

BADGER BOOK INTRODUCTORY TRAINING

Participant Guide

Wisconsin Elections Commission
September 2023



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Today's agenda

- ✓ **Hardware Configuration**
- ✓ **Demo**
- ✓ **Hands-on scenarios**
- ✓ ***Break***
- ✓ **Polling Place Flow**
- ✓ **Expectations**
- ✓ **Security**
- ✓ **Networking**
- ✓ ***Break-Play time***
- ✓ **Questions**

All training materials are available in The Learning Center (TLC, electiontraining.wi.gov), including this participant guide, the Power Point slides, the Badger Book manual and other troubleshooting documents.

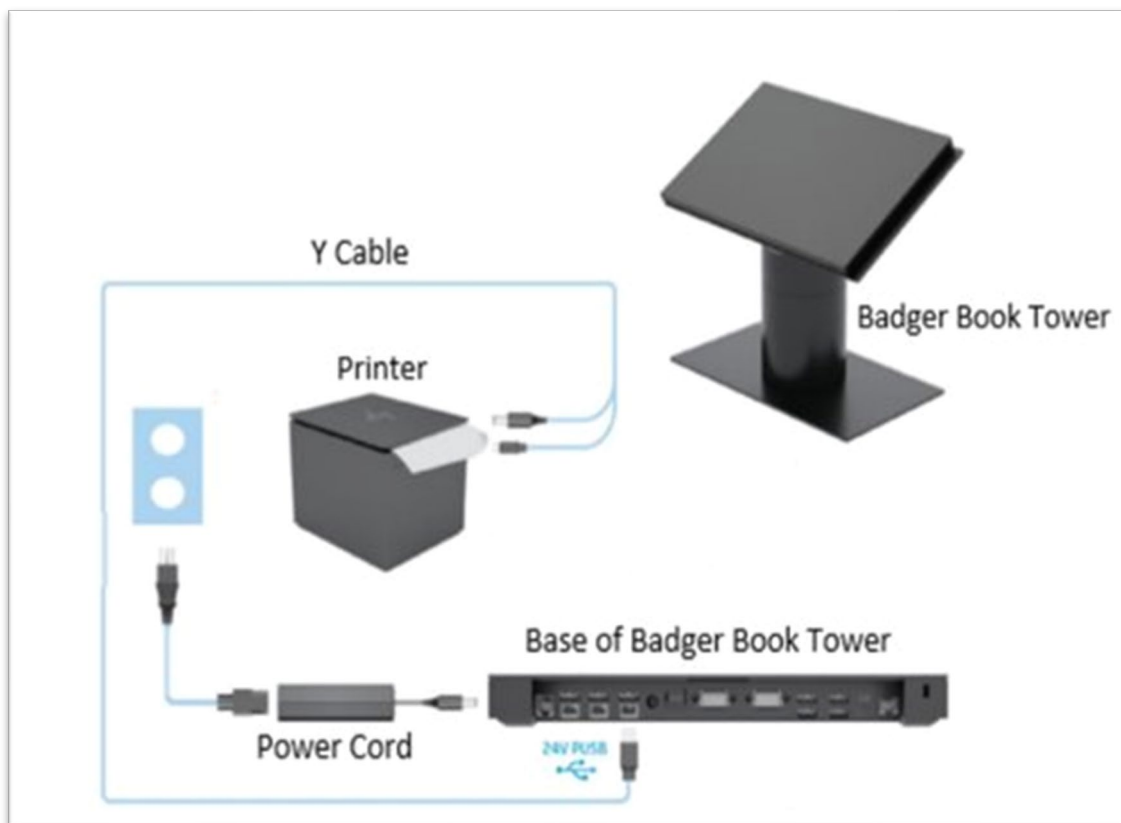
Learning Objectives

- ✓ Understand the Badger Book ePollbook functionality
- ✓ Set up and configure the Badger Book hardware in the polling place
- ✓ Be able to check in voters, enter Election Day Registrations (EDRs) and process absentee ballots
- ✓ Troubleshoot common issues
- ✓ Answer common voter questions

A space for you to take notes

Badger Book Hardware

- ✓ Equipment Introduction
- ✓ Hardware Setup
- ✓ Server v. Client Machine
- ✓ Scanner Programming
- ✓ Hardware Tips
- ✓ Additional resources on TLC:
 - Badger Book Manual: Hardware Configuration (TLC)
 - Hardware setup and troubleshooting media
 - Stand-Alone Hardware Setup Video
 - Bar Code Scanner Configuration
 - Backup Battery User Guide
 - Troubleshooting the Printer
 - Information Sheet for New Badger Book Users



Order of Operations

1. Plug in Router
2. Turn on **SERVER** machine
3. Log in to **SERVER** machine with WINDOWS password
4. Connect to "EPollBook" Network on **SERVER** machine. Note that the server may already be connected
5. Launch/Open the Badger Book Application on **SERVER** machine
6. Log in to Badger Book
7. Turn on client machines
8. Log in to client machines with WINDOWS password
9. Connect to "EPollBook" Network on client machines (if not already connected)
10. Launch/Open the Badger Book Application on client machines
11. Log in to Badger Book

Build your Badger Books! The router is plugged in and the servers is on and running. Now put your client machines together.


- ✓ Navigation: follow the prompts on the screen and practice navigating around the Badger Book application. The instructor will tell you how to begin the EDR process when you get to that point.

Demonstration (Instructor led)

Refer to the Navigation charts in your packet.

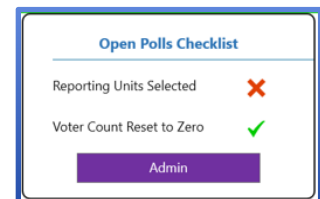
Learning Check

The instructor will let you know whether you are working in small groups or as a large group. You can write down the answers here:

1. What is this and what is it used for? 

2. Why doesn't it say Open Polls (see image to right)?

3. How many routers & servers should be turned on?
 - a) 1 for each reporting unit
 - b) 1 for each election inspector
 - c) 1 for each polling place



Break

While you are on break, think about the flow of your polling place, the layout of the space, and ways you could configure the space to work with your Badger Books. We will discuss as a group after the break. You can also use this time to start working on the scenarios on the last page of your packet. When you complete each one, write the time you finished (from your watch or phone, not the BB). You will turn in this page at the end of the session.

Hands-on the Badger Books

- ✓ Open Polls
- ✓ Check in Voters
- ✓ Election Day Registrations (EDR)
- ✓ Process Absentees
- ✓ Close Polls

Additional resources:

- ✓ Badger Book Manual: Election Day (TLC)
 - Open/Reopen Polls
 - Check in a Voter
 - Election Day Registration
 - Processing Absentee Ballots
- ✓ Interactive Tutorials in TLC
 - Admin Menu
- ✓ Interactive Tutorials in TLC (continued)
 - Open Polls
 - Check-in Voter
 - Election Day Registrations
 - Close Polls

Learning Check

The instructor will let you know whether you are working in small groups or as a large group. You can write down the answers here:

4. What do you do when your voter doesn't show up on the list in check in? Choose all that apply.
 - a. Tell them they're in the wrong polling place and turn them away
 - b. Select "none of these are my voter" and start an EDR
 - c. Make sure you spelled the name right and/or try other versions of spelling (spaces, apostrophes, etc.)
 - d. Other: what else have you thought of?

5. What do you do when the voter address doesn't show up in an EDR?

6. You have an absentee ballot in your hand but it doesn't say returned in Badger Book. What do you do?

- a. Throw it away
- b. Mark it as rejected and record reason on EL-104
- c. Process it because you have it so it is returned
- d. Check it in under the voter as in-person voter

7. What do you do when you have an absentee ballot that doesn't show up on absentee list at all?

- a. Verify it has clerk initials and is for this election, then check it in in supplemental poll list
- b. Check it in under the voter in the in-person check in
- c. Reject it because it is clearly fraudulent
- d. Throw it away and pretend you never saw it

Badger Books in the Polling Place

- ✓ Test, test, test
- ✓ ePollbook is not separated by alphabet or ward allowing additional flexibility
- ✓ Devices need power source, be mindful of cord placement

Expectations

- ✓ Badger Books are only a poll book
- ✓ They are not connected to the internet
- ✓ No Personally Identifiable Information (PII) is included. It's the same info as the paper poll book.
- ✓ Some processes will still need to be done on paper (including but not limited to):
 - Paper copy of poll book
 - Ineligible voter list
 - Addressing aids
 - Supplemental (Election Day) Poll List (EL-107): <https://elections.wi.gov/wec-form/supplemental-poll-list>
 - Inspectors' Statement (EL-104)
 - Challenge Documentation (EL-104c)
 - Election Observer Log (EL-109)
 - Provisional Ballot Reporting Forms (EL-123 & EL-123r)

Security

- ✓ Each user (election inspector) has a unique username and password that must be used when working on the Badger Book pollbook
- ✓ The Badger Book uses encryption and authentication to communicate via the router

Networking

- ✓ What is a server? What is a client?
- ✓ Server is the brain
- ✓ Server shares data with clients
- ✓ Backs up every 5 minutes
- ✓ Client receives and sends data to the server using the router

Learning Check

The instructor will let you know whether you are working in small groups or as a large group. You can write down the answers here:

8. What election day activities can you do on a Badger Book? Choose all that apply.
 - a. Check in voters
 - b. Print ballots
 - c. Register voters
 - d. Tabulate votes
 - e. Check in absentee ballots
 - f. Issue absentee ballots

9. A voter gets checked in under their son's name. The son comes in to vote later. What do you do?
 - a. Delete the first participation and let the son sign in under his own name.
 - b. Have the son sign the paper supplemental and document the issue in the EL-104.
 - c. Call the clerk and refer the father to the District Attorney. This is clearly fraud.
 - d. Let the son sign as the father.

10. A voter comes in and refuses to sign the Badger Book in check in. What do you do? Choose all that apply.
 - a. Tell them as nicely as possible that the statute is clear: if they don't sign, they don't get a ballot
 - b. Let them sign the backup paper version of the poll book
 - c. Sign for them and let them get their ballot
 - d. Tell them "this is how we do it now". They are welcome to consider voting absentee in the future

Playtime!

Try different scenarios not previously covered

- ✓ What do I do for a confidential voter?
- ✓ What if a voter can't come into the polling place?
- ✓ What do I do if I check in the wrong voter?
- ✓ What other unusual or unique scenarios can you come up with?

Additional Resources

ElectEd

electiontraining.wi.gov

Includes:

- ✓ Badger Book Functions training with interactive activities
- ✓ Badger Book User Manual
- ✓ Election Checklists (also in the manual)
- ✓ Badger Book hardware training

Participant questions

Use this space to record any questions you have that you want to ask later or questions you heard from others and the answers.

Scenarios Worksheet

Work in your small group or with a buddy to complete the following activities on the Badger Book. For looking up voters, you can use common last names like Smith, Anderson, etc. and don't worry about stating an address. For EDR, you can look up someone you actually know and they can "move" into the municipality.

When you have finished all the scenarios and marked the time you completed them, remove this page and leave it by the machine for the instructor to collect.

- 1. Check-in part 1:** Voter is registered and has a valid Wisconsin Driver License for photo ID.

Time completed: _____

- 2. Check-in part 2:** Voter is registered and has a valid Passport for a Photo ID and is using an Assistor.

Time completed: _____

- 3. Check-in part 3:** Name misspelling.

Time completed: _____

- 4. Election Day Registration part 1:** Voter moved to your municipality and needs to register – previously registered in another Wisconsin town (has utility bill for POR and State ID for POI).

Time completed: _____

- 5. Election Day Registration part 2:** The voter just turned 18 and is a brand-new voter who has a valid student ID and class schedule, and the poll workers have a certified housing list from the college/university.

Time completed: _____

- 6. Processing Absentees:** The election inspector will process 10 absentee ballots.

Time completed: _____

Your Name: _____