

WISCONSIN ELECTIONS COMMISSION

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DATE: September 22, 2017

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

FROM: Michael Haas
Elections Division Administrator

Patrick Brennan
WisVote Training Officer

Allison Coakley
Elections Training Officer

SUBJECT: WisVote Training webinar series schedule
(October 2017 – January 2018)

To supplement the online training available in the WisVote Learning Center, we will be conducting several WisVote webinars prior to the 2018 Spring election cycle, on topics ranging from absentee ballot tracking to election readiness tasks.

Live Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and a media application such as Windows Media Player.

The webinar recording, related materials and a list of frequently asked questions, will be posted shortly after the webcast. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <http://elections.wi.gov/node/2622>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2017-2018 WisVote Spring Election Training Webinar Series

WisVote 101

October 31, 2017, 10:00 a.m. – 11:00 a.m.

An overview and review webinar. This webinar will provide users with information about how to navigate WisVote, tips, tools & FAQs, accessing the WisVote Learning Center and basic navigation.

Election Set-Up

November 28, 2017, 10:00 a.m. – 11:00 a.m.

This webinar will focus on creating election plans, reporting units, polling places and locations, poll books, printing options for poll books, and setting up contests and candidates.

WEDC Modernization

December 5, 2017, 10:00 a.m. – 11:00a.m.

An introduction to results of the WEDC Modernization Project. We will cover the integration of statistics reporting into WisVote, clerk responsibilities, new reporting processes, and the introduction of automatic error-checking and data quality.

Absentee Ballots: tracking and entry

January 9, 2018, 10:00 a.m. – 11:00 a.m.

This webinar will cover all aspects of absentee ballot entry and tracking in WisVote: adding new absentee applications, issuing absentee ballots in batches or singly; printing labels, recording returned ballots, cancelling a returned ballot and in-person absentee voting.

Canvass Modernization

January 23, 2018, 10:00 a.m. – 11:00 a.m.

An introduction to the new Canvass and its integration into WisVote. We will cover election-night reporting requirements, how to enter results, and certification of elections.

WisVote Security

Dates and times TBD

WisVote security changes and training. Due to the increased focus on cyber-security and elections, we will be creating several webinars to provide best-practices for securing your computers and WisVote. There will be additional webinars announced as Commission staff roll out new WisVote security procedures.