

State of Wisconsin \ Government Accountability Board

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DATE: October 19, 2015

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

FROM: Allison Coakley
Elections Training Coordinator

SUBJECT: Election Training for School District Clerks webinar

Webinar for County, Municipal and School District Clerks Election Training for School District Clerks

Wednesday, October 21, 2015: 10:00 a.m. – 11:00 a.m.

Web link: <https://attendee.gotowebinar.com/register/8271271203423709442>

School district clerks don't have to "breathe" elections like county and municipal clerks do every election cycle. So this webinar will provide school district clerks facing their first election or experienced school district clerks some critical guidance about their clerk duties during an election and offer some pointers for conducting a successful election.

Information about this webinar was distributed to all Wisconsin School District Administrators in September. We suggest that school district clerks download a copy of the Election Administration Manual from our website: <http://www.gab.wi.gov/clerk/education-training/election-administration-manual>.

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 review at their convenience: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk recertification hours 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 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.

