

State of Wisconsin \ Government Accountability Board

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DATE: March 2, 2015

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

FROM: Allison Coakley
Elections Training Coordinator

SUBJECT: Preparing for the April Election Webinar

**Webinar for Clerks, Chief Inspectors and Poll Workers
Preparing for the April Election**

Wednesday, March 4, 2015: 9:00 a.m. – 11:00 a.m.

Web link: <https://attendee.gotowebinar.com/register/7365318696965448194>

“Preparing for the April Election” is our eight and final webinar in the 2014-2015 election administration training series:

- Clerk Communications
 - Municipal Clerks Training Report
 - Election Inspector Service Guidance
 - Status of Voter Photo ID
- Election Day Issues
 - Voting Equipment Testing and Security (video tutorial)
 - Ballots: Spoiling and Remaking
- Closing the Polls (video tutorial)
- Counting Write-In Votes: Q & A

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 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 or (608) 261-2033. Thank you.