



Wisconsin Elections Commission

New Clerk Orientation

September 29, 2021

New Clerk Orientation

Agenda



- **New Municipal Clerk Checklist**

- **Commission Website**

- **EL-362: Clerk Contact Update Form**
- **Front Page**
- **Election FAQs**
- **Recent Clerk Communications**
- **Calendar of Election Events**

- **Education/Training Links**

- **Training Requirements**

- **The Learning Center**

- **Additional Resources**

- **Other Web Apps**

Agenda

New Municipal Clerk Checklist

New Municipal Clerk Checklist											
<ul style="list-style-type: none"> The training term for municipal clerks is established by state law and begins on January 1 of an even-numbered year and runs through December 31 of an odd-numbered year. All election officials operate in the same training term. New Municipal Clerks must take the 3-hour municipal clerk core training class in their current term in office, regardless if there are any scheduled elections for the remainder of the training term. Clerks must take and report a minimum of six hours of election training each 2-year term. MCT Core counts for three of the six hours. Clerks must report their election training to the Commission either using the prescribed reporting form linked below or by entering the training into the WisVote system for staff review and approval. 											
<table border="1"> <thead> <tr> <th>Tasks to Complete</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Report Clerk Contact Updates to WEC </td> <td> If any clerk contact information has changed, complete the EL_362 and submit it to the WEC HelpDesk. If this information is not up to date, it will reflect incorrectly on WisVote and clerks may not receive important information from the WEC. </td> </tr> <tr> <td> <input type="checkbox"/> Take and report the 3-hour Municipal Clerk Core Training Municipal Clerk Core Training </td> <td> MCT Core is available online in the WEC Learning Center. Clerks must contact the Elections Help Desk to obtain a user name and password for the Learning Center and instructions to access the MCT Core presentation. Clerks need to report all of their election training to the Commission each term using the MCT Certification Form. </td> </tr> <tr> <td> <input type="checkbox"/> If required, take WisVote Training WisVote Training Information </td> <td> If you are unsure, verify with your county clerk if they provide your municipality with WisVote election system services. You may be a voter on the county, a self-provider municipality or some combination of the two types of users. WisVote training is available online in the WEC Learning Center. Training for full access is approximately 6 hours in length. Training for data entry only is approximately 2 hours in length. </td> </tr> <tr> <td> <input type="checkbox"/> Security Awareness Training is required for all WisVote users and recommended for all municipal clerks Election Security Awareness </td> <td> Security Awareness Training is available in the WEC Learning Center and consists of six videos which run about 1.5 hours. Security topics include phishing facts and password protocols.  This training is highly recommended for anyone who uses a computer for work or home. </td> </tr> </tbody> </table>	Tasks to Complete	Details	<input type="checkbox"/> Report Clerk Contact Updates to WEC	If any clerk contact information has changed, complete the EL_362 and submit it to the WEC HelpDesk. If this information is not up to date, it will reflect incorrectly on WisVote and clerks may not receive important information from the WEC.	<input type="checkbox"/> Take and report the 3-hour Municipal Clerk Core Training Municipal Clerk Core Training	MCT Core is available online in the WEC Learning Center. Clerks must contact the Elections Help Desk to obtain a user name and password for the Learning Center and instructions to access the MCT Core presentation. 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This training is highly recommended for anyone who uses a computer for work or home.	<p>Chief inspectors are required to take a minimum of six hours of election training each 2-year term. For new chief inspectors, three of the six hours must be the Baseline Chief Inspector training class. Training can be taken in-person (as available), via live webinar before the April and November elections or online in the WEC Learning Center. Regular election inspectors are required to take some type of election training, but state law does not prescribe an hourly requirement or curriculum. Clerks track the training taken by their election workers.</p> <p>Determine if you have sufficient election worker coverage for the upcoming elections. If you do not, please refer to Election Worker Recruitment for suggestions and best practices.</p> <p>The Election Day Manual (revised October 2018) is issued to new chief inspectors when they take the Baseline class and should be available at the polling place on Election Day. The manual covers the election day duties of chief inspectors, poll workers and other election officials.</p> <p>The Election Administration Manual (revised July 2016) is issued to new municipal clerks when they take the MCT Core class and covers their duties before, during and after an election.</p> <p>The WEC also has several subject-specific manuals, such as Absentee Voting in Residential Care Facilities, Requests for Local Elected Officials and Counting Votes available on the agency website.</p> <p>The Calendar of Election Events is a valuable tool for election officials to reference throughout the election cycle. The calendar is available in multiple formats and instructions for importing the Excel calendar into a Microsoft Outlook calendar are posted with it.</p> <p>This page contains recent communications from the WEC to Wisconsin's county and municipal clerks. The list is categorized as high priority, timely attention required, scheduled tasks and information only communications. Clerks receive email reminders to check the site periodically for updates.</p> <p>The new schedules for the live webinar broadcasts will be posted in Election - The Most Important Will Be The Most Popular.</p>
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<https://elections.wi.gov/clerks/education-training/new-clerk-checklist>

New Municipal Clerk Checklist

EL-362: Clerk Contact Update Form

EL-362 WisVote Clerk/Deputy Contact Information Update Form

Please complete the form below for your municipality, if the only update you have is the name of the clerk and/or deputy **please continue to fill out the rest of the form** and return it to the Wisconsin Elections Commission as soon as possible. The information you provide will be updated in WisVote then posted to the Wisconsin Elections Commission website and used for MyVote searches. **If nothing has changed per the Clerks Directory on <https://elections.wi.gov> and/or the MyVote website you do not have to fill out the form.**

If you have questions, please contact the Wisconsin Elections Commission Help Desk at (608) 261-2028 or at elections@wi.gov.

Thank you in advance for your continued cooperation.

County(ies) _____

Select City, Town or Village

Municipality Name _____

Clerk Name _____

Clerk Email (needed for MyVote Notifications) _____

Deputy Clerk Name _____

Deputy Clerk Email _____

Municipality Hall Address (not mailing address) _____

Municipality Hall Address (not mailing address) _____

<https://elections.wi.gov/forms>

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EL-362 Clerk Contact Form

Elections Commission Website

WISCONSIN ELECTIONS COMMISSION
Administering Wisconsin's Election Laws

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Upcoming Elections

Upcoming Events

2021 Special Election For AD 37

A Special Election was held July 13 in Assembly District 37. **Official election results were certified July 13.**

Governor Evers issued Executive Order #113 for a Special Election to fill the vacancy in Assembly District 37.

The Special Primary was held on June 15, 2021. [Click here for certified results.](#)

Attachment	Size
Candidates on Ballot Report AD 37 Special Election.pdf	94.94 KB
EO113-RelatingtoSpecialElection37thAD.pdf	577.28 KB
37th assembly Type A notice.pdf	237.95 KB
Nomination Paper Tracking AD 37 Special as of 5-18 at 5pm.pdf	98.03 KB
Supplemental Nomination Papers AD 37 Special as of 5-18 at 5pm.pdf	103.27 KB
Candidates Tracking By Office AD 37 Special as of 5-20 final.pdf	98.56 KB
AD 37 Special Election Calendar of Events 5-26 final.pdf	155.84 KB
2021 Special Election Assembly District 37 Pronunciation Guide.xlsx	26.73 KB

Voter Information

MyVote Wisconsin Website

At myvote.wi.gov you can register to vote, check your voter registration status, find your polling place, see what's on your ballot, request an absentee ballot and check provisional ballot status.

Voter Photo ID Required

You must show an acceptable photo ID to receive a ballot for all elections. **Learn more about photo ID and voting here, and visit the Bring It to the Ballot website.**

Free State ID Cards for People without Birth Certificates

The Wisconsin Division of Motor Vehicles will help people get a free state ID card or document that can be used for voting after just one visit to the DMV, even if they don't have a birth certificate or other documentation. Get the ID Petition Process brochure in English and Spanish.

Voting by Absentee Ballot

Voting absentee is a convenient and safe option for casting your ballot. In Wisconsin, any registered voter can vote early by casting an in-person absentee ballot at their municipal clerk's office, or cast their absentee ballot by mail. Find out more about this secure and convenient way to exercise your right to vote.

Voter Outreach Toolkit

Wisconsin has videos, social media posts, fact sheets and other digital assets

BRING IT TO THE BALLOT

<https://elections.wi.gov>

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Elections Commission Website

Election FAQs

The screenshot shows the Wisconsin Elections Commission website. At the top, there is a dark blue header with the Wisconsin state seal on the left and the text "WISCONSIN ELECTIONS COMMISSION" and "Administering Wisconsin's Election Laws" on the right. Below the header is a navigation menu with links for Home, Voters, Elections, Candidates, About Us, and Clerks. The main content area is titled "2020 Election FAQs" and lists 15 questions. On the left side, there is a search bar and a "Resources" section with links to Calendar, Complaints, Contact Us, FAQs, Forms, Legal Resources, Links, News and Notices, Public Records, Publications, Statistics, and Training. Below the resources are sections for "Upcoming Elections" and "Upcoming Events". At the bottom of the screenshot, a white box contains the URL <https://elections.wi.gov/index.php/faq> and a small number "6" in the bottom right corner.

Election FAQs

Recent Clerk Communications

WISCONSIN ELECTIONS COMMISSION
Administering Wisconsin's Election Laws

Home Voters Elections Candidates About Us **Clerks**

Recent Clerk Communications

Education/Training
Election Notices
Guidance on Election Processes
Legal Resources
Redistricting Information
Webinars

WisVote System (SVRS)
Directory of Wisconsin Clerks

	Size
AD 37 Special Election.pdf	94.94 KB
AD 37 Special Election.pdf	577.28 KB
AD 37 Special Election.pdf	237.95 KB
Nomination Paper Tracking AD 37 Special as of 5-18 at 5pm.pdf	98.93 KB
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<https://elections.wi.gov/clerks/recent-communications>

Recent Clerk Communications

Recent Clerk Communications

The screenshot displays the Wisconsin Elections Commission website. At the top, the logo and name 'WISCONSIN ELECTIONS COMMISSION' are visible, along with the tagline 'Administering Wisconsin's Election Laws'. A navigation menu includes 'Home', 'Voters', 'Elections', 'Candidates', 'About Us', and 'Clerks'. Below the navigation, there is a search bar and a 'Resources' sidebar with links to Calendar, Complaints, Contact Us, FAQs, Forms, Legal Resources, Links, News and Notices, Public Records, Publications, Statistics, and Training. The main content area features a table of recent communications, sorted by date. A note indicates that items can be sorted by clicking on the Date, Title, or Priority headers. A link for an RSS feed is also provided.

Date	Title	Priority
09/16/2021	Important Badger Book Program Updates and 2022 Hardware Ordering Information	Timely Attention Required
09/16/2021	Decertification of Vote-PAD	Timely Attention Required
09/16/2021	Decertification of ESMS Unity 3.0.1.0	Timely Attention Required
09/14/2021	EL-362 WisVote Clerk Contact Information Update Form	Timely Attention Required
09/02/2021	New Clerk Orientation Webinar	Timely Attention Required
08/23/2021	Elections Security: Trained Email Address Information	High Priority
08/24/2021	Appointment of Election Inspectors from Lists Submitted by Political Parties	Timely Attention Required
08/02/2021	2021 Four-Year Voter Record Maintenance Complete	Information Only
07/30/2021	U.S. DOJ Guidance Document - Federal Law Constraints on Post-Election Review of Ballots, Other Records and Voting Systems	Information Only
07/29/2021	Bi-weekly Wisconsin Election Commission Newsletter	Timely Attention Required
07/26/2021	Redistricting and the WEC 101 Webinar	Timely Attention Required

<https://elections.wi.gov/clerks/recent-communications>

Recent Clerk Communications

Calendar of Election Events

Resources

- Calendar
- Complaints
- Contact Us
- FAQs
- Forms

Wisconsin Elections Commission Calendar of Election Events November 2020 – January 2022

1 Election (2020) – November 3, 2020
 Primary – February 16, 2021
 Election – April 6, 2021

*Note: If a deadline falls on a Saturday where you do not have regular office hours, a Sunday, or a State legal holiday, the deadline is moved to the next secular day. Wis. Stat. § 990.001(4). See Wis. Stat. § 995.20 for a list of legal holidays.
 The election events that have variable or non-specific deadline dates are indicated by a dash (-), please see the statute column for details.

November 2020	Statute
1 Last day for electors (except hospitalized electors and sequestered jurors) to make application in person for absentee ballots. Final date set by municipality. In person absentee voting can end before this date.	6.86(1)(b) – No later than Sunday preceding election
2 County clerks publish Type B notice of voting instructions and facsimile ballots for General Election.	10.01(2)(b), 10.02, 10.06(2)(m) – Monday preceding the election
2 County clerks publish Type C notice of referenda, if required.	10.01(2)(c), 10.06(2)(m) – Monday preceding the election
2 Municipal clerks publish Type D notice of locations and hours of polling places for General Election.	10.01(2)(d), 10.06(3)(d) – Monday preceding the election
2 Last day (5:00 p.m.) for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the General Election.	6.875(6) – Monday preceding the election
3 General Election	5.02(5) – Tuesday after the 1 st Monday in November
- Deadline (5:00 p.m.) for military electors on active duty away from	

<https://elections.wi.gov/publications/2021-election-events-calendar>

Calendar of Election Events

Education/Training



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Administering Wisconsin's Election Laws

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Recent Clerk Communications

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- [Webinars](#)

Upcoming Elections

Upcoming Events

2021 Special Election For AD 37

July 13 in Assembly District 37. **Official election results**

Order #113 for a Special Election to fill the vacancy in Assembly

on June 15, 2021. **Click here for certified results.**

	Size
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<https://elections.wi.gov/index.php/clerks/education-training>

Education/Training Page

Education/Training Links



WISCONSIN ELECTIONS COMMISSION
Administering Wisconsin's Election Laws

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Home > Clerks/Portfolio

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Upcoming Elections

Upcoming Events

Education/Training

Wisconsin's election partners - county, municipal and school district clerks, chief and regular election inspectors, special registration deputies, special voting deputies, tabulators, greeters and canvass board members - are entrusted with the responsibility of conducting open, fair and transparent elections. The Wisconsin Elections Commission is responsible for providing the education, training and other resources needed to support these partners in managing their election duties.

- Training Schedule
- New Clerk Checklist
- Baseline Chief Inspector Training
- Chief Election Inspectors
- Clerk-Trainer Program
- Election Inspectors (Poll Workers) Training
- Election Observers
- High School Election Inspectors (poll workers)
- Municipal Clerks
- Manuals and Webinar Order Forms
- Online Election Management Links
- Video Tutorials
- The Learning Center(TLC)



<https://elections.wi.gov/index.php/clerks/education-training>

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Education/Training Links

Training Requirements



- ▶ Municipal Clerks
- ▶ Must be certified
 - Complete 3-hour Online Municipal Clerk Core Training
 - Maintain certification by earning at least 6 hours of election training each term to recertify for the following term.
 - Current training term for clerks is 2020-2021, next term is 2022-2023
 - Municipal Clerk must report their training to the WEC for tracking purposes
 - All election officials operate in the same term for training purposes (01/01/even – 12/31/odd)



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Training Requirements for Municipal Clerks

Training Requirements



- ▶ Chief Election Inspectors
- ▶ Run the polling place on Election Day
- ▶ Must be certified!
 - Attend initial 2-3 hour Baseline Chief Inspector Training class, online or in person
 - Maintain certification by earning 6 hours of election training each term to recertify for the following term
 - Current term is 2020-2021, next is 2022-2023
 - Municipal Clerk must track the training received by all of their election workers each 2-year term

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Training Requirements for Chief Inspectors

Training Requirements



- ▶ Regular Election Inspectors (poll workers), EROs, SVDs: State law requires these types of election officials to receive some type of election training every two years, but there is no hourly requirement
- ▶ All election workers will be appointed by the governing body in December 2021 for the 2021-2022 term
 - Clerks may appoint to fill vacancies for an election
 - Clerks may work at the polls on Election Day if they are not on the ballot

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Training Requirements for Election Inspectors, EROs and SVDs

The Learning Center

The screenshot shows the homepage of the Wisconsin Election Training - TLC website. At the top, there is a dark blue header with the Wisconsin State Seal on the left and a "Log In" button on the right. Below the header, the text "Wisconsin Election Training - TLC" is displayed. A blue "ANNOUNCEMENTS" banner contains the text "Observe Managing Risk... and Ransomware - CISA/WEC Webinar".

On the left side, there is a "Main menu" with a list of links: "WisVote User Manual", "Data Entry Access - Certification", "Clerk Access - Certification", "Request to Add Authorized Users in TLC", "Request to Add Authorized MCT & CIT Training Users", "(608) 261-2028 - WEC Help Desk", "TLC Badges - Download?", "Agency Staff Contact List", "The Learning Center (TLC) Curriculum", and "NEW & UPDATED WISVOTE VIDEOS".

The main content area features a "Welcome to The Learning Center (TLC)" heading. Below this, there are six grid items, each with a title, description, and a small icon:

- MCT Core Curriculum**: Municipal Clerk Core Curriculum (MCT Core)- Sixteen Sections. Icon: MCT
- Baseline CIT**: Baseline Chief Election Inspector Training- Seven Sections. Icon: CIT
- Election Administration**: Developing a better understanding of statutes and best practic... Icon: EA
- HS Student Election Officials' Tr...**: This is for any high school student, age 16 or 17, who wishes to wo... Icon: HS
- Election Officials TTX**: E A Materials and Exercises for Election Day Personnel. Icon: TTX
- Security TTX & Communications...**: Elections Security Materials and Exercises. Icon: TTX

At the bottom of the page, the URL <https://electiontraining.wi.gov> is displayed in a white box. The page number "15" is located in the bottom right corner.

The Learning Center

MCT Core Training

MCT Core Curriculum



Scroll below to see the seventeen-part series

New municipal clerks are required by state statute to attend the 3-hour Municipal Clerk Core Curriculum (MCT Core) Course to be considered certified to conduct the elections in the current term. Municipal clerks must accumulate a minimum of six hours of election training each term to recertify for the following term. This MCT Core course counts for three of the six hours of required training. **This training applies to the 2020-2021 term.**

Note: POR Change: [Bank and Credit Card Statements as Proof of Residence](#)

-  [MCT Core Handout](#)
-  [MCT Certification Form](#)
-  [Quiz Directions](#)
-  [▶ Introduction to MCT Core Online \(5 mins\)](#)

LEARNING BEGINS HERE

<https://electiontraining.wi.gov>

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Municipal Clerk Core Training

Baseline Chief Inspector Training

Baseline Chief Inspector Training (Baseline CIT)



This approximately 2-hour course is required of new chief inspectors before they can serve as an election official. New chief inspectors are certified to conduct elections in the current 2020-2021 term once they have completed all seven sections of the presentation and the Chief Inspector Self-Evaluation. Chief inspectors need to obtain another four hours of approved election training - for a total of six hours - by December 31, 2021 to recertify for the 2022-2023 term. All chief inspectors need at least six hours of approved election training every two years to maintain their certification. Lastly, a self-evaluation presentation is included at the bottom to help gauge a chief inspector's comprehension of these election procedures. (Presentation runtime~90 minutes; self-evaluation~30 minutes - Must download survey questionnaire)

In the sections below click this icon  to view the videos and click "enter" to start the video.

Note: New POR Change: **Bank and Credit Card Statements as Proof of Residence**

 **Baseline - CIT Presentation 2020-2021 Handout**

Section 1: General Information

<https://electiontraining.wi.gov>

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Baseline Chief Inspector Training

Elections Security Training

Security Awareness



The Security Series is designed to provide baseline IT training and resource guides to all WisVote users.

Please help us track your participation in this Security Series. At the end of each tutorial (excluding The Basics), we ask that you click the radio button to affirm your completion. With each tutorial you will receive a badge, and after all the videos are viewed, a Security Series achievement badge will be awarded. (There may be a short delay in its processing and its arrival). This will confirm you have fulfilled the first step in the WisVote Access Policy.

(Total Runtime = 95 minutes) [See awarded badges](#)

PLEASE NOTE WINDOWS' EDGE, CHROME & FIREFOX MAY NEED TO BE RESIZED...

Zoom to 80% for proper Edge, Chrome or Firefox viewing.



 [Securing WisVote - The Basics \(9.5 mins\)](#)

LEARNING BEGINS HERE

<https://electiontraining.wi.gov>

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Elections Security Training

EA Tabletop Exercise

Election Officials Tabletop Exercise (EA-TTX)

Clerks, we are excited to provide the following materials and resources for you to use to conduct a Tabletop Exercise for Election Officials (EA-TTX). As always, please feel free to reach out to our team if you have any questions, concerns, or just need some help.



Allison Coakley allisoncoakley@wi.gov 608-261-2033

Riley Willman riley.willman@wi.gov 608-261-2030

[EA-TTX INSTRUCTIONS OVERVIEW](#)

If you were looking for **ELECTION SECURITY TTX** - PLEASE CLICK [HERE](#)



[Announcements](#)

TTX Preparation

This section includes an event checklist and PowerPoint presentation designed to explain what a tabletop exercise entails and to outline the scenario details. The PowerPoint includes notes to help guide the facilitator through the presentation.

<https://electiontraining.wi.gov>

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EA Tabletop Exercise

Election Administration

Election Administration



Election Administration Works best when the many components are combined to meet the statutory needs and best practices are followed to garner a successful election.

Voter Registration (EL-131)



Voter Registration EL-131 (19 Mins)

◀ Demonstrating how to fill out the Voter Registration form.



Nomination Papers Review



Nomination Papers (17 mins)

◀ Demonstrating the Nomination Papers review process.



Election Day at the Polls



Everything Absentee (25.5 mins)

◀ Training for poll workers with the finer details about processing absentee ballots on Election Day.



Special Procedures (27 mins)

◀ Training for poll workers about Special Procedures on Election Day.



Voting Equipment (18 mins)

◀ Training for poll workers about Voting Equipment on Election Day.



Poll Book Management (13.5 mins)

◀ Training for poll workers on how to manage an election pollbook.



<https://electiontraining.wi.gov>

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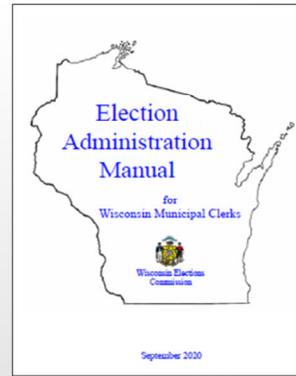
Election Administration

Additional Resources



- ▶ EA Training Webinars: <https://elections.wi.gov/clerks/education-training/webinars>
- ▶ Election Administration Manual: <https://elections.wi.gov/clerks/education-training/election-administration-manual>
- ▶ Election Day Manual: <https://elections.wi.gov/clerks/education-training/election-day-manual>
- ▶ Manuals and Webinars Order Form: <https://elections.wi.gov/node/6554>

Quantity	Item Description	Unit Cost By Mail	Total Cost
	Election Administration Manual for Wisconsin Municipal Clerks (Rev. 2020-09)	\$15.00	\$0.00
	Election Day Manual for Wisconsin Election Officials (Rev. 2020-09)	\$10.00	\$0.00
	Election Administration Training Webinar Series (DVD) (9/2017 – order date) -or- Baseline Chief Inspector Training presentation (thumb drive) indicate choices	\$5.00	\$0.00
		Total	\$0.00



Additional Resources

Other Web Applications

Online Election Management Links

Date: Tue, 02/05/2019 - 18:00

Here is a set of quick-link buttons for online election management applications. Included are WisVote (Election Management), Canvass (CRS), MyVote Wisconsin, BADGER Voters, and Access Elections.

CLICK ON THESE BUTTONS FOR EASY ACCESS.



<http://elections.wi.gov/clerks>

Other Web Applications



Questions?

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Questions?



Thank You!

Questions?

Email: elections@wi.gov

Elections Helpdesk: 608-261-2028