

# State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3<sup>rd</sup> Floor  
Post Office Box 7984  
Madison, WI 53707-7984  
Voice (608) 266-8005  
Fax (608) 267-0500  
E-mail: [gab@wisconsin.gov](mailto:gab@wisconsin.gov)  
<http://gab.wi.gov>



JUDGE THOMAS BARLAND  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

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**DATE:** January 12, 2014

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

**FROM:** Allison Coakley  
Elections Training Coordinator

**SUBJECT:** Absentee Voting: Before, During and After Election Day webinar

**Webinar for Clerks, Chief Inspectors and Poll Workers  
Absentee Voting: Before, During and After Election Day  
Wednesday, January 14, 2015: 900 a.m. – 11:00 a.m.**

Web link: <https://attendee.gotowebinar.com/register/6517096052631001090>

**Please note** that approximately the first hour of the webinar will deal primarily with clerk duties. The second hour will focus on election duties that affect both clerks and other election officials.

- Municipal Clerks Training Report
- Status of Voter Photo ID
- Absentee Applications
- Categories of Absentee Electors
- Absentee Voting Deadlines Chart
- Type E Notice
- Absentee Certificate Envelope
- Processing Absentee Ballots at the Polls
- Absentee Ballot Log
- Processing Late-Arriving Absentee Ballots

Also, our webinar series agendas have been revised slightly. The demonstrations segment of the January 28, 2015 webinar **“Election Day Duties: Special Topics and Demonstrations”** has been rescheduled as part of the March 4, 2015 webinar **“Preparing for the April Election.”**

Reference materials for the webinar have been posted on our website as an attachment. The webcast will be posted by the Thursday following the session on the G.A.B. website for clerks to use for their own education and training their election workers: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk and election worker 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 Help Desk at [gabhelpdesk@wi.gov](mailto:gabhelpdesk@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 Wednesday. If you have ideas or suggestions for future webinar topics, please contact me: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033. Thank you.