



DELBERT HOSEMANN
Secretary of State

TO: County Election Commissioner Chairs
Circuit Clerks

FROM: Matt Grubbs
Director of Elections Administration/ HAVA Administrator

DATE: July 1, 2011

SUBJECT: "Train-the-Trainer" Registration

The Secretary of State's Office invites you to attend one of the "Train-the-Trainer" sessions listed on the attached pre-registration form. 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) Election Commissioners and one (1) person from the Circuit Clerk's Office in 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. The course syllabus is attached for your review.

The **Mississippi Poll Manager's Guide for the TSX Voting System** is provided on our secure site 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. The document you will need to bring to the class will be posted on our secure website (www.sos.ms.gov/electftp) by July 15th.

Please fax or mail your completed registration form by **August 8th** to the attention of:

Amanda Frusha, Training Coordinator
MS Secretary of State's Office
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Jackson, MS 39205
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