6. You should not need to **Filter** your report.
7. **Sort** your report.
 - a. Click the **Custom** button next to the **Sort** box.
 - b. Select **District Combo Code** from the drop down under the **FieldName** Column.
 - c. Select **ASC** in the **Order** column.
 - d. Click **Use Sort**.



8. Click the **Printer Setup** button and verify your printer settings.

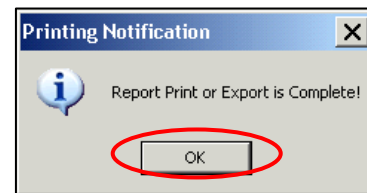


For further information on printing and exporting a report, see the [Reports](#) chapter.

9. Click the **Print Now** radio button.

10. Click **Print**.

11. A dialogue box indicating that your printing or export is complete will appear. Click **OK**.



12. Retrieve the document. You should see a report that looks like the sample below. Use this report to verify that the State Assembly, County Supervisory, and other districts are matched to the correct District Combination.

CITY OF WAUSAU

00000-FPLAC-003-C
Wednesday, July 15, 2009

District Combo Listing

DistrictCombo / Name	WARD	CONG	SEN	ASSM	COA	CO	COSUP	MUNI	ALD	USCH	TECH	WI	DA
37291-001-1 City of Wausau - Ward 1 - Split 1	WD1	CG07	SS29	AS85	CA3	CO37	SU1	MN291	AL1	US6223	TC15	WI	DA37
37291-010-1 City of Wausau - Ward 10 - Split 1	WD10	CG07	SS29	AS85	CA3	CO37	SU4	MN291	AL4	US6223	TC15	WI	DA37
37291-011-1 City of Wausau - Ward 11 - Split 1	WD11	CG07	SS29	AS85	CA3	CO37	SU4	MN291	AL4	US6223	TC15	WI	DA37
37291-012-1 City of Wausau - Ward 12 - Split 1	WD12	CG07	SS29	AS85	CA3	CO37	SU5	MN291	AL5	US6223	TC15	WI	DA37
37291-013-1 City of Wausau - Ward 13 - Split 1	WD13	CG07	SS29	AS85	CA3	CO37	SU5	MN291	AL5	US6223	TC15	WI	DA37
37291-014-1 City of Wausau - Ward 14 - Split 1	WD14	CG07	SS29	AS85	CA3	CO37	SU6	MN291	AL6	US6223	TC15	WI	DA37
37291-015-1 City of Wausau - Ward 15 - Split 1	WD15	CG07	SS29	AS85	CA3	CO37	SU6	MN291	AL6	US6223	TC15	WI	DA37
37291-016-1 City of Wausau - Ward 16 - Split 1	WD16	CG07	SS29	AS85	CA3	CO37	SU7	MN291	AL7	US6223	TC15	WI	DA37