



DELBERT HOSEMANN
Secretary of State

TO: Circuit Clerks
County Election Commission Chairs

FROM: Matt Grubbs
Director of Elections Administration/HAVA Administrator

DATE: September 6, 2012

SUBJECT: GEMS Election Operations Training 2012

The Secretary of State's office invites you to attend one of the "GEMS Election Operations" training sessions listed on the attached pre-registration form. **The training sessions can accommodate one (1) participant from the Circuit Clerk's office and one (1) participant from the Election Commission for each county** (we will not be able to reserve any seats outside of this). To reserve seating, each participant should complete and submit the attached pre-registration form. Please determine who will benefit most from this training in your office and coordinate with your members to verify who will attend. **Please pre-register for the session you wish to attend; space is limited.** *We kindly request that those who register for a session plan on attending or please give our office enough notice in advance of cancellations to accommodate other counties who may want to attend in your place.* See the attached syllabus for specific details about the course.

The time for each session is 9:00 a.m. to 4:00 p.m. with an hour break for lunch. ***Please note: Lunch will not be provided by the SOS.*** Also, please be aware these sessions are held in a computer room with a lot of electrical equipment, so drinks and food will not be permitted in the training room; if you have special dietary needs you may step outside or take a break at any time you desire. You may find parallel parking out in front of our building on North Street. Please do not park in the Secretary of State's back parking lot (located off of Jefferson Street) as this is reserved for SOS employees only and subject to ticketing.

The training material, in which you will need to bring to the class, will be posted on our secure site (www.sos.ms.gov/electftp) by September 17, 2012 at 5:00.

Please fax or mail your completed registration form by September 21, 2012 to the attention of:

Lindsay Leonard, Elections Training Coordinator
MS Secretary of State's Office
Post Office Box 136
Jackson, MS 39205-0136
Lindsay.Leonard@sos.ms.gov
Phone: 601-359-6687
Fax #1: 601-576-2545
Fax #2: 601-359-5019
Fax #3: 601-359-1499



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PRE-REGISTRATION FORM
GEMS Election Operations Training

PLEASE PRINT

Please fill out one form for each training participant, a total of two(2) from each county may attend.

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____

PHONE: _____ SECONDARY PHONE: _____

EMAIL ADDRESS: _____

CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION/TITLE IN ELECTIONS:

_____ County Election Commissioner

_____ Circuit Clerk

_____ Other (Please specify) _____

PLEASE CHECK THE BLANK BY THE TRAINING SESSION YOU PLAN TO ATTEND:

_____ SEPTEMBER 24, 2012 at SOS 700 North Street Office, Jackson MS

_____ SEPTEMBER 26, 2012 at SOS 700 North Street Office, Jackson MS

_____ SEPTEMBER 28, 2012 at SOS 700 North Street Office, Jackson MS

_____ OCTOBER 1, 2012 at SOS 700 North Street Office, Jackson MS

_____ OCTOBER 3, 2012 at SOS 700 North Street Office, Jackson MS

_____ OCTOBER 5, 2012 at SOS 700 North Street Office, Jackson MS

All classes will be held from 9:00am – 5:00pm at the Mississippi Secretary of State
700 North Street Building
Jackson, MS

(parallel parking available in front of the building)

Materials for session must be brought by participant.

PRE-REGISTRATION DUE BY: September 21, 2012

Please send to:

Lindsay Leonard, Elections Training Coordinator
MS Secretary of State's Office

Post Office Box 136
Jackson, MS 39205-0136

Lindsay.Leonard@sos.ms.gov

Phone: 601-359-6687

Fax# 1: 601-576-2545

Fax # 2: 601-359-5019

Fax # 3: 601-359-1499

Class Title: **GEMS Election Operations Training**

Audience Level: One (1) participant from the Circuit Clerks Office and one (1) participant from the Election Commission for each county.

Time Duration: This is a 1 day class offered from 9:00 a.m. to 4:00 p.m. – with one hour lunch break from 12 – 1:00 p.m. Lunch is on your own.

Objective: This course will review the elections process for Mississippi including administering an election, preparing equipment for an election, the creation of memory cards, uploading, and election results reporting, etc. Given the proper tools, equipment and documentation, the attendee will be familiar with the election process and be able to prepare equipment for election, create memory cards, upload results from the precincts to the database, and run result reporting on election night.

Materials: GEMS Election Operations Training Guide (includes Sections 3, 4, 5, and 8 from the TSX Guide for Conducting Elections).

Topic Overview:

- Overview of GEMS
- Loading an election database
- Check Export IDs and Race IDs
- Changing number of memory cards per precinct in GEMS
- Update Security Keys on TSX
- Download memory cards - TSX
- Create Master Voter Access Cards
- Programming encoders
- Lunch
- Download OS memory cards
- Logic and Accuracy(testing the memory cards and encoders)
- Upload L&A Memory Cards/Back-up of Test Results/Reports
- Set for Election
- Election Day Coverage - cast votes
- Preparing for Tabulation
- Tabulating Results from TSX and OS
- Export to SEMS
- Produce Recap Reports
- Questions and Answers/Wrap-Up

Additional Details: Location--- Mississippi Secretary of State's Office
700 North Street, Jackson, MS 39202
(parallel parking available on North Street)

Class Size --- 10 students