SITE CHECK-IN STATION CHECKLIST

Pre-Opening Checklist	10/15
Station Resources Bag: Place a SOSA Electronic Poll Book Guide, Photo ID Evaluation Guide, Acceptable Voter ID List, College Dormitory Address Flyer, and Voter Assistance Log at each Check-In Station.	☐
Black Rolling Tote: Ensure the SOSA User Log Binders are beside the correct computer based on the machine number.	☐
Black Rolling Tote: Place a manila "Canceled/Misc. Forms" folder and blue "Change Forms" folder at each Check-In Station.	☐
Green Tote Bag: Place Check-In Station tabletop signs at each Check-In Station in order by assigned station number (if not done by the BOE).	☐
Station Resources Bag: Place the 'Please Share The Following' signs are at each Check-In Station and tethered pens are attached (if missing, notify the Site Coordinator).	☐
Ensure there is paper in each printer tray.	☐
Attempt to print a SOSA Transaction Statistics report on each Check-In Station computer to verify that no transactions have been processed. (Click "SOSA Transaction Statistics" in the Reports pane under "Tools" in SOSA.)	☐

Opening Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Verify that all supplies listed on the Pre-Opening Checklist above have been placed at the Check-In Station.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ensure all printers are powered on, active and are loaded with paper.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Log into each computer and open SOSA using the credentials in the Early Voting Admin Binder.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Run a test print on each computer in SOSA (File à Print à Test).	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Closing Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Perform the nightly data transfer using the instructions on page 115 of the Early Voting Manual/SOSA Electronic Pollbook Guide.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Print a SOSA Transaction Statistics report from each computer. Ensure "Today" is selected as the transaction date. Paperclip them together and place them at the Ballot Station.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Upon approval of the Site Coordinator, close out of SOSA and close the computer.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Closing Checklist - Continued	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Collect the change forms from the blue folders, count them, and paperclip them together. Place a post-it note on top of the forms with the count.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Collect the canceled/misc. documents from the manila folders and paperclip them together.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Place all collected forms at the Ballot Station for end-of-day reconciliation activities.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Organize the Check-In Station area in preparation for the next day.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Final Day Closing Checklist	11/2
Complete all regular steps in the Closing Checklist above (unless a checkbox is not available).	☐
Log out of each laptop after completing regular daily closing activities and break down the station.	☐
Pack all laptops into the matching laptop boxes when instructed by the Site Coordinator and place them in the Site Coordinator's vehicle (including mice, pads, and power cords).	☐
Place all Check-In Station supplies back in the location they were retrieved from per the Pre-Opening Checklist, when instructed by the Site Coordinator and/or Assistant Site Coordinators (ex. pens, manila folders, SOSA Electronic Poll Book Guides, SOSA User Log, etc.). Each tabletop sign must go into a 'Tabletop Sign Frame & Bag' (one sign per bag) and be placed in the Green Tote Bag.	☐
Pack all laminated signs (including the 'Please Share the Following' signs with the tethered pens, etc.) into the Sign Bag.	☐
Pack all the printers (including the Site Coordinator and Help Desk printers), along with their cables, into the printer totes.	☐
Place used tablecloths and aprons in the white mesh laundry bag (Black Rolling Tote). Leave the laundry bag in the designated BOE pick-up area.	☐
Place all supplies in the designated BOE pick-up area when instructed by the Site Coordinator and/or Assistant Site Coordinators.	☐