

Enhanced Results Election Night Checklist - Primaries



The following is a list of everything that must be done in Enhanced Results before you leave the office on election night. ELECT staff will monitor progress through the night and call localities to request completion of all tasks.

Dual Primary Reminder: Do NOT combine data for primaries. All data must be reported separately by primary.

Detailed information on each step can be found in the **Enhanced Results – Virginia Use Procedures – Primaries (rev. 6/5/25)** found in the **LMS Course: June 2025 Enhanced Results Training Materials**. Specific locations listed below.

Detailed Results Entry page (pg. 16) – repeat steps for each precinct page (not including the Provisional precinct)

If importing, review the [Import File](#) (pg. 12) and [Results Preview](#) (pg. 19) sections of Use Procedures for additional steps.

- 1. Select precinct from drop down menu. Dem Rep
- 2. Enter **Election Day (ED)** ballots cast for the precinct..... Dem Rep
- 3. Enter **Election Day (ED)** ballots cast and votes for all offices..... Dem Rep
- 4. Change Election Day Reporting Status to Election Night Complete..... Dem Rep
- 5. Select Change Reason: Initial Entry and click Save. Dem Rep
- 6. Click Save in Update Reporting Status pop up box..... Dem Rep
- 7. Do not leave the precinct page until it refreshes with a green Success bar at the top..... Dem Rep
If the page refreshes with a red Error bar at the top, correct errors and save again. Must have the green Success bar at the top before leaving the page, otherwise all data entered after last successful save will be erased.
- 8. Repeat steps 1-7 for each precinct. Dem Rep

Summary Results Entry page (pg. 20) – all precincts combined totals

- 1. Enter total **Early Voting (EV)** ballots cast and votes for all offices. Dem Rep
- 2. Enter total **Mailed Absentee (MA)** ballots cast and votes for all offices..... Dem Rep
- 3. Select Change Reason: Initial Entry and click Save. Dem Rep
- 4. Click Save in Update Reporting Status pop up box..... Dem Rep
- 5. Do not leave the Summary page until it refreshes with a green Success bar at the top. Dem Rep
If the page refreshes with a red Error bar at the top, correct errors and save again. Must have the green Success bar at the top before leaving the page, otherwise all data entered after last successful save will be erased.

Reporting Status page (pg. 22)

- 1. Status by Voting Method
 - a. Change **Early Voting (EV)** status to Election Night Complete..... Dem Rep
 - b. Change **Election Day (ED)** status to Election Night Complete..... Dem Rep
 - c. Change **Mailed Absentee (MA)** status to Election Night Complete..... Dem Rep
- 2. Status by Precinct
 - a. Change all completed precinct statuses to Election Night Complete. Dem Rep
- 3. Click Save. Do not leave Reporting Status page until it refreshes with a teal Save Success bar at the top.. Dem Rep
- 4. Confirm entered precinct and summary election results and statuses are showing on the [public site](#). Dem Rep

Statistics Entry page (pg. 24) – Election Night Provisional Counts

- 1. Enter total number of received provisional envelopes, broken down by reason code. Dem Rep
 - a. Include all provisional envelopes received during early voting and on election day. Dem Rep
 - b. Enter Zero (0) for any reason code that was not marked on any envelope..... Dem Rep

Notify ELECT of Completed Status

- 1. Email ea@elections.virginia.gov once everything above is complete. Dem Rep
 - a. Subject: *[Locality]* Election Night Reporting Completed. Dem Rep