

Welcome!



Early Voting Poll Worker Class

November 3, 2026
Joint General and Special
Election



Poll Worker Eligibility

A person is ineligible to serve as an election judge or clerk if:

- **The person holds an elected public office. [Sec. 32.052]**
- **The person is an opposed candidate. [Sec. 32.053]**
- **The person is an employee of an opposed candidate. [Sec. 32.054]**
- **The person is a relative of an opposed candidate. [Sec. 32.054]**
- **The person is the campaign treasurer. [Sec. 32.055]**
- **The person is the campaign manager. [Sec. 32.0551]**
- **The person has been finally convicted of an election offense. [Sec. 32.0552]**



Oath

Now we'll take the oaths of Election Worker

Make sure the information is filled out *legibly*

Leave the bottom area blank

AW 7-2a
Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Sections 1.016, Texas Election Code
7/2017

**CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND
EARLY VOTING CLERK**

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, _____ do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: _____ Signature of Officer _____

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Election Judge/Alternate Judge/Early Voting Clerk

Signature of Officer Administering Oath





Agenda

- **What's New: Manual and Checklists**
- **Reminders**
- **Table training: Opening Checklist, Voter Check-in drills**
- **Break**
- **Special Topic Mini Lessons: BMDs, Curbside Setup**
- **Table training: Voter check-in drills, Closing Checklist & procedures**
- **Register of Official Ballots for Branch Early Voting**

Appointment of Election Workers Handbook





What's New?

- Manual updated for 2026. Refer to the manual you received today for information.
- Refer to supplemental for G26 specific information.

Poll Worker Training Manual



2026





What's New? Checklists

Early Voting Open/Close Checklists

Your table trainers will go through these with you today

File in Admin Folder

Opening Checklist- Early Voting		First Day
	Page #	
☒ Break, record, and file ESC seals in ESC Seal Tracking Log and pouch inside Election Supply Carrier	3	
★Scanner		20-24
Verify and file broken seals in Early Voting Daily Seals Envelope	20	
Configuration Report printed in full, file in Daily Balancing Envelope (DBE)	21	
	22	
	22	
	23	

Closing Checklist- Early Voting		First Day
	Page #	
☒ Call the Call Center (512-854-4783) once last voter has left	128	66-74
Scanner		25-33
Configuration Report printed in full, file in Daily Balancing Envelope (DBE)	27	73
Verify, sign, & seal scanner w/ new EV Daily Seals Envelope	31	66
		79
Ballot Marking Device (BMD)		46-63
Seal & record BMD seals on BMD Security Seal Log Envelope	70, 75	
		46
ePollbook (EPB)		46-63
Print Daily Check-in Totals, file in DBE	53	62
Everyone clocked out on ePollbook + Timesheets updated with labels	60, 63	5-9, 120
Log out and shut down ePollbooks once sync is complete	54	120
		5-9
		5-9
Signage		130
Bring in external materials (cones, curbside/ADA signage, A-frame, mats)	130	
Non-lockable sites only: Secure all equipment in blue Elections Supply Carrier	130	
LEO Returns to Elections Office		128
Blue Paperwork Transfer Bag	128	
Daily Balancing Envelope (completed with all forms inside)	142	

At your sites, use the checklist **ALONG WITH** your manual.





What's New? Timesheets

Daily Timesheets

Daily Timesheet

Location _____ Date _____

After clocking out, each employee (AM & PM) should place a Poll Worker Time Sheet label on the first available square. Circle the position worked for that day. PM Deputies should place the completed form in the Daily Balancing Envelope. Daily Timesheets should be sent back for all but the last day of Early Voting.

Worker 1 (Place Label Here)	Worker 2 (Place Label Here)	Worker 3 (Place Label Here)
Last Name	Last Name	Last Name
First Name	First Name	First Name
Time In: _____ Out: _____	Time In: _____ Out: _____	Time In: _____ Out: _____
Number of Hours Worked: _____	Number of Hours Worked: _____	Number of Hours Worked: _____
Position (Circle One): Deputy Alt. Deputy Clerk	Position (Circle One): Deputy Alt. Deputy Clerk	Position (Circle One): Deputy Alt. Deputy Clerk

One per day
Includes all poll workers

Early Voting Worker Timesheets

Early Voting Worker Timesheet

Prescribed by Secretary of State
Section 32.094, 62.003, 94.004
Texas Election Code - 9/2023 9/5/2024

Employee Information:	Oath of Election Worker	Instructions
LAST NAME _____	"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election." Worker Signature MY SIGNATURE CERTIFIES that the hours required by my elected or appointed office holder have been worked and that any exceptions to expected periods of work according to Travis County policy have been accurately reported. I agree to follow all Travis County Elections instructions, procedures and directives. This time record is TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	• Print and affix a Timesheet Label for each day worked. • If a label cannot be printed, handwrite the information. • To make a correction to your timesheet, mark a line through the incorrect information, make the correction, and initial the change. • On days not worked, draw an "X" through the box, write "OUT" and initial. • To update your information, please call (512) 854-4996.
FIRST NAME _____		
() _____ YOUR PERSONAL PHONE # _____		
POLLING SITE NAME _____		
POSITION (CIRCLE ONE): Deputy Alt Deputy Clerk		
Site Set Up (Handwrite Information)	DAY 1 (Place Label Here)	DAY 2 (Place Label Here)
Set Up Appointment Date _____	Date _____	Date _____
Location Name _____	Position Worked _____	Position Worked _____
Only one AM worker per site may claim the one hour site set up credit.	Location Name _____	Location Name _____
☐ By checking this box, I confirm that I attended my polling site set up with the Voting Equipment Technician at the assigned date and time.	Last Name _____ First Name _____	Last Name _____ First Name _____
	Time In: _____ Time Out: _____	Time In: _____ Time Out: _____
	Number of Hours Worked _____	Number of Hours Worked _____
DAY 3 (Place Label Here)	DAY 4 (Place Label Here)	DAY 5 (Place Label Here)

One per poll worker
Includes every day worked

Supplemental page 3





Election Specific Postings

Sections 146.031, Texas Election Code

List Of Declared Write-In Candidates (Lista De Candidatos Declarados Elegibles Para Recibir Votos Por Inserción Escrita)

Certified Write-Ins Only

A write-in vote may not be counted unless the name appears on the list of certified write-in candidates. Only those candidates whose names appear on the following list are valid certified write-ins.

Candidatos Certificados Solamente

Un voto escrito se contará solamente si el nombre escrito aparece en la lista de candidatos certificados. Solamente los candidatos que aparecen en la siguiente lista son certificados válidos para el voto escrito.

Office Sought (Puesto Oficial Solicitado)	Name of Candidate (Nombre del Candidato)
U.S. Senator (Senador de los Estados Unidos)	Avery Ayers
U.S. Senator (Senador de los Estados Unidos)	Bradford "Brad" Hall
U.S. Senator (Senador de los Estados Unidos)	Zul Mohamed
U.S. Senator (Senador de los Estados Unidos)	Jade Simmons
U.S. Representative, District 27 (Representante de los Estados Unidos, Distrito Núm. 27)	Wayne Raasch
Governor (Gobernador)	Edward Earl Giles
Governor (Gobernador)	Jenn Mack
Governor (Gobernador)	Jinghpaw Majoishingra
Governor (Gobernador)	Mike Miller
Lieutenant Governor (Gobernador Teniente)	Arturo Espinosa
Lieutenant Governor (Gobernador Teniente)	Stephen Samuelson
County Clerk (Secretario del Condado)	LaShawn Nash



Notices of Debt Obligation & Orders Declaring Unopposed Candidates Elected to Office Available for Inspection *Located at the Check-In Table*

A debt obligation election order required under section 3.009 shall be posted: (1) On election day and during early voting by personal appearance, in a prominent location at each polling place. Additionally, under Section 2.023 a copy of the order or ordinance declaring each unopposed candidate elected to the office shall be posted on election day at each polling place used or that would have been used in the election.

As prescribed by the Texas Election Code 4.003(f), the complete debt obligation election order is hereby posted with required details of the bond election included in a file at the voter check-in (qualifying) table at this polling location.

- In the Site Compliance packet;
Extras in Red Postings folder
- Posted on every BMD

- In Postings Kiosk





Media

Do not speak with media in your role as a poll worker.

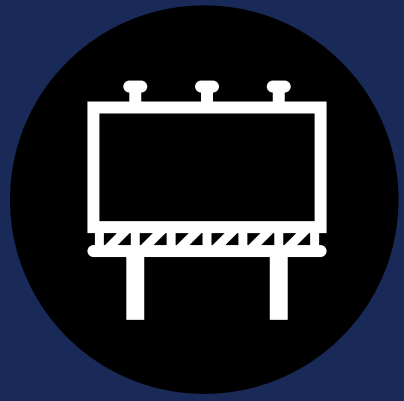
Media must stay outside 100-foot electioneering boundary.

Report any media presence at your site to the Call Center immediately.

Refer media to:

(512) 854-4783

CountyClerk@TravisCountyTx.Gov



Electioneering

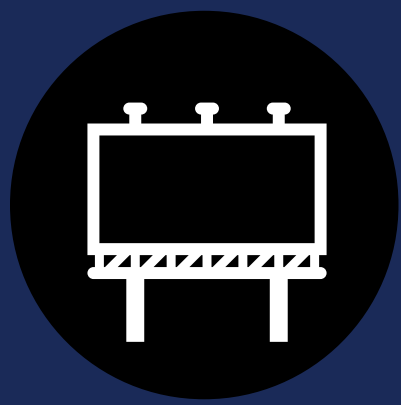
It is prohibited to electioneer, including expressing preference for or against any candidate, measure, or political party, **regardless of whether they are or are not on the ballot**, or relating to the conduct of an election. Tex. Elec. Code Sections 61.003, 85.036.

Electioneering

NOT Allowed:

- **WITHIN 100-foot boundary or 20-foot curbside boundary**
- **Support or campaign slogans for candidates, parties or measures (current or past)**
- **“Vote Green Party!”**
- **Posting or sharing voter guides**

Call the Call Center!



Electioneering

Allowed:

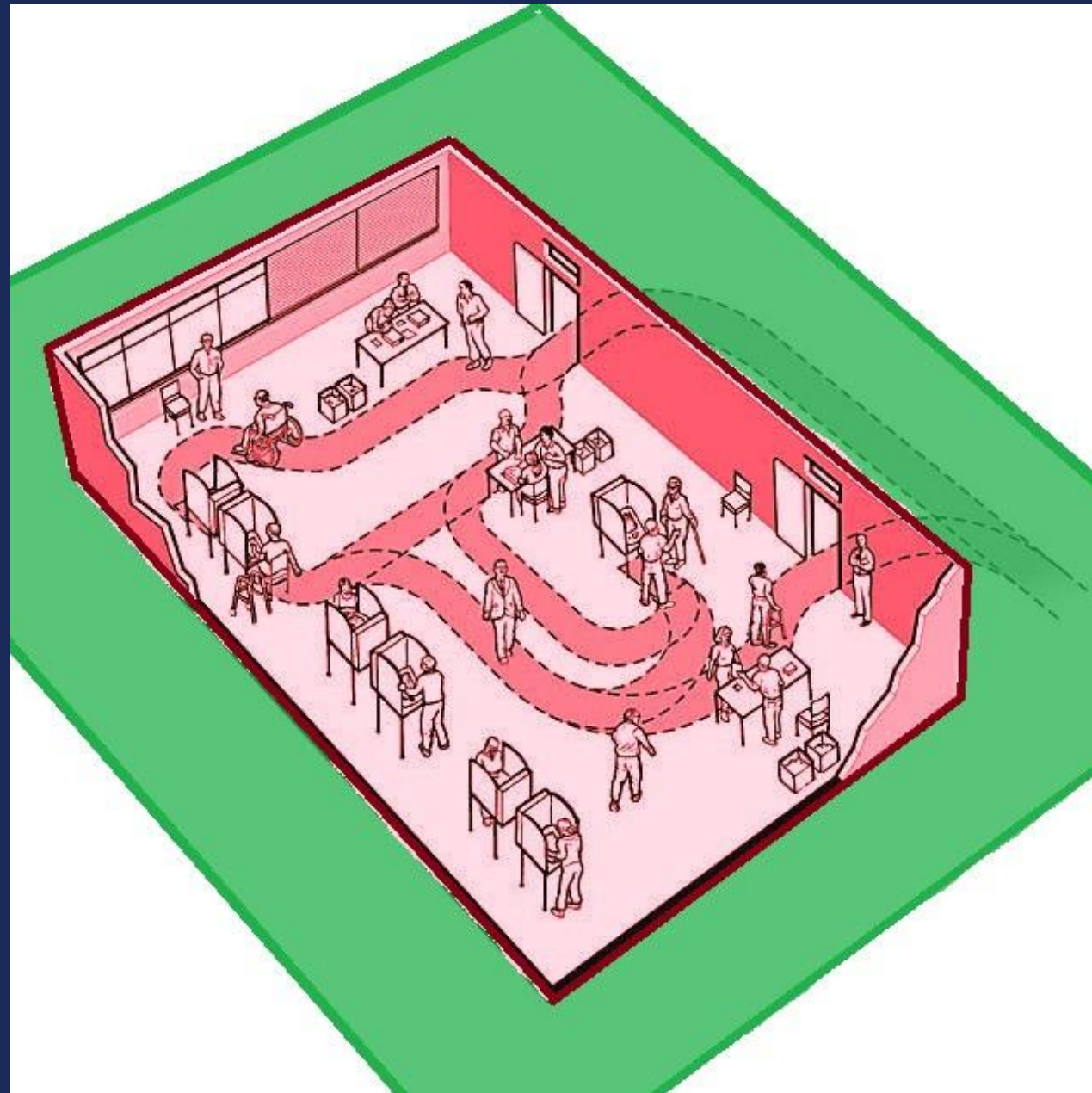
- Support for specific organization (ex: NRA, BLM)
- Support for an issue that is not on ballot (ex: Protect Big Bend)
- “Voting Matters!”
- Support for candidates, parties or measures **OUTSIDE** the 100-foot boundary and 20-foot curbside boundary



Electronic Devices

GREEN ZONE PHONE USE

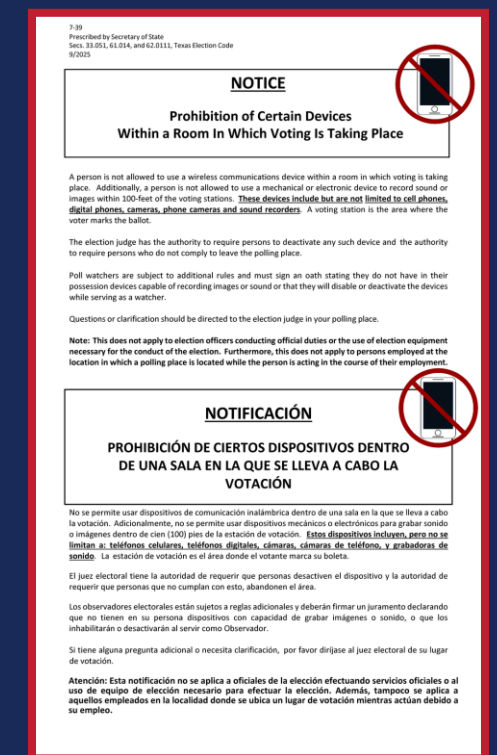
- Acceptable:
 - Looking up ballot
 - Texting
 - Checking Email

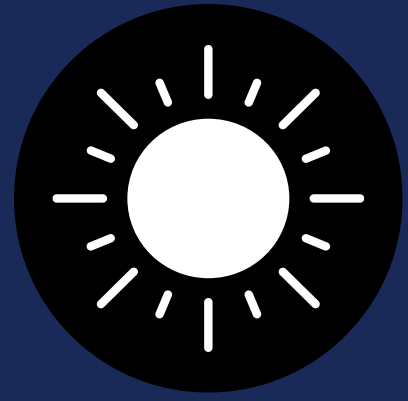


- Not Acceptable:
 - Video recording
 - Audio recording
 - Taking photos
 - Phone calls

RED ZONE PHONE USE

- Must be put away and out of sight.





Opening & Checking In Voters

Table Trainers will guide you through the Opening Checklist and voter check-in procedures.



Break Time

After your break, stop by the
Special Topic table of your
choice:

- BMD Overview
- Curbside Walkthrough +
Checklist



Special Topic Mini Lessons

Please go to the Special Topic table of your choice:

- **BMD Overview (pg. 66)**
- **Curbside Walkthrough + Checklist (pg. 5-12, 120)**





Limited Ballot (Early Voting Only)

Special case: Registered voter moves to Travis County from another TX county – **MAY** be able to vote in races shared by Travis and old county.

Contact the Call Center to verify eligibility.

ONLY available at 5501 Airport Blvd.

Limited Ballot Information

You will be voting a Limited Ballot for the November 4, 2025, Joint General and Special Elections. This means that you are eligible to vote only on common races between Travis County and the previous county of residence.



Limited Ballot only takes place during the Early Voting period, which is **October 20 – October 31, 2025**. The hours are: **Monday – Saturday: 7am – 7pm; Sunday: 12pm – 6pm**. Limited Ballots are not available on Election Day, November 4, 2025.



The Limited Ballot polling location is at the Travis County Clerk Elections office, **5501 Airport Blvd, Austin TX 78751**. There will be signage to direct you.



If you would like to confirm your eligibility for a limited ballot, please call the Elections Division at 512-854-4996.

If eligible for Limited Ballot, give them with the *Limited Ballot* flyer (red folder in forms box).



Standard Affidavits

Write a standard affidavit when:

- An emergency ballot is cast
- A voter votes provisionally (special situations only)
- Someone leaves with their ballot
- You notice anything out of the ordinary
- When in doubt: call the Call Center and fill out a standard affidavit.

Standard Affidavit	
I _____	
Solemnly swear that _____	

☒ _____ Signature of Voter and Date	Pct. No. (No. de Pct.)
☒ _____ Signature of Presiding Election Official and Date Sworn and subscribed to before me on the date indicated above. Authority Conducting Election: Travis County, State of Texas.	Type of Election (Tipo de Elección)

Resolution Table/Closing

Table Trainers will guide you through additional voter check-in processes and the Closing Checklist.

Checklist, Training Manual





Register of Official Ballots for Branch Early Voting

Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name: _____

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued			
	Supplemental Ballots Issued			
	Supplemental Ballots Issued			
	Supplemental Ballots Issued			
	Supplemental Ballots Issued			

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	Supplemental Ballots Issued	A Total

B: Number of Ballots Voted in Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count		Provisional		B Total
		1	2	3	4	
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day					C Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total	Day	9	10	11	12	E Total
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
		Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.			

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	F Total

Deputy Signature (AM) _____ Deputy Signature (PM) _____

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.



Register of Official Ballots for Early Voting at Branch Location

- Parts of this duplicate form will be pre-filled out.
- This form must be started at Site Setup.
- Parts of the form must be updated daily at the end of each day during Early Voting.
- This form must be completed at the end of Early Voting.
- **BOTH the AM and PM Deputy must sign this form.**

Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name: _____

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	Supplemental Ballots Issued	A Total

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count		Provisional		B Total
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total		Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.		E Total	

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	F Total

Deputy Signature (AM) _____ Deputy Signature (PM) _____

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Pre-filled out information: Header

The Election Title, Location Name, and Initial Ballots Issued will be pre-filled on the form.

7-15

Approved by Secretary of State

Sections 65.013 and 81.002, Texas Election Code 9/2023



Register of Official Ballots for Early Voting at Branch Location

Election Title: G26 Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued		0000001	0005000	10/18/26	
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					
Supplemental Ballots Issued					

Pre-filled out information: Section A

The Initial Ballots Issued field should be prefilled when you receive this form.

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued → 5000	+	Supplemental Ballots Issued =	A Total
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Site Setup: Header

When receiving ballots at site set-up, the deputy who is present should initial the form.

7-15

Approved by Secretary of State

Sections 65.013 and 81.002, Texas Election Code 9/2023



Register of Official Ballots for Early Voting at Branch Location

Election Title: G 26 Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued	0000001	0005000	10/18/26	DDM
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				

Supplemental Ballots: Header

If supplemental ballots are delivered, record the beginning and ending serial numbers and date of delivery. The Deputy who receives the supplemental ballots should initial the form.

7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023

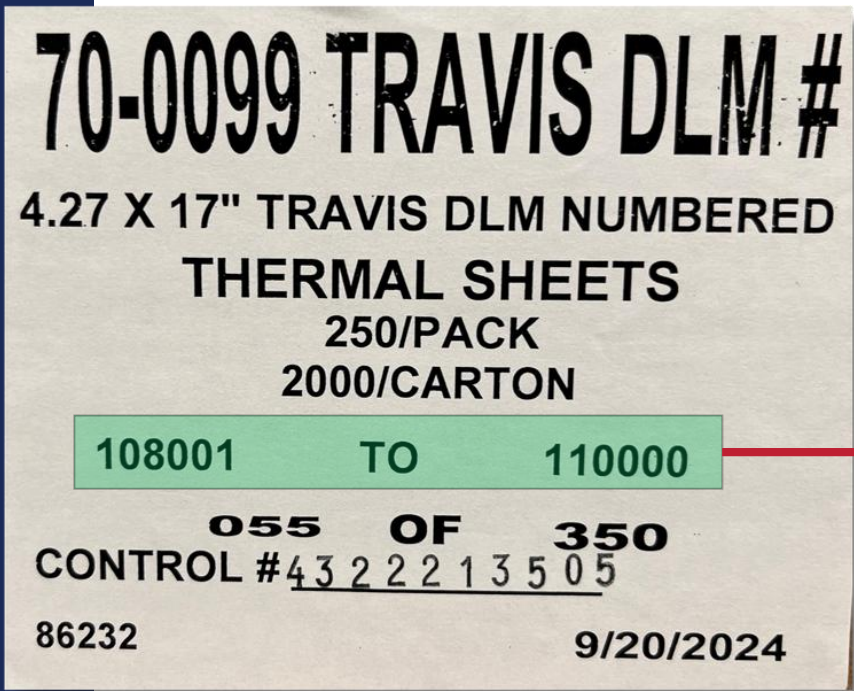


Register of Official Ballots for Early Voting at Branch Location

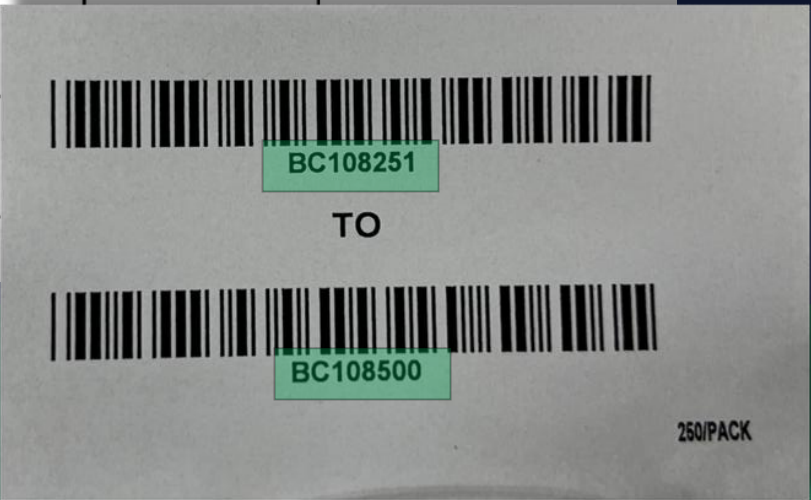
Election Title: G 26 Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	10/18/26	DDM
Supplemental Ballots Issued	108001	110000	10/20/26	PBR
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

*Label on outside of box



*Label on wrapped packages



Nightly: Section C

At the end of each day of Early Voting, the **PM Deputy** will record the number of Spoiled Ballots for that day. Best practice is to record this at the same time you complete your Daily Balancing Envelope.

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: **2**

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1		2		3		4		C Total
	Daily Total	10	+	0	+	2	+	0		
	Day	5		6		7		8		
	Daily Total	3	+	4	+	15	+	2	=	
	Day	9		10		11		12		
	Daily Total	0	+	0	+	10	+	11		

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election	Polling
Date of Election	Authori Travis C Election

REGISTER OF SPOILED BALLOTS

	Ballot Serial Number	Name of Voter	Spoiled by Voter
1	210002	Margaret Thatcher	
2	210013	Harry Styles	
3	210052	Deborah Harry	
4	210053	Mary Shelly	
5	210054	Barry White	
6	210055	Peter Pan	
7	210071	Paul Lind	
8	210245	Joseph Jones	
9	210302	Corry Hart	
10	210502	Corey Haim	
11	210515	Corey Feldman	
12			
13			
14			
15			
16			
17			
18			

Pre-Filled Out

Site Setup

As needed

Nightly

Nightly: Section D

At the end of each day of Early Voting, the **PM Deputy** will record the number of Emergency Ballots (if any) for that day.

D: Emergency Ballots
At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total

Day	1	2	3	4	D Total
Daily Total	0	0	4	0	
Day	5	6	7	8	
Daily Total	0	0	0	0	
Day	9	10	11	12	
Daily Total	0	0	0	0	

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: 4

●
Pre-Filled Out

●
Site Setup

●
As needed

●
Nightly

Filling Out Section A

For the last night of Early Voting, the PM Deputy will fill out the following information.

Record the total number of supplemental ballots delivered during the whole of Early Voting from the header.

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued	000001	005000	5/18/26	DDM
	Supplemental Ballots Issued	108001	110000	5/20/26	PBR
	Supplemental Ballots Issued	211001	212000	5/21/26	DDM
	Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued		Supplemental Ballots Issued	A Total
	5000	+	3000	

Filling Out Section A

Record the total of Initial Ballots and Supplemental Ballots in the “A Total” box.

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued 5000	+	Supplemental Ballots Issued 3000	=	A Total 8000
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Filling Out Sections B - D

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count		Provisional		B Total
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total		Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.		E Total	

Section B

For the last night of Early Voting, the PM Deputy will fill out the following information.

After all ballots have been cast, record the Public Count from the Ballot Scanner.

B: Number of Ballots Voted In Person
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook. Record the total in box B

Public Count

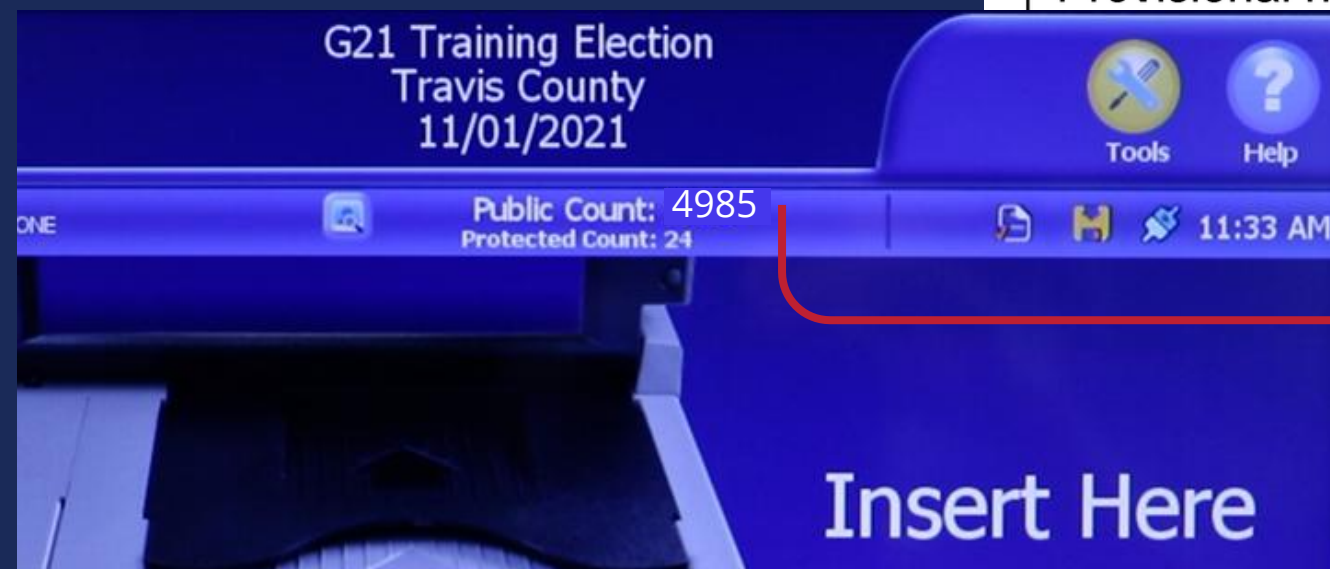
Provisional

B Total

4985

+

=



Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Section B

Using the ePollbook, record the total number of Provisional Ballots for the entire Early Voting period. Make sure no date is selected in the drop down list.

2020-02-04 18:37

Check In Totals

March 3, 2020 Primary Election - P20
0161 - ACC Highland

For Date: 2020-02-04

Regular: 4991
Provisional: 25

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count		Provisional		B Total
	4985	+	25	=	

TRAINING

Check-In Totals

23% 1:40 PM

BACK HOME PRINT

Include For: This Loca... This Touchpad

Show Precinct: No Yes

Select Date: CLEAR

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
140A	541	Express Link	1	0	0	1

Pre-Filled Out

Site Setup

As needed

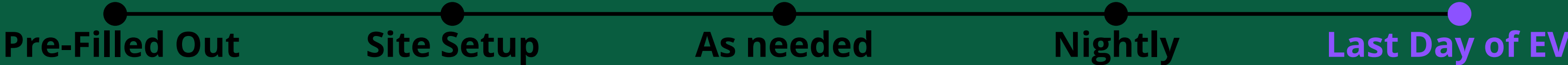
Nightly

Last Day of EV

Section B

Record the total of the Public Count and Provisional in the “B Total” box.

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count		Provisional		B Total
	4985	+	25	=	5010



Section C

On the last day of Early Voting, once all Spoiled Ballots are counted for that day, add all the boxes and record the number in “C Total” box.

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total				
	Daily Total	10	+	0	+	2	+	0		
	Day	5	6	7	8					
	Daily Total	3	+	4	+	15	+	2	=	57 ←
	Day	9	10	11	12					
	Daily Total	0	+	0	+	10	+	11		

Section D

On the last day of Early Voting, add all the boxes and record the total number of Emergency Ballots in “D Total” box.

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
	Daily Total	0	0	0	0	

4

Section E

On the last day of Early Voting, once all ballots have been cast and polls are closed, count the number of **opened** ballots that **have not been used**.

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots → 179	Number of Unopened packages X Number of Ballots per package. (11 x 250) = 2750	E Total
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Count the number of unopened ballot packages and multiply that number by the number of ballots that are in each package.

Section E

Record the total for the number of unused ballots in “E Total” box.

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots 179	Number of Unopened packages X Number of Ballots per package. (11 x 250) = 2750	E Total 2929
---	-----------------------------------	---	----------------------------

Section F

Once Sections A through E are completed, record the totals from Box B, Box C, Box D, Box E. Add each together and record the total in “F Total” box.

Register of Official Ballots for Early Voting at Branch Location
Election Title: G 26 Location Name: Your Location

Ballots Received Serial Number Range		Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received					
Initial Ballots Issued		000001	005000	10/20/2	DDM
Supplemental Ballots Issued		108001	110000	10/30/26	PBR
Supplemental Ballots Issued		211001	212001	11/1/26	DDM
Supplemental Ballots Issued					
Supplemental Ballots Issued					

A: Number of Ballots Issued	Initial Ballots Issued	Supplemental Ballots Issued	A Total
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	5000	300	8000

B: Number of Ballots Voted in Person		Public Count		Provisional	B Total
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		4985	0	25	5010
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1 Daily Total	10	0	2	0
	Day 5 Daily Total	3	4	15	2
	Day 9 Daily Total	0	0	10	11
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1 Daily Total	0	0	4	0
	Day 5 Daily Total	0	0	0	0
	Day 9 Daily Total	0	0	0	0
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total		Opened, Unused Ballots 17	Number of Unopened packages X Number of Ballots per package. (11x250) =2750		E Total 2929

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A					

Deputy Signature (AM) Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	5010	57	4	2929	8000

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Section F

Your total for “F Total” box and “A Total” box should be the same. If the difference is **plus or minus 4** or more, double check your math and recount items if necessary. If there is still a difference of 4 or more, return with materials.

Register of Official Ballots for Early Voting at Branch Location
Election Title: G 26 Location Name: Your Location

Ballots Received Serial Number Range		Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received					
Initial Ballots Issued		000001	005000	10/20/26	DDM
Supplemental Ballots Issued		108001	110000	10/30/26	PBR
Supplemental Ballots Issued		211001	212001	11/1/26	DDM
Supplemental Ballots Issued					
Supplemental Ballots Issued					

A: Number of Ballots Issued	Initial Ballots Issued	Supplemental Ballots Issued	A Total
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	5000	3000	8000

B: Number of Ballots Voted in Person		Public Count		Provisional		B Total			
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		4985		25		5010			
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2		3		4		C Total	
	Daily Total	10		0		2			0
	Day 5	6		7		8			
	Daily Total	3		4		15			2
	Day 9	10		11		12			
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2		3		4		D Total	
	Daily Total	0		0		4			0
	Day 5	6		7		8			
	Daily Total	0		0		0			0
	Day 9	10		11		12			
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Day 1	2		3		4		E Total	
	Daily Total	0		0		0			0
	Day 5	6		7		8			
	Daily Total	0		0		0			0
	Day 9	10		11		12			
Opened, Unused Ballots		179		(11x250) =2750				2929	

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	5010	57	4	2929	8000

Deputy Signature (AM) Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	5010	57	4	2929	8000

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Section E

Once the form is completed the PM Deputy will sign. The AM deputy will need to sign this form at the end of their shift on the last day of Early Voting.

Register of Official Ballots for Early Voting at Branch Location

Election Title: G 26

Location Name: Your Location

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
	Initial Ballots Issued	000001	005000	10/20/24	DDM
	Supplemental Ballots Issued	108001	110000	10/30/24	PBR
	Supplemental Ballots Issued	211001	212001	11/1/24	DDM
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued 5000	Supplemental Ballots Issued 3000	A Total 8000
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B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count 4985		Provisional 25		B Total 5010	
	C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1 Daily Total	2 0	3 2	4 0	C Total 57
		Day 5 Daily Total	6 3	7 4	8 15	
		Day 9 Daily Total	10 0	11 10	12 11	
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1 Daily Total	2 0	3 4	4 0	D Total 4	
	Day 5 Daily Total	6 0	7 0	8 0		
	Day 9 Daily Total	10 0	11 0	12 0		
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total		Opened, Unused Ballots 179	Number of Unopened packages X Number of Ballots per package. (11x250) =2750		E Total 2929	

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total 5010	Box C Total 57	Box D Total 4	Box E Total 2929	F Total 8000
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Dan Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag

Filing the Form

Once the form is completed and signed, separate the white and yellow copies of the pages.

Register of Official Ballots for Early Voting at Branch Location						
Election Title: G 26		Location Name: Your Location				
Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials	
Initial Ballots Issued		000001	005000	10/20/26	DDM	
Supplemental Ballots Issued		108001	110000	10/30/26	PBR	
Supplemental Ballots Issued		211001	212001	11/1/26	DDM	
Supplemental Ballots Issued						
Supplemental Ballots Issued						
A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.		Initial Ballots Issued 5000	Supplemental Ballots Issued 3000	A Total 8000		
B: Number of Ballots Voted in Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count 4985	Provisional 25	B Total 5010		
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2	3	4	C Total 57	
	Daily Total	10	0	2		0
	Day 5	6	7	8		
	Daily Total	3	4	15		2
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2	3	4	D Total 4	
	Daily Total	0	0	4		0
	Day 5	6	7	8		
	Daily Total	0	0	0		0
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total	Day 9	10	11	12	E Total 2929	
	Daily Total	0	0	10		11
	Opened, Unused Ballots	179	Number of Unopened packages X Number of Ballots per package. (11x250) =2750			
F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A		Box B Total 5010	Box C Total 57	Box D Total 4	Box E Total 2929	F Total 8000
Dan Dean Mann		Pat Blue Ribbon				
Deputy Signature (AM)		Deputy Signature (PM)				
File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.						

Register of Official Ballots for Early Voting at Branch Location						
Election Title: G 26		Location Name: Your Location				
Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials	
Initial Ballots Issued		000001	005000	10/20/26	DDM	
Supplemental Ballots Issued		108001	110000	10/30/26	PBR	
Supplemental Ballots Issued		211001	212001	11/1/26	DDM	
Supplemental Ballots Issued						
Supplemental Ballots Issued						
A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.		Initial Ballots Issued 5000	Supplemental Ballots Issued 3000	A Total 8000		
B: Number of Ballots Voted in Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.		Public Count 4985	Provisional 25	B Total 5010		
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day 1	2	3	4	C Total 57	
	Daily Total	10	0	2		0
	Day 5	6	7	8		
	Daily Total	3	4	15		2
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day 1	2	3	4	D Total 4	
	Daily Total	0	0	4		0
	Day 5	6	7	8		
	Daily Total	0	0	0		0
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total	Day 9	10	11	12	E Total 2929	
	Daily Total	0	0	10		11
	Opened, Unused Ballots	179	Number of Unopened packages X Number of Ballots per package. (11x250) =2750			
F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A		Box B Total 5010	Box C Total 57	Box D Total 4	Box E Total 2929	F Total 8000
Dan Dean Mann		Pat Blue Ribbon				
Deputy Signature (AM)		Deputy Signature (PM)				
File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.						

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV

Filing the Form

File the White Copy in the Daily Balancing Envelope.

File the Yellow Copy in the Purple Ballot Bag with the opened, unused ballot cards.

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.

2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the **TOOLS** button in the top right-hand portion of the Ballot Scanner screen.

2. Enter the Election Code and touch **ACCEPT**.

3. Touch **REPORT OPTIONS**. Use the yellow down arrow to scroll down to the second page.

4. Touch **CONFIGURATION REPORT** and touch **PRINT REPORT**.

5. Tear off report and file in this envelope.

6. Touch the **AD88N** button in the top right-hand portion of the screen.

7. Touch **SHUTDOWN** to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

1. Touch the three bar menu option in the upper right-hand corner of the screen.

2. Touch **CHECK-IN TOTALS**.

3. Choose today's date from the drop-down menu.

4. Touch the blue **PRINT** button on the upper left-hand portion of the screen.

5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.

6. File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook

Check-in Totals:

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature _____ PM Deputy Signature _____

Register of Official Ballots for Early Voting at Branch Location

Election Title: **G 26** Location Name: **Your Location**

Ballots Received Serial Number Range	Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received.				
Initial Ballots Issued	000001	005000	10/20/24	DDM
Supplemental Ballots Issued	108001	110000	10/30/24	PBR
Supplemental Ballots Issued	211001	212001	11/1/24	DDM
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued

Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.

Initial Ballots Issued	Supplemental Ballots Issued	A Total
5000	3000	8000

B: Number of Ballots Voted in Person

On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook. Check-in totals. Record the total in box B Total.

Public Count	Provisional	B Total
4985	25	5010

C: Spoiled Ballots

At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total.

Day	1	2	3	4	C Total
Daily Total	10	0	2	0	57
Day	5	6	7	8	
Daily Total	3	4	15	2	
Day	9	10	11	12	
Daily Total	0	0	10	11	

D: Emergency Ballots

At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total.

Day	1	2	3	4	D Total
Daily Total	0	0	4	0	4
Day	5	6	7	8	
Daily Total	0	0	0	0	
Day	9	10	11	12	
Daily Total	0	0	0	0	

E: Number of Unused Ballots

Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total.

Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
179	(11x250) =2750	2929

F: Total Number of Ballots Accounted For

Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A.

Box B Total	Box C Total	Box D Total	Box E Total	F Total
5010	57	4	2929	8000

Dan Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Register of Official Ballots for Early Voting at Branch Location

Election Title: **G 26** Location Name: **Your Location**

Ballots Received Serial Number Range	Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received.				
Initial Ballots Issued	000001	005000	10/20/24	DDM
Supplemental Ballots Issued	108001	110000	10/30/24	PBR
Supplemental Ballots Issued	211001	212001	11/1/24	DDM
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued

Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.

Initial Ballots Issued	Supplemental Ballots Issued	A Total
5000	3000	8000

B: Number of Ballots Voted in Person

On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook. Check-in totals. Record the total in box B Total.

Public Count	Provisional	B Total
4985	25	5010

C: Spoiled Ballots

At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total.

Day	1	2	3	4	C Total
Daily Total	10	0	2	0	57
Day	5	6	7	8	
Daily Total	3	4	15	2	
Day	9	10	11	12	
Daily Total	0	0	10	11	

D: Emergency Ballots

At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total.

Day	1	2	3	4	D Total
Daily Total	0	0	4	0	4
Day	5	6	7	8	
Daily Total	0	0	0	0	
Day	9	10	11	12	
Daily Total	0	0	0	0	

E: Number of Unused Ballots

Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total.

Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
179	(11x250) =2750	2929

F: Total Number of Ballots Accounted For

Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A.

Box B Total	Box C Total	Box D Total	Box E Total	F Total
5010	57	4	2929	8000

Dan Dean Mann

Deputy Signature (AM)

Pat Blue Ribbon

Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Pre-Filled Out

Site Setup

As needed

Nightly

Last Day of EV



Last Night of Early Voting

Follow steps on Closing Checklist + Training Manual

**** Both the Green Results Bag and the Red Emergency Bag must be turned in at the front at 5501 Airport Blvd****



Place the USB Results Stick in the **Green Results Bag**, among other materials

USB STICK'S BARCODE MUST FACE OUT

Checklist, Supplemental, Training Manual Page: 132-133



Elections Training Center



Scan with your
smartphone
camera!

<https://votetravis.gov/online-training-center/>