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DATE: February 25, 2019

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

FROM: Allison Coakley
Training Coordinator

SUBJECT: Election Day Procedures webinar

**Webinar for Clerks, Chief Inspectors and Poll Workers
Election Day Procedures**

Wednesday, February 27, 2019: 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/2740054841673637132>

This webinar will provide a general review of some basic and not-so-basic duties that election inspectors have on Election Day. Some Election Day procedures, such as registering voters and remaking ballots, are fairly common duties for most election workers. Other procedures for challenging a voter or issuing a provisional ballot may not get a lot of attention because election inspectors do not encounter these situations very often. Regardless, this is crucial information for new election workers and a good review for more seasoned ones. A copy of the presentation will be posted Tuesday.

The webcast will be posted by the Thursday 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 Wednesday. If you have any questions, please contact me: allison.coakley@wi.gov or (608) 261-2033. Thank you.