



Wisconsin Elections Commission

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DATE: August 16, 2019

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

FROM: Patrick Brennan
WisVote Training Officer

Allison Coakley
Training Coordinator

SUBJECT: WisVote and Election Administration Training webinar series schedules
(September 2019 – May 2020)

To supplement our current training program and outreach efforts, we have developed a new WisVote and election administration training webinar series, scheduled to begin this fall and continue into the 2020 Spring Election cycle. WisVote webinars are intended for current and possibly future users of the WisVote data management system. Election administration webinars are focused on providing all types of election workers with information about their duties before, during and after an election. Both webinar schedules follow this memo.

Based on clerk feedback, we are posting the webinar list with webinar access links to allow interested clerks to sign-up in advance of all webinars. After you have signed up, you will receive reminder emails one week, one day, and one hour before the webinar is scheduled to start. We will continue to post Live Webinar access information and related materials under “Recent Clerk Communications” no later than the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast. The posted webcasts will now include indexing links to allow clerks to go directly to a specific topic covered during a webinar. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <https://elections.wi.gov/node/6554>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to us: elections@wisconsin.gov or (608) 261-2033.

Wisconsin Elections Commissioners

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

Administrator
Meagan Wolfe

2019-20 WisVote Training Webinar Series

ERIC Movers Postcards

Tuesday, September 17, 2019, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/1786975076815937549>

A webinar to introduce and discuss the upcoming ERIC Movers postcard mailing. We will cover how the mailing list was created, response options – including the new MyVote postcard response option and poll book changes.

WisVote Voter Registration

Tuesday, October 15, 2019, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/4078690461148721420>

With an anticipated increase in Voter Registration activity for 2020 due to higher turnout elections and multiple 3rd party groups trying to get their supporters registered, this webinar will discuss open & closed registration periods, name changes, updates, MyVote, and much more.

2019 WisVote updates

Tuesday, November 19, 2019, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/2291350747315139596>

2019 has been a busy time in WisVote. This webinar will cover fixes, updates, and improvements released in WisVote since the 2019 Spring Election.

Spring Election Set-up/ Presidential Preference Primary impacts

Tuesday, December 17, 2019, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/1845413020320679437>

The addition of a Presidential Preference Primary will have an impact on this year's Spring Election Cycle. This webinar will cover the usual election set-up requirements as well as the additional challenges a presidential primary will bring.

Canvass Reporting System

Tuesday, January 21, 2020, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/1574267955353022221>

A short review webinar for reporting and certification steps using the Canvass Reporting System. There are no changes to Canvass for the 2020 election cycle. We will take time to answer any of your Canvass Reporting System questions.

Spring Post-Election and Early Prep for Fall General

Tuesday, April 21, 2020, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/1276725815225903373>

A webinar covering how to close out your Spring Elections and what can be done now to prepare for the Fall Election Cycle.

WisVote Grab-bag

Tuesday, April 28, 2020, 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/2377398527280860173>

Bring your questions, comments, and concerns. We'll be covering topics that have been generating calls and emails while answering your questions about WisVote.

2019-2020 Election Administration Training Webinar Series

New Clerk Orientation

Wednesday, September 25, 2019, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Registration Link: <https://attendee.gotowebinar.com/register/8108852476227675148>

Calling all clerks! If you are new to elections or just interested in “what’s new” for election training, this webinar is for you! We are rolling out a new municipal clerk checklist to guarantee that all clerks are familiar with state training requirements and resources, how to get access to the WEC Learning Center and tips on navigating the WEC website. We will also take a look at the election administration and WisVote webinar schedules for the next election cycle and share new training agendas developed for clerks to use to train their election workers in voter registration, poll book management and processing absentee ballots at the polls, to name just a few!

School District Clerk Duties

Wednesday, October 9, 2019, 10:00 a.m. – 11:00 a.m.

County, Municipal and School District Clerks

Registration Link: <https://attendee.gotowebinar.com/register/3350997382004303628>

School district clerks are entrusted with the responsibility of ensuring that their election-related tasks are completed in compliance with state law. The job of the Commission is to provide school district clerks with the information and resources they need to carry out their election duties. To this end, we have developed two new educational resources: *Election Administration for School District Clerks Manual* and a *Referendum Elections Guide*. In this webinar we will review key segments of both manuals and answer any questions you may have.

Clerk Tasks: Candidate Filings, Appointing Election Inspectors and Training Compliance

Wednesday, November 6, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/9125388359502582540>

We are quickly approaching the end of 2019 and you know what that means – candidates asking questions and filing papers for the 2020 spring election. Municipal clerks will be nominating their new slate of election inspectors to their governing bodies for appointment in the 2020-2021 term. In this webinar, we will review ballot access procedures and election inspector appointment process, including inspectors nominated by the two main political parties. The end of this year also marks the completion of the 2018-2019 training term for clerks, chief inspectors and other election workers. We will review training requirements to ensure that all election officials are up-to-date and compliant with state training laws.

Wrapping up 2019 and a Preview of 2020

Wednesday, December 4, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/6859175047888858124>

Does an “off election year” actually exist? This webinar will take a look at the important national and local news, events and topics we addressed in 2019 and how they will continue to impact the busy 2020 election cycle. Clerks and election workers have been asking for a revised version of the voter registration application (EL-131). After careful review and usability testing, we have developed a new version of the application and will go over the changes to the form in detail. Election security will continue to be front and center and receive a great deal of attention from state and federal agencies, elected officials, clerks and their election workers, and voters. We will provide an update on the Commission’s election security program and our efforts to work with federal and state governments and our clerk-partners to ensure that our elections continue to be fair and open.

What You Need to Know About Absentee Voting in 2020

Wednesday, January 15, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/8368013963964972044>

With three federal elections looming over us in 2020, this is a good time to review the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) rules for military and overseas voters, including ballot requests, issuing absentee ballots and delivery deadlines. This webinar will also review steps of the absentee voting process – by mail, in the clerk’s office, at residential care facilities and when processing ballots at the polls on Election Day – that seem to generate the most questions.

Preparing for a (Possible) Statewide February Primary

Wednesday, January 29, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/3853048684898176780>

If we have a statewide February Primary, we will have a lot to cover. Foremost is counting write-in votes. Although we have gone over the process in previous webinars, it’s a complex procedure that stands repeating! We have a new counting write-in votes worksheet that we will go over in detail. If you have specific counting write-in votes example you would like us to review, please send them in!

Election Day Duties

Wednesday, March 4, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/8989214943914269964>

This webinar will provide a general review of some special duties that election inspectors have on Election Day. These procedures may not get a lot of attention because election inspectors don’t encounter these situations very often, but it’s crucial information to have in case they do. We will go over those duties that we receive the most questions on and may have some new training resources to introduce you to!

2020 April and Presidential Preference Elections

Wednesday, March 11, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/3672197713826745868>

Every four years, Wisconsin has an April Spring Election and Presidential Preference Election. They take place on the same date, but the two could not be more different. We will go over the differences and what clerks and election workers need to know for this very unique, very important election.

Best Practices from the Spring Elections

Wednesday, May 6, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: <https://attendee.gotowebinar.com/register/3997429954788024844>

Our first post-election webinar! We will review everything we learned over the last four months and share some best practices identified by Commission staff, clerks and election workers. We will also give you a preview of the next webinar series and any new information we have going into the fall elections.