

WISCONSIN ELECTIONS COMMISSION

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DATE: January 14, 2019

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

FROM: Allison Coakley
Training Coordinator

Michelle R. Hawley
WisVote Training Officer

SUBJECT: 2019 Election Preparation WisVote Webinar

Webinar for County and Municipal Clerks

2019 Election Preparation

Tuesday, January 14, 2019: 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/7966946202299715330>

Spring elections are right around the corner and this webinar will provide users with information on what and how to prepare for upcoming elections in WisVote. Topics will include basic election set-up tasks such as election plans, polling places, contests and candidates. We will also touch on frequently questioned topics including Reg List Alerts, Ineligible Voter List and DMV checks. Materials for the webinar will be posted today.

The webcast will be posted by the Wednesday following the session on the WEC website for clerks and their election workers to review at their convenience: <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 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 Tuesday. If you have any questions, please contact either: allison.coakley@wi.gov or (608) 261-2033 / michelle.hawley@wi.gov or 608-261-2004. Thank you.