

WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR
POST OFFICE BOX 7984
MADISON, WI 53707-7984
(608) 261-2028
ELECTIONS@WI.GOV
ELECTIONS.WI.GOV



COMMISSIONERS

BEVERLY R. GILL
JULIE M. GLANCEY
ANN S. JACOBS
STEVE KING
DON MILLIS
MARK L. THOMSEN

ADMINISTRATOR MICHAEL HAAS

DATE: August 22, 2016

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

FROM: Allison Coakley
Training Coordinator

SUBJECT: New Clerks Orientation webinar

Webinar for County and Municipal Clerks New Clerks Orientation

Wednesday, August 24, 2016: 10:00 a.m. – 11:00 a.m.

Web link: <https://attendee.gotowebinar.com/register/7865871377405322497>

Are you a new(er) municipal clerk faced with your first, second or perhaps third election? If so, we would like to take this opportunity to introduce our agency, the Wisconsin Elections Commission, formerly the Government Accountability Board. Our agency provides clerks with guidance on navigating elections and offers a variety of resources to help you and your election inspectors perform your job duties correctly and effectively. More experienced clerks are welcome to attend and share any tips they may have for running a smooth election.

Reference materials for the webinar have been posted on our website as an attachment and a copy of the PowerPoint presentation will be posted shortly. The webcast will be posted by the Thursday following the session on the WEC website for clerks to review at their convenience:

<http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk recertification hours whether you participate in the live webinar or review the recording at a later date.

Live Webinar Requirements

You must be able to view videos on your computer, using a media application such as Windows Media Player. You will be connected to audio using your computer's speakers. If you are unable to access the audio over your computer speakers, you may select "Use Telephone" after joining the webinar. Using the telephone for audio is a **toll charge**. If you have questions about the technical aspects of the webinar, please contact the Elections Help Desk at elections@wi.gov or (608) 261-2028.

The webinar has a maximum of 500 participants. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by WEC staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar will be posted after the webcast.

We look forward to you joining us for the webinar on Wednesday. If you have any questions, please contact me: allison.coakley@wi.gov or (608) 261-2033. Thank you.