**Opening the ballot tabulator practice**

Complete the following steps. If necessary, use your Manual or other training materials as a guide.

- ☐ Using the **flat key**, open the **power cord compartment** on the rear of the tabulator.
- ☐ Unravel the **power cord** and plug the tabulator into a power source.
- ☐ Using the **flat key**, open the door to the **ballot box**.
- ☐ Ensure that the **ballot box** is empty.
- ☐ Using the **flat key**, close the door to the **ballot box**.
- ☐ Using the **flat key**, open the door to the **auxiliary compartment**.
- ☐ Ensure that the **auxiliary compartment** is empty and that the **metal flap** is upright, covering the slot.
- ☐ Using the **flat key**, close the door to the **auxiliary compartment**.
- ☐ Open the **clamshell** by using the **flat key** and releasing the two latches on its front.
- ☐ Using the **barrel key**, unlock the **screen**.
- ☐ Lift the **screen** gently and move it into an upright position (the tabulator will turn on; initializing will take a few minutes; a **Configuration Report** will print).
- ☐ Ensure that the unit is receiving **AC power** by checking the icon in the upper right-hand corner of the screen immediately to the left of the **clock**.

 = AC power           = battery power

- ☐ Ensure that the correct election is loaded by checking the text at the top of the screen. For this training, the election name is "**BMW English**."
- ☐ Press **Open Poll** on the **screen** (a **Ballot Status Accounting Report** and **Zero Totals Report** will print).
- ☐ Ensure that the offices, candidates, and ballot questions on one of your ballots match those on the **Zero Totals Report** (be sure to check both sides of the ballot)**.**
- ☐ Using the **barrel key**, unlock and open the **memory stick compartment**.
- ☐ Press the **blue lever** within the **memory stick compartment** to open the **printer compartment**.
- ☐ Roll up the **thermal tape**, place it inside the **printer compartment**, and shut the **printer compartment door**.
- ☐ Close and lock the **memory stick compartment**.
- ☐ Press **Go to Voting Mode** on the screen (the tabulator is now ready to accept ballots).

**Closing the ballot tabulator practice**

Complete the following steps.  If necessary, use your Manual or other training materials as a guide.

- [ ] Cast all four of your voted ballots, each in a different orientation (two of the ballots have errors, cast them as is).
- [ ] Using the **flat key**, open the **auxiliary compartment**.
- [ ] Ensure that there are no voted ballots in the **auxiliary compartment**.
- [ ] Using the **flat key**, close and lock the **auxiliary compartment**.
- [ ] Using the **barrel key** open the **memory stick compartment** (next to the **printer compartment**).
- [ ] Press the **blue lever** to open the **printer compartment** and unroll the **thermal tape**.
- [ ] Close the **printer compartment**, ensuring that the **thermal tape** is aligned properly for printing.
- [ ] Hold down the **Close Poll** button inside the **memory stick compartment** for five seconds, then release.
- [ ] Press the **Close Poll** button on the **screen** (a **Ballot Status Accounting Report** and **Voting Results Report** will print).
- [ ] Press **Begin Modem Process** on the **screen**
    - After a few minutes an error message will display because this is a training election; on Election Day, the screen will say "**Successfully sent results**," "**Failed, results not sent**," or display an error message. On Election Day if results fail to send and/or an error message displays, call **Election HQ**.
- [ ] Press **Ignore and Continue**.
- [ ] Press **Exit**.
- [ ] Press **Finished – Turn Off** on the **screen**.
- [ ] Tear off the tape from the printer.
- [ ] Sign the affidavit on the bottom of the **Voting Results Report.**
- [ ] Find three other judges and have them sign the **Voting Results Report**.
- [ ] Fold up the tape (**don't** roll it up) so that the precinct information is visible on the front.
- [ ] Using the **barrel key**, lock the **memory stick compartment**.
- [ ] Gently shut the **screen** by pulling it forward and pushing it down.
- [ ] Using the **barrel key,** lock the **screen** into place.
- [ ] Close the **clamshell** by pulling it down, securing the two latches on its front, and locking it with the **flat key**.
- [ ] Unplug the **power cord**.
- [ ] Neatly secure the **power cord** in the left side of the **power cord compartment** on the rear of the ballot tabulator.
- [ ] Shut and lock the **power cord compartment** using the flat key.
- [ ] Using the **flat key**, open the **ballot box**.
- [ ] Remove the voted ballots and place them on the top of the ballot tabulator.
- [ ] Using the **flat key**, close and lock the **ballot box**.
- [ ] One member of the group: take the **Voting Results Report** with you back into the classroom.

**Quiz**

Answer the following questions. You may use your Manual or other training materials as a guide.

1. What is the telephone number for Election HQ?

2. Either the Head or Assistant Head Judge is responsible for picking up some Election Day supplies from Minneapolis City Hall (Election HQ). On what day must these materials be picked up?

   a. The morning of Election Day.

   b. The Friday before Election Day

   c. The Monday before Election Day.

3. When you speak with your polling place building contact before Election Day, what time must you remind them to have the building open by on Election Day?

   a. 6:45 a.m.

   b. 7:00 a.m.

   c. 6:00 a.m.

   d. 5:00 a.m.

4. True or false: two party-balanced judges are required to initial ballots as part of preparation.

5. List the five polling place activities that require party balance.

6. True or false: a challenger appointed by a political party is permitted to monitor all aspects of polling place management and operation (they are like a poll-watcher).

7. A challenger sees a voter trying to register who appears nervous and tense. The challenger wonders if the voter looks that way because they are not eligible to vote. Can a challenge be issued for this reason?

8. What is the Feedback Form is used for?

9. What the HAVA Elections Complaint Form is used for?

10. How often must the Voter's Receipt & Ballot Tabulator Audit be completed? Why is it important to perform this audit throughout the day?

11. A reporter from the StarTribune has already shown you their media credentials and you have authorized them to be present in the polling place. They would like to take photos. What are the **two rules** that pertain specifically to **photography** in the polling place? BONUS: what other rules apply to media in polling places?

12. Fill in the blanks: no campaigning or lingering is allowed within _____ ft. of the polling place. This area is also referred to as the _____.

13. How many copies of the Results Tapes (Voting Results Reports) must be printed from the ballot tabulator on election night? How many election judges (at minimum) must sign each tape?

14. When placing the Results Tapes (Voting Results Reports) into the appropriate Return Envelopes on election night, each tape must be:

    a. Folded up with the precinct information facing outward.

    b. Rolled up.

15. On election night, how many election judges (at minimum) must sign over the seal of each of the Return Envelopes?

16. Fill in the blanks: voted ballots are placed into _____, which are then sealed using one _____ seal, and two _____ seals. The two _____ (seals) are then signed by _____ judges (at minimum).

**Mentoring practice**

Cassandra is a Team Judge working at the Roster Judge Duty Station. She has been doing a great job interacting with voters (she is friendly, welcoming, and helpful), and hasn't made any mistakes while checking voters in. However, you overhear her and another judge working at the Roster Station discussing candidates on the ballot.

Describe how you would use CPR to mentor Cassandra.

**Voter statistics worksheet**

Complete the following activity and respond to the following questions. You may use your Manual other training materials as a guide.

1. The information below is needed to complete the Voter Statistics Worksheet. Next to each item write where to obtain (or how to obtain) this information in the polling place.

    - Number of persons registered at 7am:

    - Total number of Election Day registrations:

    - Total number of Voter's Receipts:

    - Total number voting (Public Count):

    - Number of spoiled ballots:

    - Number of duplicated ballots:

2. When the Voter Statistics Worksheet is complete, which Return Envelope is it placed into?

**Assistance to voters**

Answer the following questions. You may use your Manual or other training materials as a guide.

1. Fill in the blanks: the individuals listed below are allowed to assist voters in the polling place.

   a. _____ , or

   b. _____(except employer, agent of voter's employer, officer or agent of voter's union, or candidate).

2. What is the "active voting area"?

3. List the **two types** of limitations (one for each type of assistant) that come into play specifically when assistance is being provided to a voter in the active voting area.

4. George has just finished assisting a voter through the voting process in the polling place. The voter he has been assisting has just finished casting their ballot. Is George allowed to remain in the polling place to wait for other voters and offer assistance?

5. List three options available for language assistance in the polling place.