

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** October 10, 2016

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

**FROM:** Mike Nelson                      Mai Choua Thao  
WisVote Trainer              WisVote Specialist

**SUBJECT:** Election Readiness Webinar

## **Webinar for County and Municipal Clerks Election Readiness**

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

**Web link:** <https://attendee.gotowebinar.com/register/3455311325620058883>

In preparation for the November Election, this webinar will cover pre-election WisVote tasks, including Election Set-Up (Election Plans), entering local Contests and Candidates (making sure to use correct ballot positions!), and re-naming Ballot Styles to your advantage. We will also review registration list alerts and setting up your poll book and provide some reminders for Election Day Registrations (EDRs) and post-election information.

The webcast will be posted following the webcast on the WEC website:  
<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.