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 <u>TRAINING SITE</u>

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

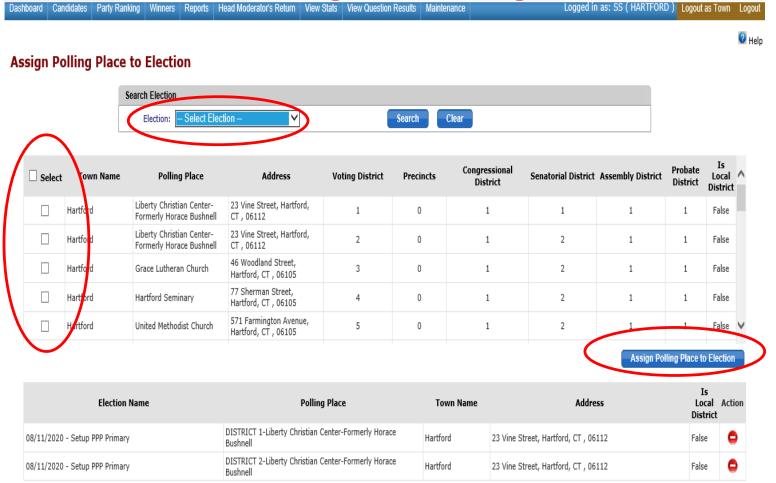
ROV's Setup in EMS

- 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 <u>Ballot Ordered</u> for State Primary and PPP
- Assign a Moderators to the State Primary and PPP
- Head moderators, data entry, etc., <u>ROV- provides User name and password</u>
- Email your List of Moderators, List of Polling Places & Ballot Order to Jessica.gelin@ct.gov

ROV OVERVIEW – Assign Polling Place

Assign Polling Place

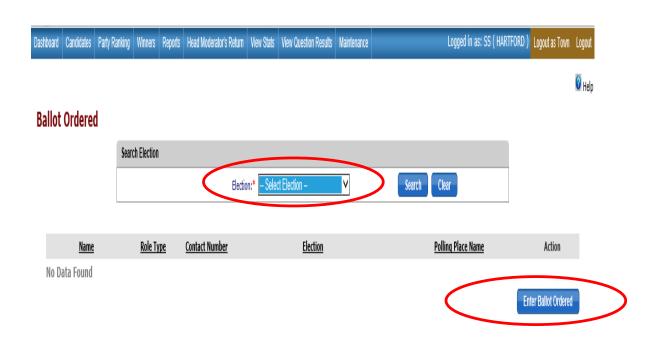
- Select the Election
- Select polling place by checking the box beside the polling place name.
- Click on Assign Polling to election
- The polling place assigned will be at the bottom.



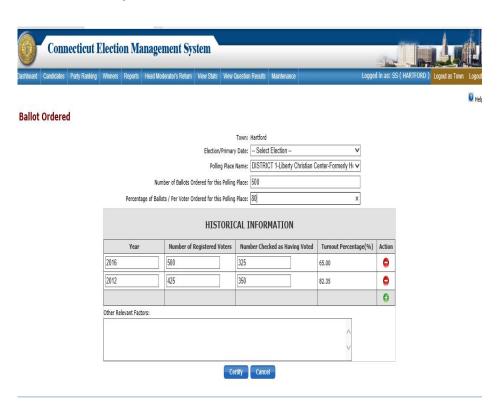
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ROV OVERVIEW – Ballot Ordered

- Select election
- click on enter Ballot Order

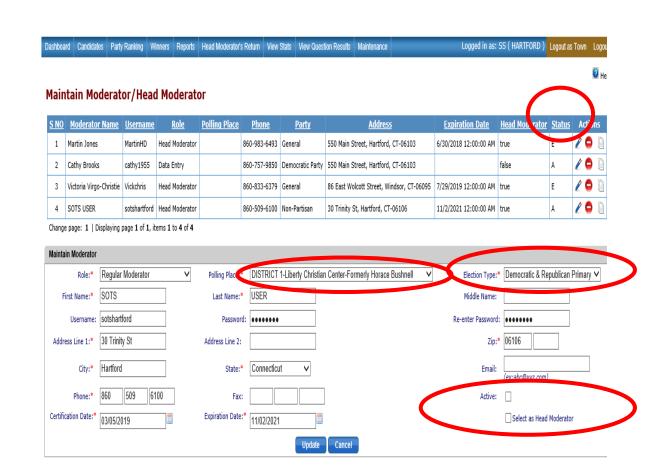


- Enter the amount of ballot ordered for polls
- 4 election historical ballot ordered
- Certify



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
 - <u>Plan "B"</u> backup for primary night manual fill out Moderator's Return and Email if you can: <u>lead@ct.gov</u> or if you cant 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.

Head Moderator & Head Moderator's Return (continue)

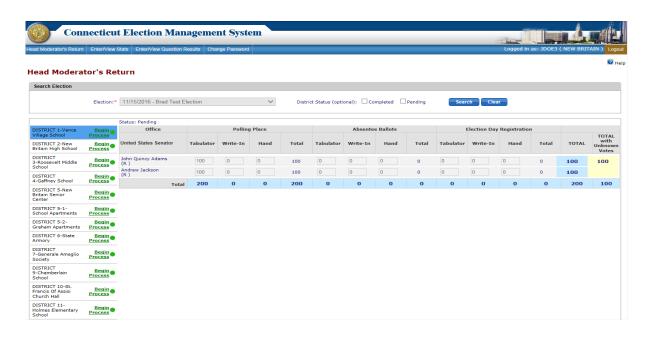
- Print the 2 copies of the return, one for Town Clerk, one for SOTS.
 - Sign both copies and forward one to SOTS should be received by close of business Friday
- Amendments any changes that you enter into EMS, require that you generate an amended return. Print 2 copies for Town Clerk & SOTS
- Recounts 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



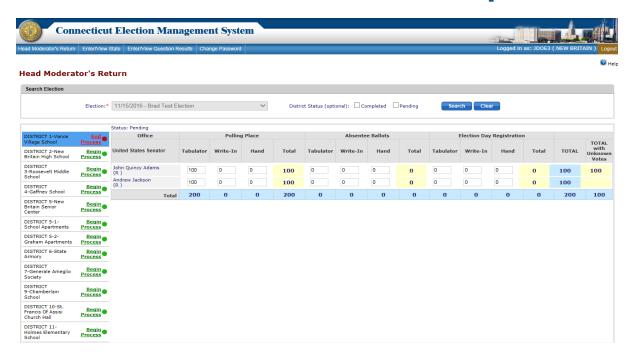
- Select from Election Dropdown
 - Democratic Presidential Preference Primary
 - Republican Presidential Preference Primary
 - Democratic Primary
 - Republican Primary
- New Head Moderator Return

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.

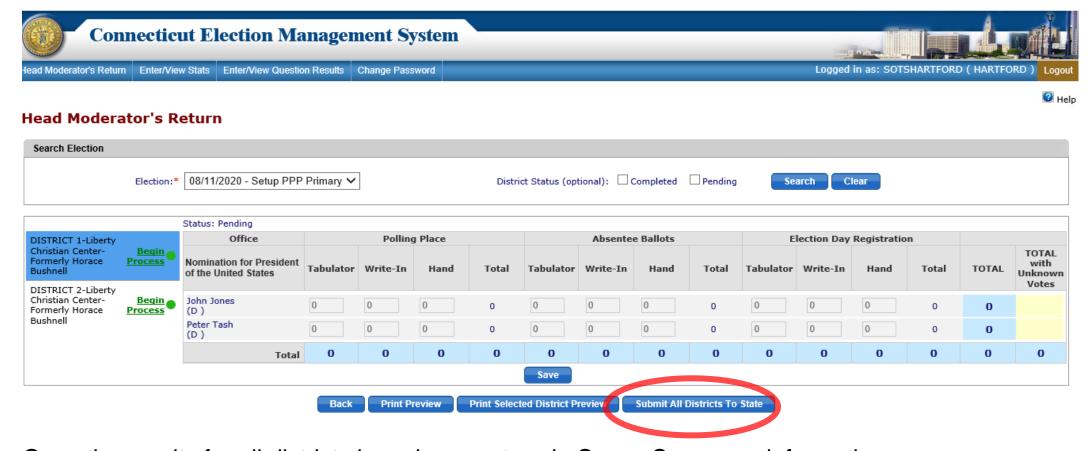
Candidate Data Input



- The selected voting district/polling place will be highlighted in dark blue, and click on "End

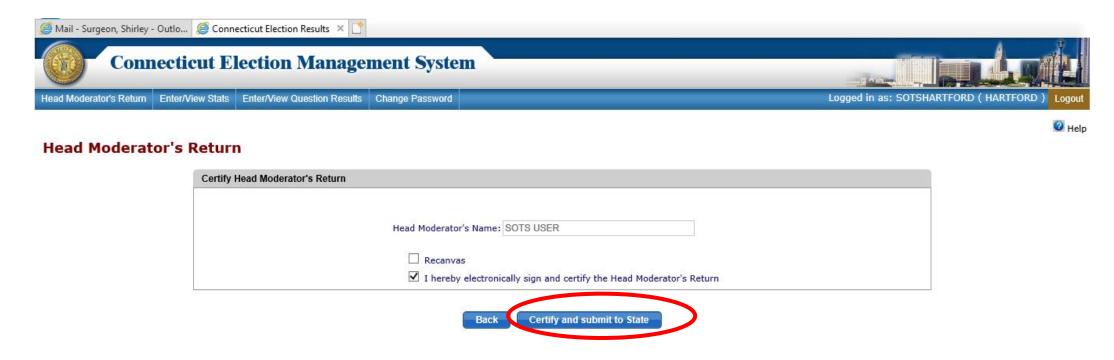
 Process" (Red) will display next to the voting district name..(this process locks the district so that
 no other person can enter data..only one data entry at a time)
- Enter candidates results...SAVE, SAVE
- Click on End Process" will change back to "Begin Process" (this process unlock district so that some else may enter results)

How to Submit to SOTS



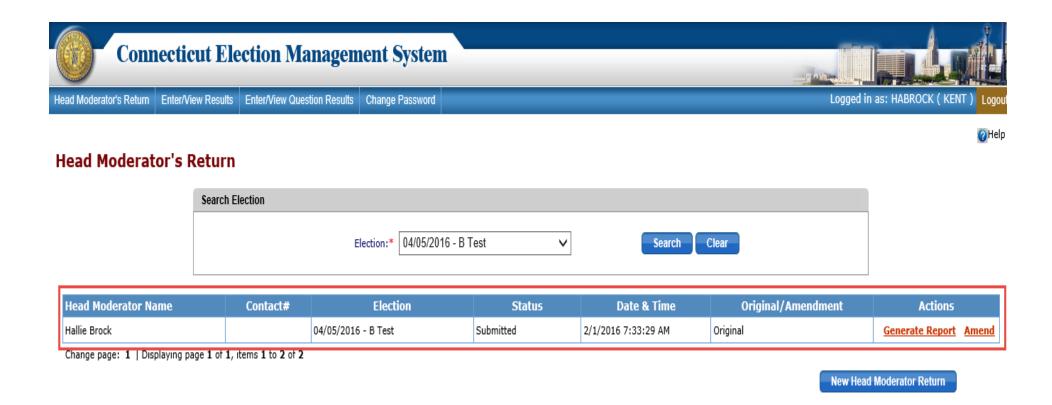
- 1. Once the results for all districts have been entered, Save, Save your information
- 2. All polling places should show all "Green Process"
- 2. Click the "Submit All Districts to State" button to submit the candidate vote results for all districts to SOTS.
- 2. Another screen will pop up to Certify Head Moderator's Return screen

CERTIFICATION AND SUBMIT



- 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.

GENERATE HEAD MODERATOR RETURN



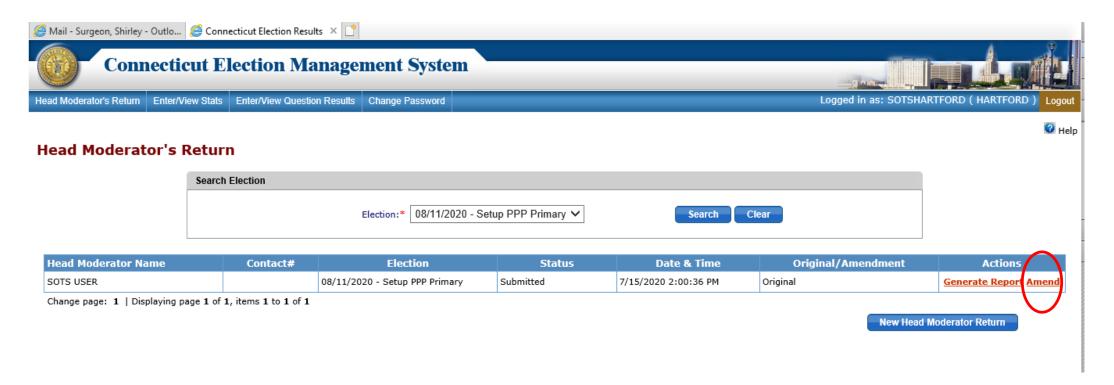
To generate the Head Moderator's Return in a PDF format

- 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			
State Election December 30, 2015			Glastonbury Original
	Candidat	tes on Ballot	
Note: At the State Election in the town of Commber of votes annexed to their name.		ld on December 30, 2015. The following of	candidates received the
Governor and Lieutenant Govern	or		
Republican	Democratic	Working Families	Independent
Thomas C. Foley and Heather Somers	Dannel P. Malloy and Nancy Wyman	Dannel P. Malloy and Nancy Wyman	Thomas C. Foley and Heather Somers
9,454	8,142	272	371
Petitioning Candidate	Write-In	Write-In	Write-In
Joe Visconti and Chester Frank Harris	Johnthan Pelto and Ebony S. Murphy	John Renjilian and Jason Renjilian	John Traceski and Elizabeth Traceski
154	23	1	0
Write-In			
Daniel R. Gaita and Jason D. Smith			
Jason D. Smith			
Representative in Congress 01			
Congressional District	1		
Republican	Democratic	Working Families	Green
Matthew M. Corey	John B. Larson	John B. Larson	Jeffery Russell
5,943	8,159	402	213
Representative in Congress 02			
Congressional District	2		
Libertarian Daniel Reale	Republican Lori Hopkins-Cavangh	Democratic Joe Courtney	Working Families Joe Courtney
7	345	379	21
Green			
William C. Clyde			
5			
inted on 12/18/2015 10:55:56AM			Page 1 of

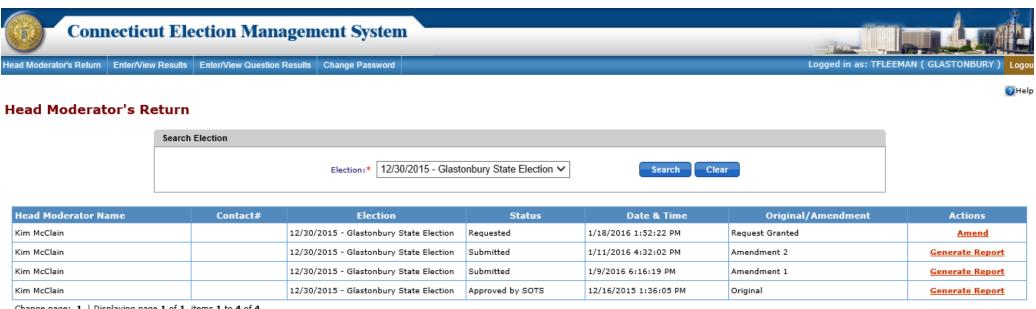
Head Moderator's Return for Amendment



- After you have submitted the return to SOTS (by midnight) and you need to make any changes
- Click on <u>Amend</u> 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.

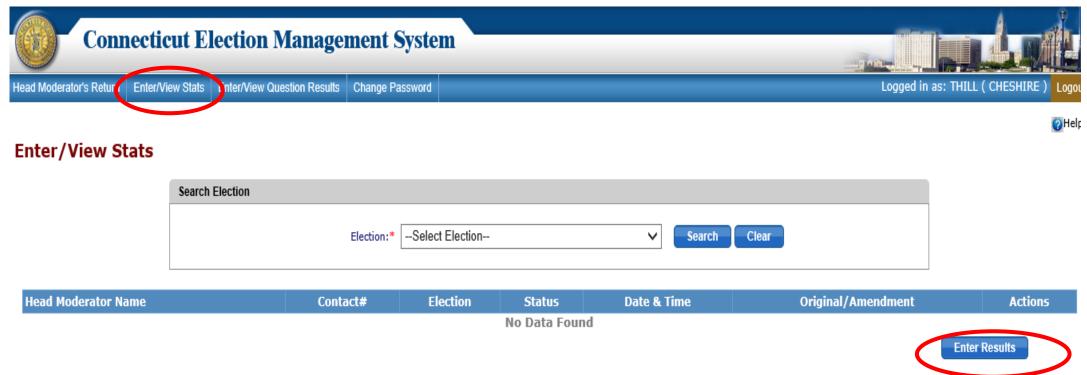


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New Head Moderator Return

ENTER/VIEW STATS

Head Moderator Main Screen



- 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

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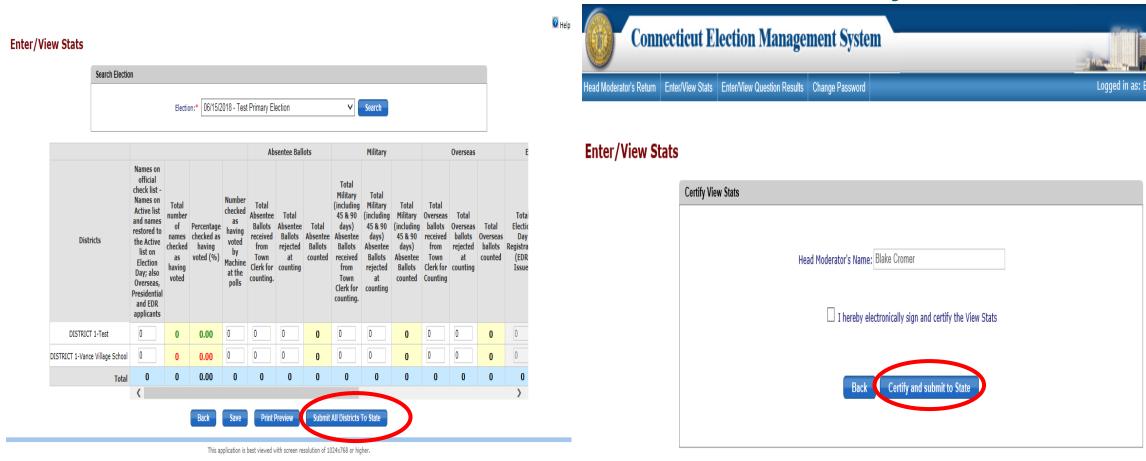
Help Εı **Enter/View Stats** Search Election Election:* 06/15/2018 - Test Primary Election Search **Absentee Ballots** Military Overseas Names on official Total check list -Military Total Names on Total (including Military Total Total Active list Absentee 45 & 90 (including Military Overseas Total Total Total and names ballots Overseas Percentage Ballots Absentee Total days) 45 & 90 (including Total Election restored to having Absentee checked as Ballots Absentee 45 & 90 ballots Overseas Day names received days) received Districts the Active voted checked Ballots Registra having from rejected Ballots Absentee days) from rejected ballots list on at received Ballots (EDR Town Town Absentee Election Machine Clerk for counting Clerk for counting having from rejected Ballots Issue Day; also at the voted counting. Town at counted Counting Overseas, polls Clerk for counting Presidential counting. and EDR applicants 0 DISTRICT 1-Test 0.00 0 0 0 0 0 0 DISTRICT 1-Vance Village School 0.00 0 0 0 0 0 0.00 0 **Submit All Districts To State**

This application is best viewed with screen resolution of 1024x768 or higher.

WHAT IT MEANS BY CATEGORY The stats data entry fields

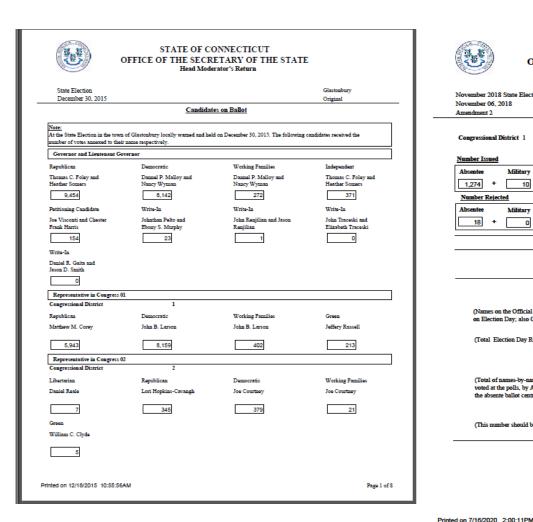
- Names on the Official Check List (Active List, Names Restored to active list on election day, EDR applicant and Overseas, Presidential)
- Number Checked as Having Voted at the polls
- Absentee Ballots Total received from Town Clerk for counting and Total Rejected at counting.
- Military Ballots (includes 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

Completed Head Moderators Return





STATE OF CONNECTICUT OFFICE OF THE SECRETARY OF THE STATE

Head Moderator's Return

November 2018 State Election November 06 2018 Amendment 2 Report of Absentee Ballots Congressional District 1 Number Received from Town Clerk Number Issued Military Election Day Registration 1,274 537 1,821 Election Day Registration 18 Number Counted 1,803 Report of Provisional Ballots Total Provisional Ballots Issued Town wide Official Check List Report Names on Official Check List 59,947 (Names on the Official check list-Names on Active List and names Restored to the Active List (+) on Election Day; also Overseas Ballot Applicants.) Election Day Registration 537 (Total Election Day Registration (EDR) Issued) Grand Total Names on Active List 60,484 24,098 Names Checked as Having Voted (Total of names-by-name count of ALL names checked on the Official Check List as having voted at the polls, by Absentee ballot and by Overseas Ballot -- including names checked at the absente ballot central counting location, if any.) Total Votes for Governor/President 23,026 All Candidates (This number should be less than or Equal to names checkes as having voted)



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

November 2018 State Election November 06, 2018 Amendment 2

Hartford

List of Votes Certified By

Head Moderator's Home Telti 860-796-8972 Signature of Head Moderator -- Presiding Officer Head Moderator's Work Tel# Print Head Moderator's Name

Printed on 7/16/2020 2:00:11PM

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 <u>ONLY</u> practice in training site



STAY SAFE ON ELECTION DAY!

