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## Setting Up a Polling Place Location

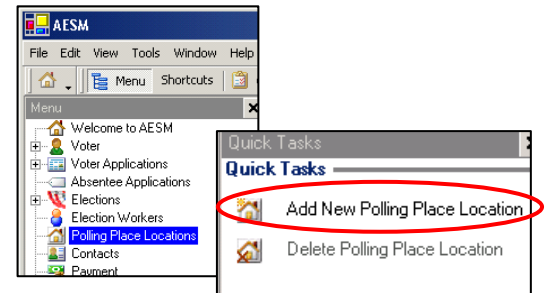


After you have set up your Polling Place Locations, that information will be available from the Voter Record, within Elections, on the Poll Lists, and from the Voter Public Access (VPA) website. You can also group Polling Place Locations together in Polling Place Assignment Plans that control how poll books are printed.

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.



*If you have multiple wards voting at the same location, you may choose to add the ward number before the description, for example: 001-Jefferson School, 002 -Jefferson School, and so on. This makes it easier to identify which ward a poll book is for, and to assign polling places when recording voter participation.*



- 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. Select a **Status Code** of **Available**.
- e. Enter a **Location Phone** number for the Polling Place or to call the **Primary Contact**.

- f. Click on the **Address Book** to the right of the **Primary Contact**. This will open up a **Contact Search Screen**. Type in the name of the primary contact person for this site, and search. Normally, this will be the municipal clerk's office. If you find the correct contact, double-click on the record to bring it into the **Primary Contact** field. If you cannot find the contact, you will need to add a new contact record. See the [Contacts](#) chapter for more details.
- g. Fields like **Building Size**, **Parking Spaces**, **Key Needed?**, **Overall Rating**, **Location Comments**, and **Additional Instructions** are optional. **Early Vote Location** does not currently apply in Wisconsin. And while your polling place does need to be **Accessible**, you need not check it here.
- h. **Other tabs**: You can add additional contacts on the **Contacts and Payments** tab, and see which elections this location has been used for on the **Usage History** tab.

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

## Polling Place Accessibility



Periodically, municipalities must fill out the Polling Place Accessibility Survey and return it to the Government Accountability Board. Currently, this cannot be done through SVRS, but eventually we hope to use the Other Details tab of the Polling Place Location record for clerks to complete that survey electronically. This would make accessibility information available to both the GAB and the public through the VPA website. For information on Polling Place Accessibility requirements, contact the GAB Help Desk.

<b>Wisconsin Government Accountability Board – Elections Division</b> <b>2009 Polling Place Accessibility Survey</b> <b>Cover Sheet</b>		
<b>NOTE: You must complete a separate survey for each polling place within a municipality.</b> <b>If the polling place serves multiple municipalities or counties, please list them all.</b>		
HINDI # (use DOT Hindi):	County:	
Municipality (include Town, Village, City in addition to name):		
Name of Polling Place:		
Address of Polling Place (include city and zip):		
Ward #s reported: (e.g. 2-5, 7, etc.)		
Description of voting area: (gym, community room, basement, etc.)		
<b>CERTIFICATION:</b>  <b>I certify that the information provided in this survey is true and correct to the best of my knowledge. I understand this survey is for use by the Government Accountability Board only, and only assesses accessibility for the purpose of voting. Although the survey is based on the Americans with Disabilities Act, it should not be taken to verify full ADA compliance.</b>		
Signature of Municipal Clerk:		
Printed Name:	Phone:	
E-mail address:		
Name and Title of Person Who Conducted Survey: (if different from above)		
Signature:		Date Survey Conducted:

## 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 (VPA) 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 Voter Verification Postcards and other mailings.

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

2. Expand (+) the **Districts** sub-node.

3. Click on the **Ward** district. All 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 Ward** form.



You can also select the ward and then choose the Quick Task **Change a Ward Detail**.

The screenshot shows the AESM software interface. On the left, the 'Menu' pane is expanded to 'Districts' > 'Ward'. The 'Quick Tasks' pane at the bottom shows 'Change a Ward Detail' circled in red. The main data grid displays the following information:

District Type	District Code	Description	Normal Polling Place	Owner	Normal District
Ward	1	Town of Bloomin...	Town Hall	TOWN OF BLO...	
Ward	2	Town of Bloomin...		TOWN OF BLO...	
Ward	3	Town of Bloomin...		TOWN OF BLO...	

5. From the **Normal Polling Place Location** drop down menu, select the usual Polling Place location for that **Ward**.

The screenshot shows the 'District - Update Town of Blooming Grove - Ward 1' form. The 'Normal Polling Place Location' dropdown menu is circled in red, and 'Town Hall' is selected. Other fields include:

- District Type: Ward
- District Code: WD1
- Description: Town of Blooming Grove - Ward 1
- Owner: TOWN OF...
- Jurisdiction Level: Municipality
- Official Dist Code: (empty)
- Delivery Route: (empty)
- Delivery Stop: (empty)

6. Click on the **Save and Close** button.

7. Repeat **Steps 4-6** for each ward.

## Using a Polling Place Location in Elections



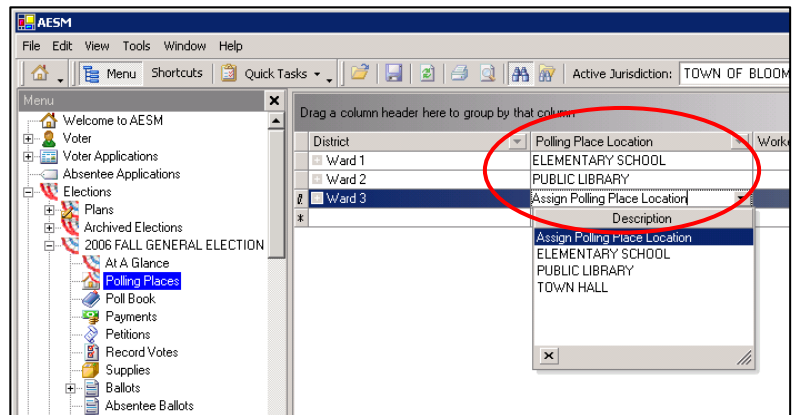
Polling places can be attached to an election by two different methods. Preferably, they can be included in a Polling Place Assignment Plan (PPAP), which is then attached to an election during [Election Setup](#). If your polling places remain the same for all elections or for all elections of a certain 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: 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 Setup](#) chapter for more details.

### Method 2: Assign Polling Place Locations directly 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.



4. You can consolidate wards into one polling location (and one poll list) for a single election only by using the **Recruit** button on the top menu bar. See the [Election Setup](#) chapter for more details.



While the information within the selected election is changed, the actual **PPAP** (if any) does not change. When you inherit the next election, all of your **PPAP** information will reflect the normal polling places, not the changes you made here.

## The Polling Place Listing Report



Use these directions to generate a list of polling places for your municipality or county and verify that the information is correct.

1. Click the **Reports** node.
2. Click the **Print Reports** Quick Task.
3. Change the **Category** to **Polling Place**.
4. Under **Reports**, make sure **Polling Place Listing** is selected.
5. Click the **Next** button.

The first screenshot shows the 'Menu' window with the 'Reports' node selected in the left-hand tree. The 'Quick Tasks' window at the bottom shows 'Print Reports' and 'Create Report' options.

The second screenshot shows the 'Print Report' window, 'Step 1 of 2'. The 'Category' is set to 'Polling Place'. Under the 'Reports' section, 'Polling Place Listing' is selected. The 'Next' button is visible at the bottom.

The third screenshot shows the 'Print Report' window, 'Selected Report' screen. The 'Selected Report' is 'Polling Place Listing'. Under 'Report Options', the 'Filter' is set to '(Select Filter)' and 'Sort By' is set to '(Select Sort)'. Under 'More Report Options', there is a 'Printer Setup' button. Under 'Print Options', 'Preview' is selected, and there are buttons for 'Back' and 'Preview'.

6. **Filter** your report:
  - a. Click the **Custom** button next to the **Filter** drop down.
  - b. Create a **Filter** like the one to the right.
  - c. Click **Use Filter**.



*This filter will select only currently available polling places, so polling places that are no longer in use will not appear on the report.*

The 'FilterForm' window shows a table with the following data:

And/Or	Field Name	Condition	Value
And	StatusCode	Equals	Available(AVAIL)
&			

Below the table, there is a 'Description' field.

7. Sort your report:

- Click the **Custom** button next to the **Sort** drop down list.
- Create a **Sort** like the one shown.
- Click **Use Sort**.



*This sort is designed for someone running a report at the county level. It will put locations in order by municipality, then by polling place name. Municipalities running this report would not have to include the first line.*

FieldName	Order
JurisdictionID	ASC
Polling Place Name	ASC



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

- Click the **Printer Setup** button and verify your printer settings. Click **Save Settings** when they are correct.
- Click the **Print Now** radio button.
- Click **Print**.
- A dialogue box indicating that your printing or export is complete will appear. Click **OK**.
- Retrieve the document. You should see a report that looks like the sample below.

TOWN OF BLOOMING GROVE			00000-FPLAC-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