

## **Election Wizard (E-Wizard) Stage 1 and 2**

### **Instructions for County Clerks**

In preparation for the upcoming Statewide Election, please complete the entry of all QVF E-Wizard Stage 1 (Offices and Proposals) and Stage 2 (Candidate, Office and Proposal Detail) data so that the Bureau of Elections can quickly create geographically correct elections in the QVF.

**MOVE Ballots:** The information entered into E-Wizard is used to create electronic ballots for military and overseas voters who request an electronic ballot pursuant to the Military and Overseas Voter Empowerment Act (MOVE). This greatly increases the need to enter E-Wizard information quickly and with an extremely high level of accuracy.

**Sample Ballots:** The information entered into E-Wizard will also be used to create the sample ballots that will be posted to the Michigan Voter Information Center (MVIC) Web site. If candidate and proposal detail is not provided in Stage 2 and marked "complete", MVIC will not be able to provide an accurate sample ballot.

**E-Wizard Assistance:** The following guidelines are offered to assist with the entry of data into E-Wizard:

- **Proposals:** Enter the exact proposal title in the "Proposal Title" field. In instances where the title is longer than the field or there is no title on the ballot, enter a descriptive generic title in this field. Also enter the exact title of the proposal as it appears on the ballot in the text field directly above the proposal language. The title should also be entered as it appears on the ballot.
- **Candidate Websites:** If available, please provide candidate website addresses into Stage 2 of E-Wizard prior to marking the candidate complete. The candidate's name is represented as a hyperlink and the website is presented when the user clicks on the candidate name on the MVIC website.
- **Proofing:** Proof all candidate and proposal information **very carefully** before marking each complete as all of this information will be represented on both the MVIC website and the MOVE ballot. You can proof by viewing the Candidate Listing that can be accessed in the Reports Module.
- **Marking Stage 2 Complete:** In Stage 2 of E-Wizard you must check the "Offices and Candidates Are Complete" box in the "Office Ballot Item" and the "This Item Is Complete" in the "Proposal Ballot Item" screens once all election data is entered and verified for accuracy.
- **Certified Write-In Candidates:** Ensure that the "Write-Ins Are Complete" box has been marked once all write-in candidate names have been entered and verified for accuracy. The box may be checked between the 2<sup>nd</sup> Friday preceding the election and the Wednesday prior to the election. This box cannot be marked prior to the deadline for filing as a write-in candidate.
- **Ballot Order:** The E-Wizard software is designed to automatically position all offices, candidate names and proposals listed on the sample MVIC and MOVE

ballots in the proper order. This process is performed numerous times throughout the day. As a result, manual adjustments to the order in which this information appears in E-Wizard is not necessary.

To assist you with the completion of E-Wizard for the upcoming Statewide Election, [click here](#) to access the Helpful Hints document located on our website or reference chapter 3 of the Qualified Voter File (QVF) Reference Manual.

Questions? Please contact the QVF Help Desk at 1-800-310-5697.