



# Wisconsin Elections Commission

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DATE: September 14, 2020

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

FROM: Allison Coakley  
Training Coordinator

SUBJECT: Poll Book Management webinar

## **Webinar for Clerks, Chief Inspectors and Poll Workers Poll Book Management**

**Wednesday, September 16, 2020: 10:00 a.m. – 11:00 a.m.**

**Registration Link:** <https://attendee.gotowebinar.com/register/6467292618175929360>

This webinar will provide election workers with training on the proper maintenance of the poll books on Election Day, how to read the absentee watermarks on the poll book, and the role and usage of the absentee ballot log. We will review the “state-show-sign” process that voters must follow in order to get a ballot and touch on photo ID requirements and common questions we receive from voters and election workers. Materials for the webinar will be posted Tuesday afternoon

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: <http://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

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Administrator  
Meagan Wolfe