

BASIC TRAINING WORKBOOK

2024 General Election

Refer to your Registration Table and Ballot Table Flow Charts to complete the following exercises.

Ballot Table Flow Chart

Ask the voter to hand you their ATV. If anything is incomplete or incorrect, call over the Chief Judge, who will determine if the issue can be resolved at the Ballot Table. Verify all of the following:

- ATV is signed by the voter:
 - In Section A, if voter's address is correct
 - In Sections A and C, if voter's address is updated
- ATV is initialed by a Precinct Official in Section A.
- ATV lists a ballot style:
 - In Section A, if the voter's address is correct
 - In Section C or D, if voter's address is updated
- If "ID" is printed on the voter's label, confirm the type of HAVA ID shown is marked in Section A of the ATV.
- If any box is checked in Section A under "If sending voter to the Help Table, select reason," flip the ATV to confirm that the voter was processed by the Help Table.

Processing Curbside Voters
When issuing the ballot:
• Mark the Ballot Style Issued on the ATV and hand the ballot and ATV to the Curbside Official.
When the Curbside Official returns:
• Write the sequential ATV number in Section A of the ATV, and place the ATV on the spindle.

Issue the Ballot
If only one Official is at the Ballot Table, they will complete all of the following steps. If two Officials are working together at the Ballot Table, the first Official will complete steps 1-2, and the second Official will complete steps 3 and 4. Steps 5-7 can be completed by either Official.

- Carefully look at the ATV to find the ballot style and then pull the correct ballot.
- If issued, use the barcode scanner to verify you are issuing the correct ballot style, unless the voter's address was updated on the back of the ATV.
 - Scan the barcode on the ballot.
 - Scan the ballot style barcode on the label on the ATV.
- Write the ballot style in the "Ballot Style Issued" box in Section A of the ATV.
- Write the sequential ATV number in Section A and place the ATV on the spindle.
- Hand the ballot to the voter.
- Instruct the voter to follow the instructions on the ballot.
- Send the voter to the voting booths.

Issue the ExpressVote Ballot

- Confirm the voter would like to use the ExpressVote.
- Call over a Voter Assistance Official.
- If a ballot has already been issued to the voter, write "SPOILED" on the ballot issued and place it in the Spoiled Forms and Ballots bag, and then pull the voter's ATV from the spindle.
- Pull a blank ExpressVote ballot.
- Copy the precinct number and ballot style from the voters ATV and write it in the box towards the bottom on the back of the ExpressVote ballot.
- Hand the ballot to the voter. The Voter Assistance Official will take the voter and their ballot to the ExpressVote station.

Registration Table Flow Chart

2024 General Election
Help Line: [919] 404-3700

REGISTRATION TABLE EXERCISES

Exercise 1

A voter at the Registration Table reports their name is misspelled on their ATV. What do you do?

- A. Advise the voter that they cannot update their name while voting on Election Day.
- B. Ask the voter to fill out a Voter Registration Form to update their name.
- C. Tell the voter to write their correct name in Section C on the back of the ATV.
- D. Confirm you found the correct pollbook label, place it on the ATV, mark the reason "Name on label is wrong" on the ATV, and send the voter to the Help Table.

Answer: _____

Exercise 2

If a voter reports the apartment number in the address on their pollbook label is incorrect, which of the following should you do?

- A. Confirm you found the correct pollbook label, place it on the ATV, mark out the voter's ballot style, mark the reason for sending the voter to the Help Table, and send the voter to the Help Table.
- B. Process the voter normally since the street number and street name are correct.
- C. Give the voter a *Voter Registration Form* to correct the apartment number.
- D. Both B and C

Answer: _____

Exercise 3

In a general election, which of the following voters should always be sent to the Help Table?

- A. A voter with a party dispute
- B. Any voter with an **ID** designation
- C. A voter with a **V** designation
- D. All of the above

Answer: _____

Exercise 4

You accidentally peel the wrong voter's pollbook label and place it on an ATV. What do you do with the ATV?

- A. Save the ATV with the wrong label at the Registration Table in case the voter whose label you peeled comes in.
- B. Cut the label out of the ATV and tape it back in the pollbook.
- C. Follow the instructions in your Election Day Manual on page 50.
- D. Give the ATV with the wrong pollbook label to your Chief Judge.

Answer: _____

Exercise 5

The voter below presents at the Registration Table. What should you do?

- A. Ask the voter for ID.
- B. Place the label on the ATV, mark the reason for sending the voter to the Help Table, and send the voter to the Help Table.
- C. Call over the Chief Judge.
- D. Tell the voter our records show they have already voted and cannot vote again.



A voter registration card for ANDIE W. BAKERTON. The card includes a barcode with the number G0004, the date 11/05/2024, and the year 12-08. The name BAKERTON, ANDIE W. is printed in a grey box. Below the name is the VRN: 000123456789 and another barcode. The address 20984 RED POPLAR RD, FUQUAY VARINA is also in a grey box. At the bottom, the card lists Party: LIB, Reg Date: 08/09/2004, Gender: F, Race: 0, and Age: 42. A large pink letter 'A' is written on the right side of the card.

Answer: _____

After completing exercises 1-5, check your answers on page 8 of this workbook.

If you are attending Basic Training in person, please **do not continue** to the next section until instructed to do so as this can delay continuing class.

BALLOT TABLE EXERCISES

Exercise 6

You have received this ATV at the Ballot Table. Circle the area on the ATV below that has not been completed correctly.

 AUTHORIZATION TO VOTE FORM		North Carolina Wake County
FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY PER NORTH CAROLINA GENERAL STATUTES.		
A Voter's Certification of Voting Qualifications		
Complete at Registration Table.		Complete at Ballot Table.
1 Place instructions with certifying official	 G0040	ATV Number <input type="text"/>
2 Use instructions to check ID	11/05/2024 05-01 GREENFIELD, KAREN K.	Ballot Style Issued <input type="text"/>
3 Initialize Ballot and send to voter	VRN: 000432143215  1004 BERG DR, CARY	1. Confirm form is signed by voter and initialed by precinct official. 2. Verify ballot style and issue voter the ballot style in Section A, C, or D as applicable. 3. Complete the boxes above and retain this form at the Ballot Table.
2 If label indicates voter is HAVA ID Required, check the type of current HAVA ID shown:		
<input type="checkbox"/> Photo ID <input type="checkbox"/> Government Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Paycheck <input type="checkbox"/> Utility Bill <input type="checkbox"/> Other Government Document		
2 If sending voter to the Help Table, select reason:		
<input type="checkbox"/> No ID <input type="checkbox"/> "I" on label (Verify Address) <input type="checkbox"/> HAVA ID <input type="checkbox"/> Photo ID <input type="checkbox"/> Party dispute <input type="checkbox"/> Address on label is wrong <input type="checkbox"/> Jurisdiction dispute <input type="checkbox"/> Name on label is wrong <input type="checkbox"/> "X" on label (Absentee) <input type="checkbox"/> Other: _____		
3 I certify that:		
<ul style="list-style-type: none">● I am a registered voter in this county and I shall have resided at the address noted above (or if I moved, in Section C) for 30 days immediately prior to this election.● I am a United States Citizen.● I am at least 18 years of age, or will be by the date of the general election.● I understand that it is a felony to vote more than one time in an election.● I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).● I am registered as noted above.		
<input checked="" type="checkbox"/>	 Voter Signature	 Official's Initials

Exercise 7

Where will you find the ballot style for the voter below?

- A. On the front of the ATV.
- B. I cannot process this voter because the ballot style has been crossed out.
- C. On the back of the ATV.
- D. This voter doesn't have a ballot style.

Answer: _____

AUTHORIZATION TO VOTE FORM North Carolina Wake County	
FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY PER NORTH CAROLINA GENERAL STATUTES.	
A Voter's Certification of Voting Qualifications	
<p>Complete at Registration Table.</p> <p>1. Place instructions with voter 11/05/2024 12-08</p> <p style="text-align: center;">G0080 PELF, SAVANNAH SMITH</p> <p>2. Use check VRN: 001005620452</p> <p>3. Initial Ballot send 2604 MASONBORO CT, RALEIGH</p> <p style="text-align: center;">Party: LIB Reg Date: 02/09/2004 Gender: F Race: B Age: 40</p>	<p style="text-align: center;">ATV Number</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p style="text-align: center; margin-top: 10px;">Ballot Style Issued</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p style="font-size: 0.8em; margin-top: 5px;">1. Confirm form is signed by voter and initialed by precinct official.</p> <p style="font-size: 0.8em;">2. Verify ballot style and issue voter the ballot style in Section A, C, or D as applicable.</p> <p style="font-size: 0.8em;">3. Complete the boxes above and retain this form at the Ballot Table.</p>
<p>2. If label indicates voter is HAVA ID Required, check the type of current HAVA ID shown:</p> <p><input type="checkbox"/> Photo ID <input type="checkbox"/> Government Check</p> <p><input type="checkbox"/> Bank Statement <input type="checkbox"/> Paycheck</p> <p><input type="checkbox"/> Utility Bill <input type="checkbox"/> Other Government Document</p>	<p>If sending voter to the Help Table, select reason:</p> <p><input type="checkbox"/> No ID <input type="checkbox"/> "I" on label (Verify Address)</p> <p><input type="checkbox"/> HAVA ID <input type="checkbox"/> Photo ID</p> <p><input type="checkbox"/> Party dispute <input checked="" type="checkbox"/> Address on label is wrong</p> <p><input type="checkbox"/> Jurisdiction dispute <input type="checkbox"/> Name on label is wrong</p> <p><input type="checkbox"/> "X" on label (Absentee) <input type="checkbox"/> Other: _____</p>
<p>3. I certify that:</p> <ul style="list-style-type: none"> ● I am a registered voter in this county and I shall have resided at the address noted above (or if I moved, in Section C) for 30 days immediately prior to this election. ● I am a United States Citizen. ● I am at least 18 years of age, or will be by the date of the general election. ● I understand that it is a felony to vote more than one time in an election. ● I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole). ● I am registered as noted above. 	
<div style="border: 1px solid black; display: inline-block; padding: 5px;"> X </div> <div style="border: 1px solid black; display: inline-block; padding: 5px; margin-left: 10px;"> <p style="font-size: 1.2em; font-family: cursive;">Savannah Pelf</p> <p style="font-size: 0.8em;">Voter Signature</p> </div>	<div style="border: 1px solid black; display: inline-block; padding: 5px;"> <p style="font-size: 1.5em; font-family: cursive;">HM</p> <p style="font-size: 0.8em;">Official's Initials</p> </div>

Exercise 8

The last ATV is number 227. Write the ballot style issued and sequentially number this ATV.

AUTHORIZATION TO VOTE FORM		North Carolina Wake County
FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY PER NORTH CAROLINA GENERAL STATUTES.		
A Voter's Certification of Voting Qualifications		
Complete at Registration Table.		Complete at Ballot Table.
1. Place instructions with certifier	11/05/2024 20-05 G0040 STEELE, MARK SANDERS	ATV Number <input type="text"/>
2. Use check	VRN: 0004123987654	Ballot Style Issued <input type="text"/>
3. Initial Ballot send	214 CASTLEBERG DR, APEX	
	Party: DEM Reg Date: 05/29/1997 Gender: M Race: W Age: 64	1. Confirm form is signed by voter and initialed by precinct official. 2. Verify ballot style and issue voter the ballot style in Section A, C, or D as applicable. 3. Complete the boxes above and retain this form at the Ballot Table.
2. If label indicates voter is HAVA ID Required, check the type of current HAVA ID shown:	If sending voter to the Help Table, select reason:	
<input type="checkbox"/> Photo ID <input type="checkbox"/> Government Check	<input type="checkbox"/> No ID <input type="checkbox"/> "I" on label (Verify Address)	
<input type="checkbox"/> Bank Statement <input type="checkbox"/> Paycheck	<input type="checkbox"/> HAVA ID <input type="checkbox"/> Photo ID <input type="checkbox"/> Address on label is wrong	
<input type="checkbox"/> Utility Bill <input type="checkbox"/> Other Government Document	<input type="checkbox"/> Party dispute <input type="checkbox"/> Name on label is wrong	
	<input type="checkbox"/> Jurisdiction dispute <input type="checkbox"/> "X" on label (Absentee) <input type="checkbox"/> Other: _____	

Exercise 9

A voter believes they live within the corporate limits of the City of Raleigh but does not have Raleigh municipal contests on their ballot. Which of the following should you do *first*?

- A. Send the voter to the Help Table as a jurisdiction dispute.
- B. Call over the Chief Judge to go over the *Map Quick Guide* with the voter.
- C. Confirm you issued the correct ballot style.
- D. Ask the voter if they moved recently.

Answer: _____

Exercise 10

The *Tabulator/ATV Match sheet* doesn't reconcile, and you have voters in line. What should you do?

- A. Notify the Chief Judge and continue processing voters.
- B. Call the Help Line.
- C. Stop numbering ATVs until the issue is resolved.
- D. Ask voters to wait until you can resolve the issue.

Answer: _____

After completing exercises 6-10, check your answers on pages 9-10 of this workbook.

Answers to Registration Table Exercises 1-5

Exercise 1 Answer: D

A voter may correct or update their name on Election Day, but this must be done at the Help Table. Always confirm you have found the correct pollbook label before sending the voter to the Help Table.

Exercise 2 Answer: A

If anything about the voter's address is incorrect or incomplete, the voter's ballot style barcode should be marked out and the voter should be sent to the Help Table. Always confirm you have found the correct pollbook label before sending a voter to the Help Table.

Exercise 3 Answer: C

All voters who have a V-designation on their pollbook label must be sent to the Help Table.

In a general election, a voter who disputes their party affiliation does not have to visit the Help Table because party affiliation does not affect a voter's ballot style. Offer the voter a *Voter Registration Form* to update their party affiliation for the next election.

Following the Registration Table Flow Chart, voters with an ID-designation do not have to visit the Help Table, **if they can provide an acceptable form of ID**. Ask the voter for HAVA ID before peeling the pollbook label. The list of acceptable HAVA IDs is on the first page of every pollbook.

Exercise 4 Answer: C

If you accidentally place the wrong pollbook label on an ATV, refer to page 50 of your Election Day Precinct Official Manual. The instructions on this page describe how to spoil the ATV and what to do if the voter whose label you peeled comes in later. Officials should not keep an ATV with the wrong pollbook label at the Registration Table.

Prior to Election Day, you can also watch a video on WakePrecinctOfficials.com about this procedure.

Exercise 5 Answer: B

This voter's pollbook label indicates they were a last-minute absentee voter. Do not assume the voter is trying to vote twice. The ATV could have been marked in error. Mark the reason for sending the voter to the Help Table on the ATV, and then send the voter to the Help Table.



Answers to Ballot Table Exercises 6-10

Exercise 6 Answer: Circle where the Official should have marked the type of ID shown.

If a voter with an ID designation shows a valid form of ID to the Registration Table Official, they may proceed to the Ballot Table. At the Ballot Table, make sure the Official marked the type of ID the voter presented.

 **AUTHORIZATION TO VOTE FORM** North Carolina
Wake County

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY PER NORTH CAROLINA GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

Complete at Registration Table. **Complete at Ballot Table.**

1. Place instructions certified with: 11/05/2024 05-01

2. Use check: GREENFIELD, KAREN K.

3. Initials: VRN: 000432143215

1004 BERG DR, CARY

Party: REP Reg Date: 08/30/2017
Gender: U Race: U Age: 39

ATV Number

Ballot Style Issued

1. Confirm form is signed by voter and initialed by precinct official.
2. Verify ballot style and issue voter the ballot style in Section A, C, or D as applicable.
3. Complete the boxes above and retain this form at the Ballot Table.

2. If label indicates voter is HAVA ID Required, check the type of current HAVA ID shown:

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Government Check
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Paycheck
<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Other Government Document

If sending voter to the Help Table, select reason:

<input type="checkbox"/> No ID	<input type="checkbox"/> "X" on label (Verify Address)
<input type="checkbox"/> HAVA ID	<input type="checkbox"/> Photo ID
<input type="checkbox"/> Party dispute	<input type="checkbox"/> Address on label is wrong
<input type="checkbox"/> Jurisdiction dispute	<input type="checkbox"/> Name on label is wrong
<input type="checkbox"/> "X" on label (Absentee)	<input type="checkbox"/> Other: _____

3. I certify that:

- I am a registered voter in this county and I shall have resided at the address noted above (or if I moved, in Section C) for **30 days** immediately prior to this election.
- I am a United States Citizen.
- I am at least 18 years of age, or will be by the date of the general election.
- I understand that it is a felony to vote more than one time in an election.
- I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).
- I am registered as noted above.

X	<i>Karen Greenfield</i> Voter Signature	<i>CR</i> Official's Initials
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Exercise 7 Answer: C

The Registration Table Official crossed out the ballot style on the ATV because the voter indicated their address was wrong. At the Ballot Table, you will know the voter visited the Help Table because the voter signed the front of the ATV and the Help Table Official completed the Official's Initials field. The Ballot Table Official should look on the back of the ATV to find the voter's ballot style handwritten in Section C. If the back of the ATV is not completed, notify the Chief Judge.

Exercise 8 Answer: Refer to ATV below.

The ballot style issued is G0040. You may write "G0040" or "G40." The next sequential number is 228. This ATV is then placed on top of the other ATVs on the spindle.



AUTHORIZATION TO VOTE FORM

North Carolina
Wake County

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY PER NORTH CAROLINA GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

Complete at Registration Table.	Complete at Ballot Table.																
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p>1. Place instructions with</p> <p>2. Use check</p> <p>3. Initials Ballot send</p> </div> <div style="width: 85%; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  G0040 </div> <div style="text-align: center;"> <p>11/05/2024 20-05</p> <p>STEELE, MARK SANDERS</p> </div> </div> <div style="margin-top: 10px;"> <p>VRN: 0004123987654</p>  <p>214 CASTLEBERG DR, APEX</p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div> <p>Party: DEM</p> <p>Gender: M</p> </div> <div> <p>Reg Date: 05/29/1997</p> <p>Race: W Age: 64</p> </div> </div> </div> </div>	<div style="text-align: center; margin-bottom: 20px;"> <p>ATV Number</p> <div style="border: 1px solid black; padding: 5px; width: 80px; margin: 0 auto;">228</div> </div> <div style="text-align: center;"> <p>Ballot Style Issued</p> <div style="border: 1px solid black; padding: 5px; width: 80px; margin: 0 auto;">G40</div> </div> <ol style="list-style-type: none"> 1. Confirm form is signed by voter and initialed by precinct official. 2. Verify ballot style and issue voter the ballot style in Section A, C, or D as applicable. 3. Complete the boxes above and retain this form at the Ballot Table. 																
<p>2. If label indicates voter is HAVA ID Required, check the type of current HAVA ID shown:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Photo ID</td> <td><input type="checkbox"/> Government Check</td> </tr> <tr> <td><input type="checkbox"/> Bank Statement</td> <td><input type="checkbox"/> Paycheck</td> </tr> <tr> <td><input type="checkbox"/> Utility Bill</td> <td><input type="checkbox"/> Other Government Document</td> </tr> </table>	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Government Check	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Paycheck	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Other Government Document	<p>If sending voter to the Help Table, select reason:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> No ID</td> <td><input type="checkbox"/> "I" on label (Verify Address)</td> </tr> <tr> <td><input type="checkbox"/> HAVA ID</td> <td><input type="checkbox"/> Photo ID</td> </tr> <tr> <td><input type="checkbox"/> Party dispute</td> <td><input type="checkbox"/> Address on label is wrong</td> </tr> <tr> <td><input type="checkbox"/> Jurisdiction dispute</td> <td><input type="checkbox"/> Name on label is wrong</td> </tr> <tr> <td><input type="checkbox"/> "X" on label (Absentee)</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> No ID	<input type="checkbox"/> "I" on label (Verify Address)	<input type="checkbox"/> HAVA ID	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Party dispute	<input type="checkbox"/> Address on label is wrong	<input type="checkbox"/> Jurisdiction dispute	<input type="checkbox"/> Name on label is wrong	<input type="checkbox"/> "X" on label (Absentee)	<input type="checkbox"/> Other: _____
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<input type="checkbox"/> "X" on label (Absentee)	<input type="checkbox"/> Other: _____																

Exercise 9 Answer: C

If a voter believes they are eligible to vote in Raleigh Municipal contests, but those contests do not appear on the ballot they received, follow the procedures on your Ballot Table Quick Guide for a jurisdiction dispute. First, confirm the voter received the correct ballot style. Next, ask the Chief Judge to go over the *Map Quick Guide* with the voter. If the issue is still unresolved, send the voter to the Help Table.

Exercise 10 Answer: A

Notify the Chief Judge **and continue processing voters**. The Chief Judge will determine the cause of the mismatch. It is not necessary to stop numbering ATVs as only ATVs with duplicate numbers will need to be renumbered. Once the issue is corrected, the numbers will match the next time you reconcile.

Exception: The *Tabulator/ATV Match Sheet* will not reconcile if there are ballots in the Emergency Bin.