

Early Voting: May 18th - 22nd

7:00AM - 7:00PM Monday-Friday

Election Day: May 26

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



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:

- Balcones Bingo
- LBJ School of Public Affairs
- Randalls Brodie
- Randalls Flagship West Lake Hills
- Randalls Steiner Ranch
- RRISD Hartfield Performing Arts Center
- South Austin Recreation Center



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



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.

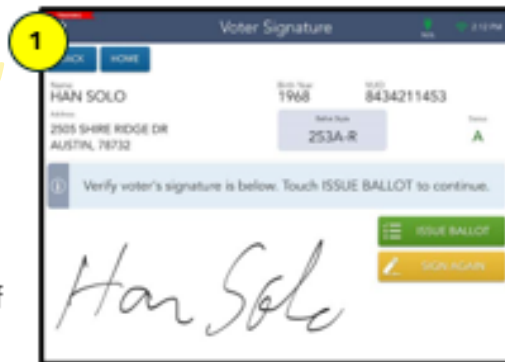




What's New? - Checking in Voters

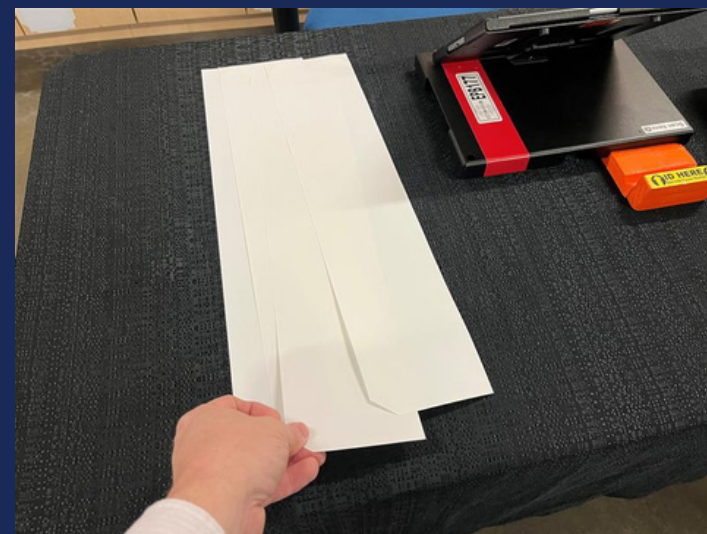
Checking in the Voter

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 ballot card.*
- 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 up 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 Elections

- **Primary Runoff 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.**



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
Address: 11005 HELMS DEEP DR, AUSTIN, 78754
Ballot Style: 100R
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
Address: 107 GOLF CREST CV, LAKEWAY, 78734
Ballot Style: CHOOSE
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

TRAINING 13% 8:51 AM

BACK HOME

Name: FRED JONES
 Birth Year: 1980
 Address: 11005 HELMS DEEP DR AUSTIN, 78754
 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 | 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. Once voter record is updated in ePollbook, they are ready to vote.

AW 18-27
 Prescribed by the Secretary of State
 Section 161.006, Texas Election Code
 10/2020

**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): _____

Please note: this process takes time, the voter may want to leave and return at a later time.



No Party Affiliation Form

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

2

_____ 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 _____")

3

Signature of Voter (Firma del votante)

4

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

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

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

File in Daily Balancing Envelope

Supplemental Handout



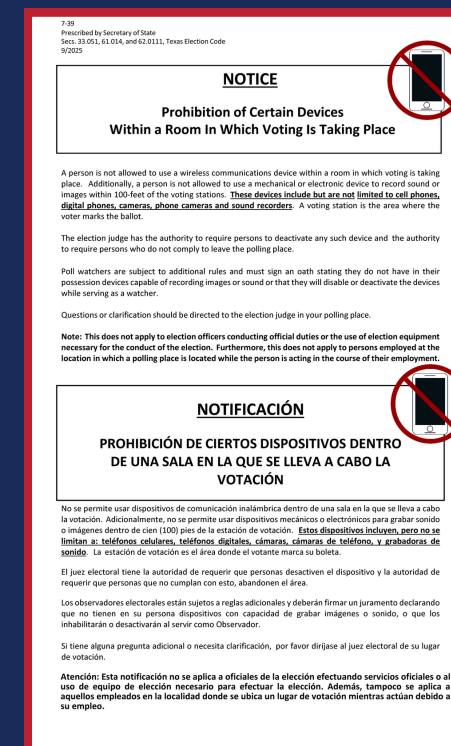
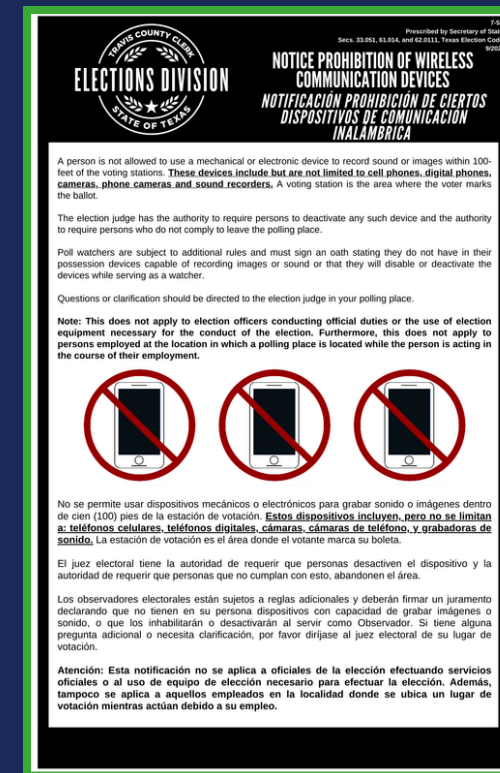
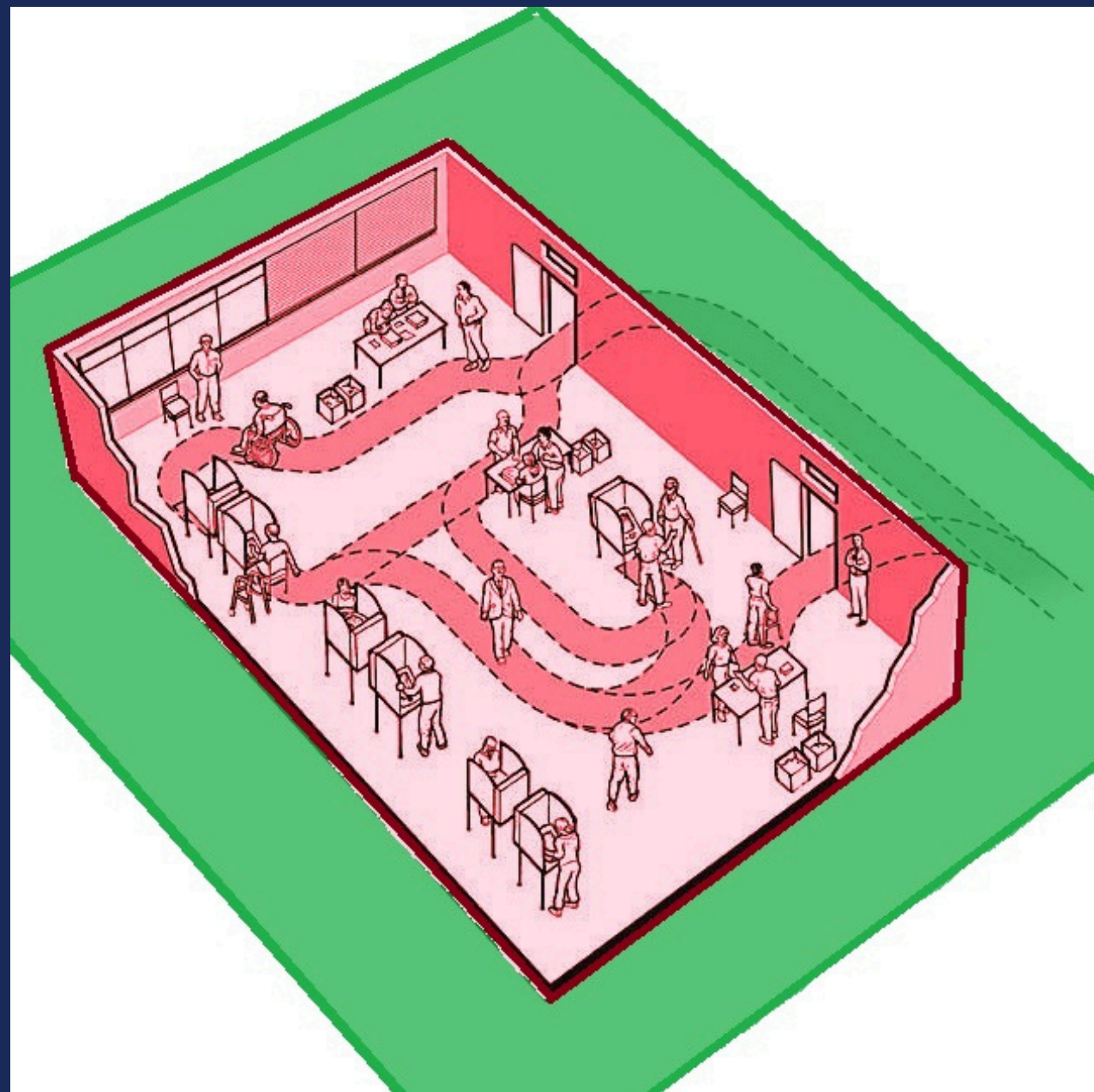
Electronic Devices

GREEN ZONE PHONE USE

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

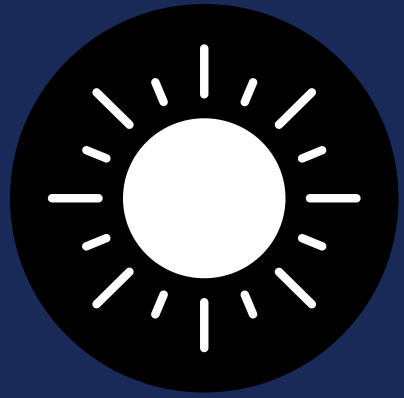
RED ZONE PHONE USE

- 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 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 voter votes provisionally
- 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"/> _____	Pct. No. (No. de Pct.)
Signature of Voter and Date	
<input checked="" type="checkbox"/> _____	Type of Election (Tipo de Elección)
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.	

Ballot Scanner/Ballot Marking Device

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

Need Help?

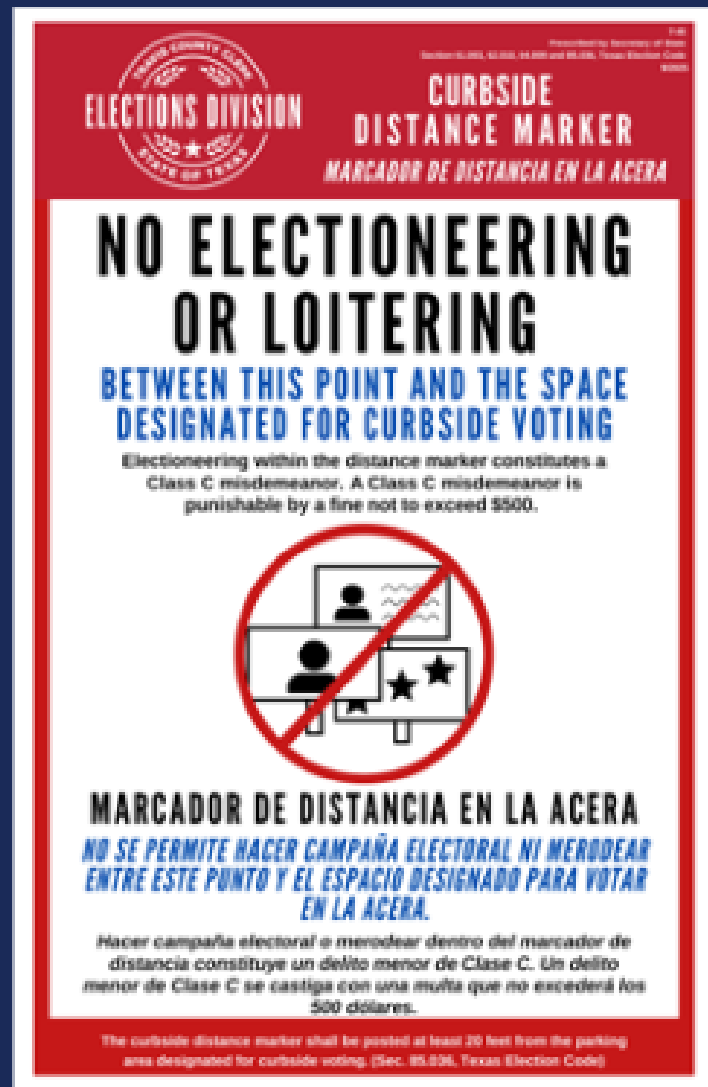
Read the Manual

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.
 - Check-in the voter, have them fill out the Curbside Statement form, 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 white area containing a handwritten signature 'Han Solo'. To the right of the signature are two buttons: a green 'ISSUE BALLOT' button and a yellow 'SIGN AGAIN' button.



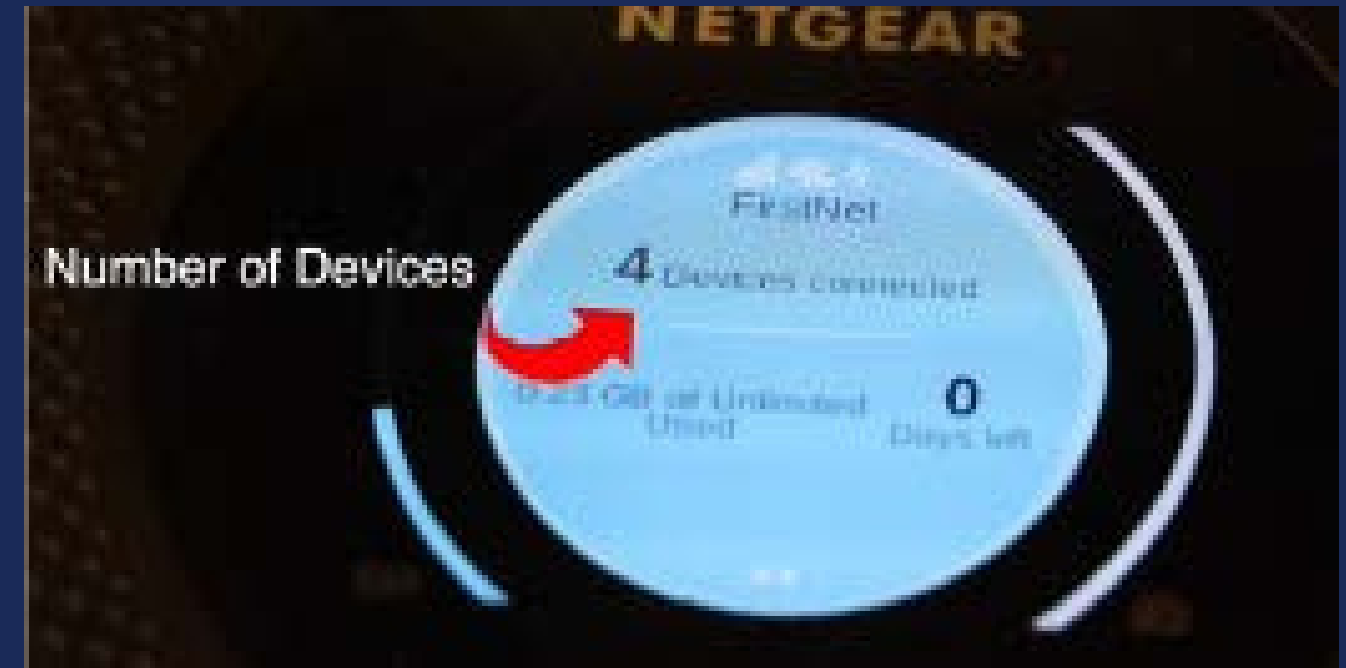
Curbside Voting Ballot Selection

- 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.



Curbside Voting

- Before printing the ballot, make sure the ePollbook is connected to the MiFi.
- Load the 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 (be sure it is not the one set up on your ADA table) and strap it face down with the bungee cord on the curbside cart.
- Gently fold the ballot and place it in the secrecy 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 voting, 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: Nightly

- Call the Call Center when the last voter has voted.
- Once all voters have cast their ballots, begin closing equipment.
- Deputies prepare all materials for LEO.
- Complete all paperwork
- Bring in external materials:
 - Curbside
 - ADA remediations
- Print out Check-in Totals Report from ePollbook (pg. 53)
- Log out and properly close out every ePollbook (pg. 54)



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
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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	Provisional	B Total
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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	
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	
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	

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
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Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
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Deputy Signature (AM)	Deputy Signature (PM)
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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.



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.

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

****Green Results Bag and Red Emergency Ballot Bag will be dropped off at the front door of CRS (5501 Airport Blvd)****

Elections Training Center



Scan with your
smartphone
camera!

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