



DELBERT HOSEMANN
Secretary of State

TO: Democratic and Republican County Executive Committee Chairs
CC: Circuit Clerks
FROM: Matt Grubbs 
Director of Elections Administration/HAVA Administrator
DATE: December 5, 2011
SUBJECT: County Executive Committee "Train-the-Trainer" Registration

The Secretary of State's Office invites you to attend one of the "Train-the-Trainer" sessions scheduled as follows:

January 4, 2012
January 12, 2012
January 19, 2012
February 8, 2012
February 9, 2012
February 14, 2012 (Tentative)
February 15, 2012 (Tentative)
February 16, 2012 (Tentative)

To reserve seating, each participant should complete and submit the attached pre-registration form. Please pre-register for the session you wish to attend; space is limited. The training sessions can accommodate up to two (2) Executive Committee members from each county. Please coordinate with your members to determine who will attend. Only twenty (20) places will be available at each session. Therefore, the sooner you register, the more likely you will be able to attend the session of your choice.

To better serve you, we now provide all training materials on our website. This allows you to go to our website before a training session, print and review the materials prior to the session, and bring them with you to the training. We hope that this will allow you to be better prepared for upcoming training sessions. Hard copies of materials will not be provided by our office at the sessions. The training materials will be posted on our website by Thursday, December 22nd, at the following web address:
http://www.sos.ms.gov/elections_elections_officials_center2.aspx

Please fax or mail your completed registration form no later than Thursday, December 22nd to the attention of:

Lindsay Leonard, Elections Training Coordinator
MS Secretary of State's Office
401 Mississippi Street
Jackson, MS 39205
Lindsay.Leonard@sos.ms.gov
Phone: 601-359-6687
Fax: 601-359-1499 or Fax#2: 601-359-5019



DELBERT HOSEMANN
Secretary of State
PRE-REGISTRATION FORM
County Executive Committee Train-the-Trainer Session
PLEASE PRINT

Please fill out one form for each training participant. Only two (2) from each party in each county may attend.

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ SECONDARY PHONE: _____

COUNTY: _____

EMAIL ADDRESS: _____

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

_____ Democratic Executive Committee Member

_____ Republican Executive Committee Member

_____ OTHER (Please specify) _____

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

_____ January 4, 2012, from 10 am – 1 pm
The Capps Center – 920 Hwy 82 West, Indianola

_____ January 12, 2012, from 9 am – 12 pm
Secretary of State's Office, 2nd Floor Conference Room, 700 North Street, Jackson

_____ January 19, 2012, from 10 am – 1 pm
Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg

_____ February 8, 2012, from 10 am – 1 pm
Itawamba Community College, 2176 South Eason Blvd, Tupelo

_____ February 9, 2012 from 9 am – 12 pm
Secretary of State's Office, 2nd Floor Conference Room, 700 North Street, Jackson

_____ February 14, 2012, from 9 am – 12 pm (Tentative)
Secretary of State's Office, 2nd Floor Conference Room, 700 North Street, Jackson

_____ February 15, 2012, from 9 am – 12 pm (Tentative)
Secretary of State's Office, 2nd Floor Conference Room, 700 North Street, Jackson

_____ February 16, 2012 from 9 am – 12 pm (Tentative)
Secretary of State's Office, 2nd Floor Conference Room, 700 North Street, Jackson

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- Title:** Party Executive Committee Train-the-Trainer Session
- Audience Level:** This course is for two (2) Party Executive Committee members responsible for the training of Poll Workers.
- Prerequisites:** Party Executive Committee members only.
- Time Duration:** This is a one-day class. Time is specified depending on date and location.
- Objective:** To provide instruction so participants will be equipped to lead TSX Poll Worker Training Classes on the county level.
- Overview:**
- TSX Components
 - Set up the TSX
 - Install the Printer Housing Unit
 - Configure VIBS
 - Daisy Chaining
 - Open the Polls
 - Print Zero Report
 - Encode Voter Access Cards
 - Encode a VIBS Ballot Voter Access Card
 - Cast a ballot
 - Cancel a ballot
 - Changing Paper Roll
 - End Election
 - Print Results Reports
 - Take down the TSX
 - Troubleshooting
 - Clearing Paper Jam
- Materials:** The **Mississippi Poll Manager's Guide for the TSX Voting System** is provided on our website for you to print and bring to training. It is not required for you to bring downloaded materials to training, but the printed materials will *not* be provided by our office on training day.
http://www.sos.ms.gov/elections_elections_officials_center2.aspx
- Activities and Procedures:** Set up TSX, open polls, conduct election, end election, take unit down and troubleshoot.
- Additional Details:** Class size: **20 students**
Student/Equipment ratio: 2:1
Lab time: 75%
Lecture time: 25%