

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** August 22, 2016

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

**FROM:** Michael Nelson                      Jodi Kitts  
WisVote Trainer                      WisVote Specialist

Patrick Brennan  
WisVote Specialist

**SUBJECT:** Election Set-Up

## Webinar for County and Municipal Clerks Election Set-Up

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

**Web link:** <https://attendee.gotowebinar.com/register/3173740690243107588>

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

The webcast will be posted by the Friday following the webcast on the G.A.B. website for clerks to use for their own education and training their election staff:  
<http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk certification 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](mailto: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 G.A.B. 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 Tuesday. If you have questions, please contact Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033. Thank you.