

Registrars of Voters

FALL CONFERENCE

SEPTEMBER 29, 2017

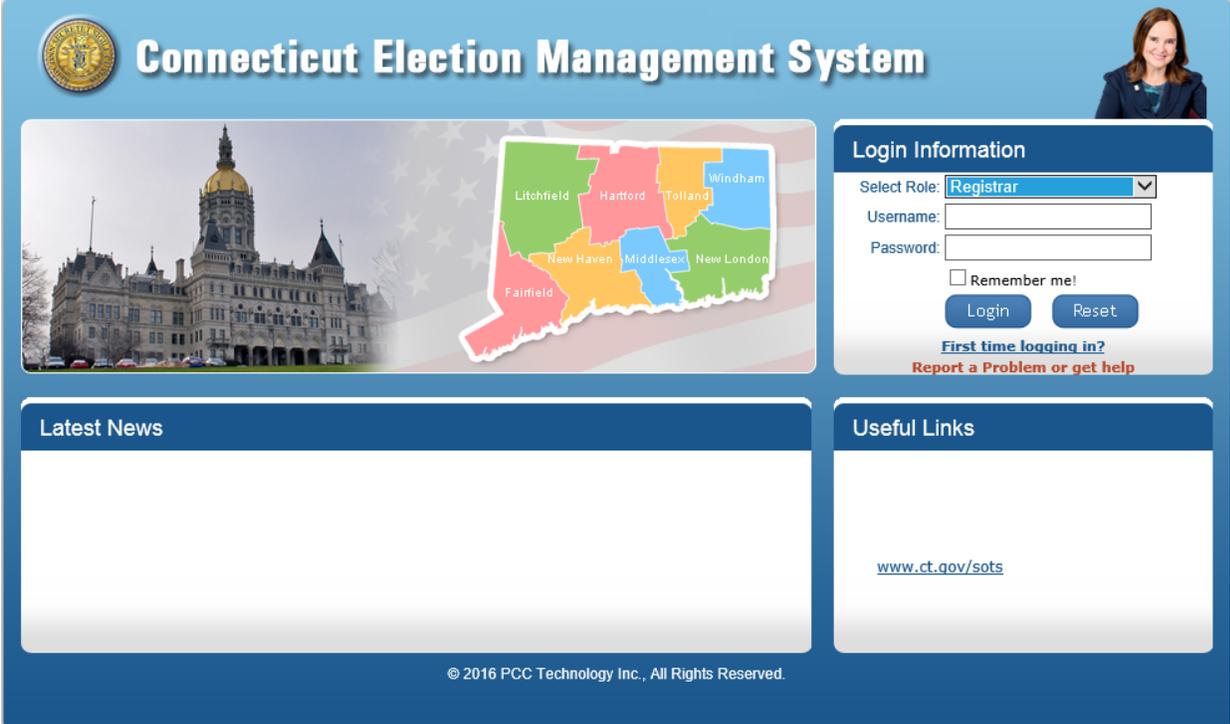
Election Management System (EMS)

EMS offers ROV's an effective communication tool to provide the mandated election reports, questions on the ballot approval, and candidates/Questions results to SOTS.

EMS also delivers to the public and the media, transparent elections results as they are provided to SOTS.

EMS Cheat Sheet....steps 1, 2...

- Select role: Registrar of Voters
 - Log-in
- (passwords expire in 90 days)



Connecticut Election Management System

Select Role: **Registrar**

Username:

Password:

Remember me!

Login **Reset**

[First time logging in?](#)
[Report a Problem or get help](#)

Latest News

Useful Links

www.ct.gov/sots

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1. Maintain...

1a. Maintain Polling Place

(Review polling places)



Maintain Polling Place

Archive	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District	Is Local District	Action
<input type="checkbox"/>	West Haven	City Hall	355 Main Street, West Haven, CT , 06516	1	0					True	
<input type="checkbox"/>	West Haven	City Hall	355 Main Street, West Haven, CT , 06516	1	0	3	10	115	39	False	
<input type="checkbox"/>	West Haven	Surfside Senior Housing	200 Oak Street, West Haven, CT , 06516	2	0	3	14	115	39	False	
<input type="checkbox"/>	West Haven	Surfside Senior Housing	200 Oak Street, West Haven, CT , 06516	2	0					True	
<input type="checkbox"/>	West Haven	Washington School	369 Washington Avenue, West Haven, CT , 06516	3	0					True	
<input type="checkbox"/>	West Haven	Washington School	369 Washington Avenue, West Haven, CT , 06516	3	0	3	14	115	39	False	
<input type="checkbox"/>	West Haven	St Paul's Church Hall	898 First Avenue, West Haven, CT , 06516	4	0	3	10	116	39	False	
<input type="checkbox"/>	West Haven	St Paul's Church Hall	898 First Avenue, West Haven, CT , 06516	4	0					True	
<input type="checkbox"/>	West Haven	John Prete Senior Housing	1187 Campbell Avenue, West Haven, CT , 06516	5	0					True	
<input type="checkbox"/>	West Haven	John Prete Senior Housing	1187 Campbell Avenue, West Haven, CT , 06516	5	0	3	10	116	39	False	
<input type="checkbox"/>	West Haven	Forest School	95 Burwell Road, West Haven, CT , 06516	6	0	3	10	116	39	False	
<input type="checkbox"/>	West Haven	Forest School	95 Burwell Road, West Haven, CT , 06516	6	0					True	
<input type="checkbox"/>	West Haven	Ann V. Molloy School	255 Meloy Road, West Haven, CT , 06516	7	0	3	10	116	39	False	
<input type="checkbox"/>	West Haven	Ann V. Molloy School	255 Meloy Road, West Haven, CT , 06516	7	0					True	
<input type="checkbox"/>	West Haven	Mackrille School	806 Jones Hill Road, West Haven, CT , 06516	8	0	3	14	115	39	False	

2. Maintenance

2a..Maintain Polling

Place

(Edit/add/archive/

unarchive polling place... if needed)

Maintain Polling Place

Archive	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District	Is Local District	Action
<input type="checkbox"/>	West Haven	Mackrille School	806 Jones Hill Road, West Haven, CT , 06516	8	0					True	 
<input type="checkbox"/>	West Haven	Seth Haley School	146 South Street, West Haven, CT , 06516	9	0					True	 
<input type="checkbox"/>	West Haven	Seth Haley School	146 South Street, West Haven, CT , 06516	9	0	3	14	117	39	False	 
<input type="checkbox"/>	West Haven	Pagels School	26 Benham Hill Road, West Haven, CT , 06516	10	0	3	14	117	39	False	 
<input type="checkbox"/>	West Haven	Pagels School	26 Benham Hill Road, West Haven, CT , 06516	10	0					True	 

Change page: [≤](#) [1](#) [2](#) | Displaying page 2 of 2, items 16 to 20 of 20

[Archive](#) [Un-Archive](#)

Add Polling Place

Polling Place:*

Voting Districts and Precincts:*

Congressional District:

Assembly District:

Polling Place Address 1:*

Zip:

State:

Is Local District:

Senatorial District:

Probate District:

Polling Place Address 2:

City:*

Phone no:

[Add Polling Place](#) [Clear](#) [Cancel](#)

3. Maintenance...

3a. Assign polling place to the election (to place polling place locations on HM Return)

Assign Polling Place to Election

Search Election

Election:

Select	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District	Is Local District
<input checked="" type="checkbox"/>	West Haven	City Hall	355 Main Street, West Haven, CT , 06516	1	0					True
<input checked="" type="checkbox"/>	West Haven	City Hall	355 Main Street, West Haven, CT , 06516	1	0	3	10	115	39	False
<input type="checkbox"/>	West Haven	Surfside Senior Housing	200 Oak Street, West Haven, CT , 06516	2	0	3	14	115	39	False
<input type="checkbox"/>	West Haven	Surfside Senior Housing	200 Oak Street, West Haven, CT , 06516	2	0					True
<input type="checkbox"/>	West Haven	Washington School	369 Washington Avenue,	3	0					True

Election Name	Polling Place	Town Name	Address	Is Local District	Action
08/24/2017 - Town Clerk 8-24 MXCC	DISTRICT 1-City Hall	West Haven	355 Main Street, West Haven, CT , 06516	True	<input type="button" value="✖"/>
08/24/2017 - Town Clerk 8-24 MXCC	DISTRICT 2-Surfside Senior Housing	West Haven	200 Oak Street, West Haven, CT , 06516	True	<input type="button" value="✖"/>

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4. MAINTENANCE

4a .MAINTAIN HEAD MODERATOR/MODERATOR (Add/edit Moderator, Head Moderator, Data Entry users) Retain your election officials information and can be used for reporting)



Maintain Moderator/Head Moderator

S NO	Moderator Name	Username	Role	Polling Place	Phone	Party	Address	Expiration Date	Head Moderator	Status	Actions
1	Scott Harvey	ScobacksH#2	Regular or Absentee Moderator	Town Hall	860-927-5307	General	243-A Kent Road, Kent, CT-06757	8/17/2017 12:00:00 AM	true	E	
2	Sots User	Sotskent	Head Moderator		860-666-6666	General	30 Trinity St., Hartford, CT-06105	10/31/2018 12:00:00 AM	true	A	
3	Jan Gadiel	jw gad	Data Entry		203-927-1234	General	19 Main Street, 19 Main Street, Kent, CT-06757		false	A	
4	Karen Chase	BettyO	Regular Moderator	Town Hall	860-927-4146	General	254 Macedonia Rd, Kent, CT-06757	8/31/2017 12:00:00 AM	true	E	
5	Jan Gadiel	jangad	Data Entry		203-927-1234	General	19 Main St, Kent, CT-06757		false	A	
6	leila Erskine	LeilaE	Regular Moderator	Town Hall	860-927-2126	General	433 Kent -Cornwall Rd, Unit 14, Kent, CT-06757	6/16/2018 12:00:00 AM	false	A	

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Maintain Moderator

Role:* <input type="text" value="Head Moderator"/>	Polling Place:* <input type="text" value="--Select Polling Place--"/>	Election Type:* <input type="text" value="General"/>
First Name:* <input type="text" value="Sots"/>	Last Name:* <input type="text" value="User"/>	Middle Name: <input type="text"/>
Username:* <input type="text" value="Sotskent"/>	Password:* <input type="password" value="●●●●●●"/>	Re-enter Password:* <input type="password" value="●●●●●●"/>
Address Line 1:* <input type="text" value="30 Trinity St."/>	Address Line 2: <input type="text"/>	Zip:* <input type="text" value="06105"/>
City:* <input type="text" value="Hartford"/>	State:* <input type="text" value="Connecticut"/>	Email: <input type="text" value="Sota@ct.gov"/> <small>(ex:abc@xyz.com)</small>
Phone:* <input type="text" value="860"/> <input type="text" value="509"/> <input type="text" value="6100"/>	Fax: <input type="text"/> <input type="text"/> <input type="text"/>	Active: <input checked="" type="checkbox"/>
Certification Date:* <input type="text" value="10/31/2016"/>	Expiration Date:* <input type="text" value="10/31/2018"/>	

5. Candidates

5a. Add/search candidate(s)

(View candidates name for accuracy - entered by Town Clerk or SOTS...on HM Return)



Connecticut Election Management System

Dashboard Candidates Reports Head Moderator's Return View Results View Question Results Maintenance

Logged in as: MSANDERS (KENT)

View Candidate(s)

Search Candidate

Election: Office:

Party: Candidate Name:

First Name: Last Name:

Candidate Name	Party	Address	Contact No.	Office	District ID
Nina Walters	Democratic Party, Working Families Party, Green Party	1 Main St., Kent, CT-06543		Registrar - Kent	0
Sydney Smith	Republican Party	1 Cromer Road, Kent, CT-07234		Registrar - Kent	0
Rose Harrison	Working Families Party	1 Liberty Lane, kent, CT-05432		Registrar - Kent	0

Change page: 1 | Displaying page 1 of 1, items 1 to 3 of 3

5. REPORTS

Head Moderators Return Template (Tally Sheet)

(Tally Sheet to view candidates order and accuracy)



The header features the Connecticut state seal on the left, followed by the text "Connecticut Election Management System". Below this is a navigation menu with the following items: Dashboard, Candidates, Party Ranking, Winners, Reports, Head Moderator's Return, View Results, View Question Results, and Maintenance. On the right side of the header, it displays "Logged in as: SA (KENT)".

Head Moderator's Return Format

Head Moderator Template

Election:*

5. REPORTS

Head Moderators Return Template (Tally Sheet) (Tally Sheet to view candidates order and accuracy)



Connecticut Secretary of State, Elections Division

**Town of Norwalk, Connecticut
Head Moderator Return Format**

Municipal Election
August 25, 2017

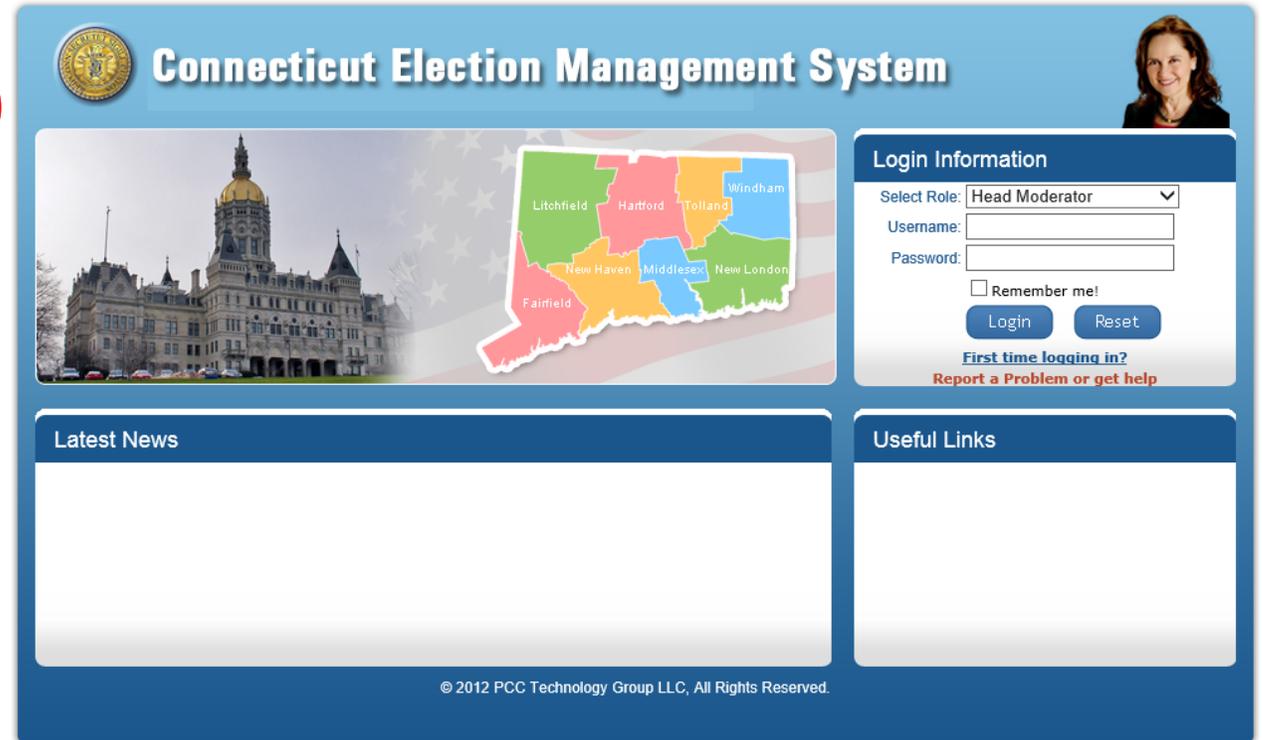
Page 5 of 13

Polling place Name: DISTRICT 2-1-Columbus School

	Polling Place				Absentee Ballots				Election Day Registration				TOTAL	TOTAL with Unknown Votes
	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total		
Mayor														
John Smith (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
John Smith (WF)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
John Smith (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
John Smith (WF)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
John Smith (Unknown)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
John Smith (Unknown)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Ben Anderson (R)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Ben Anderson (R)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								

Head Moderator's cheat sheet

- ❖ Rov's maintain Head Moderator/Data Entry user Name and Password
- ❖ Select Role
- ❖ (passwords expire in 90 days)



The screenshot displays the login interface for the Connecticut Election Management System. At the top left is the state seal, and at the top right is a user profile picture. The main header reads "Connecticut Election Management System". Below this is a banner image of the state capitol building and a map of Connecticut with counties labeled: Litchfield, Hartford, Tolland, Windham, New Haven, Middlesex, New London, and Fairfield. The "Login Information" section includes a dropdown menu for "Select Role" (set to "Head Moderator"), input fields for "Username" and "Password", a "Remember me!" checkbox, and "Login" and "Reset" buttons. Below the login section are two empty boxes labeled "Latest News" and "Useful Links". At the bottom, a copyright notice reads "© 2012 PCC Technology Group LLC, All Rights Reserved."

1. HEAD MODERATOR'S RETURN

Dash Board

Head Moderator's Return

Search Election

Election: *

Head Moderator Name	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
SOTS User		08/25/2017 - Town Clerk 8-23 DAS Training Election	Accepted by SOTS	8/23/2017 11:00:01 AM	Original	Generate Report Request for Amendment
SOTS User		08/29/2017 - Town Clerk Municipal 8-22	Accepted by SOTS	8/22/2017 11:11:51 AM	Original	Generate Report Request for Amendment
SOTS User		08/21/2017 - Town Clerk Municipal Primary 8-21	Accepted by SOTS	8/21/2017 1:54:47 PM	Original	Generate Report Request for Amendment

Change page: 1 | Displaying page 1 of 1, items 1 to 3 of 3

2. HM Results Entry

(Candidates results are entered here)

Head Moderator's Return

Search Election

Election: * 08/25/2017 - Town Clerk 8-23 DAS Training Election

District Status (optional): Completed Pending

[Search](#) [Clear](#)

Status: Pending

District	Office	Polling Place				Absentee Ballots				Election Day Registration				TOTAL	TOTAL with Unknown Votes
		Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total		
DISTRICT 1-1-Tracey School	Mayor														
DISTRICT 1-2-St. Mary's Community Hall	John Smith (D)	15	0	0	15	5	0	0	5	2	0	0	2	22	25
DISTRICT 1-3-Kendall School	John Smith (WF)	4	0	0	4	0	0	0	0	1	0	0	1	5	6
DISTRICT 1-4-Nathan Hale Middle School	John Smith (unknown)	3	0	0	3	0	0	0	0	1	0	0	1	4	Calculate Preview
DISTRICT 2-1-Columbus School	Ben Anderson (R)	10	0	0	10	0	0	0	0	0	0	0	0	10	
DISTRICT 2-2-Nathaniel Ely School	Board of Education District B & C														
DISTRICT 3-1-Marvin School	Betty Jones (D)	10	0	0	10	5	0	0	5	0	0	0	0	15	
DISTRICT 3-2-Nathan Hale Middle School	Milly George (D)	5	0	1	6	2	0	0	2	0	0	0	0	8	
DISTRICT 4-1-Ponus Ridge Middle School	Don Adams (R)	5	0	0	5	0	0	0	0	0	0	0	0	5	
DISTRICT 4-2-West Rocks Middle School	Joe Brown (R)	5	0	0	5	0	0	0	0	0	0	0	0	5	
DISTRICT 5-1-Brookside School	Total	57	0	1	58	12	0	0	12	4	0	0	4	70	31
DISTRICT 5-2-Rowayton School															
DISTRICT 5-3-Fox Run School															

[Save](#)

[Back](#) [Print Preview](#) [Submit All Districts To State](#)

3. ENTER/VIEW STATS

Head Moderator's Return | Enter/View Stats | Enter/View Question Results | Change Password | Logged in as: SOTSNORWALK (NORWALK) | Logout

[? Help](#)

Enter/View Stats

Search Election

Election: *

Head Moderator Name	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
SOTS User		08/21/2017 - Town Clerk Municipal Primary 8-21	Accepted by SOTS	8/21/2017 1:58:20 PM	Original	View Request for Amendment

Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1

3a. Enter/View Stats

(How many names on official List, how many AB's , EDR were counted, rejected, etc....)

Search Election

Election: *

Districts	Names on official check list - Names on Active list and names restored to the Active list on Election Day; also Overseas, Presidential and EDR applicants	Total number of names checked as having voted	Percentage checked as having voted (%)	Number checked as having voted by Machine at the polls	Absentee Ballots			Military			Presidential			Total Issued
					Total Issued Absentee Ballots	Total Rejected Absentee Ballots	Total Counted Absentee Ballots	Total Issued Military	Total Rejected Military	Total Counted Military	Total Issued Presidential	Total Rejected Presidential	Total Counted Presidential	
DISTRICT 1-1-Tracey School	<input type="text" value="50"/>	31	62.00	<input type="text" value="20"/>	<input type="text" value="11"/>	<input type="text" value="0"/>	11	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-1-Tracey School	<input type="text" value="50"/>	31	62.00	<input type="text" value="20"/>	<input type="text" value="11"/>	<input type="text" value="0"/>	11	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-2-St. Mary's Community Hall	<input type="text" value="50"/>	37	74.00	<input type="text" value="25"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	12	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-2-St. Mary's Community Hall	<input type="text" value="50"/>	37	74.00	<input type="text" value="25"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	12	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-3-Kendall School	<input type="text" value="45"/>	35	77.78	<input type="text" value="25"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	10	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-3-Kendall School	<input type="text" value="45"/>	35	77.78	<input type="text" value="25"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	10	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-4-Nathan Hale Middle School	<input type="text" value="50"/>	33	66.00	<input type="text" value="23"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	10	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 1-4-Nathan Hale Middle School	<input type="text" value="50"/>	33	66.00	<input type="text" value="23"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	10	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 2-1-Columbus School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 2-2-Nathaniel Ely School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 3-1-Marvin School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 3-2-Nathan Hale Middle School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 4-1-Ponus Ridge Middle School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 4-2-West Rocks Middle School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 5-1-Brookside School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 5-2-Rowayton School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
DISTRICT 5-3-Fox Run School	<input type="text" value="0"/>	0	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Total	390	272	69.74	186	86	0	86	0	0	0	0	0	0	0

4. Enter/View Question Results

(Question results are entered here)

Head Moderator's Return

Search Election

Election: * 08/23/2017 - Aug 23 Reg General

Head Moderator Name	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
No Data Found						

[New Head Moderator Return](#)

View Questions Results

Election: 12/30/2015 - Glastonbury State Election

DISTRICT 1-District 1 - Smith Middle School	Polling Place				Absentee Ballots				Election Day Registration				Grand TOTAL	
	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total		
DISTRICT 2-District 2 - Hebron Avenue School	Shall the Constitution of the State be amend to remove restrictions concerning absentee ballots and to permit a to vote with appearing at a polling place on the day of an election?													
DISTRICT 3-District 3 - Hebron Avenue School	Yes	1365	0	0	1365	26	0	0	26	6	0	0	6	1397
DISTRICT 4-District 4 - Gideon Welles School	No	1407	0	0	1407	70	0	0	70	15	0	0	15	1492
DISTRICT 5-District 5 - Nayaug Elementary School	Shall the revenue be collected every year?													
DISTRICT 7-District 7 - Academy Building	Yes	10	0	0	10	3	0	0	3	1	0	0	1	14
DISTRICT 9-District 9 - Hopewell School	No	5	0	0	5	2	0	0	2	1	0	0	1	8
Total		2787	0	0	2787	101	0	0	101	23	0	0	23	2911

Moderator Return

Generate Report



Head Moderator's Return

Search Election

Election: *

Head Moderator Name	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
Ron Banks		11/08/2016 - November Presidential Election	Accepted by SOTS	11/22/2016 2:56:39 PM	Amendment 2	Generate Report Request for Amendment
Ron Banks		11/08/2016 - November Presidential Election	Accepted by SOTS	11/14/2016 3:03:23 PM	Amendment 1	Generate Report
Ron Banks		11/08/2016 - November Presidential Election	Accepted by SOTS	11/9/2016 1:27:47 AM	Original	Generate Report

Change page: 1 | Displaying page 1 of 1, items 1 to 3 of 3



**STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE
Head Moderator's Return**

HEAD MODERATOR'S RETURN

Municipal Election
August 25, 2017

Norwalk
Amendment 2

1st Page- Candidate Results
(Due to SOTS by midnight
election/primary night)

Candidates on Ballot

Note:
At the Municipal Election in the town of Norwalk locally warned and held on August 25, 2017. The following candidates received the number of votes annexed to their name respectively.

Mayor

Democratic	Republican	Working Families
John Smith	Ben Anderson	John Smith
12	1	4

Board of Education District B & C

Democratic	Democratic	Republican	Republican
Betty Jones	Milly George	Don Adams	Joe Brown
3	5	4	2

List of Votes Certified By

-

HEAD MODERATOR'S RETURN

2nd Page – (information from view/stats)

Congressional District 0

Report of Absentee Ballots

Number Received from Town Clerk

Number Issued

Absentee	Military	Presidential	Overseas	Election Day Registration	
6	3	0	0	2	= 11

Number Rejected

Absentee	Military	Presidential	Overseas	Election Day Registration	
0	0	0	0	0	= 0

(-)

Number Counted

11

Report of Provisional Ballots

Total Provisional Ballots Issued Town wide

0

Official Check List Report

Names on Official Check List

342

(Names on the ACTIVE registry list and names restored to the ACTIVE list on election day; also overseas ballot applicants)

(+)

Election Day Registration

2

(Total number of Individuals who registered on Election Day)

Grand Total Names on Active List

344

Names Checked as Having Voted

82

(Total of the name-by-name count of ALL names checked on the official check list as having voted by machine, by absentee ballot, and by overseas ballot -- including names checked at the absentee ballot central counting location, if any.)

Total Votes for Governor/President

0

All Candidates

HEAD MODERATOR'S RETURN

3rd Page

Signature Page

A COMPLETE HM's Return =
Results, STATS & Signature



STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE
Head Moderator's Return

Municipal Election
August 25, 2017

Norwalk
Amendment 2

List of Votes Certified By

Signature of Head Moderator -- Presiding Officer

Head Moderator's Home Tel#

860-666-6666

SOTS User

Head Moderator's Work Tel#

Print Head Moderator's Name

REPORTS

Reports

ROV's can generate reports in PDF, EXCEL OR CSV
(printed and signed and mailed to SOTS)



The header features the Connecticut state seal on the left, followed by the text "Connecticut Election Management System". Below this is a navigation menu with the following items: Dashboard, Candidates, Reports, Head Moderator's Return, View Stats, View Question Results, and Maintenance. On the right side of the header, it says "Logged in as:" followed by a blank space.

Reports

Report Type:

<input checked="" type="radio"/> Notification of Number of Electors and Number of Polling Places	<input type="radio"/> EDR Ballots Report
<input type="radio"/> List of Offices to be Filled	<input type="radio"/> Overseas Ballots Report
<input type="radio"/> List of Nominees	<input type="radio"/> Military Ballot Report
<input type="radio"/> Question Report	<input type="radio"/> Presidential Ballot Report
<input type="radio"/> Grids Report	<input type="radio"/> Provisional Ballot Report
<input type="radio"/> Affidavit of Absentee Ballot	<input type="radio"/> Winners Notification Report
<input type="radio"/> Ballot Ordered	<input type="radio"/> Certificate
<input type="radio"/> Polling Places Report	<input type="radio"/> Total Votes Cast by Office / Candidate
<input type="radio"/> Moderator/Head Moderator's List	<input type="radio"/> Inventory Report
<input type="radio"/> Election Day Registration, Turnout and Absentee Ballot Statistics	<input type="radio"/> Election Results by Voting District

File Type: PDF

MAINTENANCE

Ballot Ordered

Input data screen

 **Connecticut Election Management System**

Dashboard Candidates Reports Head Moderator's Return View Stats View Question Results Maintenance Logge

Ballot Ordered

Town: Berlin

Election/Primary Date: -- Select Election --

Polling Place Name: --Select Polling Place--

Number of Ballots Ordered for this Polling Place:

Percentage of Ballots / Per Voter Ordered for this Polling Place:

HISTORICAL INFORMATION				
Year	Number of Registered Voters	Number Checked as Having Voted	Turnout Percentage(%)	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>		
				

Other Relevant Factors:

REPORTS

Reports

Ballot Ordered Report



**STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE**

BALLOT ORDERED

Pursuant to Section 5 of Public Act No. 11-46 "AN ACT CONCERNING THE
INTEGRITY OF ELECTIONS

You should use a separate form for each polling place in your municipality

TOWN: Hamden

ELECTION/ PRIMARY DATE: 11/07/2017

POLLING PLACE NAME: DISTRICT 1-Miller Library

NUMBER OF BALLOTS ORDERED FOR THIS POLLING PLACE: 1,200

PERCENTAGE OF BALLOTS/ PER VOTERS ORDERED FOR THIS POLLING PLACE: 46

HISTORICAL INFORMATION			
YEAR	NUMBER OF REGISTERED VOTERS	NUMBER CHECKED AS HAVING VOTED	TURNOUT PERCENTAGE(%)
2009	2743	1100	40.10
2011	2647	811	30.64
2013	2741	915	33.38
2015	2255	801	35.52
OTHER RELEVANT FACTORS: 2017 Number of District 1 Registered Voters: 2543			

Registrar of Voters

Date: _____

Registrar of Voters

Date: _____

Registrar of Voters

Date: _____

Town Clerk

Date: _____

Maintain Moderator/ Head Moderator

(add moderator)



Connecticut Election Management System

Dashboard Candidates Reports Head Moderator's Return View Results View Question Results Maintenance

Logged in as: MSANDERS (KENT) Logout



Maintain Moderator/Head Moderator

S NO	Moderator Name	Username	Role	Polling Place	Phone	Party	Address	Expiration Date	Head Moderator	Status	Actions
1	Hallie Brock	HABrock	Regular or Absentee Moderator	Town Hall	555-555-5555	General	1 Main Street, Kent, CT-06757	01/03/2018	true	A	  

Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1

Add Moderator

Moderators/Head Moderator Report



STATE OF CONNECTICUT OFFICE OF THE SECRETARY OF THE STATE

Moderator/ Head Moderator's List

Town Name	Moderator/Head Moderator Name	Role	Phone	Address
Ansonia	Beverlee Schroeter	Regular Moderator	203-734-1970	12 Lindgren Terr, Ansonia, CT-06401
Ansonia	Carol Giacondino	Regular Moderator	203-736-5970	253 Main St, Ansonia, CT-06401
Ansonia	Elizabeth King	Regular Moderator	203-732-5087	362 Wakelee Ave., Ansonia, CT-06401
Ansonia	Elizabeth Maffeo	Regular Moderator	203-735-2723	7 Ford Rd, Ansonia, CT-06401
Ansonia	Jeff Blount	Regular Moderator	203-735-1031	80 Hull St., Ansonia, CT-06401
Ansonia	Ronald Skurat	Regular Moderator	860-984-0111	12 State St., Unit 203, Ansonia, CT-06401
Ansonia	sots user	Head Moderator	860-509-6100	30 trinity st, Hartford, CT-06105
Ansonia	Thomas Maffeo	Data Entry	203-735-2723	7 Ford Rd, Ansonia, CT-06401

Signature of Registrar

Polling Place Report

This report is available after you have Assigned Polling Places, and added your Moderators. (slide 6)



STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE

POLLING PLACES

Election: 09/06/2017 - Tolland County ROV

Election/Primary Date: September 06, 2017

Town: Tolland									
Polling Place Name	Address	Phone Number	Cong. Dist.	Sen. Dist.	Ass. Dist.	Loc. Dist.	Moderator Name	Role	Moderator Address
The Gym At Tolland Recreation Center 1	Formerly Parker School, 104 Old Post Road, Tolland, CT-06084-0000	860-214-1731	2	35	53	1	* Marianne Latimer	Regular Moderator	34 Robin Circle, Tolland, CT-06084
Tolland Senior Center	674 Tolland Stage Road, Route 74 Near Tolland Post Office, Tolland, CT-06084	860-872-7041	2	35	53	2	SaraBeth Nivison	Regular Moderator	351 Gehring Road, Tolland, CT-06084
The Gym At Tolland Recreation Center 3	Formerly Parker School, 104 Old Post Road, Tolland, CT-06084		2	35	8	3			

Signature of Registrar of Voters

Signature of Registrar of Voters

Election Results by Voting District

(Tabulator machine, EDR & AB's candidate results)



STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE

Municipal Election
September 06, 2017

Town of Tolland, Connecticut
Election Results by Voting District

OFFICE		DISTRICT	DISTRICT	DISTRICT	Grand
Party	Name of Candidate	1-The Gym At Tolland Recreation	2-Tolland Senior Center	3-The Gym At Tolland Recreation	Total for Town
Town Council					
Democratic Party	Christine Miller Machine/Polling Place/EDR	32	25	12	69
	Absentee	0	0	0	0
	Total	32	25	12	69
	James Kelly Machine/Polling Place/EDR	20	10	7	37
	Absentee	0	0	0	0
	Total	20	10	7	37
	Julie Pappas Machine/Polling Place/EDR	19	5	2	26
Absentee	0	0	0	0	
Total	19	5	2	26	
Majorie Smith Machine/Polling Place/EDR	30	10	4	44	
Absentee	0	0	1	1	
Total	30	10	5	45	
Susan Wight Machine/Polling Place/EDR	25	5	11	41	
Absentee	0	0	0	0	
Total	25	5	11	41	
tom Price Machine/Polling Place/EDR	0	0	0	0	
Absentee	0	0	0	0	
Total	0	0	0	0	

EMS Public Portal

<http://ctemspublic.pcctg.net>

The screenshot shows the top navigation bar with the Connecticut State Seal, the name DENISE W. MERRILL, her title CONNECTICUT SECRETARY OF THE STATE, and the text Election Night Reporting. A portrait of Denise W. Merrill is in the top right. Below this is the 'ELECTION CENTER' header with a 'Select Election' dropdown menu. To the right of the dropdown is a link for 'Legislative Districts by Town' and two update timestamps: 'Last Updated on: 9 / 14 / 2017 3:39:42 PM' and 'Next Updated on: 9 / 14 / 2017 3:42:42 PM'. A secondary navigation bar contains 'Statewide', 'Select Town', and 'My Races' buttons. Below this is a 'STATEWIDE REPORTING STATISTICS' section with a grid of labels: 'Registered Voters Reported:', 'Voters Checked Reported:', 'Towns Partially Reported:', 'Towns Completely Reported:', 'Precincts Reported:', and 'Voter Turnout (%)'. A final navigation bar at the bottom contains 'Summary', 'Voter Turnout', 'Districts', and 'Reports' buttons.

Tips...

- **Begin/End process**
 - **Begin process** to enter data (lock out other users)
 - Input
 - ALWAYS SAVE
 - **End Process** (Open process for others to enter data)
 - Data Entry User needs to END process in order for the HM to be able to submit/certify to state.
- **One Browser session only...per computer**
- Do not share User I.D.

Tips...

- **Ballot Ordered**

- ROV or Town Clerk can input, but all must verify...If ROV create Town Clerk submit to SOTS
 - When ROV or Town Clerk certify the election Ballot Ordered a BALLOT ORDER REQUEST (Tally Sheet to view candidates order on tape and accuracy) is sent to the other respective Dash Board.
- Plan “B”Print hard copy of HM’s Return
- HM submit candidates election results by midnight....no more faxing!
 - Too tired.....Next day—enter STATS
 - Candidates Results + STATS = Completed HM Return
 - SOTS within 48 hours: Print and mail Head Moderator’s Return with wet signature