

State of Wisconsin \ Government Accountability Board

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



JUDGE TIMOTHY VOCKE
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

DATE: April 29, 2013

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

FROM: Allison Coakley
Elections Training Coordinator
Government Accountability Board

SUBJECT: What Every New Clerk Should Know Webinar

In late August 2012, the G.A.B. launched a “Back to Basics” approach to election administration education and training with the “Preparing for the August Partisan Primary.” The ninth webinar in our training series is:

<p>Webinar for Clerks, Chief Inspectors and Election Inspectors What Every New Clerk Should Know Wednesday, May 1, 2013, 9:00 a.m. – 11:00 a.m. Web link: https://www1.gotoweinar.com/register/840809097</p>
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The **What Every New Clerk Should Know** Webinar will cover specific topics related to the duties and responsibilities of election officials that merit additional clarification, based on feedback we have received from county and municipal clerks:

- Communications
- Clerk Contact Update Form (GAB-362)
- Elections Division Staff Directory
- Calendar of Election and Campaign Events
- Training Requirements and Resources
- Manuals and Webinars
- Social Media
- Four-Year Voter Record Maintenance
- Polling Place Accessibility
- My Vote Wisconsin
- WEDCS (GAB-190)
- Data Requests

Reference materials for the webinar have been posted. The webcast will be posted by the Friday following the session on the G.A.B. website for clerks to use for their own education and training their election inspectors: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward recertification whether you and/or your election inspectors 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 (VoIP). 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 gabhhelpdesk@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.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Michael Haas
Elections Division Administrator
Government Accountability Board

Ross Hein
Elections Supervisor
Government Accountability Board