

November 3rd, 2020 Election
Helpful Hints Before the Virtual Training

When you join the training, you do NOT need to sign in. If you can see us, you are registered and ready to go. The training takes about 2 hours.

Payment information

In order to receive timely payment for training and working on Election day, you must complete an Employee Information Sheet and present a copy of your social security card to the Election Commission. If you do not have a SS card, you can order a new one from the Social Security Administration for free. If you are **volunteering** your time, you can skip this step.

- City Hall
200 East Wells Street, 5th floor, Room 501
Monday – Friday, 8am-4:45pm
- Election Warehouse
1901 S Kinnickinnic Avenue
Monday - Wednesday, 2pm – 7pm
Thursday - Saturday, 8am – 1pm
- Mail: Milwaukee Election Commission, 200 East Wells Street, Room 501, Milwaukee, WI 53202
- Email: electionworker@milwaukee.gov
- Fax: 414.286.8445

Paychecks will be mailed on or about **November 25, 2020**. Remember the Thanksgiving Holiday falls the next day. Please allow USPS time to deliver your paycheck. Kindly refrain from contacting our office, unless you have not received your paycheck **by December 4, 2020**.

When and where do I work?

One to two weeks prior to Election Day you will receive an email or letter confirming your shift and polling location. This will be based on what you selected on your application.

Voting Information

Don't forget to **vote early** (absentee or at an early voting site) because you will be very busy on Election Day. Early voting information is on the Milwaukee Election Commission website.

MyVote.wi.gov

Helpful contents on this website:

Register-if you have a WI driver's license or DOT-ID (deadline is October 14)

(If someone has moved, it will direct the voter to the DMV to change their address first.)

Where do I vote?

Absentee ballot request- do this as soon as possible to make sure you receive a ballot in time.

Completed ballots can be delivered to secure drop boxes around Milwaukee to avoid post office delays. (The site tracks absentee ballots from request to ballot received)

Sample ballot

Helpful Icons on Your Screen

Chat Box: The “group of people” icon is for the Chat box. You might just see the word “Chat.” You can type in questions during the training.

Piece of Paper: The “piece of paper” icon takes you to Materials. You might also just see the word “Materials”. If you do not have the paper training manual, click on Election Inspector and Chief Inspector Manual to open it for the training. There is also a link to Materials in the email invitation you received for the training. Look for Election Inspector and Chief Inspector Manual.

Manual

You need to follow along in the manual during the training - either on paper or online. You should be able to get a copy of the manual at City hall, the Election Commission Warehouse and the Milwaukee public libraries. Please use the paper manual if you have it so you can write notes. The online version might cover up the training materials on your screen, but the materials are mostly an outline with page numbers.

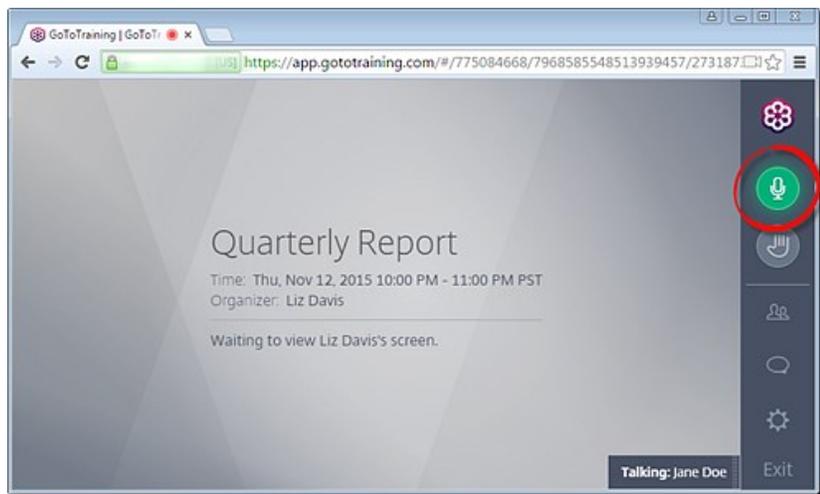
Bring your manual (with your name on it) to the polling site on Election Day!

Troubleshooting Issues with Virtual Training

If you are having issues with accessing the training, call 414-587-7468 to get help. You can also review the resources below.

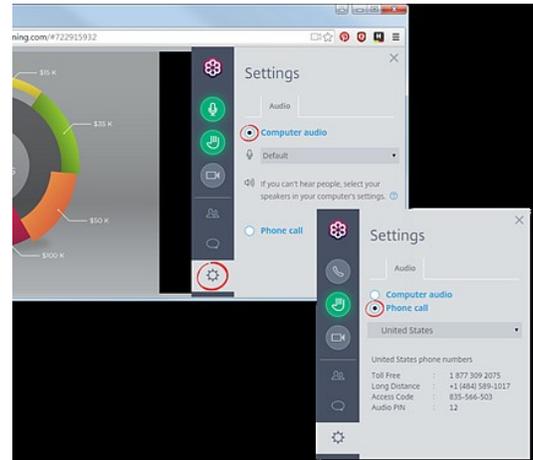
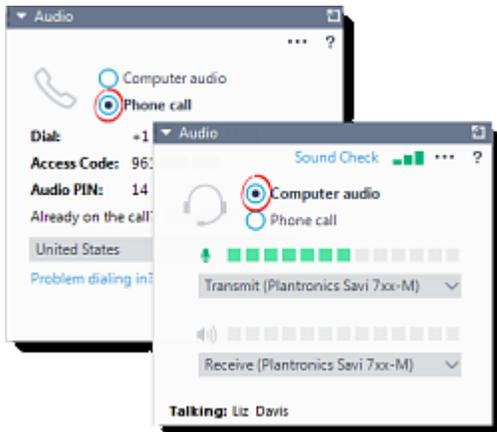
Why can't anyone hear me?

Please click on the **Microphone icon** to mute yourself. It will be **LIT** if it is on. If you are on a phone, please mute your phone. We will open the microphones for questions several times during the training, but we need to mute the background noise so everyone can hear. Unmute your phone or microphone **ONLY** when you want to ask a question. Learn more [here](#).



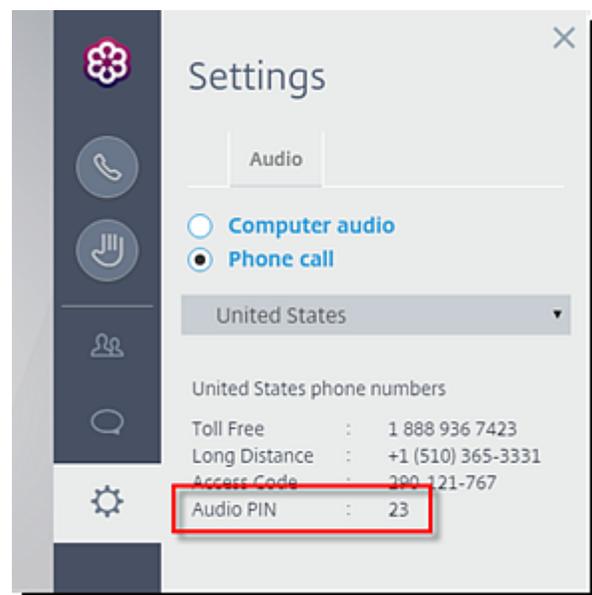
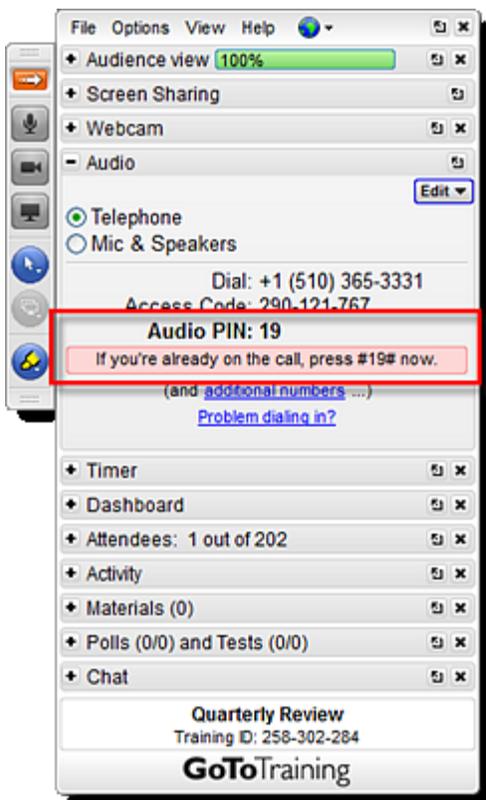
Why can't I hear Anyone?

If you cannot hear, try to turn up the volume on your computer. If that does not help, click on the **Cog Wheel icon** on the screen and look at **Audio Settings**. It should be on **Microphone and Speakers** if you are on a computer or phone call if you are calling in. Learn more [here](#).



What is the audio pin?

When you use your telephone to connect to the audio conference for a session, you are able to manage your audio using keypad commands. However, it can be much easier to do so using the Control Panel. In addition, other participants will be able to see when you are speaking (otherwise, you will be listed as an "unregistered caller"). Learn more [here](#).



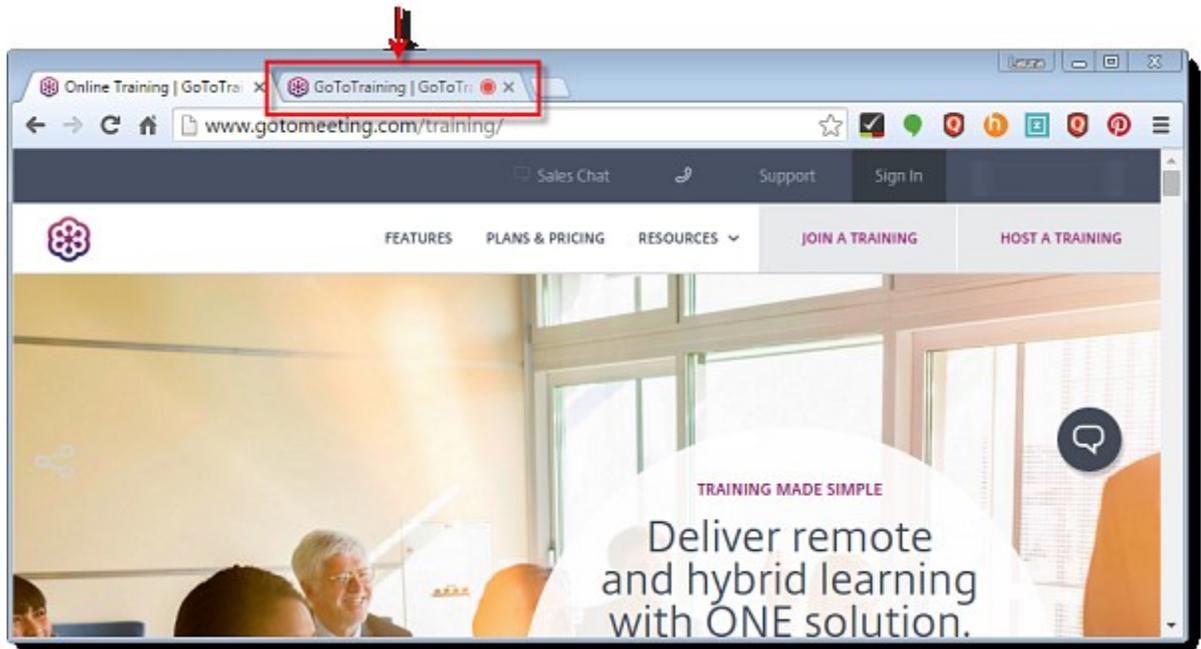
Why can I hear audio but not see the presentation?

Are you hearing the audio from the session but not seeing anything yet? There are a few possibilities for what might be happening. Learn more [here](#).

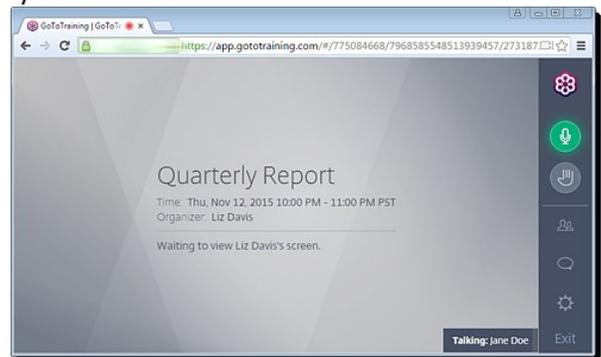
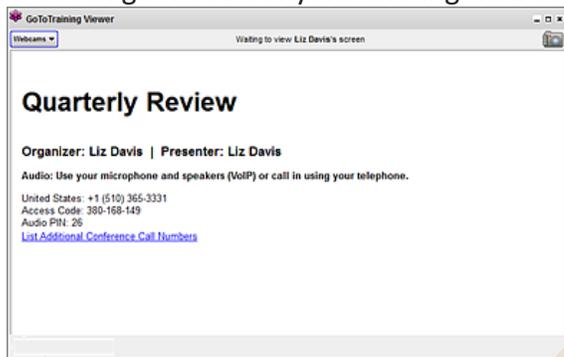
1. The Viewer window might be minimized or hidden (desktop app).



2. You might have the wrong tab selected (Instant Join app).



3. There might not be anyone sharing their screen yet.



Watch "Attendee Quick Start Video", [CLICK HERE](#)