Office of the Secretary of State

Pulling Registers: Step-by-Step

This document contains step-by-step instructions for pulling the voter official and supplemental registers for your upcoming election.

If you are ready to start generating your official registers, it is highly recommended that you first ensure that you do not have any voters that registered before the close of regular registration who will turn 18 between the close of regular registration and Election Day. Once you identify these individuals you will need to change their vote eligible date to the close of regular registration. Failing to identify these individuals and update their vote eligible date will result in their names not being present on the register.

Pulling the Official Register

Follow the steps outlined below to generate your official and supplemental registers in MT Votes.

1) Access the Election Management module in MT Votes
2) Select the election for which you wish to pull the register by either double-clicking the election or clicking the election and then the Details button.
3) In the Election Management screen, select the Official Register link from the list of options on the left-hand pane (see Fig. 1)
4) Click Pull Voters. The Generate Official Register window will appear.
5) Select the options to sort your register:
   a. Alphabetically will sort the entire register by last name. Use the "Break Pages Alphabetically" option to insert a page break on each new letter.

Fig.1: The Official Register option on the Election Management screen.

b. <u>By Polling Place</u> will sort the register by polling place allowing you to send a polling place specific register to the appropriate polling place locations.

NOTE: While the check boxes on the Generate Official Register window under <u>By Polling Place</u> appear to be multi-select, they are not. You may only choose one option (and the additional option of Wards Within Precinct).

      i. <u>Precincts within Polling Place</u> will further sort the register by precinct, allowing the registers to be sorted and distributed to specific precincts that may be sharing a polling place.

          1. <u>Wards within Precinct</u> sorts the Polling Place/Precinct sorted register by district/ward.

      ii. <u>Ballot Styles within Polling Place</u> will further sort the register by ballot style, allowing the registers to be sorted and distributed to election judges based on ballot styles.

      iii. <u>Break Pages Alphabetically</u> inserts page breaks into the Polling Place sorted register between each polling place.

c. <u>By Precinct</u> will sort the entire register by Precinct.

6) Click <u>OK</u> to generate your register.

a. Generating the register may take some time, so please be patient.

b. If you feel the precinct generation process has failed or is "stuck" contact the MT Votes helpdesk.

c. Once the register generation has completed a list of registers will appear on the Election Management > Official Register Screen (see Fig. 2).

Official Register Pulled by Polling Place and Precinct (Combined Statuses) on 05/10/2017

Location	Precinct	Pages	Print Date
ENNIS RURAL FIRE HALL	ENNIS - RURAL	323	
ENNIS TOWN HALL	ENNIS - TOWN	102	

☐ Select All   Total Number Of Official Register Pages : 423

Fig.2 A list of two registers sorted by polling place and precinct.

7) To print a register, select a register from the list and click the <u>Print</u> button.

a. The Official Register Print Options window will appear asking you to name the register. In this case, type "Official Register" in the Print field.
b. Printing the register may take some time. Please be patient.

County: Madison Polling Places List				Official Register List		Date : 05/10/2017

Election : school district Polling Place : ENNIS TOWN HALL

Line Number Status	Registrant ID	Precinct Split	Ballot Style	Birth Date Voter Name Residential|Mailing Address	Voter Signature	
Polling Place : ENNIS TOWN HALL						
1 Active	450160923	21_PREC 01	1	04/06/1941 ACED , DAVID A (R) 125 RODEO DR ENNIS MT 59729 (M) PO BOX 399 ENNIS MT 59729	**Absentee Sent** X_____	‖‖‖‖‖ 455673885
2 Active	450160921	21_PREC 01	1	04/19/1940 ACED , SUSAN C (R) 125 RODEO DR ENNIS MT 59729 (M) PO BOX 399 ENNIS MT 59729	**Absentee Sent** X_____	‖‖‖‖‖ 455673886
3 Active	1145398	21_PREC 01	1	09/23/1950 ADAMSON, CHARLOTTE M (R) 225 ARMITAGE ST W ENNIS MT 59729 (M) PO BOX 720 ENNIS MT 59729	X_____	‖‖‖‖‖ 455673887
4	1148168	21_PREC	1	06/11/1984 ADAMSON, DAVID		‖‖‖‖‖

Fig.3 A printed register.

Troubleshooting: Incomplete Registers

There have been reports that the register may start printing and stop before the complete register is printed. This is typically due to low memory on the printer, and not an issue with MT Votes. Nevertheless, if this happens to you follow these steps:

- If the register did not finish printing:
    - Close the Print Preview screen and return to the Official Register screen of Election Management.
    - The Pull Voters button should now say Regenerate Official Register. Press this button to regenerate the register.
    - Follow the steps above as needed to print the register, but stop when you get the print preview screen – that is, do not click the "Print" button.
- When the register appears on the screen (see fig. 3 above), instead of clicking the Print button, click the Save As button
- Save the register as a PDF file on your computer by selecting C$ (\\Client) (V:) and then clicking the MT Votes folder (if you do not see the MT Votes folder you can create one).
- Change the Save Files as Type field to PDF by selecting pdf files (*.pdf) from the drop-down list
- Give the file a meaningful name such as the name of the precinct or polling place.
- Click Open, then Save.
- Go to the PDF file you just created and print it.

NOTE: PDF printing is less resource intensive than printing from MT Votes so the error that caused the original printing problem should not be an issue when printing the PDF.

NOTE: Saving the register as a PDF file is a handy way of keeping a permanent digital copy of the register should you need it.
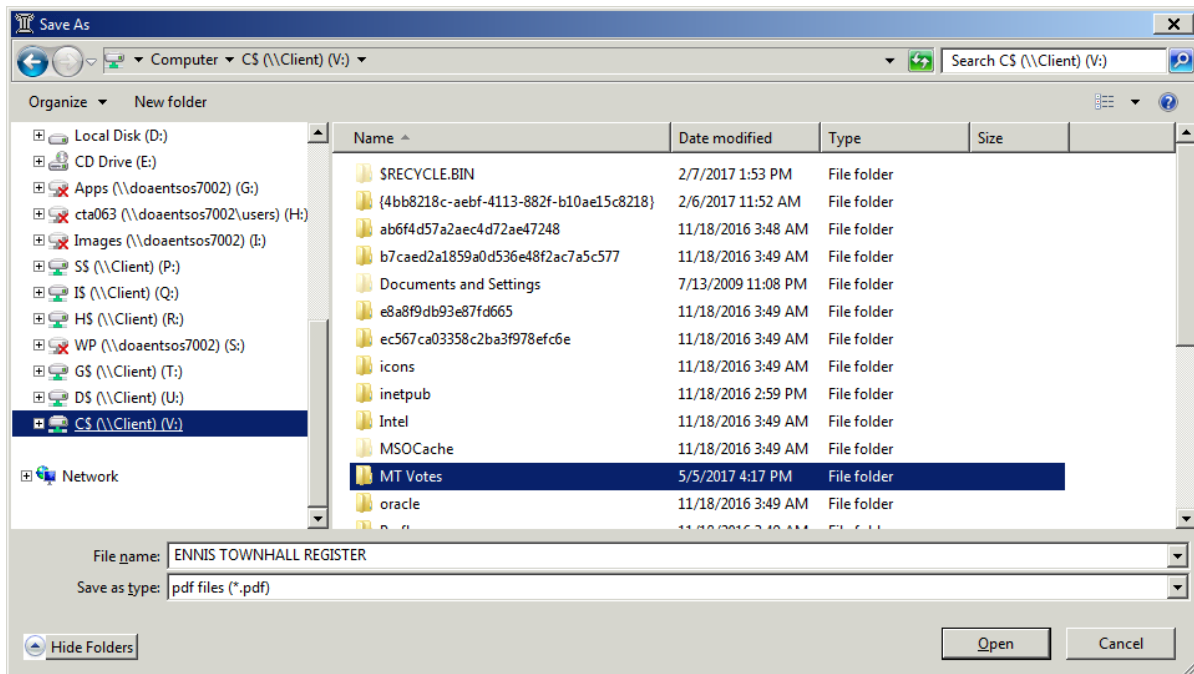
Fig.4 Saving the register as a PDF file on your computer

Pulling a Supplemental Register

Inevitably, voters will be added to the register between the time the official register is printed and Election Day. At this point, you should have already printed an official register from Election Management and should see a list of registers based on your sort options. The Pull Voters button from the instructions above should now be replaced by a Regenerate Official Register button and the Pull Supplemental button should no longer be greyed out.

To get a printed list of these late additions – a supplemental register – follow these steps:

1) Click the Pull Supplemental button. The Generate Official Register window will appear, but the top portion will be greyed out.
2) Select the appropriate option from the supplemental register options:
    a. <u>Combined</u> prints both the additions and deletions from the original official register.
    b. <u>Supplemental Addition</u> prints a list of additions to the official register.
    c. <u>Supplemental Deletion</u> prints a list of voters removed from the official register.

    NOTE: Printing a supplemental register can take some time. Please be patient.

3) Click OK to print the supplemental register
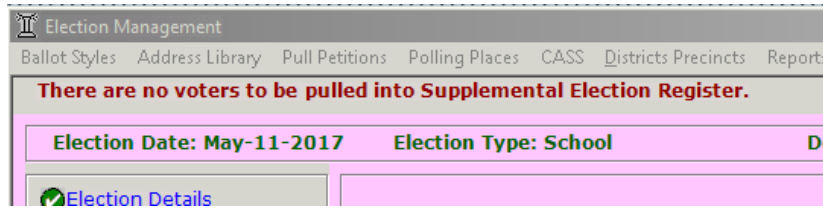4) If there are no additions or deletions from the official register you will see an "error" at the top of the page:

Fig.5

5) If you do not receive an "error" like the one in Fig.5 above, you can click the <u>Print</u> button to print your supplemental register.

6) The Official Register Print Options window will appear, asking you to name your register. Give the register an appropriate name:
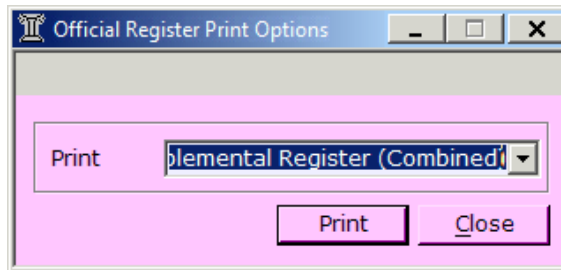

Fig.6 As I selected the Combined option in step two, I named my register "Supplemental Register (Combined)"

NOTE: There have been reports that the register may start printing and stop before the complete register is printed. If that happens, follow the steps above for <u>Incomplete Registers</u>.

As always, should you have any questions or comments about this document or pulling your registers, please contact the MT Votes helpdesk as soshelpdesk@mt.gov or call us at 866-541-6767. Your feedback is welcome and appreciated!