

WISCONSIN ELECTIONS COMMISSION

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DATE: December 16, 2016

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

FROM: Juanita Borton Jodi Kitts
WisVote Trainer WisVote Specialist

SUBJECT: Preparing for the Spring Elections webinar

Webinar for County and Municipal Clerks

Preparing for the Spring Elections

Thursday, January 5, 2017: 10:00 a.m. – 11:00 a.m.

Web link: <https://attendee.gotowebinar.com/register/274159205621513217>

This webinar will cover setting up Election Plans in WisVote, reviewing contests, adding candidates to the Spring Election so they will automatically be added to the Spring Primary and data quality tips. Materials for the webinar will be posted at a later date.

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 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 or (608) 261-2033. Thank you.