PRESIDENTIAL PREFERENCE & STATE PRIMARIES

WELCOME TO SOTS ZOOM TRAINING
AGENDA

• MAINTAINANCE
• HELP CONTACTS
• ROV OVERVIEW
• BREAK—TIME TO ASK QUESTIONS
• HEAD MODERATOR OVERVIEW
• EMS PRACTICE
• LIVE DEMONSTRATION - TRAINING
ELECTION MANAGEMENT SYSTEM

Presidential Preference & State Primaries

• Training Power Point will be emailed

• Training will be recorded and posted on SOTS website

• DURING ZOOM TRAINING
  • Listen only mode
  • TYPE YOUR QUESTIONS
    • Presenter will answer your questions at the end of the training

• AFTER ZOOM TRAINING – PRACTICE IN TRAINING SITE
Presidential Preference & State Primary Contacts

- Help Desk EMS after 8:00pm  860-509-6111
- To reset password – “Report a Problem”
- Email for EMS
- heather.augeri@ct.gov; taffy.Womack@ct.gov; shirley.surgeon@ct.gov; moriah.moriarty@ct.gov
EMS – WHO DOES WHAT

Town Clerks & SOTS

- Primary Created in EMS by SOTS
- Offices assigned to Primary by SOTS
- Candidates added to Primary by SOTS
- Certification of Ballot Ordered - can be entered by either Town Clerk or ROV’S
  - for both parties PPP and State primaries.
- Email to: jessica.gelin@ct.gov
ROV’s Setup in EMS

• Assigned Polling Places for each primary
  • Add or change polling locations if necessary. Make sure to notify SOTS.
  • Assign polling locations for Democratic, Republican Primaries and PPP

• Enter amount of Ballot Ordered for State Primary and PPP

• Assign a Moderators to the State Primary and PPP

• Head moderators, data entry, etc., ROV- provides User name and password

• Email your List of Moderators, List of Polling Places & Ballot Order to Jessica.gelin@ct.gov
Assign Polling Place

- Select the Election
- Select polling place by checking the box beside the polling place name.
- Click on Assign Polling to election
- The polling place assigned will be at the bottom.
ROV OVERVIEW – Ballot Ordered

- Select election
- Click on enter Ballot Order
  - Enter the amount of ballot ordered for polls
  - 4 election historical ballot ordered
  - Certify
Maintain Moderator/Head Moderator

- Enter Moderator information
- Assign moderator to polls
- Status-Active
- Select Election Type
  - Sharing moderator- select Democratic & Republican Primary
- Moderator working as poll moderator and Head moderator at end of night –
  - Role – Regular Moderator
  - Check “select as Head Moderator”
To Do List
At Least a Week before the Primary

• Review & Print your Moderator’s Return under reports.
  • Check that polling places are correct
  • Offices are correctly assigned
  • Candidates are correct order & have * for endorsed

• Review & Print a blank Head Moderator’s Return under Reports
  • Plan “B” backup for primary night – manual fill out Moderator’s Return and Email if you can: lead@ct.gov or if you can’t email then Fax: 1-866-392=4023
Primary Day

- Have Head Moderator & Data Entry Clerks sign into EMS primary day to make sure their usernames & passwords are valid.
  - ROV’s are responsible to assign Head Moderator or Data Entry Clerk username and Password

- Rules when using the EMS
  - One person - one session open on the browser
  - Use Internet Explorer
  - One person in each district at a time
  - Everyone should log out of the system not close the browser
  - Remind Data Entry people that they must SAVE, click on End Process back to GREEN when finished entering results for a district.
BREAK TO ASK QUESTIONS

TYPE YOUR QUESTIONS...

Presenter will answer your questions at the end of the training
HEAD MODERATOR
Head Moderator & Head Moderator’s Return

- Head Moderator must “Submit All Districts to the State” the results to SOTS
  - A certification screen with a box to check for electronic signature will appear

- Polling place tabulator results are to be submitted by midnight

- **Next day Wednesday** the return must be completed !!!
  - Head Moderator to confirm results and enter any hand counts
  - Head Moderator to enter statistics (number on the list, number checked as having voted, etc.)
    - Submit to SOTS and a certification screen will appear with a box to check for electronic signature.
Print the 2 copies of the return, one for Town Clerk, one for SOTS.
  - Sign both copies and forward one to SOTS – should be received by close of business Friday

Amendments – any changes that you enter into EMS, require that you generate an amended return. Print 2 copies for Town Clerk & SOTS

Recounts – if you have a recount, the Head Moderator should amend the return and at the Certification Screen check both boxes (recount & electronic certification)
  - Recounts notification to Election Officer - moriah.moriarty@ct.gov
Head Moderator/Data Entry
Main Screen

• Select from Election Dropdown
  • Democratic Presidential Preference Primary
  • Republican Presidential Preference Primary
  • Democratic Primary
  • Republican Primary

• New Head Moderator Return
**Candidate Data Input**

- To enter candidate, vote results by voting district/polling place, click on **"Begin Process"** (Green, to the right of the voting district name).

- **Only PPP** – You may enter all district results (polling place and ABS) into one district.
- **Towns with state district primary** – enter PPP and state candidates results in all polling places assigned.
• The selected voting district/polling place will be highlighted in dark blue, and click on “End Process” (Red) will display next to the voting district name. (this process locks the district so that no other person can enter data..only one data entry at a time)
• Enter candidates results…SAVE, SAVE
• Click on End Process” will change back to “Begin Process” (this process unlock district so that some else may enter results)
1. Once the results for all districts have been entered, Save your information.
2. All polling places should show all “Green Process”.
3. Click the “Submit All Districts to State” button to submit the candidate vote results for all districts to SOTS.
4. Another screen will pop up to Certify Head Moderator’s Return screen.
• Click certify and submit to send to SOTS
• **Recount**—if you have a recount check both boxes.
• The system returns to the Head Moderator’s Return screen, where a summary row for the Head Moderator’s Return will be displayed.
To generate the Head Moderator’s Return in a PDF format - click “Generate Report” under the “Actions” column.
HEAD MODERATOR’S RETURN
MIDNIGHT POLLING PLACE NUMBERS

STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE
Head Moderator’s Return

Election: December 30, 2015

Candidates on Ballot:

Governor and Lieutenant Governor:

- Republican: Thomas C. Foley
  - Votes: 8,122
- Democratic: Dan Malloy
  - Votes: 8,151
- Working Families: Nancy Wyman
  - Votes: 222
- Independent: Thomas C. Foley
  - Votes: 279

- Not a Candidate: Frank Harris
  - Votes: 152

Write-In:

- Jonathan Peter and Nancy Murphy
  - Votes: 32

- Andrew Smith and James D. Smith
  - Votes: 0

Representation in Congress:

Constituency 1:

- Republican: Elizabeth L. Esty
  - Votes: 8,154
- Democratic: John B. Larson
  - Votes: 8,115
- Working Families: John B. Larson
  - Votes: 42
- Green: Jeffrey Haskell
  - Votes: 213

Constituency 2:

- Republican: Joe Courtney
  - Votes: 2,845
- Democratic: Joe Courtney
  - Votes: 379
- Working Families: Joe Courtney
  - Votes: 23
- Green: William C. Clyde
  - Votes: 0

Printed on 12/30/2015 10:55:25AM
Head Moderator’s Return for Amendment

- After you have submitted the return to SOTS (by midnight) and you need to make any changes
- Click on Amend and make changes to the data input screen…REMEMBER…GREEN to RED –SAVE - back to GREEN.
- Submit to SOTS
Request State Admin to Unlock

After 48 hours any changes to the Head Moderator Return will need to be requested and granted from SOTS.
Enter/View Stats

Enter/View Stats

Search Election

Election: * --Select Election--

Search Clear

Head Moderator Name  Contact#  Election  Status  Date & Time  Original/Amendment  Actions

No Data Found

• Select from Election Dropdown
  • Democratic Presidential Preference Primary
  • Republican Presidential Preference Primary
  • Democratic Primary
  • Republican Primary

• Click on - ENTER RESULTS
### Enter/View Stats Data Entry Screen

#### Search Election

- **Election Date:** 06/15/2018 - Test Primary Election

#### Districts

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<th>Military</th>
<th>Overseas</th>
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**Total**

- 0 Absentee Ballots received from Town Clerk for Counting
- 0 Absentee Ballots rejected
- 0 Absentee Ballots counted
- 0 Total Military (including 45 & 90 days)
- 0 Total Military (excluding 45 & 90 days)
- 0 Total Overseas ballots counted
- 0 Total Overseas ballots rejected
- 0 Total Overseas ballots
- 0 Total Absentee Ballots
- 0 Total Military
- 0 Total Overseas

*This application is best viewed with screen resolution of 1024x768 or higher.*
WHAT IT MEANS BY CATEGORY

The stats data entry fields

• Names on the Official Check List (Active List, Names Restored to active list on election day, EDR applicant and Overseas, Presidential)

• Number Checked as Having Voted at the polls

• Absentee Ballots - Total received from Town Clerk for counting and Total Rejected at counting.

• Military Ballots (includes 45 & 90 days)- Total received from Town Clerk for counting and Total Rejected at counting.

• Overseas Ballots total – Total received from Town Clerk for counting and Total Rejected at counting.
Stats submit, SAVE and certify

You must enter Stats partially or completely to get a Moderators Return
CANDIDATES RESULTS + STATS + SIGNATURE = COMPLETE RETURN
EMS Practice Training

https://ctemsstag.pcctg.net/Security/Login.aspx

***Training Site***

User name: ROV and town name
HM and town name

Password: Sots@123

*Remember to **ONLY** practice in training site*
STAY SAFE ON ELECTION DAY!