

State of Wisconsin\Government Accountability Board

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Chair

KEVIN J. KENNEDY
Director and General Counsel

DATE: June 10, 2016

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Officer

SUBJECT: WisVote Training webinar series schedule - **Date Change!**
(June 28 Absentee Tracking moved to June 30)

To supplement the online training available in the WisVote Learning Center, we will be conducting several WisVote webinars prior to the November election, on topics ranging from absentee ballot tracking to election readiness tasks.

Live Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers.

The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <http://gab.wi.gov/node/2622>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2016 WisVote Training Webinar Series

Absentee Tracking – New Date!

June 30, 2016, 10:00 a.m. – 11:15 a.m.

This webinar will cover new statutory requirements, adding new absentee applications, issuing absentee ballots in batches or singly; printing labels, recording returned ballots, cancelling a returned ballot and in-person absentee voting.

WisVote 101

July 12, 2016, 10:00 a.m. – 11:00 a.m.

An overview and review webinar! This webinar will provide users with information about how to navigate WisVote, tips, tools & FAQs, accessing the WisVote Learning Center and basic navigation. We will also take a look at the new MyVote Wisconsin website and how it works together with the WisVote system.

Election Set-Up

August 23, 2016, 10:00 a.m. – 11:00 a.m.

This webinar will focus on creating election plans, reporting units, poll books, printing options for poll books, and setting up contests and candidates.

Addresses and Advanced Features

September 13, 2016, 10:00 a.m. – 11:00 a.m.

Using tools in WisVote, clerks manage individual voter addresses and corresponding district combos. This webinar will review address management as well as explore the advanced features of WisVote, including advanced find, personal views and creating custom reports.

Election Readiness

October 11, 2016, 10:00 a.m. – 11:00 a.m.

In preparation for the November Election, this webinar will cover pre-election WisVote tasks, including Election Set-Up (Election Plans), entering local Contests and Candidates (making sure to use correct ballot positions!), and re-naming Ballot Styles to your advantage. We will also review registration list alerts and setting up your poll book and provide some reminders for Election Day Registrations (EDRs) and post-election information.