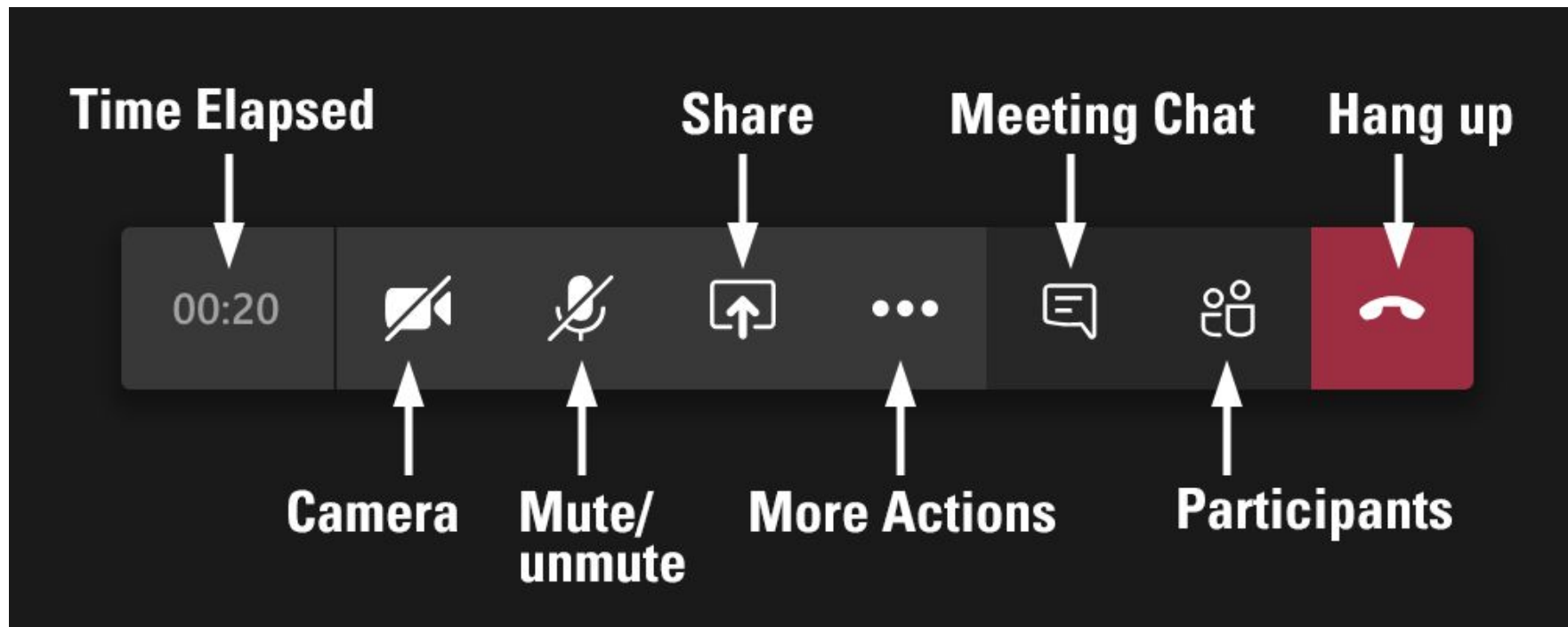


2022 Primary Election

Election Officer Training

Using Microsoft Teams



Today's Training

Introductions

Training Team

- Gretchen Reinemeyer, Director of Elections
- Tate Fall, Deputy Director
- Kitty Clark Stevenson, Check In

Electoral Board

- Kimberly Philip, Chairman
- Matthew Weinstein, Vice Chairman
- Scott McGeary, Secretary

Election Day Support

Rovers

- Stu Nagurka
- Carl Hodgen

Election Central Phone line

- Bill Sands
- Don Hodgen
- Wes MacAdam
- Tania Griffin
- Donna Patterson
- Jackie Letizia

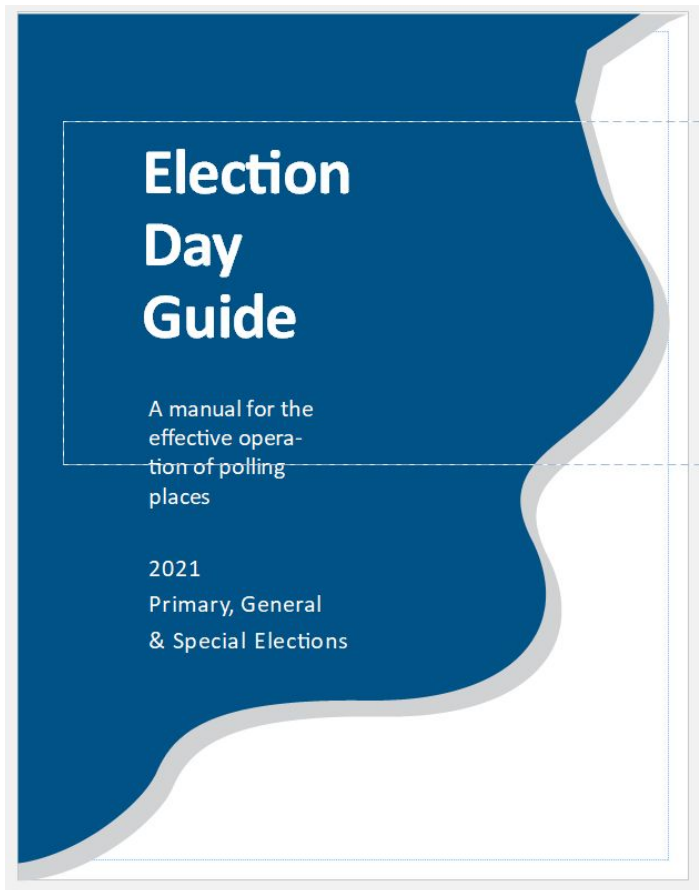
Agenda

- Election Basics
- What's New
- Opening the Polls
- Election Day Duties
- Closing the Polls
- Questions

Voting

If you are assigned to a precinct different than your home precinct, you will need to vote before election day either early or by mail.

vote.arlingtonva.us/Early-Voting



Election Day Preparation

- Review the full Election Day Guide for complete procedures, instructions, and checklists.
- Online videos cover opening and closing the election equipment.

Election Basics

Dates & Times



Dates:	Election Day June 21, 2022
Type:	Democratic Primary
Open to:	All voters
Work hours:	5:00 am - ~8:30 pm
Voting Hours:	6:00 am - 7:00 pm
Schools:	Closed
Ballot Styles:	1
Turnout:	20% or less

Commonwealth of Virginia, OFFICIAL BALLOT County of Arlington Democratic Party Primary Election Tuesday, June 21, 2022	Ballot Style 1
Voting Instructions: 1. Use a blue or black ballpoint pen. 2. Completely fill in the oval to the left of your choice. 3. If you make a mistake, ask for a new ballot.	

Member House of Representatives 8th District Vote for only one
<input type="radio"/> Victoria I. Virsingh
<input type="radio"/> Donald S. Beyer, Jr.



Authorized by: Arlington County Electoral Board
2100 Clarendon Blvd, Suite 320
Arlington, VA 22201, (703) 228-3456

NOTICE: The authority statement printed above must be removed and replaced with the appropriate authority statement for the committee, individual or group using this ballot for their own purposes. The authority statement used for this ballot must comply with the requirements of either federal or state law, as appropriate.

For state requirements, see §24.2-943 of the Code of Virginia.

For federal requirements, call the Federal Election Commission, 1-800-424-9530.

Sample Ballot

Single Party Primary

- VA is an Open Primary State
- Do Not Register by Party
- Open to all registered voters in Virginia
- Make sure voters know they are voting in the Democratic Primary.

(Republicans selected their nominee in a convention in May.)

Class Paperwork

W-9

- Are you new to working? Did you move or change your name since the last election?
- If you answered “yes” then complete a W-9 form

Election Officer Oath

- ALL must complete (new appointment cycle)

What's New

Safety Precautions for COVID-19



Masks are Optional

Cover your mouth and nose with a mask. Can be worn in the voting room when serving voters and when not 6 feet from others.



Get vaccinated

Vaccination can reduce contracting COVID-19 and can reduce the severity of the virus if contracted. But we operate as if all are not vaccinated.



Avoid Close Contact

Maintain 6 feet of distance between other officers and voters in the polling place.



Monitor Your Health

If you develop a fever, cough, or shortness of breath, do NOT report to the polling place. Check your temperature on Election Day.

Follow CDC checklist for isolation.

Protective Supplies



Protective equipment

- Cleaning and sanitation supplies
- Acrylic/plexiglas shield for check-in station workers

Evacuation Cards

- Cards for each station.
- Leave them at the station throughout the day.
- If you have to evacuate your polling place, follow the instructions on the card.

Instructions

Leave the appropriate card at its station.

In the event of that you evacuate your polling place, follow the instructions on the card.

Assemble at the predetermined meeting point.

Meeting Point: _____

Evacuation Checklist

Assistant Chief

- ☐ Call the Office at 703-228-3456
- ☐ Secure the machine keys
- ☐ Secure Provisional Ballot Bag
- ☐ Secure Drop Box
- ☐ Ensure Precinct is Clear & Close Door
- ☐ Maintain control at the meeting point
- ☐ Conduct headcounts

of Staff: _____ # of Voters: _____

Evacuation Checklist

Check In Officer

- ☐ Record Checked In Total here: _____
- ☐ Leave Pollbook Open. Take 1 with you.

It time permits...

- ☐ Take all Pollbooks
- ☐ Put in sleep mode all but 1 to save battery.
- ☐ Use 1 Pollbook at a time.
- ☐ When battery is at 20%
 - ☐ Open next Pollbook
 - ☐ Sync
 - ☐ Power down old 1

Evacuation Checklist

Ballot Officer

- ☐ Secure Ballots in Chief's Black Bag
- ☐ Do NOT let unused ballots out of your sight
- ☐ Secure Ballot Record Report
- ☐ Secure Orange Envelope 4 for Void/Spoiled Ballots

ADA Checklist

- Page 27
- Quick Election Day Checklist to ensure polling place is accessible to all voters.

Accessibility Checklist

<input type="checkbox"/>	Outside Polling Place Accessible parking is provided and clearly marked. Curbside area is designated with Yellow Cones and signs. Accessible entrance is marked. Signs posted for parking, curbside voting, and accessible entrance. All entrances are unlocked during voting hours.
<input type="checkbox"/>	Paths All paths, from parking lot to exit, are at least 36 inches wide. Paths are clear of obstructions, protruding objects, cords, steps, abrupt changes in level. Walking surfaces are stable, firm, and slip resistant.
<input type="checkbox"/>	Inside Polling Place There is 60 inches of turning space in front of at least 1 voting station, the BM, and Scanner. BM is on a surface 28-34 inches high, turned on and ready for use with headphones and touchpad out.

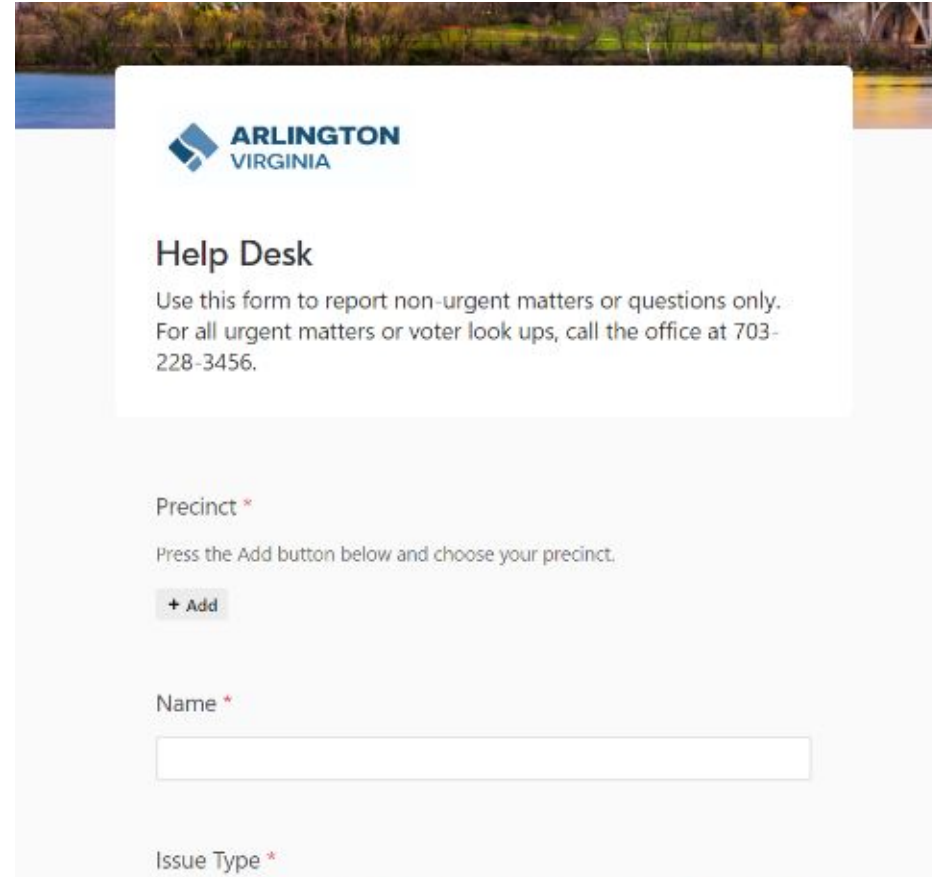
SETUP

Virtual Help Desk

Webform for non-urgent matters or questions.

Issues:

- Missing or Lost Supply
- Election Officer Issue
- Machine Issue
- Facility
- 40ft Violation
- Non-urgent Procedure Question



The screenshot shows a webform titled "Help Desk" for Arlington Virginia. The form is set against a background image of a park with trees and a body of water. The form itself is a white box with a blue header containing the "ARLINGTON VIRGINIA" logo. Below the header, the title "Help Desk" is followed by instructions: "Use this form to report non-urgent matters or questions only. For all urgent matters or voter look ups, call the office at 703-228-3456." The form contains three visible fields: "Precinct *" with a sub-instruction "Press the Add button below and choose your precinct." and a "+ Add" button; "Name *" with a text input box; and "Issue Type *" which is partially visible at the bottom.

ARLINGTON VIRGINIA

Help Desk

Use this form to report non-urgent matters or questions only.
For all urgent matters or voter look ups, call the office at 703-228-3456.

Precinct *

Press the Add button below and choose your precinct.

+ Add

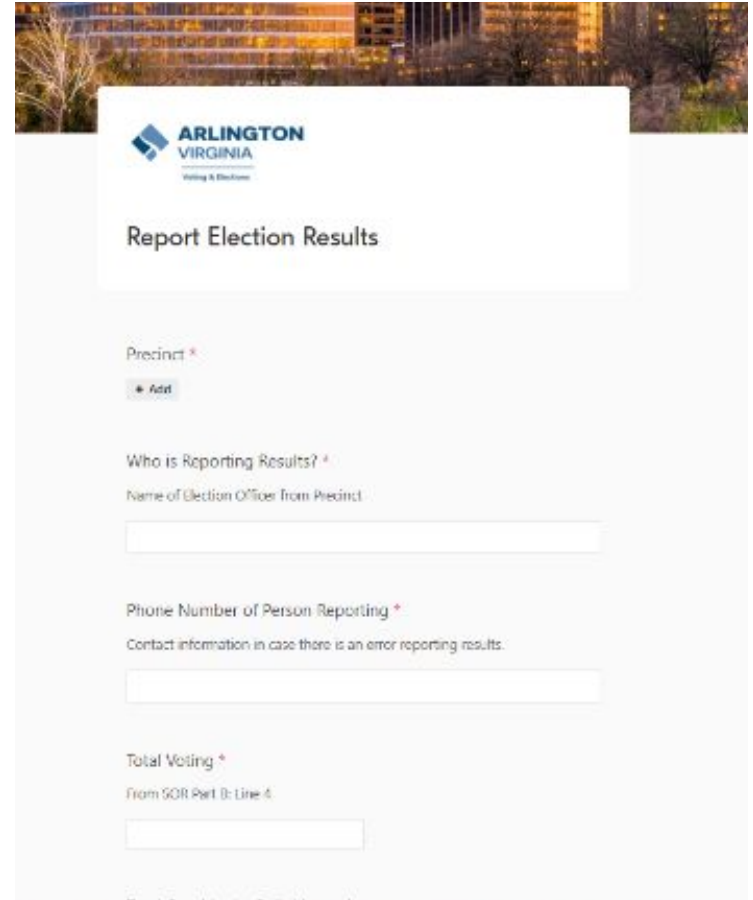
Name *

Issue Type *

Call In

- Webform Option
- Password Protected
- Must still complete Call In Form
- No longer accept over email
- When you get home, double check data entry on State Website (optional)

Calling in will always be an option!



The screenshot shows a webform titled "Report Election Results" from Arlington Virginia Voting & Elections. The form includes the following fields and labels:

- Precinct ***: A dropdown menu with an "Add" button.
- Who is Reporting Results? ***: A label with a sub-label "Name of Election Officer from Precinct" and an empty text input field.
- Phone Number of Person Reporting ***: A label with a sub-label "Contact information in case there is an error reporting results:" and an empty text input field.
- Total Voting ***: A label with a sub-label "From GOR Part B: Line 4:" and an empty text input field.

Precinct Contact

Need a precinct contact who can receive text messages.

If you want to be this person, contact your Chief.



Opening the Polls

Opening Reminders

- Please arrive promptly at 5:00 am.
- The Chief will swear in all workers.
- Make sure to sign the Pink Pay Sheet.
- Polling place doors must be open at 6:00 am.

Opening Duties

Tasks to complete prior to opening the polls

- ☐ Chief's Tasks
- ☐ Set up Scanner & Ballot Marking Machine
- ☐ Set up Pollbook & Check In Station
- ☐ Prepare Ballot Table
- ☐ Set up Voting Booths
- ☐ Hang Signs
- ☐ Complete Opening Paperwork



Set Up Equipment

Video tutorials available online:
vote.arlingtonva.us/online-training/

Please review them and reference
them on Election Day if needed

**NEW VIDEO - Ballot Drop Box
Setup!**

Election Equipment Training Videos

The links below will open a YouTube video in a separate window.

Introduction

[Delivery of Voting Equipment](#)

Pollbooks

[Setting up the Poll Pad](#)

[Packing up the Poll Pad](#)

Voting Stations

[Setting up the Voting Stations](#)

[Packing the Voting Stations](#)



Scanner

[Ballot Box Setup](#)

[Opening the Scanner Part I](#)

[Opening the Scanner Part II](#)

[Shutdown the Scanner](#)

[Packing up the Scanner](#)



Ballot Marking Device

[Opening the Ballot Marker](#)

[Shutdown the Ballot Marker](#)

[Packing up the Ballot Marker](#)



Pollbooks



Pollbooks

Check to make sure the Poll Pad is:

- Syncing,
- Charging,
- Shows correct polling place
- Displays 0 check ins



Ballot Box



Set up
ballot box



Attach, lock, and
start up the scanner

Ballot Marker



- Voter marks a ballot using touch screen or keypad
- Improves accessibility
- Prints a ballot, does not record votes
- Make private & accessible

Voting Booths

- Set up cardboard privacy screens on table tops
- Set up the fold out standing voting booths
- Space booths apart for privacy
- Make sure booths are accessible with space for a wheelchair to navigate around them

Opening Reports

- Once machines boot, they will both print:
 - Machine Info Tape
 - Zero Tape
- Chief will record numbers on Seal and Count Form
- Two officers must verify Zero Tape

Machine Info

Election Title:
Demo County
Demo Election
November 1, 2016
Election Date: November 1, 2016

Current Date: Mon August 24, 2015 11:13:30 AM
Software Version: 1.3
OS Version: SVI OS ver. 2.0
Machine Name: UN205120

Election ID: 102
Election Version: 17.3.6
Session Type:

Voting Status: NEW
Open Time:

Protective Count: 2
Public Count: 0
Session Count: 0

Session Canceled: 0
Precincts Count: 0

Time Zone: Pacific Standard Time
Region: America, Los Angeles
IP Address: 192.168.205.120
Printer Model: Star Microline 15P14311
CPU Speed: 1.86GHz
Memory Size: 2,072MB
Screen Size: 15"

Technical Support: 1-800-690

Count Ballots

- Count number of ballot packs
- Open and count out a few packs of Ballots
- Record #s on Ballot Record Report

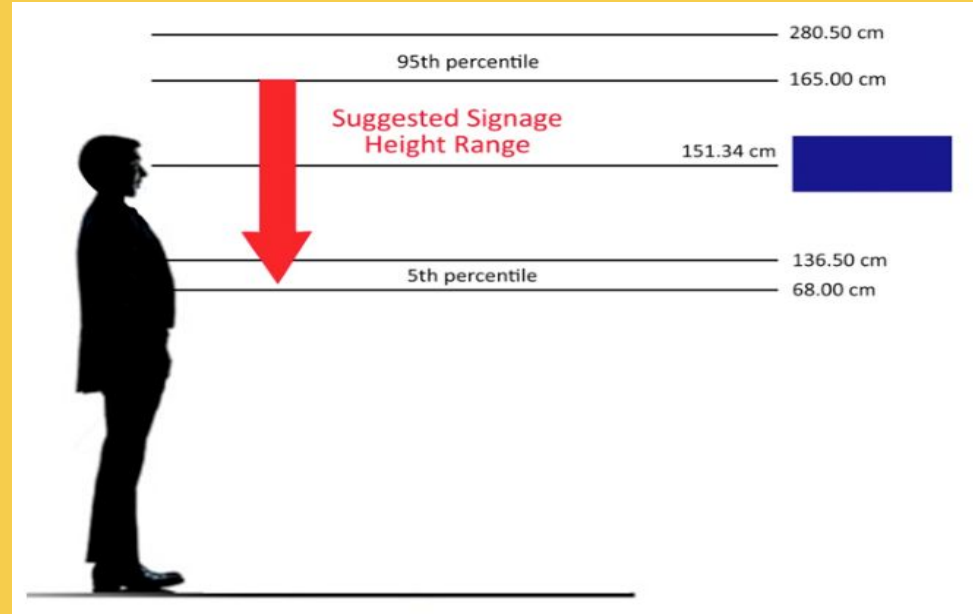
40-foot Prohibited Area

Each polling place shall establish a 40-foot boundary outside the polling place entrance.

Certain activity is prohibited inside that line and inside the polling place.

Hang Signs

- Check with facility about special requirements
- Hang signs 48 - 67 inches high; at eye level
- Use Blue Tape inside
- Use Green Tape outside



Open Up at 6:00 am



Election Day Duties

Officer Positions

Greeters

~~Direct traffic outside of the polling place and control the line at the point of entry into the voting room.~~

Pollbook Officers

Check in voters on the pollbook and distribute ballots.

Voting Booth Officer

Help direct voters to open voting booths, clean surfaces, and provide assistance to voters as requested.

Scanner Officer

Monitor the ballot scanner and provide assistance as needed.

Voting in 4 Steps

- [1. Voter Checks In**
- 2. Voter Gets a Ballot**
- 3. Voter Marks Ballot**
- 4. Voter Casts Ballot**

Pollbook Officer

Duties & Instructions

Basic Duties

Check in voters on the Poll Pad

Distribute ballots to voters

Refer special issues to the Chief

Check In



Checking In Voters

CHECK IN

1. State full legal name and current address.
2. Present acceptable ID

The Election Officer will verbally verify your name.

REGISTRARSE

1. Declare (oral o por escrito) su Nombre legal su dirección - completa donde reside actualment.
2. Presentar ID aceptable

El Oficial de Elecciones verificará Verbalmente su nombre


ELECT 6438 Rev. 07/2020

Process

1. Ask voter to show ID
2. Scan the ID or look up the voter in the Poll Pad
3. Ask voter to state name and current address
4. Select the correct voter on the Poll Pad
5. Repeat **name only**
6. Hit the blue “Accept” button
7. Hit the blue “Submit” button
8. Give the voter a ballot and instructions

Checking In Voters

Never turn a voter away for lack of ID,
always the option to sign the
Confirmation Statement



ID Requirements

You must show ID or sign an ID Confirmation Statement to vote.

(Va. Code § 24.2-643(B))

Acceptable ID can be any one of the following:

- Voter Registration Card
- Virginia Driver's License
- Virginia DMV-issued Photo ID
- U.S. Passport
- Employer-issued Photo ID
- Any other U.S. or Virginia government-issued photo ID
- Valid Tribal enrollment or other Tribal ID
- A valid student ID issued by a public or private school of higher education located in the U.S.
- A current utility bill, bank statement, government check, or paycheck containing your name and address
- Any other current government document containing your name and address
- A signed ID Confirmation Statement

You must give (orally or in writing) your Full Legal Name and Current Residence Address upon request.

Notes on Acceptable ID

Voter does not have acceptable ID and won't sign ID Statement.

> Voter must vote a provisional ballot.
Send the voter to the Chief.

Name does not have to exactly match in some situations.

- > Similar name: Terry (Terrence) = OK
- > Initials: TJ (Timothy Jimothy) = OK
- > Maiden Name = OK
- > Nickname = OK

Address on ID does not have to match. Voter will state current address when asked to state name/address.

VERIfY ID

Voters marked Verify ID are **NOT** eligible to use the ID Confirmation Statement.

These individuals (1) registered to vote by mail (2) did not provide an ID with their registration (3) it's their first time voting in a federal election in Virginia.

They are subject to Federal ID standards under the Help America Vote Act (HAVA) which requires they show ID. They can present any other ID from the list of acceptable IDs.

Checking In a Voter On Poll Pad




**“Hi! I’m Zack
Smith of 2611
Key Boulevard.”**

Checking In a Voter On Poll Pad


12:59 AM Sat Oct 10 49%


MENU L&A Test Election - 06/23/2020
Last Imported: 10/07/2020, 18:13:56


 **Arlington County**
All County


Precinct Records: 170979
Checkins: 1


Countywide Records: 170979
Config. Profile: 2.5.0 - General



Virginia Driver's License



Virginia Identification Card



**PLACE THE PHOTO ID
ONTO THE ID HOLDER**
WITH THE BARCODE FACING THE CAMERA



Virginia Student Photo ID


Employer-Issued Photo ID


U.S. Government-Issued Photo ID

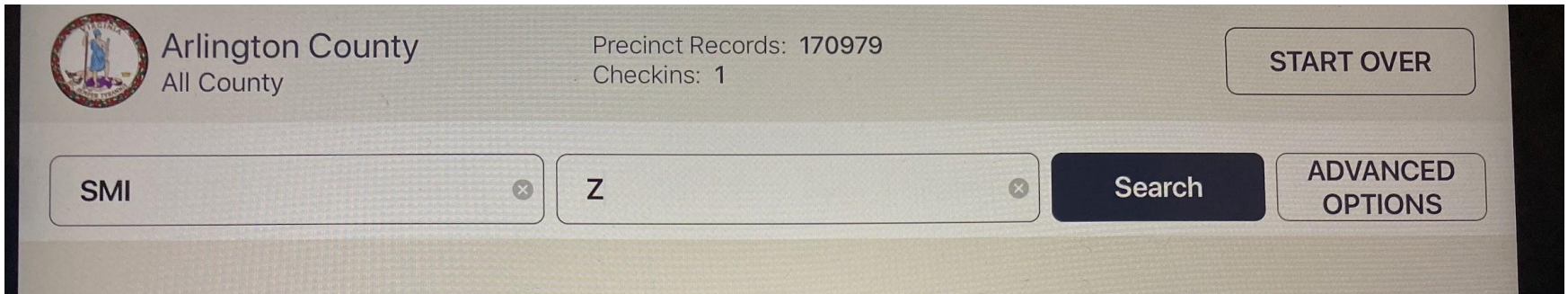

VA Government-Issued Photo ID

 **SCAN BARCODE**

 **MANUAL ENTRY**

Checking In a Voter On Poll Pad

Use first initial and first 3 of last name



The screenshot displays the Arlington County Poll Pad interface. At the top left is the Arlington County seal. To its right, the text reads "Arlington County" and "All County". Further right, it shows "Precinct Records: 170979" and "Checkins: 1". A "START OVER" button is located in the top right corner. Below this, there are two search input fields. The first field contains "SMI" and the second field contains "Z". Both fields have a small "x" icon to clear the input. To the right of these fields is a dark blue "Search" button. Further right is a button labeled "ADVANCED OPTIONS".


Checking In a Voter On Poll Pad


1:08 AM Sat Oct 10
MENU L&A Test Election - 06/23/2020
Last Imported: 10/07/2020, 18:13:56 48%
Arlington County All County Precinct Records: 170979 Checkins: 2 START OVER


SMI Z Search ADVANCED OPTIONS

SEARCH RESULTS: 72

SMITH, ZACHARY
1966
2611 KEY BLVD, ARLINGTON, VA 222014001
VOTER ID: 920237166 Active Precinct: 016 - LYON VILLAGE 0130016


 **SMITH, ZACHARY**
1992
2606 N PERSHING DR APT B, ARLINGTON, VA 22201...
VOTER ID: 126784927 Inactive Precinct: 015 - LYON PARK 0130015

 **SMITH, ZADY**
1982
809 S ORME ST. ARLINGTON. VA 22204
VOTER ID: 919332835 Active Precinct: 038 - ARLINGTON VIEW 0130038

 **SMITH, ZAGRADIUS**
1966
2611 KEY BLVD, ARLINGTON, VA 222014001
VOTER ID: 920266417 Active Precinct: 016 - LYON VILLAGE 0130016


Checking In a Voter On Poll Pad

1:00 AM Sat Oct 10 49%
MENU L&A Test Election - 06/23/2020
Last Imported: 10/07/2020, 18:13:56

 Arlington County
All County

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

 SPEAK

ZACHARY FLYNT SMITH
1966
2611 KEY BLVD ARLINGTON, VA 222014001


Voter ID:	Status:	Precinct:	CD/SHD/SSD:
<input type="text"/>	Active	002 - ASHTON HEIGHTS 0130002	08/047/031

Checking In a Voter On Poll Pad

1:00 AM Sat Oct 10

MENU L&A Test Election - 06/23/2020
Last Imported: 10/07/2020, 18:13:56

49%

 Arlington County
All County

POLL WORKER
CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION

ZACHARY FLYNT SMITH

Precinct: 002 - ASHTON HEIGHTS 0130002
Status: Active

Voter ID:

CD: 08
SHD: 047
SSD: 031

☐ Assistance Required ☐ Curbside

Provisional

Checking In a Voter On Poll Pad



Proceed as Normal

Active Voters

The screenshot shows a mobile application interface for voter registration. At the top, there is a search bar labeled 'First Name' with a close button (X) on the left. Below the search bar, a list of voters is displayed. Each entry includes a partial name, a status (Active or Inactive), and precinct information. A yellow arrow points to the 'Active' status of the first voter.

First Name	Status	Precinct
AM	Active	Precinct: 016 - LYON VILLAGE 0130016
EX ANDREA	Inactive	Precinct: 015 - LYON
REN	Active	Precinct: 038 - ARLIN VIEW 0130038

Send to Chief – Election Day

- Inactive
- Absentee Issued
- Wrong Polling Place
- Voted
- Verify ID
- Overseas


Different color or
Pop up warning

The screenshot shows a web application for managing election records. At the top, it displays 'Arlington County' and 'Precinct Records: 170979' with 'Checkins: 4'. There are buttons for 'START C...', 'ADV...', and 'OPT...'. Below this is a search bar with a 'First Name' label and a 'Search' button. A table of voters is shown below. The first row is highlighted in green and labeled 'Voted' in green text. The second row is highlighted in red and labeled 'Active' in red text. Both rows show the address 'L ST APT 635, ARLINGTON, VA 222024446' and 'Precinct: 050 - CRYSTAL PLAZA 0130050'. A yellow arrow points to the 'Voted' status of the first row.

First Name	Status	Address	Precinct
[Redacted]	Voted	L ST APT 635, ARLINGTON, VA 222024446	Precinct: 050 - CRYSTAL PLAZA 0130050
[Redacted]	Active	L ST APT 635, ARLINGTON, VA 222024446	Precinct: 050 - CRYSTAL PLAZA 0130050

Send to Chief – Election Day

- Inactive
- Absentee Issued
- Wrong Polling Place
- Voted
- Verify ID
- Overseas

 Arlington County
001 Arlington

GO BACK


Verify ID

This voter registered to vote by mail, did not provide ID, and this is their first time voting in a Federal Election in Virginia. This voter is subject to ID requirements under the Help America Vote Act. They cannot sign the ID Confirmation Statement.
If the voter has acceptable ID, PROCEED as normal.
If they voter does not have acceptable ID, they must cast a Provisional Ballot Reason: No ID. Press CLOSE and send to Chief.

PROCEED

CLOSE

Different color or
Pop up warning

 **Black, Ryan Scott**
VOTER ID: [REDACTED] Arlington, VA 222043677

Inactive

001 Arlington
Precinct: 001 - ARLINGTON 0130001

Voter with a Mail Ballot



Election Day

Voters with a mail ballot in an envelope can drop it off in the Drop Box at each polling place.

Voters with a mail ballot who want to vote a ballot in person can exchange their ballot at the Chief's table. The Chief will spoil the mail ballot.

Voters without a ballot who applied for a mail ballot - Must vote provisional at the Chief's station.

Ballot Distribution

Ballot Distribution

Remind voters:

- Fill in oval completely
- Do not get hand sanitizer on the ballot.
- They can get another ballot if they make a mistake.

Have available for voters:

- A pen
- A privacy folder

Voting Booth Officer

Duties & Instructions

Basic Duties

Remove pens, folders, and campaign literature left in booth.

Periodically spray and wipe voting booth surfaces with disinfectant.

Answer questions voters have and be available to assist.

Maintain distance for safety and privacy.

Voters Who Need Assistance

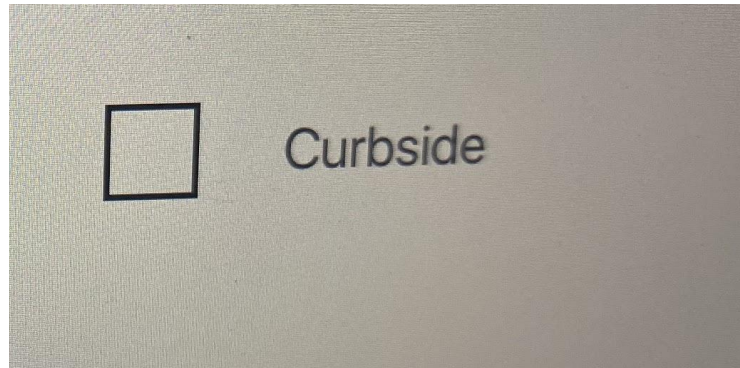
Request for Assistance Form

- Any voter can request assistance from an officer or another person.
- *If you will see how a voter is voting while giving assistance*, complete the Request for Assistance Form.
- Answering common questions does not require the form to be completed.
- Poll watchers CANNOT serve as assistants to a voter.

Language Assistance

- You can translate for a voter. You must first ask any poll watchers present if they speak the language and would like to hear the translation.

Extra Step for Curbside Voters



Ballot Marker

- For any voter who cannot mark a paper ballot
- NEW! Enter Precinct Precinct # only.
- Voter uses Touch Screen or Keypad w/ Headphones to mark ballot
- Ballot prints when voter is done
- Ballot must be fed into Scanner





QUIZ TIME

Can a voter write in a candidate?

Can you help a voter fill in their ballot if they request you to?

Can a voter take a selfie with a ballot?

Does someone have to have a disability to use the ballot marking machine?

Scanner Officer

Duties & Instructions

Basic Duties

Position yourself near the scanner keeping a safe distance for privacy.

Keep “I Voted” stickers and hand sanitizer stocked at the station.

Assist voters having difficulty scanning their ballot.

Voter Casts a Ballot

- Remain in proximity of scanner to answer questions.
- Remind the voter to insert their ballot either direction and wait for green light to ensure ballot is accepted
- If there is an error, the scanner will print an error report.



No Issue

Ballot Accepted

Commonwealth of Virginia, Demo Ballot Arlington County Demo General Election November 7, 2017		Ballotstyle: 1
Voting Instructions 1. Use a blue or black ink pen. 2. Make a clear mark inside the red box to the left of your choice. 3. For a write-in candidate, mark the red box to the left of the line and write in the name. 4. If you make a mistake, ask for a new ballot.		
President of the United States (Vote For only one)	Favorite Landmark of the United States (Vote For only one)	Favorite Superhero (Vote For only one)
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite National Park	<input type="checkbox"/> Superman
<input type="checkbox"/> Abraham Lincoln	<input checked="" type="checkbox"/> Yellowstone National Park	<input type="checkbox"/> Batman
<input checked="" type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefeller Center	<input type="checkbox"/> Spiderman
<input type="checkbox"/> Franklin D. Roosevelt	<input type="checkbox"/> The Great Lakes	<input type="checkbox"/> Wonder Woman
<input type="checkbox"/> Theodore Roosevelt	<input type="checkbox"/> Washington Monument	<input checked="" type="checkbox"/> Captain America
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/>	<input type="checkbox"/> Iron Man
<input type="checkbox"/> Ronald Reagan	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WRITE IN _____	WRITE IN _____
WRITE IN _____		

Overvote

Ballot
Rejected



3. For a write-in candidate, mark the red box to the left of the name.

4. If you make a mistake, ask for a new ballot.

President of the United States (Vote For only one)	Favorite National Park (Vote For only one)
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite
<input checked="" type="checkbox"/> Abraham Lincoln No	<input type="checkbox"/> Yellowstone
<input type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefeller
<input type="checkbox"/> Franklin D. Roosevelt	<input checked="" type="checkbox"/> The Great Smoky Mountains
<input checked="" type="checkbox"/> Theodore Roosevelt this one	<input type="checkbox"/> Washington
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/>
<input type="checkbox"/> Ronald Reagan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
WRITE IN _____	WRITE IN _____

Undervote

Ballot Accepted

Commonwealth of Virginia, Demo Ballot
Arlington County
Demo General Election
November 7, 2017

Ballotstyle: 1

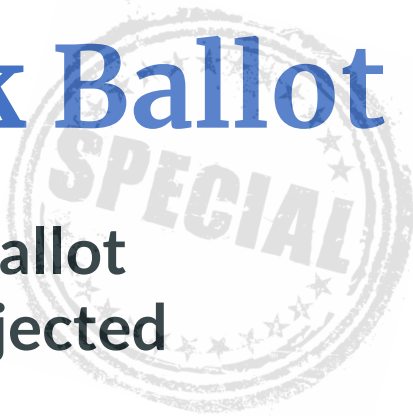
Voting Instructions

1. Use a blue or black ink pen.
2. Make a clear mark inside the red box to the left of your choice.
3. For a write-in candidate, mark the red box to the left of the line and write in the name.
4. If you make a mistake, ask for a new ballot.

President of the United States (Vote For only one)	Favorite Landmark of the United States (Vote For only one)	Favorite Superhero (Vote For only one)
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite National Park	<input type="checkbox"/> Superman
<input type="checkbox"/> Abraham Lincoln	<input type="checkbox"/> Yellowstone National Park	<input type="checkbox"/> Batman
<input checked="" type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefeller Center	<input type="checkbox"/> Spiderman
<input type="checkbox"/> Franklin D. Roosevelt	<input type="checkbox"/> The Great Lakes	<input type="checkbox"/> Wonder Woman
<input type="checkbox"/> Theodore Roosevelt	<input type="checkbox"/> Washington Monument	<input checked="" type="checkbox"/> Captain America
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/> WRITE IN _____	<input type="checkbox"/> Iron Man
<input type="checkbox"/> Ronald Reagan		
<input type="checkbox"/> WRITE IN _____		<input type="checkbox"/> WRITE IN _____

Blank Ballot

Ballot
Rejected



Blank

Commonwealth of Virginia, Demo Ballot
Arlington County
Demo General Election
November 7, 2017

Ballotstyle: 1

Voting Instructions

1. Use a blue or black ink pen.
2. Make a clear mark inside the red box to the left of your choice.
3. For a write-in candidate, mark the red box to the left of the line and write in the name.
4. If you make a mistake, ask for a new ballot.

President of the United States (Vote For only one)	Favorite Landmark of the United States (Vote For only one)	Favorite Superhero (Vote For only one)
<input type="checkbox"/> George Washington	<input type="checkbox"/> Yosemite National Park	<input type="checkbox"/> Superman
<input type="checkbox"/> Abraham Lincoln ✓	<input type="checkbox"/> Yellowstone National Park	<input type="checkbox"/> Batman
<input type="checkbox"/> John F. Kennedy	<input type="checkbox"/> Rockefeller Center	<input type="checkbox"/> Spiderman ✓
<input type="checkbox"/> Franklin D. Roosevelt	<input type="checkbox"/> The Great Lakes	<input type="checkbox"/> Wonder Woman
<input type="checkbox"/> Theodore Roosevelt	<input type="checkbox"/> Washington Monument ✓	<input type="checkbox"/> Captain America
<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/>	<input type="checkbox"/> Iron Man
<input type="checkbox"/> Ronald Reagan	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WRITE IN _____	WRITE IN _____
WRITE IN _____		

Give Voters a Chance to Fix their Ballot

If Ballot is Rejected...

- Direct voter to the printed tape and explain to the voter why the ballot was rejected.
- If the voter realizes they made a mistake, send them to the Chief with their ballot to get a replacement ballot.
- If the voter completed their ballot as they intended, re-insert ballot and instruct the voter to press the “Accept Ballot” box.



Closing the Polls

Just Before Closing

At 6:45pm , an election officer must go outside and announce “Polls Close in 15 minutes.”

Anyone in line by 7:00 pm can vote. If you have a line, place an Election Officer at end.

Closing the Scanner

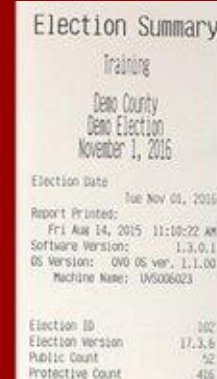
Make sure no ballots are in the emergency bin



**Chief Inserts
Close Card**



**Chief Follows
Screen Prompts**



**Print 3 Copies
Election Summary**

In closing the scanner, the Chief will:

- Export ballot images
- Shutdown the scanner and turn off the power
- Remove the scanner media



Call In Results

Your polling place should call in your results to 703-228-3456 as soon as possible.

You should not complete the whole Statement of Results first.

You'll need:

- Provisional Numbers from Log
- Pollbook Check Ins
- Results Tape

Closing the Ballot Marker

GENERAL ELECTION MIDWEST AMERICA COUNTY
FREE CHOICE VOTING
Precinct ID Entry

1 2 3
4 5 6
7 8 9
CLR 0 << Enter

Hidden Button

Public Count: 0

Ballot Count
Ballot Marking
November 5, 2019
Password Entry

Enter Election Password

0 1 2 3 4 5 6 7 8 9
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M <--

Back Clear Enter

Close Report

- Only need 1 Copy
- Give to Chief or appointed officer
- Record information on Ballot Record Report Part 6

Close Report

Election Title:
Demo County
Demo Election
November 1, 2016
Election Date: November 1, 2016

Current Date: Mon August 24, 2015 11:24:43 AM
Software Version: 1.3
OS Version: OVI OS ver. 2.0
Machine Name: UVS205120

Election ID: 102
Election Version: 17.3.6
Session Type: Training

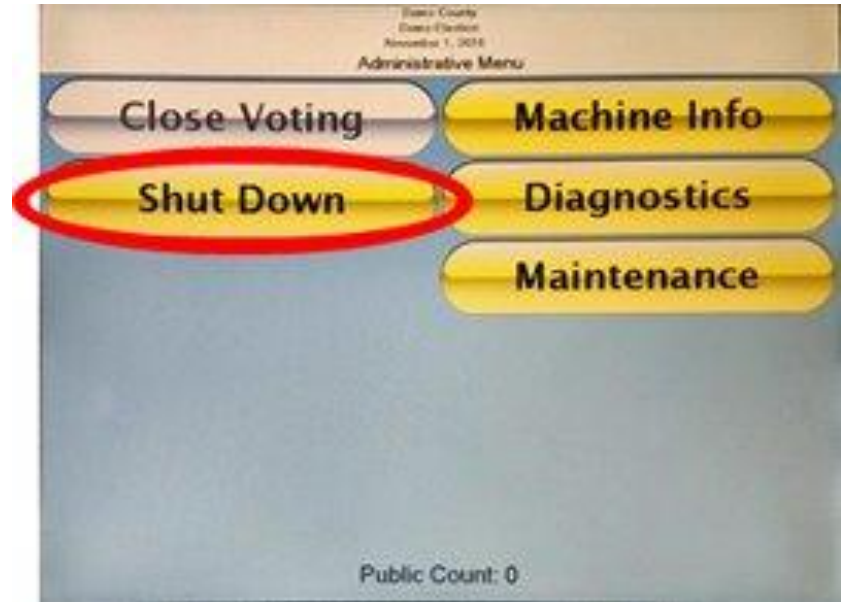
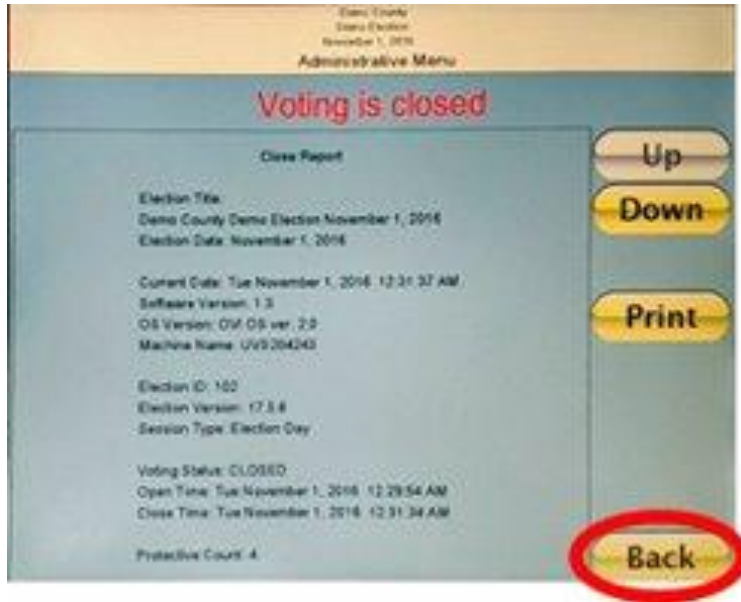
Voting Status: CLOSED
Open Time: Mon August 24, 2015 11:14:10 AM
Close Time: Mon August 24, 2015 11:24:35 AM

Protective Count: 10
Public Count: 8
Session Count: 8

Session Canceled: 0

Precincts Count:
00101 (11) 8

Shut Down and Power Off



Packing the Pollbooks



Before Packing Up the Pollbooks

Chief must:

- Record the total number of check ins and voters from outside the polls
- Export voters from EACH pollbook to the iSync drive.

Pollbooks do not turn off

Just pack carefully.

Part A: Turnout

Obtain these numbers from the [Pollbook Summary](#), not the tape

1. Total number of voters checked in	
2. Of the total number above, provide the number that voted outside the polls.	



Ballots

Box up the Ballots

- Voted Ballots go in Box 3
- Unused ballots go in Box 6
- Do not seal boxes until you are sure all ballots are in the appropriate boxes
- All ballots must be returned with the Chief



Clean Up the Polls

- Remove signs and tape from floors and walls
- Make sure all items that were outside are cleaned up
- Pack up privacy shields and voting booths
- Assist Chief with tasks as assigned

Closing Reminder

All Election Officials must sign 6 things

- Statement of Results #1
- Statement of Results #2
- Yellow Printed Return Sheet
- Box 3 Label (counted ballots)
- Oath (at beginning of day)
- Pink Payroll Sheet (at beginning of day)

Chief Returns Key Items

The Chief or Assistant Chief will return ballots, media, and other critical items to the Office of Voter Registration and Elections.

You Return Home



Updates:

vote.arlingtonva.us

Email:

pollworkers@arlingtonva.us

Thank You



Questions?