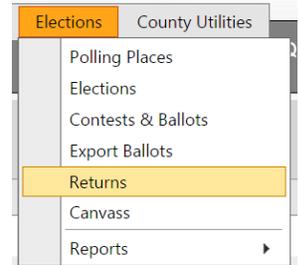


Election Night Reporting, Canvassing, Recounts and Election Check-in

ELECTION NIGHT REPORTING

Entering returns into TotalVote begins with selecting the correct election for which the returns will be displayed. If the proper election is not selected, please refer to **Chapter 7: Creating an Election, Adding Candidates and Ballot Questions, and Creating Ballots** to either create or choose an election. Once the correct election has been selected, please choose **Returns** from the **Elections** drop-down menu.



The **Returns** screen will display all of your precincts or vote centers for which you will report results. At the bottom of the **Returns** screen is all of the races and ballot questions for which the county is eligible.

Precinct Name	Last Updated
Precinct-01	
Precinct-02	
Precinct-03	
Precinct-04	
Precinct-05	

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	0	0
Delegates to Support a Presidential Candidate		REP	Ted Cruz	0	0
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	0	0
Presidential Delegates and Alternates		DEM	Bernie Sanders	0	0
Presidential Delegates and Alternates		DEM	Hillary Clinton	0	0
School Board Member	Chamberlain School District 07-1	NON	Marlo K Natwick	0	0
School Board Member	Chamberlain School District 07-1	NON	Leanne Larson	0	0
School Board Member	Chamberlain School District 07-1	NON	Jim Anderson	0	0
School Board Member	Chamberlain School District 07-1	NON	Lyndsie Steckelberg	0	0
School Board Member	Chamberlain School District 07-1	NON	Linnea Wright	0	0
Alderman	Kimball Ward-1	NON	Debra Gillen	0	0
Alderman	Kimball Ward-1	NON	James Kroupa	0	0

Ballots Cast	Provisional Ballots
0	0

To begin reporting results, select which precinct or vote center for which you would like to report results. You may begin with any of them. On the **Precinct** screen, you will see all of the races and ballot questions for which that particular precinct is eligible. You will also see how many registered voters there are for that precinct in the upper right hand corner of the screen. This is an important item to review and verify prior to election night to make sure the number of registered voters is correct.

In a Primary Election, the **Precinct** screen will also show the number of registered voters there are for each ballot style in that particular precinct (lower left hand side of the screen.) The Republican Primary is a closed primary, so that number will only include Republican voters. The Democrat ballot includes those registered as DEM, IND & NPA. The NON party refers to a non- political ballot such as a municipal or school race, and it will include all voters registered as IND, NPA & OTHER.

If your county uses vote centers, the number of registered voters for each party will be for the whole county instead of one particular precinct.

The screen shot below shows the Precinct screen before entering in results.

Precinct Name: **Precinct-02** 898 registered voters.

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	<input type="text" value="0"/>	<input type="text" value="0"/>
Delegates to Support a Presidential Candidate		REP	Ted Cruz	<input type="text" value="0"/>	<input type="text" value="0"/>
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	<input type="text" value="0"/>	<input type="text" value="0"/>
Presidential Delegates and Alternates		DEM	Bernie Sanders	<input type="text" value="0"/>	<input type="text" value="0"/>
Presidential Delegates and Alternates		DEM	Hillary Clinton	<input type="text" value="0"/>	<input type="text" value="0"/>
Alderman	Kimball Ward-1	NON	Debra Gillen	<input type="text" value="0"/>	<input type="text" value="0"/>
Alderman	Kimball Ward-1	NON	James Kroupa	<input type="text" value="0"/>	<input type="text" value="0"/>

Party	# Voters	Ballots Cast	Provisional Ballots
REP	305	<input type="text" value="0"/>	<input type="text" value="0"/>
DEM/IND/NPA	478	<input type="text" value="0"/>	<input type="text" value="0"/>
NON	115	<input type="text" value="0"/>	<input type="text" value="0"/>

Last Updated:

Enter the results in the Votes column for each candidate or ballot question. Then enter the number of Ballots Cast and the number of Provisional Ballots cast per ballot type at the bottom of the screen. You will not enter the number of provisional votes on Election Night.

The screen shot below shows the **Precinct** screen after results have been entered. The number of ballots cast should match your tape.

Precinct Name: **Precinct-02** 898 registered voters.

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	<input type="text" value="20"/>	<input type="text" value="0"/>
Delegates to Support a Presidential Candidate		REP	Ted Cruz	<input type="text" value="20"/>	<input type="text" value="0"/>
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	<input type="text" value="20"/>	<input type="text" value="0"/>
Presidential Delegates and Alternates		DEM	Bernie Sanders	<input type="text" value="10"/>	<input type="text" value="0"/>
Presidential Delegates and Alternates		DEM	Hillary Clinton	<input type="text" value="10"/>	<input type="text" value="0"/>
Alderman	Kimball Ward-1	NON	Debra Gillen	<input type="text" value="15"/>	<input type="text" value="0"/>
Alderman	Kimball Ward-1	NON	James Kroupa	<input type="text" value="15"/>	<input type="text" value="0"/>

Party	# Voters	Ballots Cast	Provisional Ballots
REP	305	<input type="text" value="60"/>	<input type="text" value="0"/>
DEM/IND/NPA	478	<input type="text" value="20"/>	<input type="text" value="0"/>
NON	115	<input type="text" value="30"/>	<input type="text" value="0"/>

Last Updated:

When you are finished entering the results in for that precinct, click **Submit** at the bottom of the page.

You will receive an error message if:

- a) You enter more votes than ballots cast (you may enter LESS votes than ballots cast i.e. blank ballots/someone doesn't vote on a race)

SECRETARY OF STATE
Shantel Krebs

Hi kristin [[Log Out](#)]
Brule
3,303 Active Voters
Primary Election - 6/7/2016

Home Voter Reports Elections County Utilities

Quick Search Last Name First Name Bar Code/Voter ID

There are problems with the Votes entered. Please scroll down to see the highlighted areas of interest.

Precinct Name: **Precinct-02** 898 registered voters.

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	20	0
Delegates to Support a Presidential Candidate		REP	Ted Cruz	20	0
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	20	0
Presidential Delegates and Alternates		DEM	Bernie Sanders	10	0
Presidential Delegates and Alternates		DEM	Hillary Clinton	10	0
Alderman	Kimball Ward-1	NON	Debra Gillen	15	0
Alderman	Kimball Ward-1	NON	James Kroupa	15	0

Party	# Voters	Ballots Cast	Provisional Ballots
REP	305	50	0
DEM/IND/NPA	478	20	0
NON	115	30	0

Last Updated:

- b) You enter more ballots cast than the number of voters in that party/precinct

SECRETARY OF STATE
Shantel Krebs

Hi kristin [[Log Out](#)]
Brule
3,303 Active Voters
Primary Election - 6/7/2016

Home Voter Reports Elections County Utilities

Quick Search Last Name First Name Bar Code/Voter ID

There are problems with Ballots Cast and/or Provisional Ballots. Please scroll down to see the highlighted areas of interest.

Precinct Name: **Precinct-02** 898 registered voters.

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	20	0
Delegates to Support a Presidential Candidate		REP	Ted Cruz	20	0
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	20	0
Presidential Delegates and Alternates		DEM	Bernie Sanders	10	0
Presidential Delegates and Alternates		DEM	Hillary Clinton	10	0
Alderman	Kimball Ward-1	NON	Debra Gillen	15	0
Alderman	Kimball Ward-1	NON	James Kroupa	15	0

Party	# Voters	Ballots Cast	Provisional Ballots
REP	305	600	0
DEM/IND/NPA	478	20	0
NON	115	30	0

Ballots Cast must be less than or equal to Voters

Last Updated:

After you click **Submit**, you will see at the bottom of the **Returns** page all of the votes cast for each candidate and ballot question, along with the total number of Ballots Cast and Provisional Ballots. You will also see the date and time each precinct was updated on the right hand side of the screen.

Precinct Name	Last Updated
Precinct-01	
Precinct-02	5/16/2016 4:33:40 PM
Precinct-03	
Precinct-04	
Precinct-05	

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	20	0
Delegates to Support a Presidential Candidate		REP	Ted Cruz	20	0
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	20	0
Presidential Delegates and Alternates		DEM	Bernie Sanders	10	0
Presidential Delegates and Alternates		DEM	Hillary Clinton	10	0
School Board Member	Chamberlain School District 07-1	NON	Marlo K Natwick	0	0
School Board Member	Chamberlain School District 07-1	NON	Leanne Larson	0	0
School Board Member	Chamberlain School District 07-1	NON	Jim Anderson	0	0
School Board Member	Chamberlain School District 07-1	NON	Lyndsie Steckelberg	0	0
School Board Member	Chamberlain School District 07-1	NON	Linnea Wright	0	0
Alderman	Kimball Ward-1	NON	Debra Gillen	15	0
Alderman	Kimball Ward-1	NON	James Kroupa	15	0

Ballots Cast	Provisional Ballots
110	0

Continue this process until all of the precincts show results being entered in for them. Please be sure to check electionresults.sd.gov to make sure the results you entered for your county appear on the election night reporting website.

Election Reporting Manager (ERM)

If your county uses ERM to upload results, click the link that says “Click here to upload ERM files.”

Choose your .erf file and .asc file and click **Transfer**.

Once all ERM files have been uploaded, go into each precinct and click **Submit**. This will change the precinct from partially reporting to “fully” reporting.

For further questions regarding ERM, please contact Doug Sunde with SeaChange at (762) 586-3749 or dougs@seachangemn.com or Brandon Campea with BPro at (605) 224-8114 or brandon@bpro.com.

CANVASSING

To begin the canvassing process, select **Canvass** from the **Elections** drop down menu.

Click on “View Canvass Report.” The races will be on several pages. To go to the next race, click on the blue arrow next to the page numbers at the top of the screen as shown below.

Close

1 of 3

Export to the selected format

Export

Next page

Election - June 7, 2016 Spink County

Precinct Name	Presidential Delegates and Alternates	
	Democratic	
	Bernie Sanders	Hillary Clinton
Precinct-01	0	0
Precinct-03	0	0
Precinct-04	0	0
Precinct-05	0	0
Precinct-06	0	0
Precinct-07	0	0
Precinct-08	0	0
Precinct-09	0	0
Precinct-10	0	0
Total	0	0

You may print the reports from this screen by clicking the printer button on the far right of the task bar, or you can export the reports to open them in a different format. For example, if the text is too small for your canvass board you may select “Excel 97-2003.” This will open your report in excel so that you may change the text size.

Close

1 of 3

Export to the selected format

Export

Print

Election - June 7, 2016

Precinct Name	Presidential Delegates and Alternates	
	Democratic	
	Bernie Sanders	Hillary Clinton
Precinct-01	0	0
Precinct-03	0	0
Precinct-04	0	0
Precinct-05	0	0
Precinct-06	0	0
Precinct-07	0	0
Precinct-08	0	0
Precinct-09	0	0
Precinct-10	0	0
Total	0	0

- Export to the selected format
- Acrobat (PDF) file
- CSV (comma delimited)
- Excel 97-2003**
- Rich Text Format
- TIFF file
- Web Archive

To create your canvass certificate, go back to the Canvass home page. Enter the names of your County Board of Canvassers in the “Signature Names, separated by comma):” and then click on “View Certificate” on the right hand side of the screen.

The names will be printed in the first sentence of the paragraph on the certificate. You may print the certificate from this screen or you may export it to a pdf or other format and save it to your computer and print it from there. Have the members sign on the lines provided and then notarize the certificate.

STATE OF SOUTH DAKOTA)
)
 COUNTY OF: Spink)

CERTIFICATE

We, Kristin Kellar, Kea Warne, Rachel Schmidt, Christine Lehrkamp, Shantel Krebs, the County Board of Canvassers in Spink County for the Primary Election held on June 7, 2016, hereby certify that the foregoing is a true abstract of the votes cast in the jurisdiction of Spink County, South Dakota, at the election as shown by the returns certified to the person in charge of the election.

Sworn to before me this ____ day of _____, 20__.

 County Auditor

SEAL

Spink County, South Dakota

Scan & e-mail/fax to Kea.Warne@state.sd.us and then mail to the SOS office.

RECOUNTS

If your results are close enough to garner a recount that will be noted on the election returns page.

After going through the recount process, enter the counts into the “Recount Votes” column within the

503 registered voters.

Precinct Name: Precinct-35

Race Name	Area	Party Code	Candidate/Question	Votes	Provisional Votes	Recount Votes
Delegates to Support a Presidential Candidate		REP	John R. Kasich	0	0	
Delegates to Support a Presidential Candidate		REP	Ted Cruz	0	0	
Delegates to Support a Presidential Candidate		REP	Donald J. Trump	0	0	
State Senator	District 33	REP	Phil Jensen	0	0	<input type="text" value="0"/>
State Senator	District 33	REP	Jacqueline Sly	0	0	<input type="text" value="0"/>
State Representative	District 33	REP	Taffy Howard	0	0	
State Representative	District 33	REP	David Johnson	0	0	
State Representative	District 33	REP	Mike Buckingham	0	0	
Presidential Delegates and Alternates		DEM	Bernie Sanders	0	0	
Presidential Delegates and Alternates		DEM	Hillary Clinton	0	0	
School Area Board Member	Rapid City School District 51-4 Area 6	NON	Amy Policky	0	0	
School Area Board Member	Rapid City School District 51-4 Area 6	NON	Paul Sterling	0	0	
School Area Board Member	Rapid City School District 51-4 Area 6	NON	David Phelps	0	0	
Alderman	Rapid City Ward-3	NON	Jason Salamun	0	0	
Alderman	Rapid City Ward-3	NON	Bill Snyder	0	0	
Alderman	Rapid City Ward-3	NON	David M. Grant	0	0	

Party	# Voters	Ballots Cast	Provisional Ballots
REP	240	<input type="text" value="0"/>	<input type="text" value="0"/>
DEM/IND	172	<input type="text" value="0"/>	<input type="text" value="0"/>
NON	91	<input type="text" value="0"/>	<input type="text" value="0"/>

Last Updated:

After you have entered the recount figures, go to the Canvass home page and click on “View Recount Canvass Report.”

Home Voter Reports Elections County Utilities

Quick Search

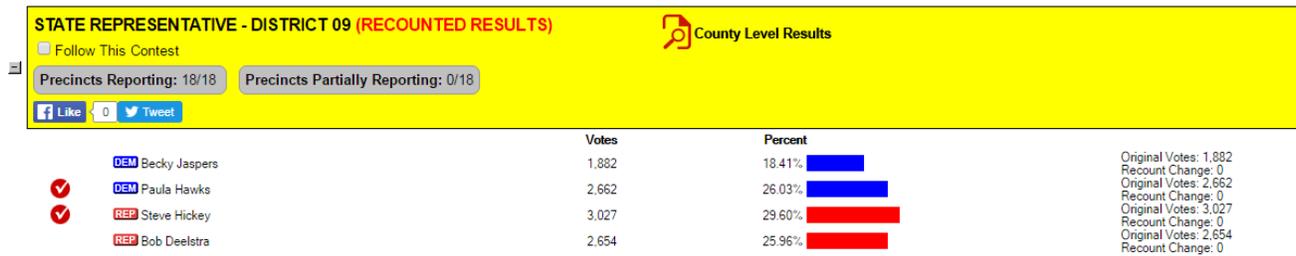
Last Name First Name Bar Code/Voter ID

Certificate

Signature Names (separated by comma):

Canvass

Recount results on the Elections Returns page will be displayed similarly to the screenshot below:



ELECTION CHECK-IN

The Election Check-In procedure allows you to quickly update voter history for a particular election.

To begin, select **Election Check-In** from the **Voter** drop-down menu. You will then be directed to the Registration List Scanning page.

Registration List Scanning

Step 1: Select Election Information

Election Date
 Election Type
 Vote Type
 Recording Type
 Election Name

Step 2: Scan/Enter Barcodes

Enter Voters Scanned so far: 0
 Scan Up, Check Down

Step 3: Submit Records

Please verify all election dates and types are correct before submitting.

Voter ID	Election Date	Election Type	Election Name	Name	Status	DOB	PTY	W	Pre	C	Sen	H	Sch	Address
No records to display.														

Step 1:

Required: Select the **Election Date**, **Election Type**, **Vote Type**, and **Recording Type** (red boxes).

Optional: If you would like to name your election (especially if your county has more than one election of the same type on the same day), you can enter a name into the **Election Name** field* (green box).

*NOTE: The Election Name field will not be activated for either a Primary or General election type.

Step 1: Select Election Information

Election Date
 Election Type
 Vote Type
 Recording Type
 Election Name

Step 2:

Once you have made the necessary selections in Step 1, you can begin entering in your voters. You have two options—scanning voter barcodes or manually typing in Voter ID numbers.

Step 2: Scan/Enter Barcodes

Enter

Voters Scanned so far: 0

Scan Up, Check Down

Scanning your Registration List:

Click in the box to the left of the **Enter** button. The cursor will begin blinking in the box. Next, using your Motorola handheld barcode scanner, scan the barcode on the registration list that is below the Voter ID (**red** box as shown in a sample Registration List below).

A

Voter ID	Absentee Status	Name	Status	DOB	Address	Precinct	Ballot Name
500244 		Aldrich, Randell J (IND)	Active	1950	118 Lois St, Saint Onge	Precinct-08	Democratic
426252 		Aldrich, Rex J (REP)	Inactive	1976	118 Lois St, Saint Onge	Precinct-08	Republican
222785 		Aldrich, Sandra L (IND)	Active	1951	118 Lois St, Saint Onge	Precinct-08	Democratic

Once you have scanned the barcode, the voter information will appear at the bottom of the page. After the voter information appears, you may scan the next person in the registration list. Each person that you scan will appear above the previous person that you scanned.

If you make a mistake and have scanned the incorrect voter, you may remove the voter from the screen by clicking on the **Delete** button (**red** box below).

Step 3: Submit Records

Please verify all election dates and types are correct before submitting.

Voter ID	Election Date	Election Type	Election Name	Name	Status	DOB	PTY	W	Pre	C	Sen	H	Sch	Address	
500244	04/15/2014	Municipal	Deadwood City Election	Aldrich, Randell J	Active	01/30/1950	IND	St. Onge Ward-A	Precinct-08		Dist-31	Dist-31	Spearfish School District 40-2	118 Lois St	Delete
302380	04/15/2014	Municipal	Deadwood City Election	Anderson, Cole Robert	Active	09/29/1981	REP	St. Onge Ward-A	Precinct-08		Dist-31	Dist-31	Spearfish School District 40-2	289 Emma St	Delete

Typing in Voter ID numbers:

Click in the box next to the left of the **Enter** button. The cursor will begin blinking in the box. After you type in the Voter ID number, click the **Enter** button. Then, follow the rest of the instructions above for scanning in a voter.

Proceed through the rest of the registration list, until all of the voters have been scanned. When you are done, click the **Submit** button (red arrow).

FYI: You can either scan or submit all your voters at once (for smaller elections), or you can scan and submit several batches of voters (for larger elections).

Step 3: Submit Records



Please verify all election dates and types are correct before submitting.

Voter ID	Election Date	Election Type	Election Name	Name	Status	DOB	PTY	W	Pre	C	Sen	H	Sch	Address	
412925	04/15/2014	Municipal	Deadwood City Election	Anderson, Alexandria Rebecca	Active	02/27/1986	REP	St. Onge Ward-A	Precinct-08		Dist-31	Dist-31	Spearfish School District 40-2	289 Emma St	Delete
222785	04/15/2014	Municipal	Deadwood City Election	Aldrich, Sandra L	Active	02/26/1951	IND	St. Onge Ward-A	Precinct-08		Dist-31	Dist-31	Spearfish School District 40-2	118 Lois St	Delete
500244	04/15/2014	Municipal	Deadwood City Election	Aldrich, Randell J	Active	01/30/1950	IND	St. Onge Ward-A	Precinct-08		Dist-31	Dist-31	Spearfish School District 40-2	118 Lois St	Delete

After you click **Submit**, you will get a message on your screen asking you to confirm your choice. Click **OK** to insert the voter history into the voter files.



Per state law, you must upload the voter election history information by July 15 following the Primary election and December 15 following the General election.

12-4-37. Statewide voter registration file--County auditors to transmit changes to secretary. The secretary of state shall establish a computerized system for maintaining and utilizing the voter registration file and transmitting voter registration information from each county auditor to the Office of the Secretary of State. Each county auditor shall transmit any changes to the master registration file or the absentee voter log to the secretary of state on a daily basis. **The county auditor shall transmit updated information contained in the county voter registration system, including voter registration information and voter election history information, to the Office of the Secretary of State not later than July fifteenth after each primary election and December fifteenth after each general election.**

If your county utilizes e-pollbooks, follow the instructions to upload your voter history. In TotalVote, click “Pollbook Management” under “County Utilities.”

- Click **Export Voters**.
- Click **Export Absentees**.
- To upload voter history
 - Step 1: Select Election Information including Election Date, Election Name, etc.
 - Step 2: Click **Choose file** and select appropriate voter history file.
 - Step 3: Click **Submit**.