



# Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984  
(608) 266-8005 | [elections@wi.gov](mailto:elections@wi.gov) | [elections.wi.gov](http://elections.wi.gov)

DATE: August 24, 2020

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

FROM: Allison Coakley  
Training Coordinator

SUBJECT: I'm a New Clerk – Where do I Start? Webinar

## Webinar for County and Municipal Clerks

### I'm a New Clerk – Where do I Start?

Wednesday, August 26, 2020: 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/2692900097462725392>

Whether you are a new clerk or an experienced clerk with questions, we are here to help! Using the new clerk checklist as a guide, we will review training requirements to ensure that all election officials are up-to-date and compliant with state training laws. We will also take a look at the training resources available in the Learning Center, outline our communications protocol, and take a tour of the Elections Commission website and other web applications.

The webcast will be posted by the Thursday following the session on the WEC website for election officials to review at their convenience and will include indexing by-topic: <https://elections.wi.gov/clerks/education-training/webinars>. The training counts toward training 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 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 WEC 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 any questions, please contact [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033. Thank you.

*Wisconsin Elections Commissioners*

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator  
Meagan Wolfe