

Setting up the Pollbooks

Monday Setup

- Remove all pollbook binders from the boxes.
- Remove the alphabetic dividers from Pollbook #1. Set them aside, making sure to keep them in order.
- Remove the *Notice to Voters with No Acceptable ID* pages from the front of each pollbook and set aside.
- Insert each alphabetic divider in the front of the first pollbook page for each corresponding letter. Some letters may split across pollbooks. Do not discard unused letters.
- Determine what alphabetic range will be in each pollbook, taking into consideration the number of Registration Table Officials and crowd control. It is not necessary to use all pollbook binders.
- Shift pollbook pages from one binder to the next, **be careful to keep the pages in alphabetical order.**
- Place one copy of the *Notice to Voters with No Acceptable ID* at the front of each pollbook binder.
- Remove the inserts from the front cover of each pollbook. Write the Starting Name/Letter and Stop Name/Letter on each, and place them back in the front cover of the binders.
- Use a dry erase marker to label the Registration Table signs, consistent with the alphabetic range for each line. You may have more than one pollbook per sign.
- Ask the Chief Judge to review the pollbook setup.

Tuesday During the Day

- You may use the hole reinforcements provided in Pollbook Box #1, if necessary.
- Optionally, you may use the tabs provided in the Registration Table Kit to further subdivide letters (ex. CAB-COL, COM-COZ).
- If it becomes necessary to redistribute pollbook pages during Election Day, the Chief Judge should enlist the assistance of the Coordinator. Remember to adjust alphabetic Registration Table signs accordingly.

End of Election Day

- Place pollbooks back in the boxes. The pollbooks may go in the boxes in any order.
- Fold down the top flaps of the pollbook boxes. Use an interlocking fold to hold the flaps closed, or secure them with blue painter's tape from the All Officials Kit.

Registration Table Quick Guide



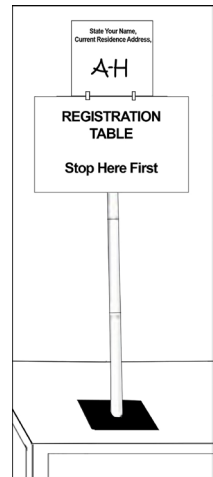
Checklist

This Checklist must be completed by Officials working at the Registration Table.

Name(s): _____

Monday Setup

- Set up the Registration Table Kit supplies from the gray bin. Refer to the *Registration Table Kit Supply List*, located in the folder in the Registration Table Kit, to determine if any supplies are missing. Notify the Chief Judge immediately about any items that are missing or broken.
- Assemble the Dry Erase Sign Kits from the gray bin using all three post segments. Using a dry erase marker, label the signs to direct voters to separate lines based on pollbook letter breaks. Place the signs on the table.
- Post all relevant signs from the sign packages. Tape a *Registration Table* sign to one of the table signs.
- Ask your Chief Judge for the boxes of ATVs, and place pads of ATVs on the table.
- Ask your Chief Judge for the pollbooks, and follow the instructions found on the last page of this Quick Guide.
- Follow the instructions on the Absentee List in Pollbook Box 1.
- Remind the Chief Judge not to leave pollbooks at the polling place overnight.**



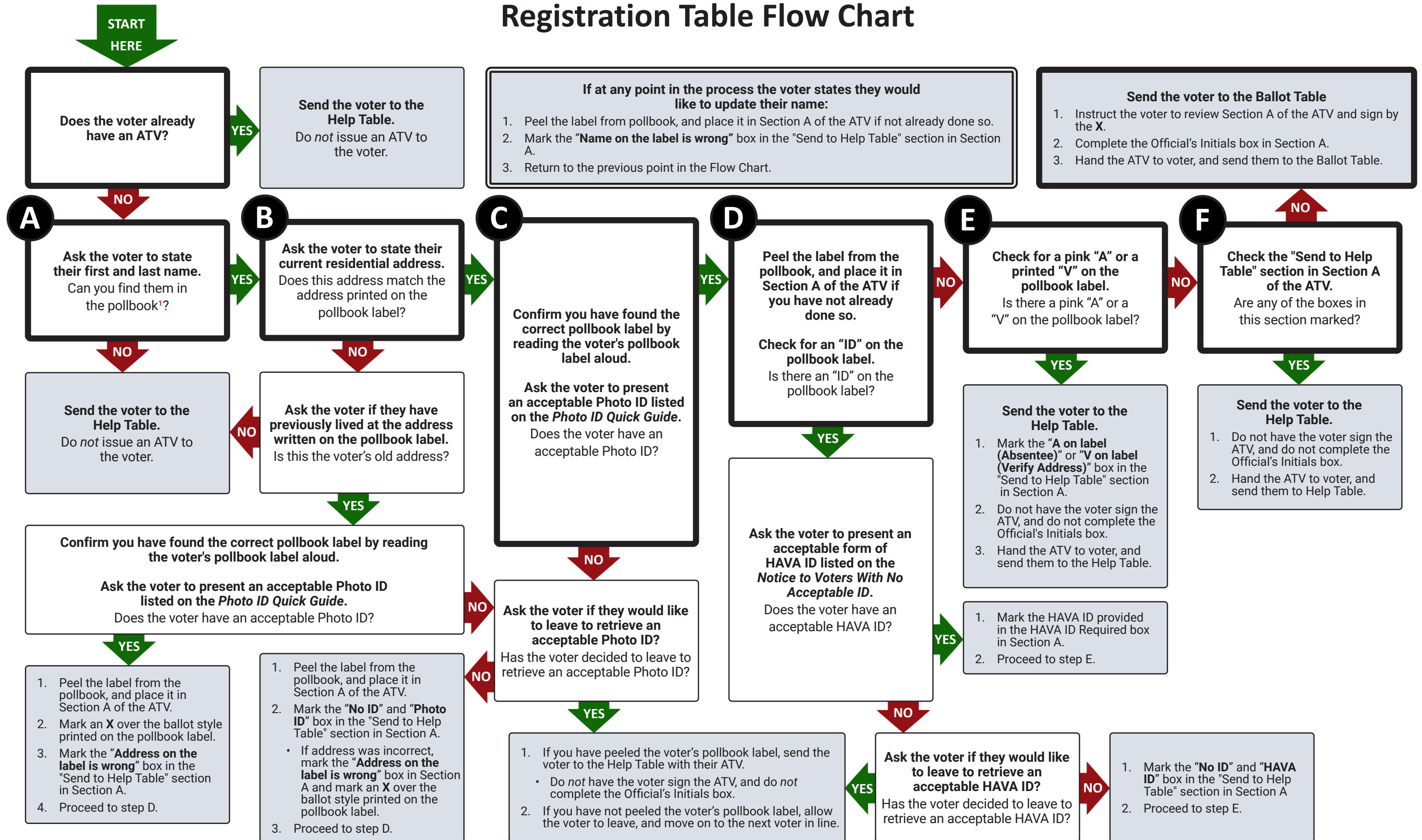
Tuesday Before Opening the Polls

- Place the pollbooks on the Registration Table behind the corresponding alphabetic signs.
- Complete any remaining instructions from the first page of the Absentee List in Pollbook Box 1.
- Review these reminders:
 - Use the Flow Chart the entire day to ensure you are processing voters correctly.
 - Ensure all voters state their name and residential address. All voters must also show an acceptable form of Photo ID when they present to vote.
 - After finding a voter in the pollbook, repeat their name and residential address aloud. If anything on the pollbook label is incorrect, **confirm you have found the correct label before sending the voter to the Help Table.**
 - Pay attention to special designations (V, ID, A) on the voter's label. The list of acceptable IDs for HAVA ID required voters is located on the first page of each pollbook.
 - Keep your Election Day Manual at the Registration Table as a reference.

Packing Up After the Polls Close

- Place pollbooks and unused ATVs in their original boxes. Use an interlocking fold to hold the flaps closed, or secure the boxes with blue painter's tape.
- Wipe off dry erase signs with a paper towel. Repack them in their bags, and return them to the gray bin.
- Return all other unused supplies to the Registration Table Kit, and place the kit in the gray bin.
- Take the following items to the designated Chief Judge packing area:
 - Completed Voter Registration Forms**
 - Completed Notice of Deceased Voter forms**
 - Completed Vote to Volunteer forms**
 - Voters in Line at 7:30 p.m. form(s)*
 - Box(es) of unused ATVs
 - Box(es) of pollbooks
- Give this completed Checklist to the Chief Judge.

Registration Table Flow Chart



1. Ask the voter if they have any nicknames or a recent name change and research before sending them to the Help Table.