

**Early Voting: April 20, 22-28\***

7:00AM - 7:00PM Monday-Saturday

12:00PM-6:00PM Sunday

**Election Day: May 2**

7:00AM - 7:00PM

**BEFORE CLASS STARTS:**

**Log into your ePollbook**

**Fill out your *Constitutional Oath***

\*No early voting on April 21, San Jacinto Day

**Welcome!**



**Primary Runoff Dates**

**Early Voting: May 18<sup>th</sup>-22<sup>nd</sup>**

**Election Day: May 26<sup>th</sup>**



# 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 oath of Election Worker
- Fill out the information *legibly* when instructed
- We'll do both oaths

Leave the bottom line 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  
\_\_\_\_\_



# Non-lockable Sites

The following locations are non-lockable sites. For these sites, you will need to return equipment to the ESC at the end of each night:

- Randalls Flagship West Lake Hills



# What's New?

- Manual updated for 2026. Refer to the manual you received today for information.
- Refer to supplemental for L26 specific information.

**Poll Worker  
Training Manual**



2026



# Reminder:

- **Pre-Numbered Ballots**
  - You must inspect and count the ballots after opening and before issuing to voters.
  - The ballots must be given out in random order. Once an open package is inspected, disarrange the ballots.
  - Keep ballots with serial number face down when distributing ballots to voters.

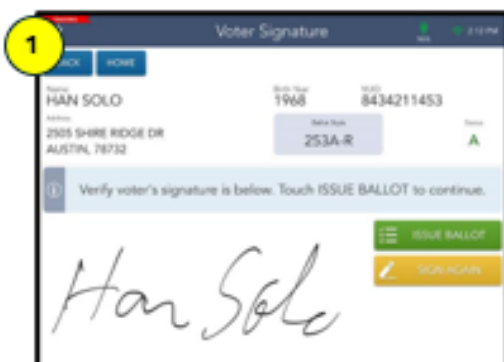
*DLM*  
123456789



# What's New? - Checking in Voters

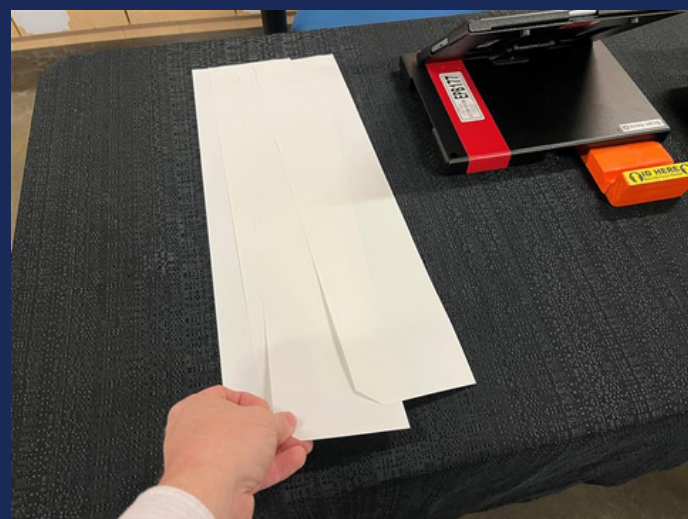
## Checking in the Voter

When checking in a voter, the voter should select a ballot from the disarranged ballot supply. At each ePollbook, have three to four small stacks of ballots for the voter to choose from. Be sure the serial numbers printed on the back of the ballot are face down and cannot be seen. When arrive at the "ISSUE BALLOT" screen (1) during the check in process, have the voter select a ballot from of the ballots arranged in front of them.



If space at the check in table is limited, as an alternative to having individual stacks of ballots, you can take three to four ballots from a single stack and offer to let the voter choose from those ballots. As always, be sure that the serial numbers are not visible when the voter is choosing their ballot.

- Voters must select their own ballots.\*
- Option 1: Spread 3 ballots/stacks on the table by the ePollbooks that voters can select from. Replenish as needed.
- Option 2: If space is limited, you can pick up 3 ballots from the top of one stack of disarranged ballots and allow the voter to select their ballot.
- Reminder: serial numbers should always face down during this process.

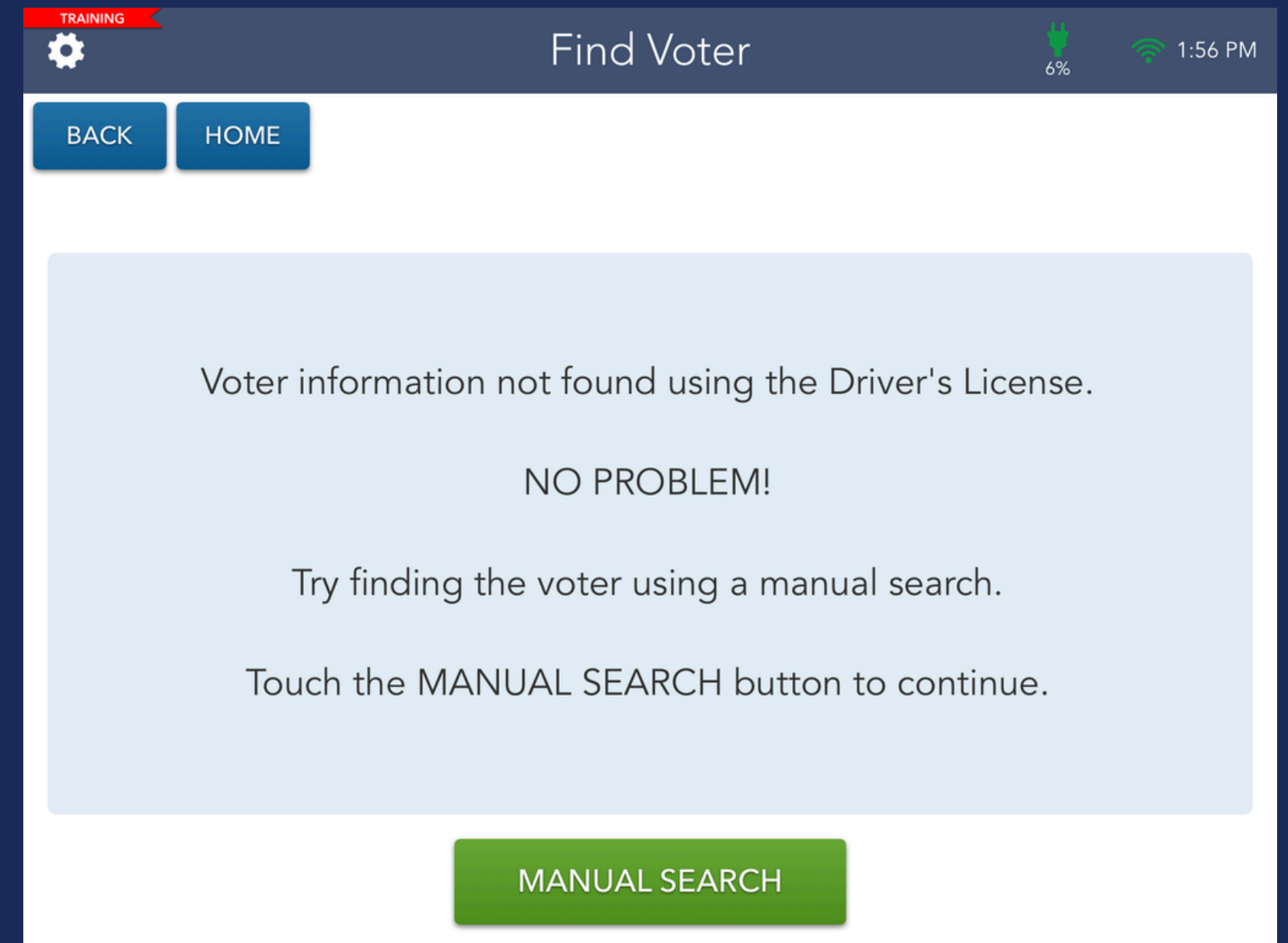


**Supplemental Handout; \*After a voter is accepted for voting, the voter shall select a ballot, go to a voting station, and prepare the ballot. (Sec. 64.001)**



# What's New? - Checking in Voters

- If a voter's record does not come up:
  - They may not have a ballot for this election
- Have the voter check the map of areas in the elections
- Call the Call Center

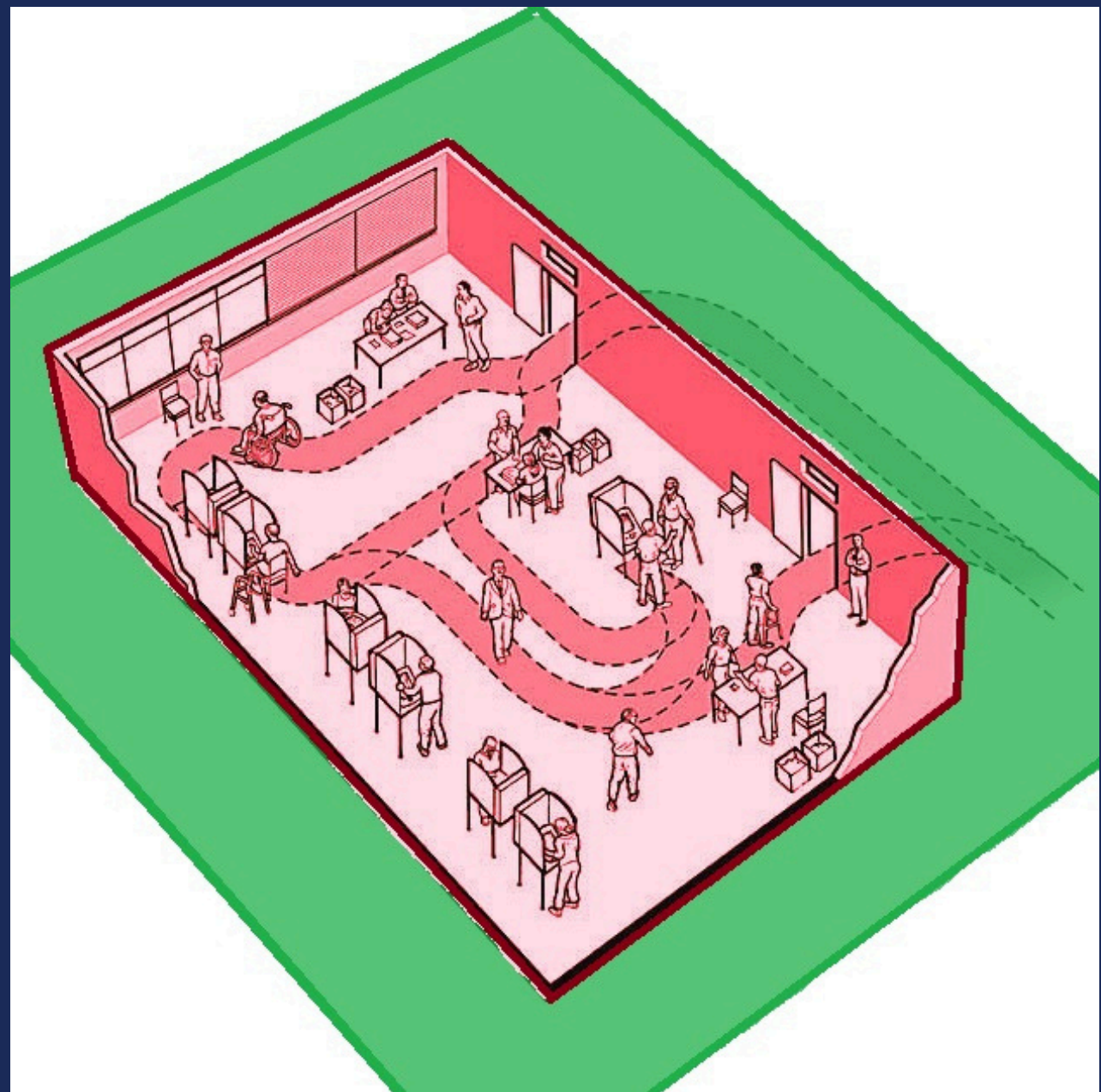


Call Center: 512-854-4783



# Electronic Devices

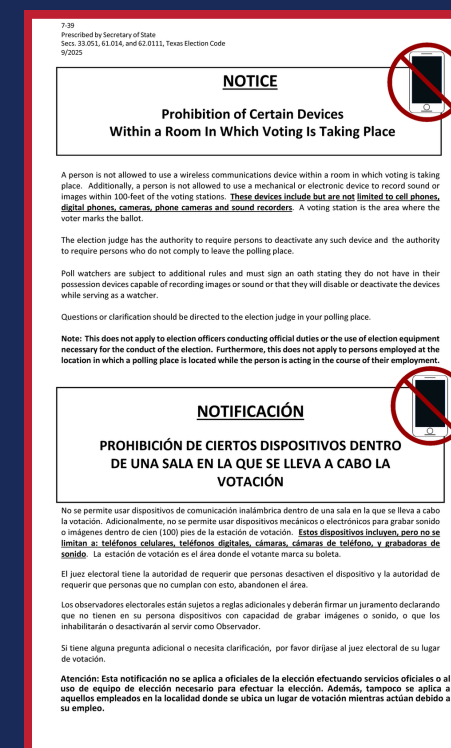
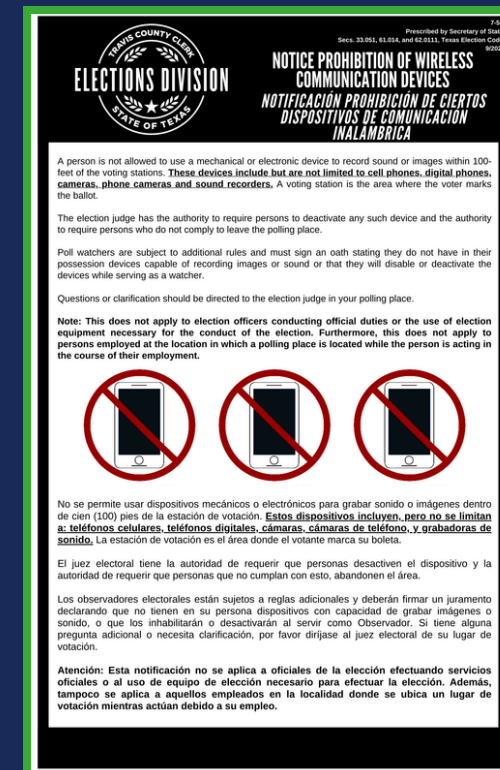
- **GREEN ZONE**



- **Acceptable:**
  - Looking up ballot
  - Texting
  - Checking Email
- **Not Acceptable:**
  - Video recording
  - Audio recording
  - Taking photos
  - Phone calls

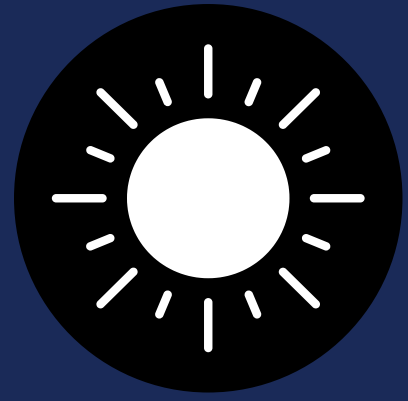
- **RED ZONE**

- **Must be put away and out of sight.**



# Checklist: Opening the Polls

- **Make sure all voting equipment is ready by 7am, Page 14**
  - **Ballot Scanner, Page 20**
  - **ePollbook, Page 46**
  - **BMDs, Page 66**
- **Set up:**
  - **curbside parking, Page 120**
  - **exterior ADA remediation, Page 11**
  - **electioneering boundary signs, Page 17**
- **File all broken seals in envelopes and leave for PM deputies, Page 20**
- **Begin new Daily Balancing envelope, Page 21 & 142**
  - **Record Public Count and file printouts from the Scanner/ePollbook.**
- **Call the Call Center once your site is ready to accept voters**



# Checking In Voters

Your Table Trainers will guide you through voter check-in procedures.

Need Help?

Read the Manual

Call the Call Center



# Break

**We're on a break. Check the timer in the top right corner of the screen to see when we'll be returning.**

**You can visit the Site Compliance Packet table in the back and familiarize yourself with the materials.**



# Limited Ballot (Early Voting Only)


If a registered voter moves to Travis County from another TX county, they may be eligible to vote a limited ballot that only contains shared races in both counties.


Limited ballots are only available at 5501 Airport Blvd. Contact the Call Center to verify eligibility BEFORE directing the voter to 5501 Airport.

If a voter is eligible for Limited Ballot, provide them with the *Limited Ballot* flyer from the forms box.

## 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.



# Standard Affidavits

Write a standard affidavit when:

- An emergency ballot is cast
- A provisional voter says they registered to vote at DPS (place in Daily Balancing Envelope)
- 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 _____	
_____	
_____	
_____	
_____	
_____	
_____	
<input checked="" type="checkbox"/> _____ Signature of Voter and Date	Pct. No. (No. de Pct.)
<input checked="" type="checkbox"/> _____ 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)

# Ballot Scanner/Ballot Marking Device

Table Trainers will guide you through opening and closing the Ballot Scanner and Ballot Marking Device.

**Need Help?**

**Read the Manual**

**Call the Call Center**



# Curbside Voting

- Be sure to set up curbside parking first thing.
- Make sure 20' electioneering boundary signs are in place.

**Steps for checking in a curbside voter:**





# Curbside Voting



- Before you go out to the voter's car, get the following items:
  - ePollbook (sign in with your own credentials).
  - **Curbside Voter Statement** form.
  - **Information of Person Who Provided Transportation to a Total of Seven or More Curbside Voters During Early Voting and Election Day** form.
  - Bright safety vest
- Only one poll worker is required to check in the voter(s).

Form 7-65  
Prescribed by Secretary of State  
Section 54.009 Texas Election Code  
03/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

**CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)**

Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of requiring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling location." (Juramento: "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud de la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación.")

Printed Name of Voter (Nombre impreso del votante)	Signature of Voter (Firma del votante)	Printed Name of Voter (Nombre impreso del votante)	Signature of Voter (Firma del votante)
Printed Name of Voter (Nombre impreso del votante)	Signature of Voter (Firma del votante)	Printed Name of Voter (Nombre impreso del votante)	Signature of Voter (Firma del votante)

The above oaths were sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

\*Witness information only required if voter is unable to sign.  
Señalar la información del testigo solo es necesario si el votante no puede firmar. Consulte las instrucciones en el reverso.)

Signature of Election Officer \_\_\_\_\_  
Printed Name of Election Officer \_\_\_\_\_

PRINT RESET

7-65  
Prescribed by Secretary of State  
Section 54.009, 54.014, Texas Election Code  
03/2025

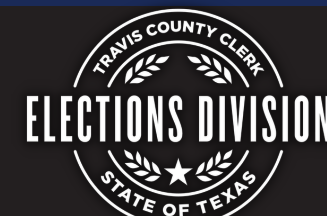
Type of Election	Polling Location
Date of Election	Authority Conducting Election

**INFORMATION OF PERSON WHO PROVIDED TRANSPORTATION TO A TOTAL OF SEVEN OR MORE CURBSIDE VOTERS DURING EARLY VOTING AND ELECTION DAY / INFORMACIÓN DE LA PERSONA QUE PROPORCIONÓ EL TRANSPORTE A UN TOTAL DE SIETE O MÁS VOTANTES EN LA ACERA DURANTE LA VOTACIÓN ADELANTADA Y EL DÍA DE LAS ELECCIONES**

Signature of Person that Provided Transportation Firma de la persona que proporcionó el transporte	Printed Name of Person that Provided Transportation Nombre impreso de la persona que proporcionó el transporte	Address of Person that Provided Transportation Dirección de la persona que proporcionó el transporte	Did the person who provided transportation function as an assistant to the voter under supervision of the poll worker? ¿La persona que proporcionó el transporte funcionó como asistente del votante en virtud del Supervisor de las Elecciones en el momento de proporcionar el transporte al lugar de votación?
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No

**Instructions:**  
A person that provides transportation to 7 or more curbside voters to the polling place during early voting and on election day must complete and sign this form. If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance about and sign it prior to rendering assistance. If the person that provided transportation translates for the voter, the person must repeat the Oath of Interpreter about and sign it prior to translating. A person commits a Class A Misdemeanor if the person intentionally fails to complete this form.

Print Reset





# Curbside Voting

- When you arrive at the vehicle:
  - Have the voter fill out the Curbside Statement form, check in the voter, and stop at the “ISSUE BALLOT” screen.
  - Ask the driver “Have you transported seven or more people to vote curbside since early voting began on April 20<sup>th</sup>”. If they answer YES to this question, have them fill out the transportation roster.

Form 7-66  
Prescribed by Secretary of State  
Section 64.009 Texas Election Code  
09/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

**CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)**  
**Oath:** “I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling location.” **(Juramento:** “Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación.”)

Printed Name of Voter (Nombre impreso del votante) _____	Printed Name of Voter (Nombre impreso del votante) _____
Signature of Voter (Firma del Votante) _____	Signature of Voter (Firma del Votante) _____
Printed Name of Voter (Nombre impreso del votante) _____	Printed Name of Voter (Nombre impreso del votante) _____
Signature of Voter (Firma del Votante) _____	Signature of Voter (Firma del Votante) _____

The above oaths were sworn and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
 Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba

\*Witness information only required if voter is unable to sign. See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)

Signature of Election Officer \_\_\_\_\_  
 Printed Name of Election Officer \_\_\_\_\_

**PRINT** **RESET**

TRAINING Voter Signature 96% 2:12 PM

**BACK** **HOME**

Name: HAN SOLO Birth Year: 1968 VUID: 8434211453  
 Address: 2505 SHIRE RIDGE DR AUSTIN, 78732 Ballot Style: 253A-R Status: A

Verify voter's signature is below. Touch ISSUE BALLOT to continue.

*Han Solo*

**ISSUE BALLOT**  
**SIGN AGAIN**



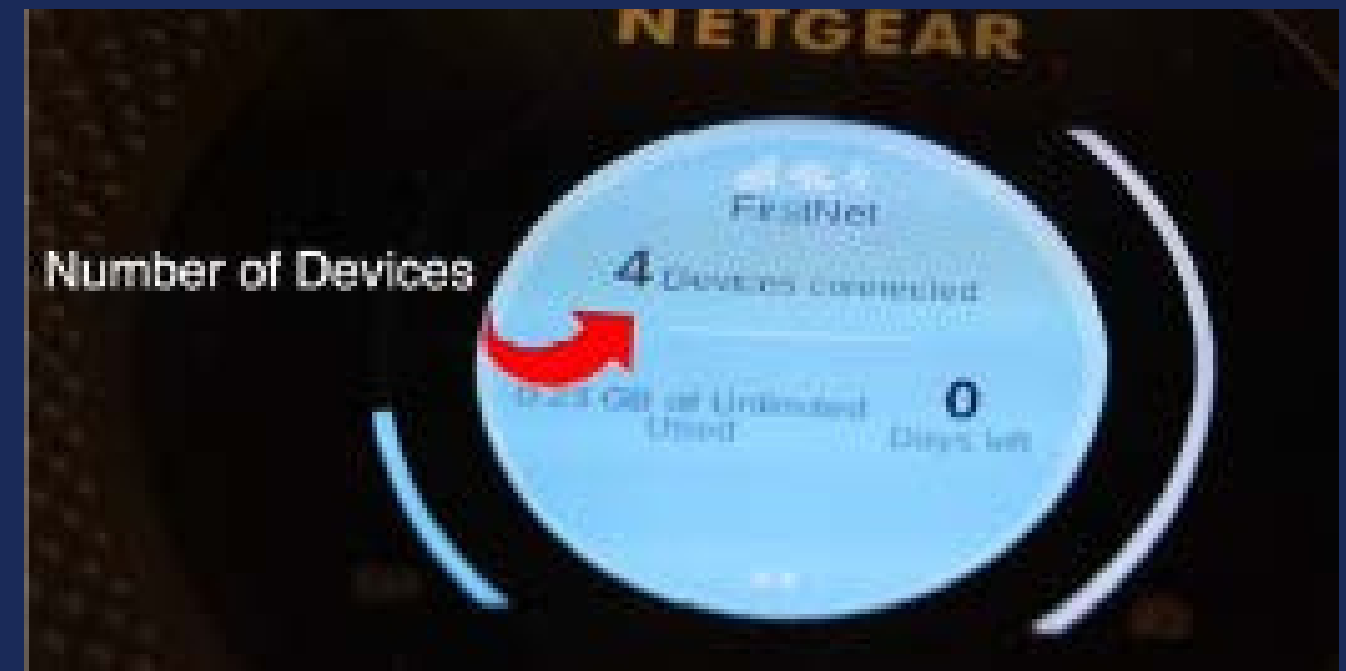
# Curbside Voting Ballot Selection

- All voters must select their own ballot card, including curbside voters.
- Tell the curbside voter “Every voter is allowed to select their own ballot card that we’ll prepare for you. On the check-in table we have 3 stacks of ballot cards. Since you are a curbside voter, would you pick a number 1 through 3 so I can select that ballot card on your behalf.”
- Return to the voting room, select the ballot card for printing.



# Curbside Voting

- Before printing the ballot, make sure the ePollbook is connected to the MiFi by checking the number of devices connected on the MiFi screen.
- Once confirmed, load the voter selected ballot card into the Express Vote printer and print the ballot header.
- Gather any needed forms (SOR, RID, etc.) that the voter may need to sign.





# Curbside Voting

- Retrieve a BMD that is not being used (not the ADA BMD), place it face down, using the bungee cord to strap down the device.
- Retrieve a secrecy envelope, gently fold the printed ballot and place it inside for transport.
- With a second poll worker\*, take the BMD and ballot to the voter's vehicle and set up the BMD for the voter.



\* If four or more election officers are present at the polling place, two election officers shall deliver a ballot to the voter at the polling place entrance or curb. (Sec. 64.009(a-5))



# Curbside: Chain of Custody

- The poll worker who checked in the voter needs to complete the curbside voting process from start to finish.
  - No handing off ballots or splitting the process.



# Curbside Voting

- Once the voter has finished, gently fold the ballot and place it in the secrecy envelope.
- Ask the voter not to leave until you return to their vehicle.
- Both poll workers should return with ballot and immediately deposit the ballot in the Ballot Scanner.
- One curbside clerk can return to the curbside voter with the “I Voted” sticker.



# Closing the Polls: Daily Balancing Envelope

- Be sure to complete this envelope at the end of each day of Early Voting.
- Follow the instructions on the envelope to complete and be sure all pertinent materials are placed inside.
- AM & PM DEPUTY must sign.
- Standard affidavits for provisionals are placed in the Daily Balancing Envelope

**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 ADMIN 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.)**

<b>From the Ballot Scanner:</b>	
Beginning Public Count:	_____
Ending Public Count:	_____
Emergency Compartment Ballots:	_____
<b>From the ePollbook Check-in Totals:</b>	
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 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				

<b>A: Number of Ballots Issued</b> 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	<b>A Total</b>
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<b>B: Number of Ballots Voted In Person</b> 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>B Total</b>
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<b>C: Spoiled Ballots</b> 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	<b>C Total</b>
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					

<b>D: Emergency Ballots</b> 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	<b>D Total</b>
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					

<b>E: Number of Unused Ballots</b> 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.	<b>E Total</b>
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<b>F: Total Number of Ballots Accounted For</b> 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	<b>F Total</b>
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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.*



# Nightly Closing: L26 Specific

- For this election, a Law Enforcement Officer will not retrieve your site's daily materials each night at closing.
- PM Deputy:
  - Place all completed paperwork in the Blue Paperwork Transfer Bag that's dropped off daily by the PM Equipment Tech.
  - Place the Blue Paperwork Transfer Bag into the ESC, lock and seal the ESC.
  - PM Deputy, call the Call Center when locking up the site and leaving.
- AM Deputy: give the blue bag to the AM Equipment Tech the next day.



# Early Voting Closeout

For the last night of Early Voting, follow the steps on page 132 in the Training Manual.

For Ballot Scanner closing procedures look for additional steps on page 28 & 29 in the Training Manual.

On the last day of Early Voting, an LEO will be out to your site.

Deputies will need to bring back the USB stick in the Green Results Bag, among other materials (see Training Manual, page 133)

- **MAKE SURE THE USB STICK'S BARCODE IS FACING OUT**

# Elections Training Center



Scan with your  
smartphone  
camera!

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