

Election Day: March 3rd, 2026

7:00AM - 7:00PM

BEFORE CLASS STARTS:

Log into your ePollbook

Fill out your *Constitutional Oath*

Welcome!





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



What's New?

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

Poll Worker
Training Manual



2026



Primary Elections

- **Primary Elections are “Joint” elections.**
 - **Two poll worker crews = Deputy/Judge, Alt. Deputy/Judge and Clerks for each party.**
 - **Both parties work together to run one polling location.**
- **Open Primary = Voter chooses party participation when checking in to vote.**
- **Differences in procedures and paperwork:**
 - **Refer to handout**

Supplemental Handout



Primary Election Supplemental

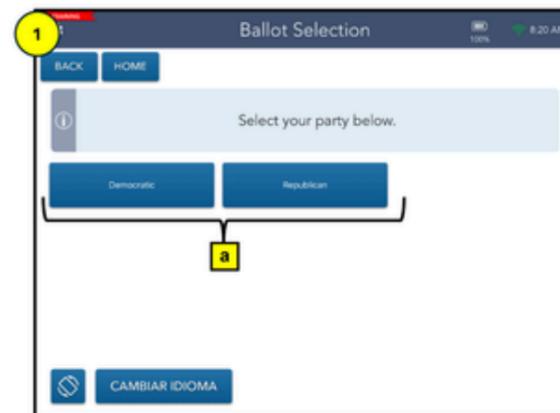
Primary Elections

During a Joint Primary Election, we conduct two separate elections at each polling place simultaneously. Each location is staffed by one Republican team and one Democratic team, consisting of a Deputy/Judge, an Alternate Deputy/Judge, and Clerk(s). For procedures unique to the Primary, follow the guidance in this section. For all other procedures, follow instructions in the Training Manual.

Checking in Voters

Voters can vote at any location in the county and can be checked in on any ePollbook at the polling site. The voter does not have to be checked in by a party-specific poll worker. When checking in voters, use the instructions on page 84 of the Training Manual. Once the voter's record has been found and confirmed (page 86, step 4):

- (1) Flip the ePollbook to the voter to allow them to select their party. [a]
- After the voter selects a party, proceed with the standard steps outlined in the Training Manual (page 86, step 5).



Party Materials

Political parties provide written materials for voters during the Primary. These items must be displayed appropriately:

- Party Convention Handouts:** Place copies for each party on a table where voters may take them freely.
- Party Convention Posters:** Place copies of each party's convention poster on exterior doors. Posters should be placed at each exterior door that a voter may enter through. Posters can be found in your **Site Compliance Packet**.

Signatures and Paperwork

Some Primary forms require signatures from a specific party's Deputy/Judge, while others require signatures from both parties. Certain documents must also be retained by a designated party's Judge. The following summarizes these requirements.

Party Specific

The following forms are signed and/or retained by the Deputy/Judge for the party in which the voter cast their ballot:

- Provisional Envelope:** Signed by the appropriate party's Deputy/Judge.
- Provisional List Label:** The extra Election Day list is retained by the Deputy/Judge for the relevant party.
- Election Day Statement of Compensation and Oaths:** The party's Judge signs and retains the pink copy for their poll workers.

Both Parties

The following forms must be signed by Deputies/Judges from **both** parties:

- Daily Balancing Envelope** (Early Voting)
- Record of Early Voting Ballot Box Seals** (Early Voting)
- Register of Official Ballots for Early Voting at Branch Location** (Early Voting)
- Zero Totals Report** (Early Voting and Election Day)
- Ballot Scanner Seals Envelopes** (Early Voting and Election Day)
- Voting Results Report** (Election Day): Judges and Alternate Judges from both parties sign the copy placed in the Green Results Bag. One Judge retains the second copy.
- Register of Official Ballots / Ballot and Seal Certificate** (Election Day): One Judge retains the pink copy; the other may take a photo of the completed form for their records.



Legislative Update – Wireless Devices

A person is not allowed to use a wireless communication device within a room in which voting is taking place.

Postings should be attached to the outside of each BMD shield, in the Postings Kiosk and throughout the voting room.

7-39
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

NOTICE

**Prohibition of Certain Devices
Within a Room In Which Voting Is Taking Place**

A person is not allowed to use a wireless communications device within a room in which voting is taking place. Additionally, a person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

NOTIFICACIÓN

**PROHIBICIÓN DE CIERTOS DISPOSITIVOS DENTRO
DE UNA SALA EN LA QUE SE LLEVA A CABO LA
VOTACIÓN**



Legislative Update – Wireless Devices

A person is not allowed to use a mechanical or electronic device to record sound or images within 100 ft of the voting area.

Voters CAN use a wireless device outside the voting room to look up information.

Place the provided sign in an orange cone 100 ft from the entrance to the voting area.

7-53
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS

NOTICE PROHIBITION OF WIRELESS COMMUNICATION DEVICES
NOTIFICACIÓN PROHIBICIÓN DE CIERTOS DISPOSITIVOS DE COMUNICACIÓN INALÁMBRICA

A person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.



No se permite usar dispositivos mecánicos o electrónicos para grabar sonido o imágenes dentro de cien (100) pies de la estación de votación. **Estos dispositivos incluyen, pero no se limitan a: teléfonos celulares, teléfonos digitales, cámaras, cámaras de teléfono, y grabadoras de sonido.** La estación de votación es el área donde el votante marca su boleta.

El juez electoral tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de requerir que personas que no cumplan con esto, abandonen el área.

Los observadores electorales están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen en su persona dispositivos con capacidad de grabar imágenes o sonido, o que los inhabilitarán o desactivarán al servir como Observador. Si tiene alguna pregunta adicional o necesita clarificación, por favor dirijase al juez electoral de su lugar de votación.

Atención: Esta notificación no se aplica a oficiales de la elección efectuando servicios oficiales o al uso de equipo de elección necesario para efectuar la elección. Además, tampoco se aplica a aquellos empleados en la localidad donde se ubica un lugar de votación mientras actúan debido a su empleo.

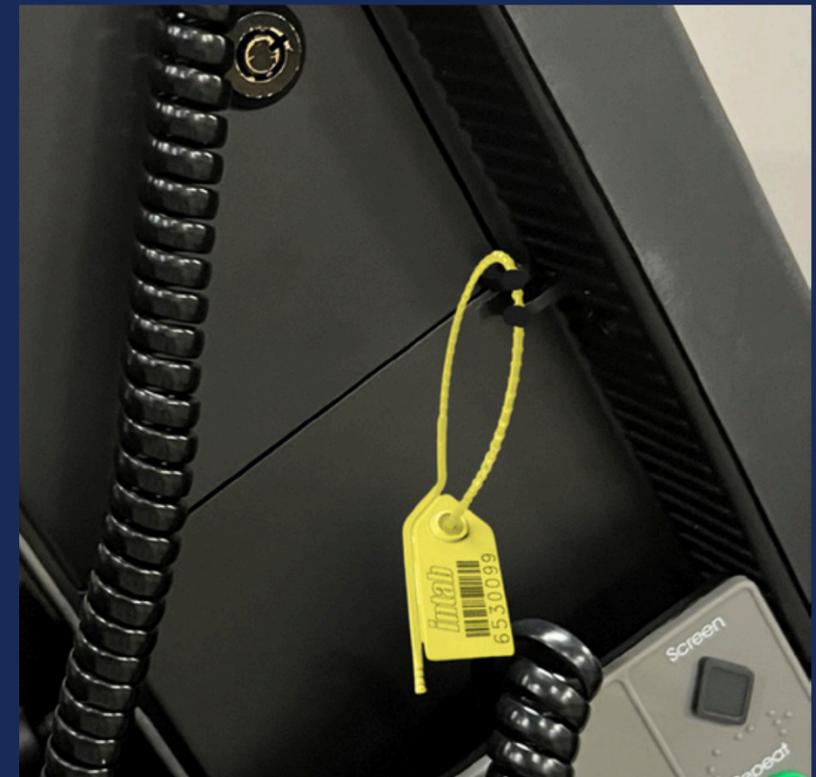


Legislative Updates - Voting Equipment

Security seals must be placed on each BMD after polls have closed.

Seals will be removed when opening BMDs in the morning.

Table trainers will cover this process in detail during the second half of class.



BMD Security Seal Log

Election: 2026 Joint Primary
 Location: Sawyer Hall

Seal Number	Date Seal Applied	Asset ID Number	Name of Person Applying Seal	Date Seal Broken	Name of Person Breaking Seal	Reason for Breaking Seal
6530009	1/20/26	400184	John Doe	2/17/26	Jane Doe	Opening Polls



Ballot Tracking

Ballot packages are now numbered in order sequentially from lowest to highest serial number.

When opening packages, record the Pack # and Serial Range. The poll worker opening the pack will Initial and Date.

The Deputy will sign and date the bottom of the form.

Ballot Pack Tracking Sheet

Location _____

Tracking Log

Distribution Set/ Ballot Drop off #	Pack #	Serial Range	Initials	Date
1	1	100001-100251	P.I.	10/20/25

Distribution Set/ Ballot Drop off #: Whenever a new batch of ballots are received, this will be considered a new set. (The first box, or bag of ballots you begin with on opening day will be "Distribution Set/ Ballot Drop off # 1")

Packs: Ballot packs will be used sequentially in order. (Ex: Pack 1, Pack 2, Pack 3, Pack 4...)

Serial Range: Once you are ready to open a pack of ballots (a set of 250 ballots), you will write the serial range for the newly opened pack that is being used. (Ex: 602001-602250)

Deputy Signature _____ *10/31/25*

Election Official: _____ Date: _____



Legislative Updates - Voter Assistance

Poll workers who assist a voter in reading or marking their ballot must fill out the *Election Worker Assistance Sheet*.

This form can be found in the Yellow Forms folder.

7-67
Prescribed by Secretary of State
Sections 64.0322, 64.034, Texas Election Code
9/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

Election Worker Assistance Sheet
Hoja de Asistencia para Trabajadores Electorales

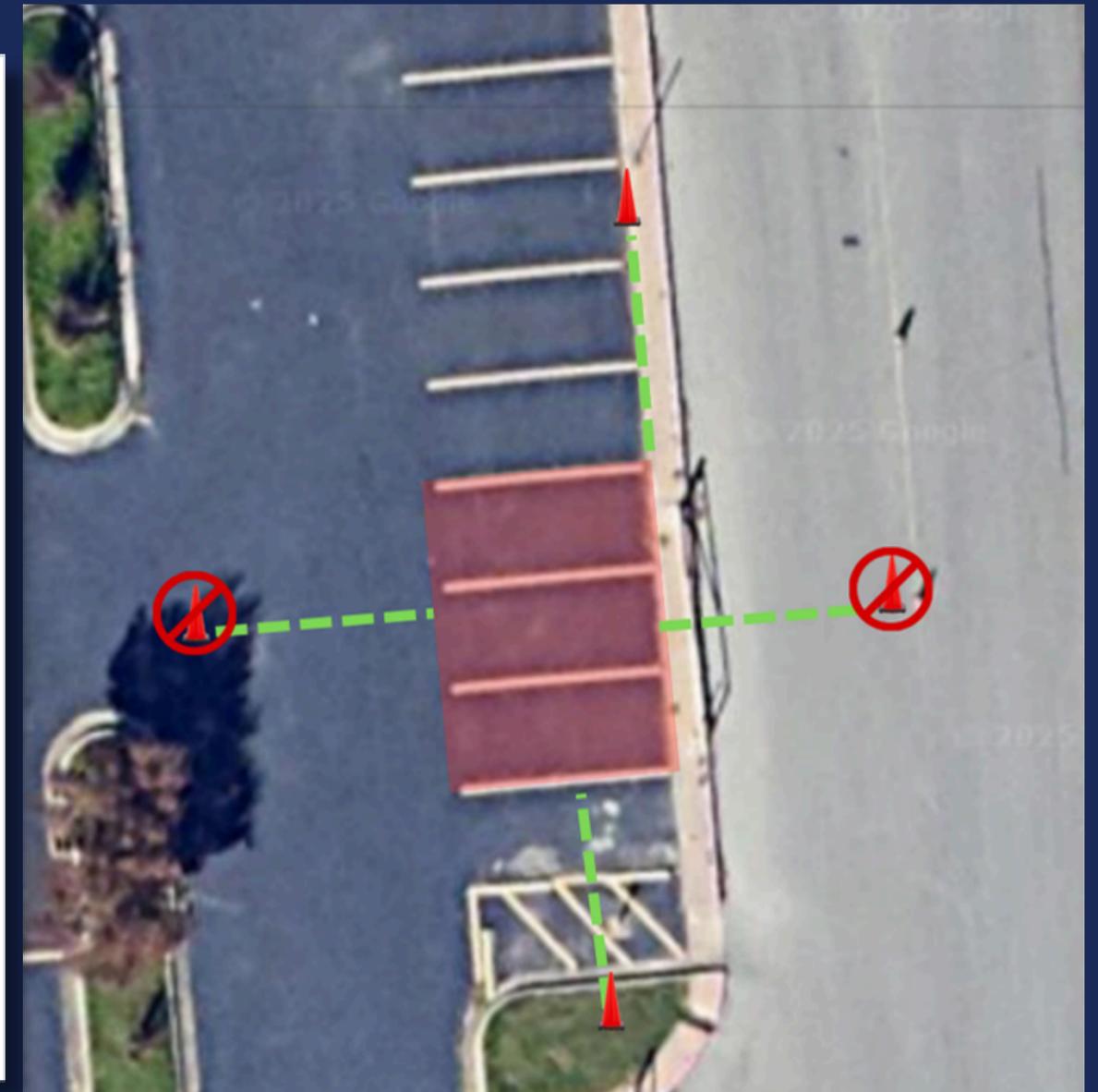
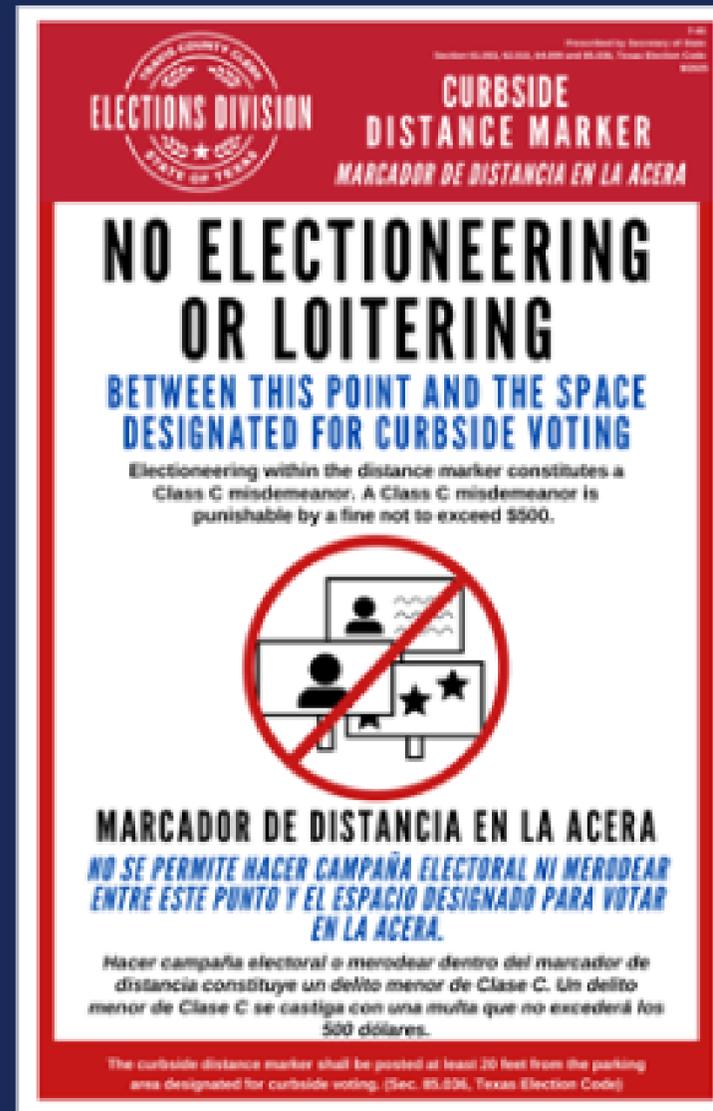
	Name of Voter (Nombre del Votante)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No



Legislative Updates - Curbside Voting

Poll workers must set up a curbside electioneering boundary 20 ft from the outside edge of the curbside parking spaces.

Do not block roads or sidewalks with signage.





Legislative Updates - Curbside Voting

Voters must now sign a *Curbside Voter Statement* that attests to their inability to physically enter the polling place without personal assistance or injuring their health.

Each curbside voter will print and sign their name. Poll workers who conduct curbside will sign and date this form.

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



Legislative Updates - Curbside Voting

Two poll workers are required when transferring the ballot to and from the voter's car.

When possible, a clerk from each party should be present to transfer the ballot.

Only one poll worker is needed to check-in the voter on the ePollbook.





Legislative Updates - Curbside Voting

Poll workers must ask all drivers if they have transported 7+ voters to the polls during the Early Voting period and Election Day.

If yes, the driver must complete and sign the *Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting* form.

7-65
Prescribed by Secretary of State
Sections 64.009, 64.034, Texas Election Code
9/2023

Type of Election	Polling Location
Date of Election	Authority Conducting Election

INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CURBSIDE VOTING
INFORMACIÓN DE PERSONA QUE PROVEYÓ TRANSPORTACIÓN A SIETE O MAS VOTANTES

Signature of Person that Provided Transportation <i>Firma de persona que proveyó transportación</i>	Printed Name of Person that Provided Transportation <i>Nombre de persona que proveyó transportación en letra de molde</i>	Address of Person that Provided Transportation <i>Dirección de persona que proveyó transportación</i>	Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? <i>¿La persona que proveyó transportación sirvió como asistente del votante bajo 64.034 además de proveer transportación al lugar de votación?</i>	
			Yes/Sí	No/No

Instructions:
A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form. If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.



Legislative Updates - Poll Watchers

Poll watchers must still present a completed and signed Certificate of Appointment and a Certificate of Completion.

Verify that all Certificates of Appointment are the updated forms, dated 09/2025. You can find this in the top left corner of the document.



4-26
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051, 127.201 Texas Election Code
9/2025

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE



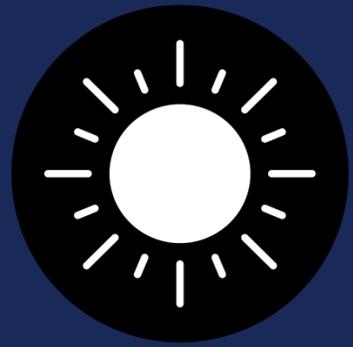
Reminder:

- **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.
 - Judges signature goes on the back of the ballot above the serial number. Only one judge needs to sign.

John Hancock
123456789

Checklist: Opening the Polls

- **Make sure all voting equipment is ready by 7am, Page 14**
 - **Ballot Scanner, Page 34**
 - **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, Page 34**
- **Be sure Public Count on the Scanner is zero. Page 36**
- **Both judges sign and file the Zero Report in the Green Results Bag. Page 36**



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.



Need To Know

Something unusual happening when checking in a voter?

- When checking in a voter, you experience something unusual with the voter's record?
- CALL THE CALL CENTER (# on the bottom of every page of the manual).
- 512-854-4783

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



Register of Official Ballots/ Ballot and Seal Certificate

REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE

Election Title: _____ Location Name: _____

Date: _____ Ballot Scanner Identification Number(s): _____

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!
Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

A. Number of Blank Ballots Received	Initial Ballots Issued	Supplemental Ballots Received	A Total			
B. Public Count of voted Ballots from Ballot Scanner Results Tape	Public Count from Ballot Scanner					
C. Number of Emergency Ballots secured in Emergency Ballot Bag	Recorded on Ballot Transmittal Form					
D. Number of voted Provisional Ballots	Number of Provisional Ballots					
E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge	Number of Spoiled Ballots	Number of Abandoned Ballots	Number of Unused Ballots, Signed	E Total		
F. Number of Unused Unsigned Ballots	Number of Unused Ballots, Unsigned					
G. Total number of Ballots accounted for (Add Lines B + C + D + E + F)	Number from Box B	Number from Box C	Number from Box D	Number from Box E	Number from Box F	G Total
H. Total number of Ballots unaccounted for (Line A minus Line G)	Number from Box A	Number from Box G			H Total	
I. Total number of names on the Poll List or Combination Forms or ePollbook	Total Check-ins (Regular + Provisional Check-ins)					
J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)	Number from Box I	Number from Box H	Number from Box D	Number from Box C	J Total	

* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.

Record the serial numbers of the seals used on the Blue Ballot Bin: _____

AFFIDAVIT
We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this _____ day of _____, 20____

Presiding Judge: _____ Clerk: _____
 Alternate Judge: _____ Clerk: _____
 Poll Watcher (if present): _____ Clerk: _____
 Poll Watcher (if present): _____ Clerk: _____

White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)

Please refer to your Supplemental Handout/Training Manual Page: 148





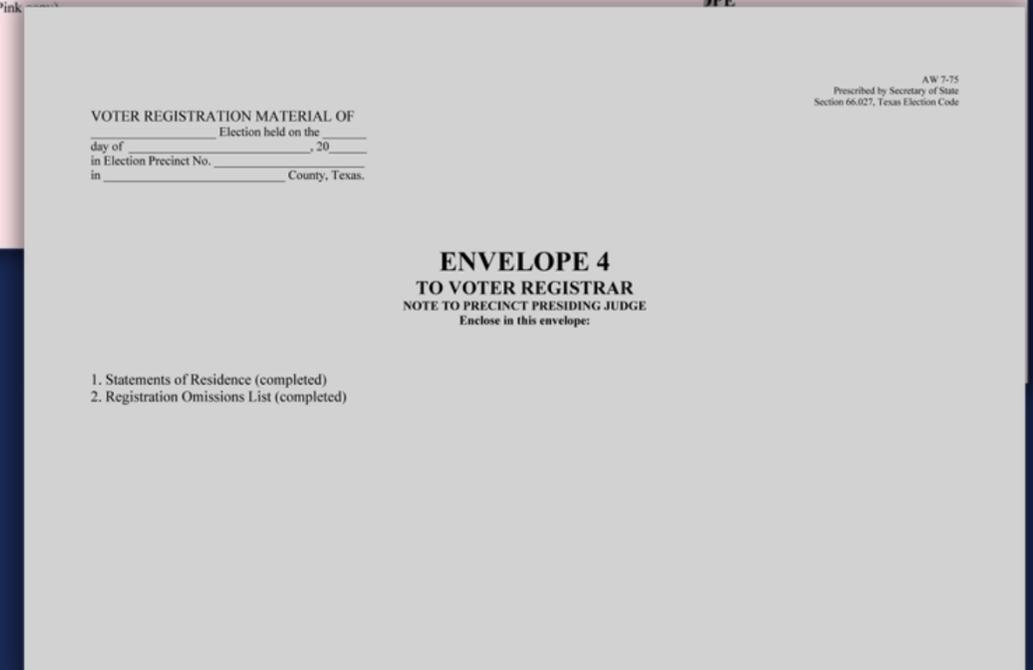
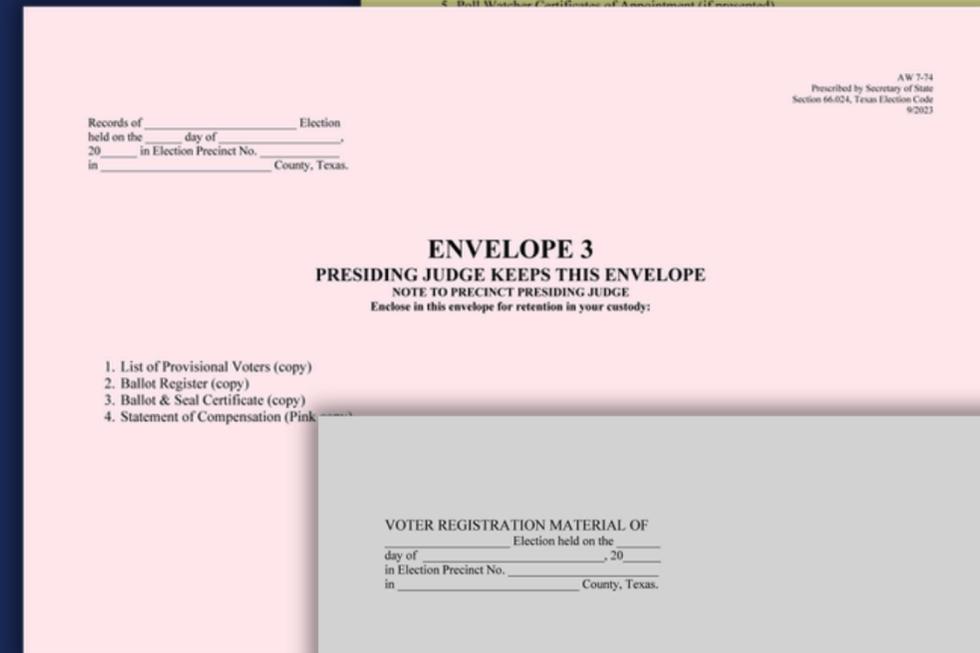
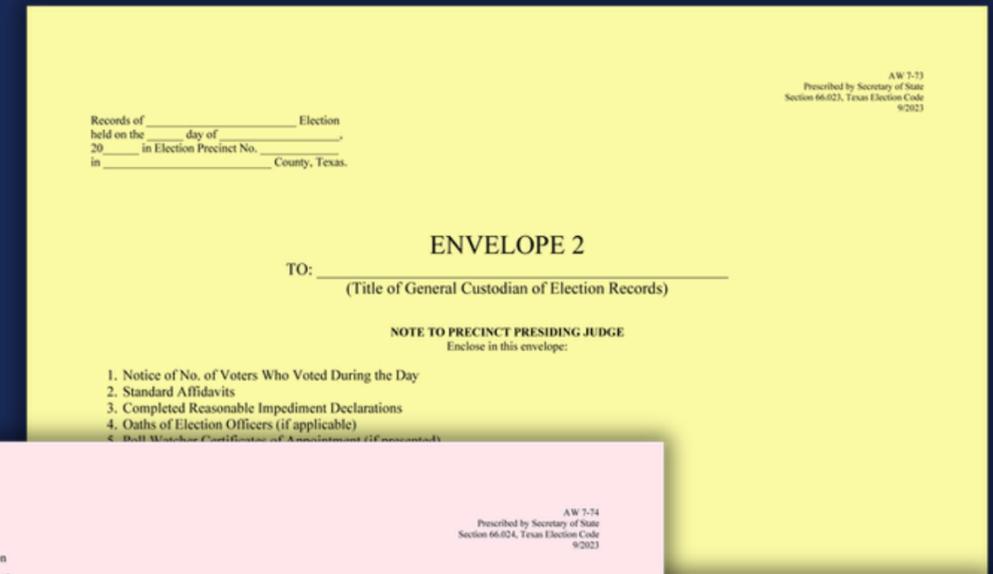
Election Day Envelopes

Page 144 in Training Manual

For Primary Elections there are TWO of the Pink Envelope 3. The following items must be retained by the Judges for 22 months:

- Provisional List Label (separate by party)
- Pink Copy of Timesheets (separate by party)
- Voting Results Report*
- Pink copy of *Register of Official Ballots...**

*One judge will retain the physical copy and the other judge will be allowed to take a photo for their records





Central Receiving Station (CRS)

At the end of Election Day, follow the checklist on page 136.

For Ballot Scanner closing procedures, follow the instructions on page 39 in the Training Manual

Be sure the following is in the Green Results Bag before Sealing:

- USB Results stick placed in the front clear window with the bar code facing out.
- Voting Results Report (with both Judges' signatures)
- From the ePollbook:
 - Check-in Totals. Page 52
 - Daily Reports
 - Test Labels
- The white copy of the *Register of Official Ballots/Ballot and Seal Certificate*.
- Configuration Report

Elections Training Center



Scan with your
smartphone
camera!

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