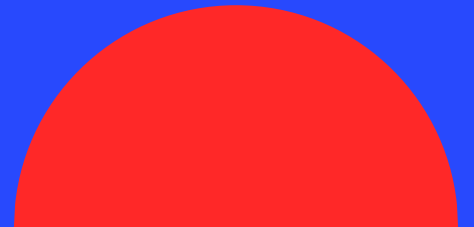
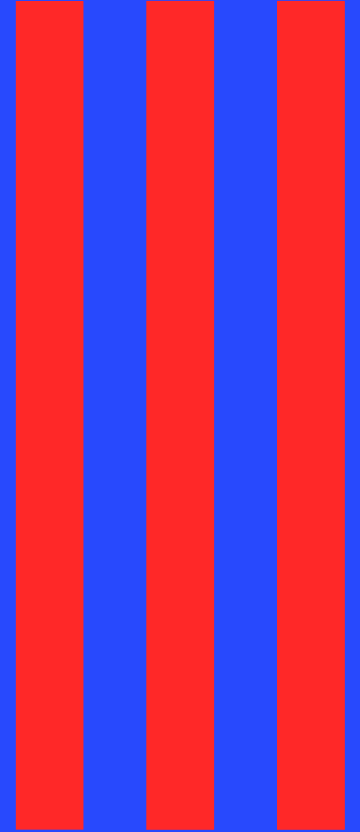


Election Inspector (Poll Worker) Training

**Town of Oregon
January 29, 2026**



Election Inspector Training Agenda

Introductions

Training Requirements/Oath of Office

Election Day Roles

Back to Basics: The Photo ID Law

Updates to Badger Books

Review of DS200s/Automark/Public Test

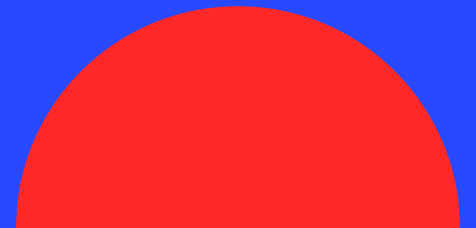
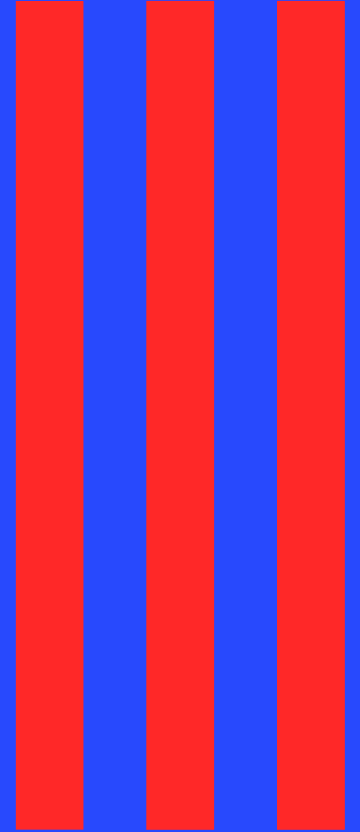
Communication/Availability

Questions?

Thank you!



Introductions



**Thank you for your service and
congratulations on your appointment!**

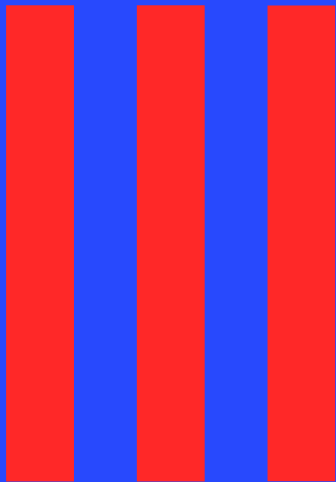
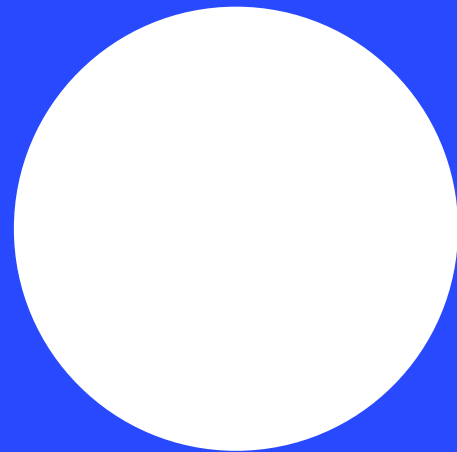
**Being a poll worker is a difficult job,
but we know you are up to the
challenge.**

**There are many procedures to
understand and the rules for elections
in Wisconsin are always changing,
which makes your role even more
difficult.**

**We appreciate your dedication to
serving voters and facilitating the
democratic process here in
Wisconsin.**



Training Requirements and Official Oath



Official Oath

STATE OF WISCONSIN,)
) ss
_____ County)

I, _____, having been elected or appointed to
the office of _____
(title)
but have not yet entered upon the duties thereof, swear (or affirm) that I will support the
constitution of the United States and the constitution of the State of Wisconsin, and will
faithfully discharge the duties of said office to the best of my ability.

(Signature of elected or appointed official)

Subscribed and sworn to before me this _____ day of _____, _____.

(Signature of person authorized to administer oaths)

☐ Notary Public or ☐ other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____, or ☐ is permanent

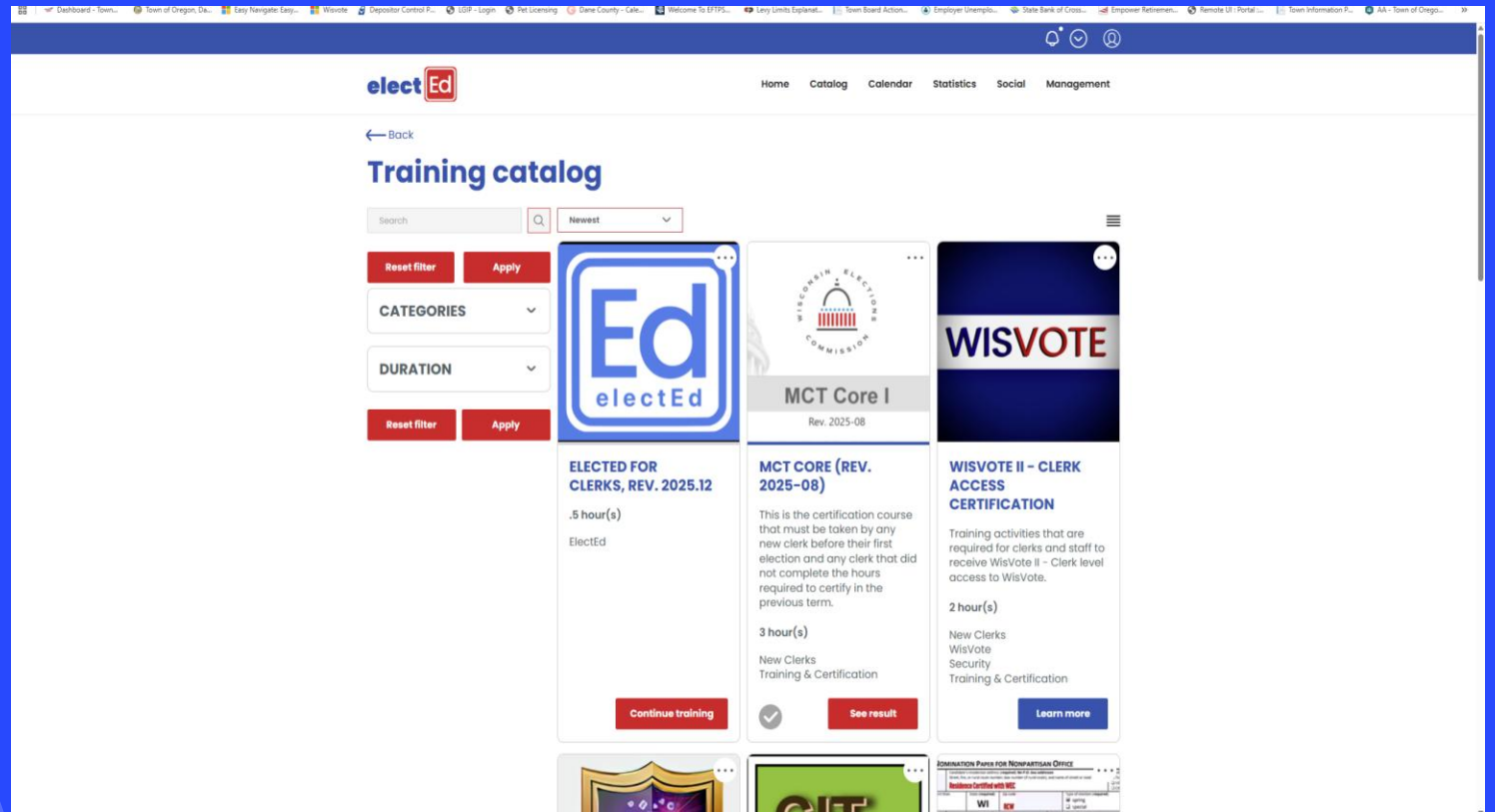
EL-154 (no duty ref.) Rev. 2018-09
Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-266-8005 | web: elections.wi.gov | email: glc@elections.wi.gov
The information on this form is required by Article IV, Section 24 of the Wisconsin Constitution, Wis. Stats. §19.01 (1), (2m).

- Town Board appoints election officials at the end of odd-numbered years for the proceeding two-year term. (Current term 1/1/26-12/31/27)
- Official Oath is for the two-year term.
- Poll workers must complete training at least once every two years.
- Poll workers should be familiar with the duties detailed in the Election Day Manual.
- Poll workers should be familiar with all voting equipment used at the polling place, including the accessible voting equipment.
- Poll workers can serve within the county they reside.
- Poll workers are entitled to compensation. You must complete and return the necessary documents.
- Poll workers may be appointed from a party list, but job is to ensure voting goes smoothly on Election Day and all eligible voters can cast a ballot.
- Wisconsin Elections Commission General Poll Worker Training Videos are available here

<https://vimeo.com/showcase/9655210>

ElectEd

Election Inspectors can take online poll worker training in ElectEd (check with Jennifer or Stephanie for access).



Poll Worker Conduct



No electioneering at the polling place, which is defined as any activity intended to influence voter's ballot choices.

Attire – no politically-themed attire or materials/clothing/buttons supporting a candidate, political party or ballot initiative.

Conversation – no conversations about ballot candidates, political platforms of candidates, incumbency information or opinions on ballot initiatives such as referenda.

Other political conversations: Avoid other political topics of conversation that could violate electioneering rules and make voters uncomfortable.

Literature: polling places should not have any literature (signs, flyers, posters, newspapers, etc.) that could potentially influence voter's ballot choices. Those materials should be removed or covered up during voting hours.



Election Day Roles

- Badger Book – Voter Check-In; Voter Registration; Disperse Voter number.
- Ballot Table – Collect Voter Number; Distribute Ballots; Instruct Voters.
- Machine – Monitor ballots being placed into DS200 by voters.
- Absentee Ballots – Record absentee ballot in Badger book; record voter number; process ballots inserting them into DS200; Organize and reconcile ballots.
- Greeter – Greet voters; answer process questions; direct voters.
- Chief Inspector On Duty; Monitor the room for issues or questions, ensure Inspectors are covered during breaks.

Assistance to voters is appropriate and welcome in many situations.

Assistance can be provided during all aspects of the voting process including helping a voter move around the polling place.

All voters are eligible to use the accessible voting equipment and poll workers should make that option known to voters.

All voters are eligible to receive assistance, either from a poll worker or from anyone of their choosing (provided it is not their boss or labor union representative).

Voter Registration –
You can help with explaining and filling out the form to assist the voter.

State Name and Address – If a voter cannot state their name and address at the poll book, a poll worker or assistant may state the name and address on the voter's behalf.

Poll Book Signature – A voter may be exempted if voter cannot sign the poll book due to disability. A voter can sign using an 'X' if that is their regular signature or mark.

Voting – A voter can be assisted with filling out the ballot or using the accessible voting equipment. The assistor must fill out the section on the ballot for assistor information to have that information recorded on the poll list.

Poll workers may assist voters with placing a ballot in box or machine.

Curbside voting is required to be offered at each Wisconsin polling place regardless of the presence and availability of accessible voting equipment

Treat all voters with respect and courtesy!



Back to Basics: The Photo ID Law

January 10, 2024

Update to Badger Books

**End of Shift - Poll Worker Certification
Screen**

**Protected and Confidential Voters –
Judicial Privacy Act**

Scan Driver's License

Progress Bubbles



9/16/2025 Special Primary Recall Election Deforest Village Trustee

DE FOREST VILLAGE HALL - Commons

Wards 1-5,11,18-19,6-10,12-17

Previous Screen

Status: Polls **Open**
Voter Count 1

Reporting Unit	Count
Wards 1-5,11,18-19	1
Wards 6-10,12-17	0

Certification

I certify that the attached list contains all the names of persons voting at the election held on Tuesday, September 16, 2025, and that it contains all the information about the electors required by law. I further certify that this list is true, correct, and complete.

☐ **I certify that the above information is true and correct.**

Total Number of Voters Printed on the Poll List: Wards 1-5,11,18-19: 1; Wards 6-10,12-17: 0;

Number of Absentee Electors: Wards 1-5,11,18-19: 0; Wards 6-10,12-17: 0;

Super Admin Signature

Clear Inspector Signature

☐ Chief Inspector

Continue

Certify takes you to the end of Election certification form

Process Absentees

Process Protected Absentees

Process Confidential Absentees

Now we find ourselves in the workflow where absentees can be checked in. At this point, the user will need to determine what category of absentee voter they are checking in. For most voters, this means clicking the top button to enter that workflow. **Click that button now.**



Previous Screen

Process Regular Absentee Ballots

- 1. Read the voter's name and address aloud.
- 2. Review absentee envelope for:

Voter Signature
Witness Signature
Witness Address

- 4 processes to select absentees:
- ✓ 1.scan mailing barcode
 - ✓ 2.type in mailing ID number
 - ✓ 3.search by name to find your voter
 - 4.select voter directly from list

Reporting Unit

All Ballots

Show Processed Voters

Mailing ID

Last Name

First Name

MI

Clear

Voters Issued an Absentee Ballot

Select	Name	Address	Mailing ID	Ballot Status	Voter
☒	Sapphira Thi Afifi	4608 STAR SPANGLED TRL MADISON, 53718	11024784	Returned	
☒	Anne Elizabeth Angel	4832 CATALINA PKWY MC FARLAND, 53558	11038634	Returned	
☐	Tyler August Anlauf	6122 EAGLE CAVE DR MC FARLAND, 53558	11021080	Returned	
☐	Leslie Daniel Anthony	4609 BAUTISTA DR MC FARLAND, 53558	11022350	Returned	
☐	SANTIAGO GARRETT ARIAS	4806 CATALINA PKWY MC FARLAND, 53558	11577663	Returned	



2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls **Open**

Voter Count 0

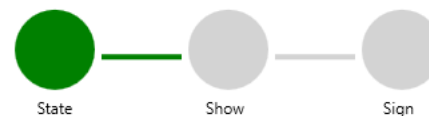
Voter Check-In

Protected Voter Check-In

Confidential Voter Check-In

[Start Over-New Voter](#)[Previous Screen](#)

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls **Open**Voter Count 0**Find Your Voter**

Please state your name and address and present your photo ID.

Last Name

First Name

Middle Initial

[Clear](#)**Results**

Notations	Name	Address	Voter Reg Number	Actions
The blue speech bubbles are dialog prompts for poll workers. If you are using scanners to search for voters, you can scan a Wisconsin Driver License or Wisconsin State ID if the cursor is in the Last Name field. You can also search for the voter using the keyboard. Click the arrow > to continue.				

None of these are my voter -
[Continue to Election Day Registration](#)

-ACCEPTABLE PHOTO IDS FOR VOTING IN WISCONSIN-

Information Provided by the Wisconsin Elections Commission

WHAT PHOTO IDS CAN I USE TO VOTE IN WISCONSIN?

November 5, 2024.

State of Wisconsin Driver License



Can be expired since the last General Election

State of Wisconsin ID Card



Can be expired since the last General Election

Wisconsin Driver License OR State ID Card Receipt OR WI DMV ID Petition Process Photo Receipt



Valid for 45 days from the date receipt was issued
OR 60 days for the ID Petition Process Receipt

Veterans Affairs ID



Must be unexpired or have no expiration

U.S. Passport Book or Card



Can be expired since the last General Election

Student ID Card + Enrollment Verification (If expired)



Valid for voting if the expiration date is no more than 2 years from the date the card was issued. If expired, must be accompanied with current enrollment verification

U.S. Uniformed Services



Can be expired since the last General Election

Tribal ID Card



Still valid for voting if expired

Certificate of Naturalization



Only valid for voting if Certificate was issued not more than 2 years before the date of the election

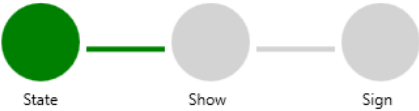
Find more information on the Photo ID law at: elections.wi.gov/photoid
Register to vote or check your registration status at: www.MyVote.wi.gov
Contact the Wisconsin Elections Commission at 1-866-Vote-Wis or at elections@wi.gov

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 10



Find Your Voter

Please state your name and address and present your photo ID.

Last Name

smi

First Name

Middle Initial

Results

	Notations	Name		Voter Reg Number	Actions
Select Voter		Alexander Douglas Smith		702083029	Update Name Update Address
Complete EDR	Military Must RGSTR	Amare Rohan Smith	5 KANAZAWA CIR MADISON, 53718	701921210	
Select Voter	Have you Moved?	ARTEYVIAN REBARI SMITH	4801 BAUTISTA DR MC FARLAND, 53558	702200724	Update Name Update Address
Select Voter	Overseas	BRANDON EDWIN SMITH	19 EAGLES PERCH CIR MADISON, 53718	0716638300	Update Name Update Address

X

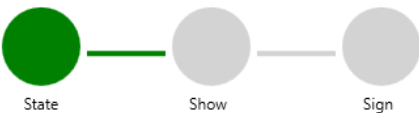
Is there a **misspelling** in the voter's **name**

Or has their **name changed** since registration?

Misspelling

Name Change

None of these are my voter -
Continue to Election Day Registration



Find Your Voter

Last Name

and

First Name

Results

Notations					Actions	
	Voter Number 6				Add Notes	
	Absentee Returned				Reprint Ballot Slip	
Select Voter	Absentee Issued				Update Name	
Redirect	JOSHUA Stephen ANDERSON				Update Address	
	Katelyn M				Update Address	
	Anderson				Update Address	
	MADISON, 53718				Update Address	
	0715286420				Update Address	
	154 2ND AVE CLEAR LAKE, 54005				Update Address	
	700892193				Update Address	
	5517 N 11TH ST				Update Address	

Notes

Please enter any notes.

Voter spoiled 1st ballot, was issued 2nd

Cancel - Return

Save Notes

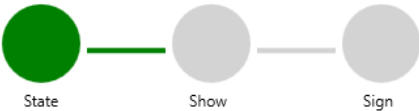
None of these are my voter - Continue to Election Day Registration

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 11



Find Your Voter

Last Name
and

First Name

Results

	Notations
	Voter Number 6
	Absentee Returned
Select Voter	Absentee Issued
Redirect	

Redirection

This voter is in the wrong polling location and ineligible to vote in this location.

Inform the voter of the correct polling location:

Polling Place Location: VANCE CREEK TOWN HALL

Address: 174 2ND AVE , CLAYTON, 54004

Jurisdiction: TOWN OF VANCE CREEK - BARRON COUNTY

Cancel - Return

Print Details

Done - Next Voter

Anderson	MADISON, 53718	0715286420
JOSHUA Stephen ANDERSON	154 2ND AVE CLEAR LAKE, 54005	700892193
Katlyn M	5517 N 11TH ST	

Actions	
	Add Notes
	Reprint Ballot Slip
	Update Name
	Update Address
	Update Address
	Update Address

None of these are my voter -
Continue to Election Day Registration

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls **Open**
Voter Count 3



Voter: Ima Voter

Please sign below.

Ima Voter

Voter Signature

Ima Voter
123 Wisconsin St
Rubberband City, 55555

☐ Voter has an assistor

Clear Signature

Poll worker only

Accept Signature

Voter Physically
unable to sign

Curbside Voter

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3



Status: Polls Open
Voter Count 4



Ima Voter
is ready for a ballot!

Voter Number: **4**
Ballot Style: **McFarInd School**
Ward: **WD-002**
School District: **McFarland School District**
Sanitary District:

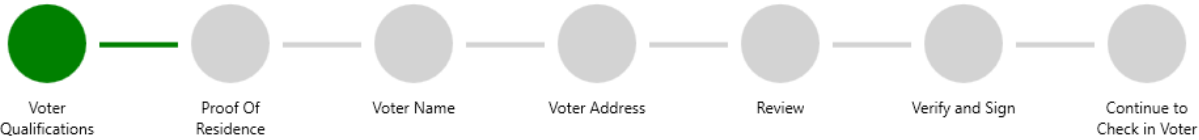
Finish - Next Voter

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 11



Step 1: Voter Eligibility

Please verify you are eligible to register.

- Are you a United States Citizen ?

☐ Yes☐ No☒ More Information
- Are you at least 18 years of age as of today?

☐ Yes☐ No☒ More Information
- Have you been issued Wisconsin Driver License or Wisconsin State Identification Card?

☐ Yes☐ No☒ More Information
- Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move?

☐ Yes☐ No☒ More Information
- Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?

☐ Yes☐ No☒ More Information
- Are you otherwise disqualified from voting?

☐ Yes☐ No☒ More Information

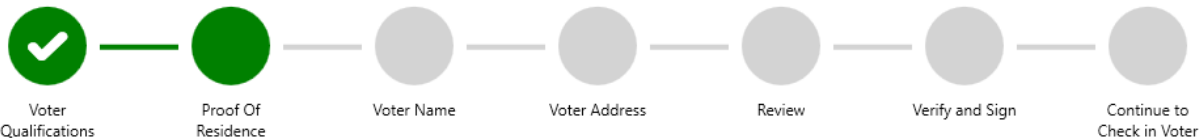
Continue to Step 2

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 11



Step 2: Proof of Residence

Do you have a proof of residence document with your name and address?

Proof of Residence Type

Issuing Entity Name (e.g. WI DOT, utility)

Document Number (if any)

- Choose Option
- Choose Option
- Bank/Credit Card Statement
- Care Facility Document
- College Student ID
- Employment ID Card
- Government ID Card or License
- Other Government Document
- Deeds

Bank of the Badger
123 Main St
Madison, WI 53707 1-800-555-5555

ANNA H. BANANA
1200 BUCKY ST
MADISON, WI 53703

CHECKING ACCOUNT STATEMENT

Page: 1 of 1

Statement period	Account No.
2024-12-09 to 2025-01-08	0000001234

Continue to Step 3

ACCEPTABLE PROOF OF RESIDENCE

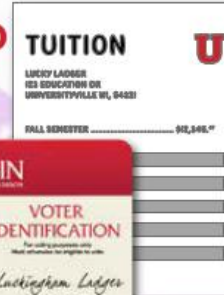
Must be valid on the day that an elector makes application for registration



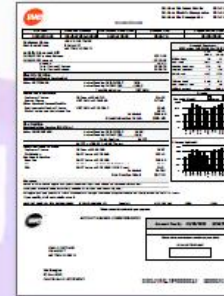
WI Driver License/ ID



Student ID + Receipt



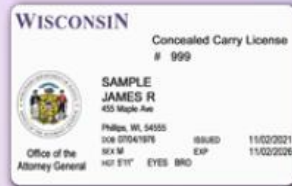
Utility Bill (w/in 90 days)



Property Tax Bill/Receipt (w/in 2 Years of election)



Other State Issued Licenses



Residential lease*



* Not valid by mail or electronic application

Intake Document



Bank statement



Tribal ID



Check or other government document



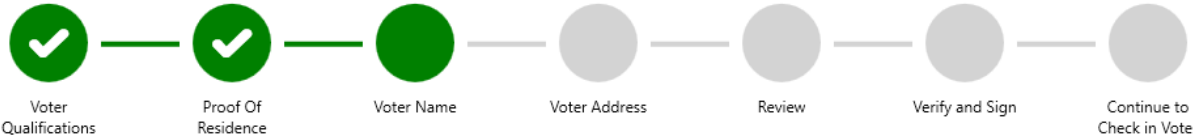
Paycheck

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 11



Step 3: Voter Name

Please enter the voter's name

Last Name

Banana

First Name

Anna

Middle Name

Hannah

Suffix

☐ Voter does not have middle name

Birth Date (MM/DD/YYYY)

03/15/1979

Email Address (optional)

Phone Number (optional)

__-__-__

☒ Voter has a prior name

Last Name

First Name

Middle Name

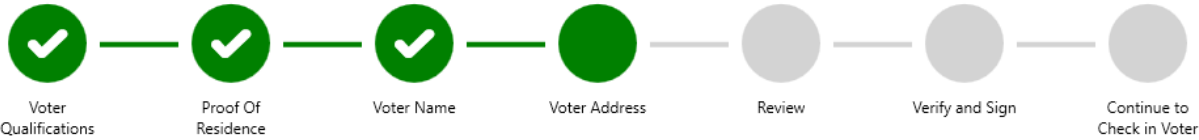
Continue to Step 4

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 11



Step 4: Voter Address

Please enter the voter's address as it appears on the POR document.

Home Address (Type a least 3 characters)

120

120 ALTON DR , MADISON, 53718
120 N 4TH ST , MADISON, 53704
120 N 4TH ST UNIT 2, MADISON, 53704
120 SAINT ALBANS AVE , MADISON, 53714
120 VILLAGE GREEN LN E , MADISON, 53704

Create New Address

- ☐ Voter has a prior address
- ☐ Voter has a mailing address that is different than the address above

Continue to Step 5

A dropdown of all the addresses in that jurisdiction with the matching information will appear. If none are the address you are looking for, you will need to click on **Create New Address**. Ms. Banana’s new address, 1200 Bucky Street, has not yet been entered into WisVote. Click **“Create New Address”** at the bottom of the search results.



Step 5: Review

Voter Name

Current Name: Anna Hannah Banana [Edit](#)

Date of Birth: 3/15/1979 [Edit](#)

Voter Address

Current Address: 1200 Bucky St, Madison 53703 [Edit](#)

Voter Eligibility

Are you a United States Citizen ? Yes [Edit](#)

Are you at least 18 years of age as of today? Yes [Edit](#)

Have you been issued Wisconsin Driver License or Wisconsin State Identification Card? Yes [Edit](#)

Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move? Yes [Edit](#)

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision? No [Edit](#)

Are you otherwise disqualified from voting? No [Edit](#)

Continue to Step 6

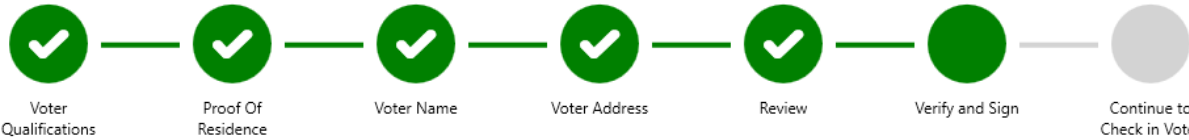
Turn the screen to the voter to verify name, date of birth, and address are correct. If any field is wrong, click Edit to go to that section to fix it. If everything is fine, the voter clicks Continue to Step 6. Do that now.

Start Over-New Voter

Previous Screen

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3

Status: Polls Open
Voter Count 11



Step 6: Verify & Sign

☐ Voter has an assistor.

Certification

By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws.

☒ I certify that the above information is true and correct.

Anna Hannah B...

Voter Signature

Clear Voter Signature

Falsification of information on this form is punishable under Wisconsin law as a Class I felony.

J.B. Gaskett

Election Inspector Signature

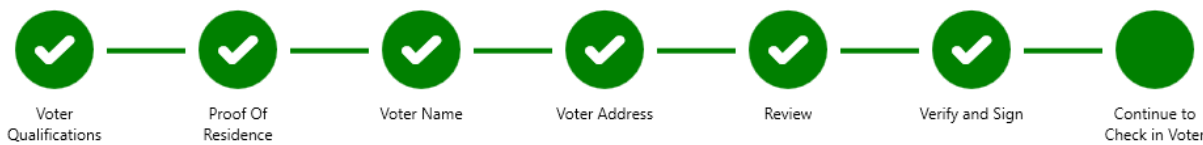
Clear Election Inspector Signature

Continue

2025 Spring Election
City of Madison Fire Station 14
Wards 2,3



Status: Polls **Open**
Voter Count 11



Anna Hannah Banana is now registered!

Continue to Check in Voter

Elector does not want to vote
Finish - Next Voter



Voting Equipment

Welcome to voting equipment training with
the Wisconsin Elections Commission.





DS300[®]

Poll Place Scanner and Tabulator

Advanced digital scanning technology

Faster processing speeds

As compared to its predecessor, the DS300 offers:

- 75% faster startup
- 300% faster election loading
- 240% faster poll opening
- Up to 33% faster ballot scanning
- 25% faster poll closing
- Report printing is 4.5 times faster

Innovative ballot imprinting

The DS300 includes an integrated inkjet imprinter that can print a unique number on each ballot scanned for use in post-election risk-limiting audits (RLAs).



Improved stability during transport

The new DS300 ballot box was designed to increase stability during transport and includes a handle for more control.

Enhanced security

All locks on the DS300 are pick-resistant and recessed for more effective placement of tamper-evident seals.

The future of poll place ballot tabulation

ES&S' newest purpose-built scanner and tabulator, the DS300, seamlessly supports all poll place and vote center ballot scanning and tabulation from early voting through Election Day. The DS300 can also serve as a tabulator for absentee voting and during recounts and audits.



SCAN HERE
to discover why the DS300 is the perfect choice for your elections and to request more information.
essvote.com/products/ds300
or email info@essvote.com

DS300[®] Poll Place Scanner and Tabulator

Accurate



The DS300 combines ES&S patented IMR[®] and PTRAC[®] technologies to accurately distinguish between valid and extraneous marks, perforations, smudges and folds, reducing the number of ballots requiring time-consuming manual adjudication.

Reliable



Having battery backup and thermal paper eliminates the need to worry about power outages or printer ink. The DS300 includes optional redundant data storage

Easy scanning



All ES&S tabulators scan traditional and simplified ballots in any orientation – no need to make sure ballots are face up and top edge first before scanning.

Secure



- Like all ES&S tabulation equipment, the DS300 includes physical security features such as locking panels and security seals to secure sensitive components and election files, and a key-locked case for transport and shipping.
- The DS300 operating system controls, limits and detects unauthorized access to all critical data. The system also includes safeguards, such as data encryption and digital signatures, that help protect sensitive data and verify authenticity, including certification of all firmware.
- The DS300 includes Secure Boot, which prevents invalid, corrupted or malicious software from running on the tabulator.

Compatible



Works in conjunction with:

- ExpressVote[®] Universal Voting System
- ExpressVote[®] XL Full-Face Universal Voting System
- DS450[®] High-Throughput Scanner & Tabulator
- DS950[®] High-Speed Scanner & Tabulator
- Electionware[®] Election Management Software

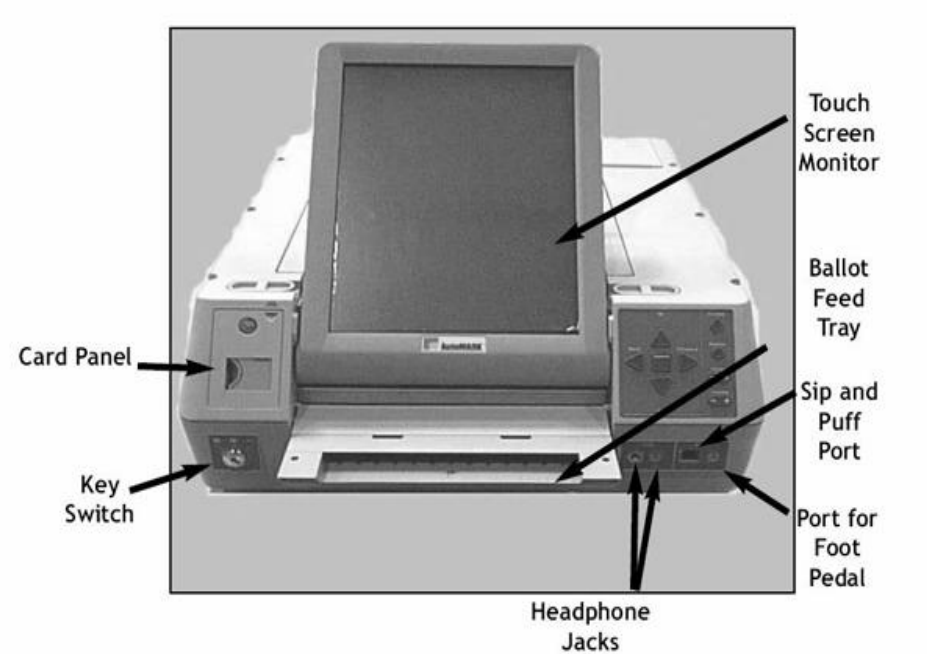
What you *don't* get with commercial-off-the-shelf (COTS) tabulators:

- **Purpose-built equipment.** Election experts designed ES&S tabulators specifically for elections.
- **No scanning interruptions.** ES&S tabulators scan and tabulate previously folded and damaged ballots.
- **Longer product life.** ES&S products are engineered with industrial-grade components, ensuring a 5-7 year production and service parts supply. Our parts manufacturers are dedicated to maintaining form, fit and functional equivalents when an inevitable change comes. This allows ES&S to support our products typically 10+ years.

Election Systems & Software

AutoMARK

Equipment Type: Ballot Marking Device



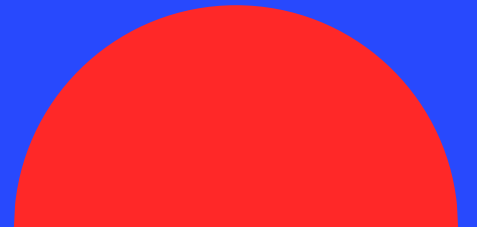
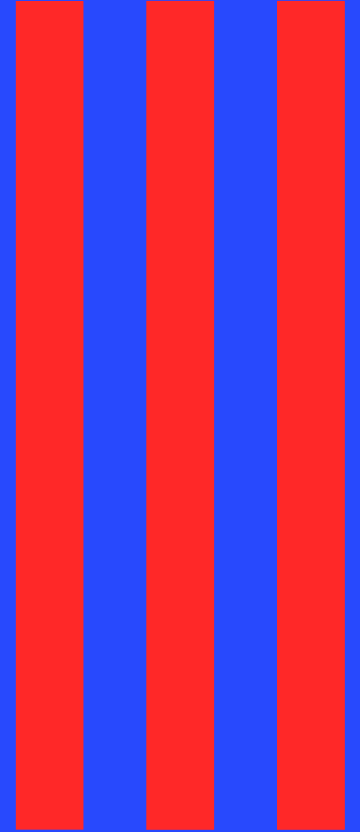
Communication and Availability

Must respond via email for every election on availability

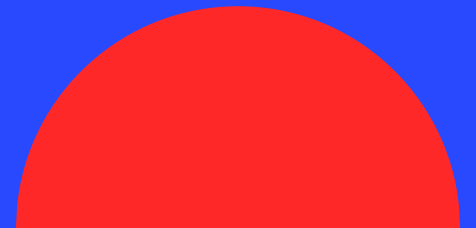
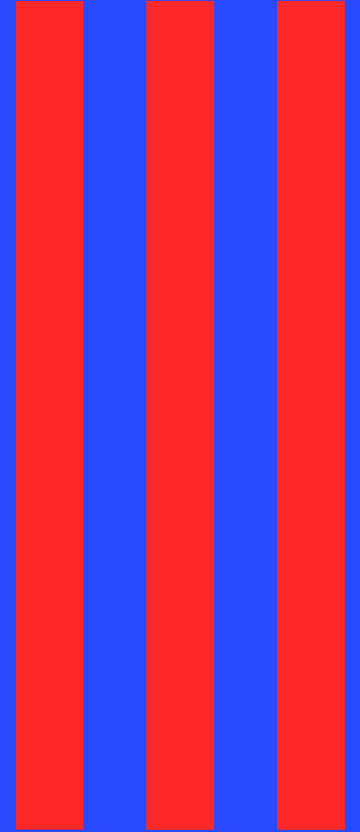
Stephanie will use email responses on availability to create schedule

If you have questions, please email

We appreciate everyone willing to be a poll worker! Thank you!



Questions?



Thank you

