

Election Day: May 26th

7:00AM - 7:00PM

BEFORE CLASS STARTS:

Log into your ePollbook

Fill out your *Constitutional Oath*

Welcome!





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



What's New?

- Manual updated for 2026. Refer to the manual you received today for information.
- Refer to supplemental for PR26 specific information.

**Poll Worker
Training Manual**



2026



Primary Runoff 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.**
- **Voters must vote in the same party they chose in March Primary when checking in to vote.**



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.
 - One judge should sign the back of each ballot just above the serial number.

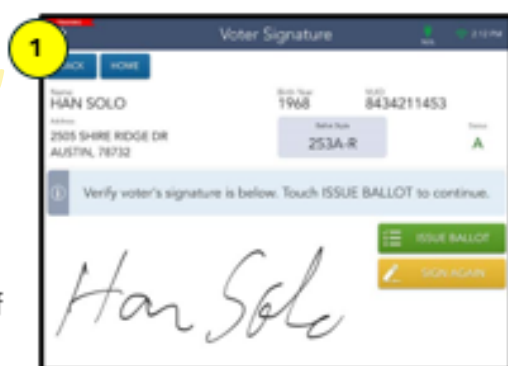
Judges Signature
123456789



What's New? - Checking in Voters

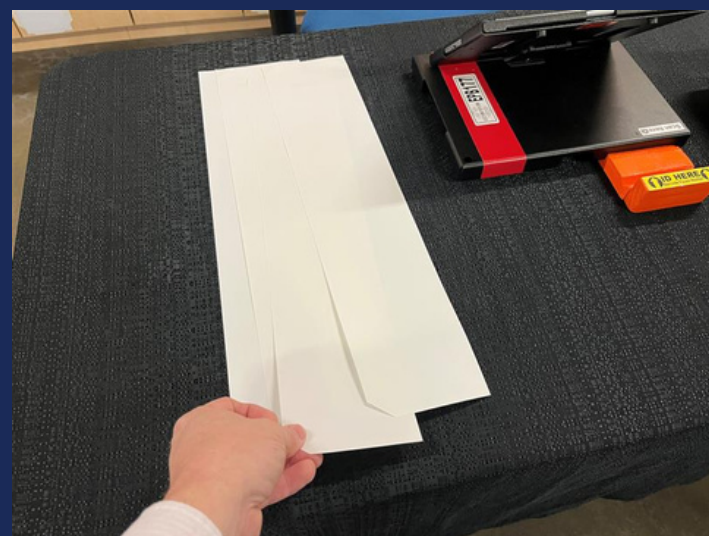
Checking in the Voter

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 should select their own ballots.*
- Option 1: Spread at least 3 ballots on the table by the ePollbooks that voters can select from. Replenish as needed.
- Option 2: If space is limited, you can pick at least 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)



Primary Runoff - Party History

Top Screenshot: Voter Identification screen for SCOOPY DOO. Birth Year: 1948, VUID: 8216360865, Address: 2505 Shire Ridge DR, APT 1019, AUSTIN, 78732. Ballot Style: 100D (circled in red). Status: A.

Bottom Screenshot: Voter Identification screen for FRED JONES. Birth Year: 1980, VUID: 8504952234, Address: 11005 HELMS DEEP DR, AUSTIN, 78754. Ballot Style: 100R (circled in red). Status: S.

- Voters must vote in the same party's election that they voted in during the March primary.

- The ePollbook will automatically select the party based off of the voter's record.



Primary Runoff - Party History

Voter Identification

BACK HOME

Name: FRED JONES
Birth Year: 1980
VUID: 8504952234
Ballot Style: 100R
Address: 11005 HELMS DEEP DR, AUSTIN, 78754
Status: S

Does the voter still live at the registered street name above?
Does the name on the voter's ID exactly match the name above?

WRONG VOTER, SEARCH AGAIN | NO, NEEDS CHANGES | YES, CONTINUE
NO VOTER FOUND, ISSUE PROVISIONAL

- Voters must vote in the same party's election that they voted in during the March primary.

Voter Identification

BACK HOME

Name: SHAGGY ROGERS
Birth Year: 1952
VUID: 8406801802
Ballot Style: CHOOSE
Address: 107 GOLF CREST CV, LAKEWAY, 78734
Status: A

Does the voter still live at the registered street name above?
Does the name on the voter's ID exactly match the name above?

SELECT YOUR PARTY BELOW

Democratic | Republican

CAMBIAR IDIOMA

- If a voter did not vote in March Primary, they will select their party in the ePollbook.



Primary Runoff - No Party Affiliation Form

Voter Identification

Name: FRED JONES
Address: 11005 HELMS DEEP DR AUSTIN, 78754
Birth Year: 1980
VUID: 8504952234
Ballot Style: 100R
Status: S

Birth Year: 1948
VUID: 8216360865
Ballot Style: 100D
Status: A

Does the voter still live at the registered street name above?
Does the name on the voter's ID exactly match the name above?

WRONG VOTER, SEARCH AGAIN | NO, NEEDS CHANGES | YES, CONTINUE | NO VOTER FOUND, ISSUE PROVISIONAL

If the ePollbook indicates the voter voted in a party's primary, and voter contests our records:

1. Call the Call Center for further research.
2. Have voter fill out "Affidavit of Non-Participation and Affiliation" Form.
3. The Call Center will walk you through the process to continue.

Please note: this process may take some time.

AFFIDAVIT OF NON-PARTICIPATION AND AFFILIATION
(DECLARACIÓN JURADA DE NO PARTICIPACIÓN Y AFILIACIÓN)

Place Voter Label Here OR Write Voter Name and VUID Number

"I swear that I have not voted in a primary election or participated in a convention of another party during this voting year. I hereby affiliate myself with the _____ Party."
("Juro que no he votado en una elección primaria ni he participado en una convención de otro partido durante este año electoral. Por la presente me afilio con el Partido _____.")

Signature of Voter (Firma del votante)
DATE (Fecha): _____ Precinct # (Núm. De Precinto): _____



No Party Affiliation Form

To fill out the Affidavit of Non-Participation and Affiliation form:

1. Deputy/Judge writes voter name and VUID number.
2. Voter will write the name of party.
3. Voter signature
4. Deputy/Judge will date and write location name.

File in Yellow Enevelope 2

AW 18-27
Prescribed by the Secretary of State
Section 163.008, Texas Election Code
9/2024

**AFFIDAVIT OF NON-PARTICIPATION AND AFFILIATION
(DECLARACIÓN JURADA DE NO PARTICIPACIÓN Y AFILIACIÓN)**

Place Voter Label Here OR Write Voter Name and VUID Number

1

"I swear that I have not voted in a primary election or participated in a convention of another party during this voting year. I hereby affiliate myself with the _____ Party."
"que no he votado en una elección primaria ni he participado en una convención de otro partido durante este año electoral. Por la presente me afilio con el Partido _____."

2

3

Signature of Voter (Firma del votante)

4

DATE (Fecha): _____ Precinct # (Núm. De Precinto): _____

Supplemental Handout



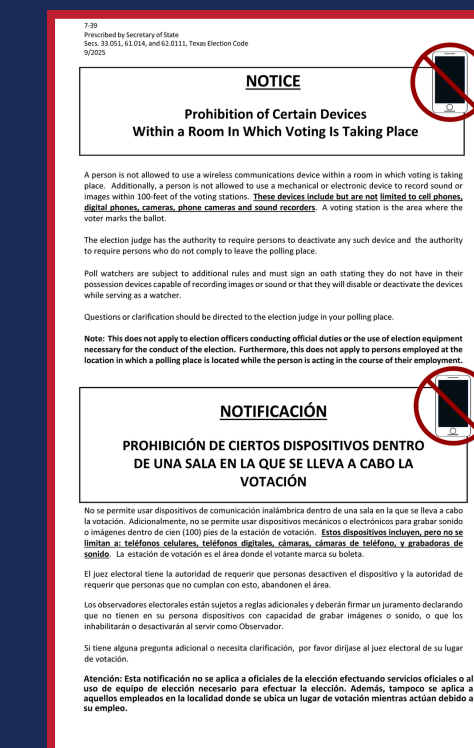
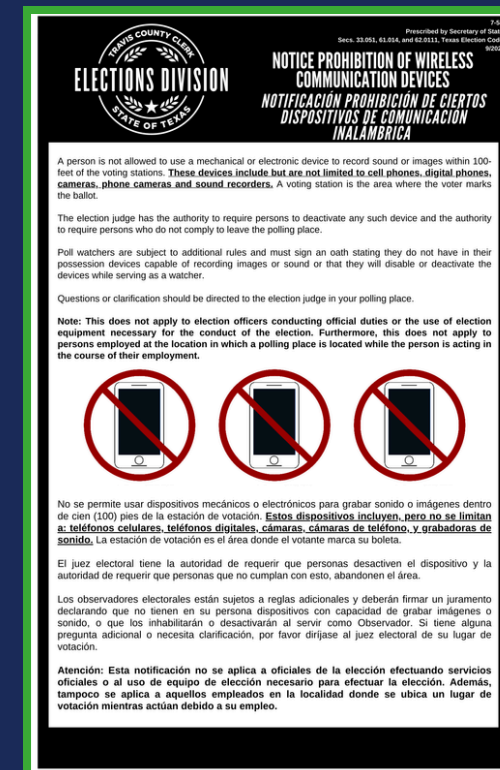
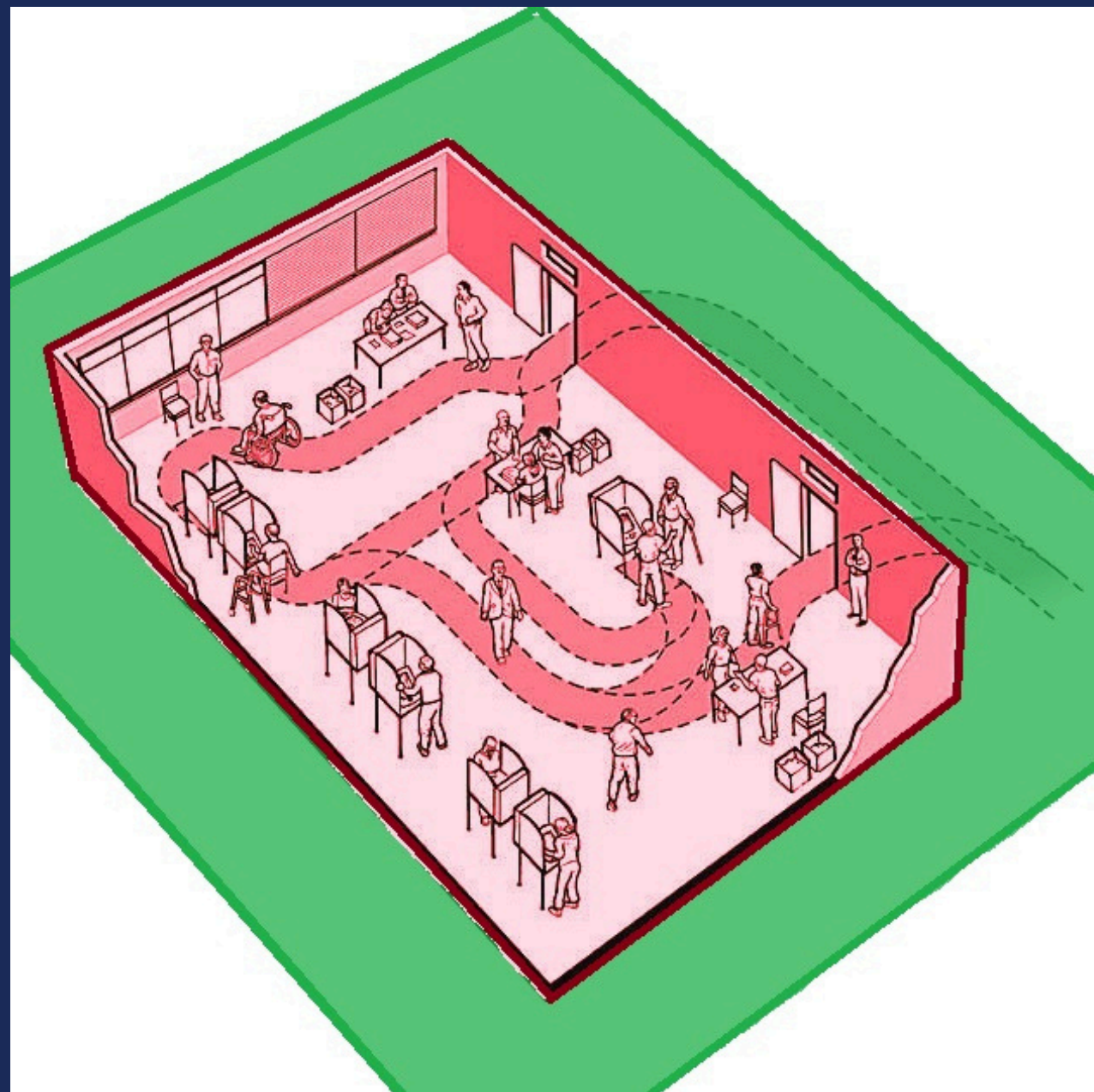
Electronic Devices

GREEN ZONE PHONE USE

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

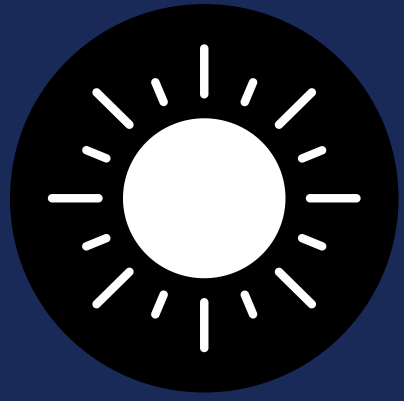
RED ZONE PHONE USE

- Must be put away and out of sight.



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 18**
 - **electioneering boundary signs, Page 17**
- **Notice of Total Number of Voters That Voted posted at exterior entrance**
- **File all broken seals in envelopes, Page 34**
- **Be sure Public Count on the Scanner is zero. Page 36**
- **Judge signs and files 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.



Standard Affidavits

Write a standard affidavit when:

- The emergency compartment is used
- A provisional voter situation needs more information/context
- 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

- When you arrive at the vehicle:
 - Ask the driver “Have you transported seven or more people to vote curbside since early voting began on May 18th”. If they answer YES to this question, have them fill out the transportation roster.
 - Have them fill out the Curbside Statement form, check in the voter, and stop at the “ISSUE BALLOT” screen.

The screenshot shows the 'Voter Signature' screen in a training application. At the top, there is a 'TRAINING' indicator and a gear icon. The title 'Voter Signature' is centered, with a 96% battery icon and a 2:12 PM time display on the right. Below the title are 'BACK' and 'HOME' buttons. The voter's information is displayed in a grid: Name (HAN SOLO), Birth Year (1968), VUID (8434211453), Address (2505 SHIRE RIDGE DR, AUSTIN, 78732), Ballot Style (253A-R), and Status (A). A message box with an information icon states: 'Verify voter's signature is below. Touch ISSUE BALLOT to continue.' Below this is a large area for the signature, showing a handwritten signature 'Han Solo'. To the right of the signature are two buttons: 'ISSUE BALLOT' (green) and 'SIGN AGAIN' (yellow).



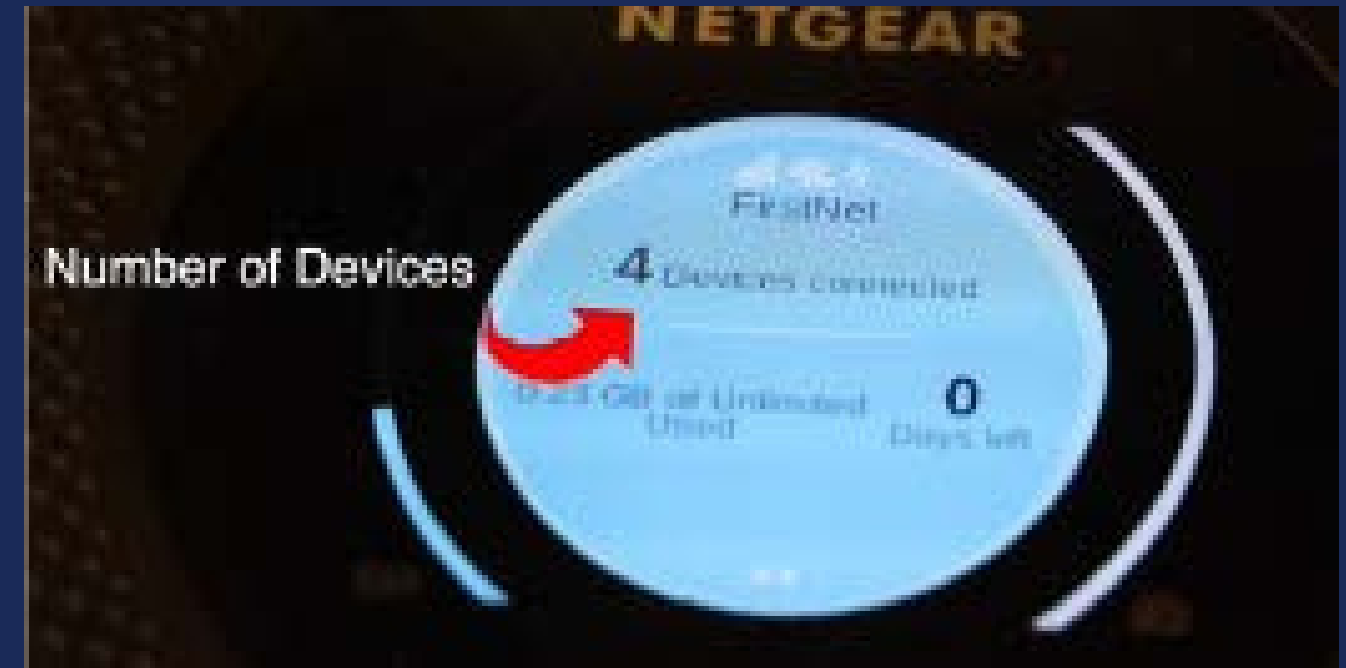
Curbside Voting Ballot Selection

- All voters must select their own ballots, 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.



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 a ballot 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 (be sure it is not the one set up on your ADA table) and place it face down on the curbside cart. Use the provided bungee cord to strap down the device.
- Retrieve a secrecy envelope, gently fold the ballot and place it in the envelope 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 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.
- Return to the curbside voter with the “I Voted” sticker.



Closing the Polls: Election Night

- Call the Call Center when the last voter has voted
- Once all voters have cast their ballots, begin closing equipment.
- Complete all paperwork
- Bring in external materials:
 - Curbside
 - ADA remediations
- Return BMDs to cases, ePollbooks to cases and store in the ESC.
- Call the Call Center when you (Judges) are heading to Central Receiving Station.



Envelopes

- **Yellow Envelope #2**
 - Reasonable Impediment Declaration forms
 - Standard Affidavit
 - Poll Worker Oaths
 - Oath of Assistance
 - Notice of Total Number of Voters Who Have Voted
 - Curbside Transportation Roster
 - Curbside Voter Statement
 - Election Worker Assistance Sheet
 - Affidavit of Non-participation and Affiliation

WB-5
Prescribed by Secretary of State
Section 66.023, Texas Election Code
3/7

Records of _____ Election
held on the _____ day of _____,
20____ in Election Precinct No. _____
in _____ County, Texas.

ENVELOPE 2

TO: _____
(Title of General Custodian of Election Records)

NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters



Envelopes

- **Judge's Pink Envelope #3**
 - Pink copy of timesheets (separated by party)
 - Results Report (one judge)
 - Pink copy of Ballot and Seal Certificate (one judge)
 - Provisional List Label (separated by party)

*Note that the Judge must retain this envelope for 22 months.

AW'S-6
Prescribed by Secretary of State
Section 66.024, Texas Election Code
3/07

Records of _____ Election
held on the _____ day of _____
20____ in Election Precinct No. _____
in _____ County, Texas.

ENVELOPE 3
PRESIDING JUDGE KEEPS THIS ENVELOPE
NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope for retention in your custody:

1. List of Provisional Voters (copy)
2. Ballot Register (copy)
3. Ballot & Seal Certificate (copy)
4. Statement of Compensation (Pink copy)



Envelopes

- **Grey Envelope #4**
 - Statement of Residence

ANS-7 (1-12)
Prescribed by Secretary of State
Section 66.027, Texas Election Code

VOTER REGISTRATION MATERIAL OF
_____ Election held on the _____
day of _____, 20____
in Election Precinct No. _____
in _____ County, Texas.

ENVELOPE 4
TO VOTER REGISTRAR
NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Completed Voter Registration Applications
2. Statements of Residence (completed)
3. Completed Similar Name Correction Forms



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: _____

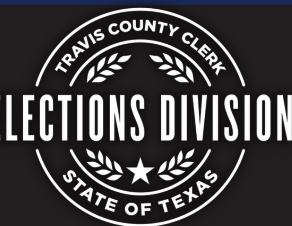
Alternate Judge: _____ Clerk: _____

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





Central Receiving Station (CRS)

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

CORRECTION: Both the Green Results Bag and the Red Emergency Bag will be handed over at the front.

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 53
 - Daily Reports
 - Test Labels
- The white copy of the *Register of Official Ballots/Ballot and Seal Certificate*.
- Configuration Report
- Zero Totals Report

Elections Training Center



Scan with your
smartphone
camera!

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