

# State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3<sup>rd</sup> Floor  
Post Office Box 7984  
Madison, WI 53707-7984  
Voice (608) 266-8005  
Fax (608) 267-0500  
E-mail: [gab@wisconsin.gov](mailto:gab@wisconsin.gov)  
<http://gab.wi.gov>



JUDGE GERALD C. NICHOL  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

---

**DATE:** February 23, 2015

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

**FROM:** Jodi Kitts                      Juanita Borton  
SVRS Specialist                      SVRS Trainer

**SUBJECT:** SVRS Spring Election Preparation: Checklist II Review Webinar

**Webinar for County and Municipal Clerks (providers and self-providers of SVRS)  
SVRS Spring Election Preparation: Checklist II Review Webinar  
Wednesday, February 25, 2015: 10:00 a.m. – 11:00 a.m.  
Web link: <https://attendeegotowebinar.com/register/8352372275273733378>**

In preparation for the April election, this webinar will cover pre-election SVRS tasks, including election set-up (PPAP and RUP), entering local contests and candidates (making sure to use correct ballot positions!), re-naming ballot styles to your advantage and the importance of milestone #4.

Reference materials for the webinar have been posted on our website as an attachment. The webcast will be posted by the Thursday following the session on the G.A.B. website for clerks to use for their own education and training their election staff: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk certification 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 Help Desk at [gabhelpdesk@wi.gov](mailto:gabhelpdesk@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 G.A.B. 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 ideas or suggestions for future webinar topics, please contact Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.  
Thank you.