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

Election Day

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

START HERE

Does the voter already have an ATV?

YES → **Send the voter to the Help Table.** Do *not* issue an ATV to the voter.

NO ↓

If at any point in the process the voter states they would like to update their name:

1. Peel the label from pollbook, and place it in Section A of the ATV if not already done so.
2. Mark the "**Name on the label is wrong**" box in the "Send to Help Table" section in Section A.
3. Return to the previous point in the Flow Chart.

Send the voter to the Ballot Table

1. Instruct the voter to review Section A of the ATV and sign by the **X**.
2. Complete the Official's Initials box in Section A.
3. Hand the ATV to voter, and send them to the Ballot Table.

A

Ask the voter to state their first and last name. Can you find them in the pollbook[1]?

YES → **B**

NO → **Send the voter to the Help Table.** Do *not* issue an ATV to the voter.

B

Ask the voter to state their current residential address. Does this address match the address printed on the pollbook label?

YES → **C**

NO → **Ask the voter if they have previously lived at the address written on the pollbook label.** Is this the voter's old address?

NO → **Send the voter to the Help Table.** Do *not* issue an ATV to the voter.

YES → **Confirm you have found the correct pollbook label by reading the voter's pollbook label aloud.**

Ask the voter to present an acceptable Photo ID listed on the *Photo ID Quick Guide*. Does the voter have an acceptable Photo ID?

YES → **C**

NO → **Ask the voter if they would like to leave to retrieve an acceptable Photo ID?** Has the voter decided to leave to retrieve an acceptable Photo ID?

NO → **Confirm you have found the correct pollbook label by reading the voter's pollbook label aloud.**

Ask the voter to present an acceptable Photo ID listed on the *Photo ID Quick Guide*. Does the voter have an acceptable Photo ID?

YES →

1. Peel the label from the pollbook, and place it in Section A of the ATV.
2. Mark an **X** over the ballot style printed on the pollbook label.
3. Mark the "**Address on the label is wrong**" box in the "Send to Help Table" section in Section A.
4. Proceed to step D.

NO →

1. Peel the label from the pollbook, and place it in Section A of the ATV.
2. Mark the "**No ID**" and "**Photo ID**" box in the "Send to Help Table" section in Section A.
   - If address was incorrect, mark the "**Address on the label is wrong**" box in Section A and mark an **X** over the ballot style printed on the pollbook label.
3. Proceed to step D.

YES →

1. If you have peeled the voter's pollbook label, send the voter to the Help Table with their ATV.
   - Do *not* have the voter sign the ATV, and do *not* complete the Official's Initials box.
2. If you have not peeled the voter's pollbook label, allow the voter to leave, and move on to the next voter in line.

D

Peel the label from the pollbook, and place it in Section A of the ATV if you have not already done so.

Check for an "ID" on the pollbook label. Is there an "ID" on the pollbook label?

YES → **Ask the voter to present an acceptable form of HAVA ID listed on the *Notice to Voters With No Acceptable ID*.** Does the voter have an acceptable HAVA ID?

YES →

1. Mark the HAVA ID provided in the HAVA ID Required box in Section A.
2. Proceed to step E.

NO → **Ask the voter if they would like to leave to retrieve an acceptable HAVA ID?** Has the voter decided to leave to retrieve an acceptable HAVA ID?

YES → **Ask the voter if they would like to leave to retrieve an acceptable HAVA ID?** Has the voter decided to leave to retrieve an acceptable HAVA ID?

NO →

1. Mark the "**No ID**" and "**HAVA ID**" box in the "Send to Help Table" section in Section A
2. Proceed to step E.

E

Check for a pink "A" or a printed "V" on the pollbook label. Is there a pink "A" or a "V" on the pollbook label?

YES → **Send the voter to the Help Table.**

1. Mark the "**A on label (Absentee)**" or "**V on label (Verify Address)**" box in the "Send to Help Table" section in Section A.
2. Do not have the voter sign the ATV, and do not complete the Official's Initials box.
3. Hand the ATV to voter, and send them to the Help Table.

NO → **F**

F

Check the "Send to Help Table" section in Section A of the ATV. Are any of the boxes in this section marked?

YES → **Send the voter to the Help Table.**

1. Do not have the voter sign the ATV, and do not complete the Official's Initials box.
2. Hand the ATV to voter, and send them to Help Table.

NO → **Send the voter to the Ballot Table**

1. Instruct the voter to review Section A of the ATV and sign by the **X**.
2. Complete the Official's Initials box in Section A.
3. Hand the ATV to voter, and send them to the Ballot Table.

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

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