



DELBERT HOSEMANN
Secretary of State

- Class Title:** GEMS Election Operations Training
- Audience Level:** One (1) participant from the Circuit Clerk's Office and one (1) participant from the Election Commission for each county.
- Time Duration:** This is a one-day class offered from 9:00 a.m. to 4:00 p.m. – with a 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
401 Mississippi Street, Jackson, MS 39202
(parking available in the PERS Parking Garage)
- Class Size --- 12 students