



Precinct Management

ATTENDANCE

HELP

INVENTORY

OPENING CHECKLIST

PROVISIONAL BALLOT

REPORT RESULTS

LOGOFF



PRECINCT MANAGEMENT

12 - Atlantic Rec Center

2500 Atlantic Avenue

Help

Voter Issue



Equipment Issue



Description

SUBMIT

**View Voter and
Equipment Requests**

BACK HOME



PRECINCT MANAGEMENT

12 - Atlantic Rec Center

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Inventory

List of Supplies

Other Supplies Needed

Current Inventory

Delete

ADD NEW REQUEST

SUBMIT

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PRECINCT MANAGEMENT

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Opening Checklist

Step 1:

Approximately 2 minutes prior to the opening of polls, kindly ask any observers to leave the polling room.



Step 2:

Assistant Clerk has completed the Opening the Polls Checklist.



Step 3:

At 7 am (use time displayed on the cell phone) – announce the polls are open!



READY FOR VOTERS

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PRECINCT MANAGEMENT

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Provisional Ballot

Provisional Ballot Number

Voter Name

Voter D.O.B. (MM/DD/YYYY)

Reason for Issuing

Clerk Comments

SUBMIT

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PRECINCT MANAGEMENT

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Report Results

Step 1:

Get the Clerk Notebook from the Clerk/Asst. Clerk Bin.



Step 2:

Assign closing tasks to all election workers.



Step 3:

Provide the VSS Bag to the VSS.



Step 4:

Remind Deputy to be prepared to get behind the last voter in line when you announce polls are closed.



Step 5:

At the close of polls (use time displayed on the cell phone) - announce polls are closed and confirm the Deputy has taken their place behind the last voter in line. .



READY FOR TRANSPORT

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