



DELBERT HOSEMANN
Secretary of State

TO: Party Executive Committee Chairs

FROM: Matt Grubbs
Director of Elections Administration/ HAVA Administration

DATE: March 4, 2010

SUBJECT: Party Executive Committee “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) Executive Committee members from each county. Please coordinate with your members to determine who will attend. Only 20 places will be available at each session, so the sooner you register, the more likely you will be able to attend the session of your choice. Please see the attached course syllabus.

To better serve you, we will now provide all training materials for you on our web site. 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. **We will no longer provide training handouts at the training sessions, so please bring your materials with you.**

To access training materials, please visit our website at:
http://www.sos.ms.gov/elections_elections_officials_center2.aspx

Please fax or mail your completed registration form by March 19th, to the attention of:

Amanda Frusha
MS Secretary of State’s Office
401 Mississippi Street
Jackson, MS 39205
Amanda.Frusha@sos.ms.gov
Phone: 601-359-5213
Fax: 601-359-1499

We look forward to seeing you at the training. Thank you.

PRE-REGISTRATION FORM

Mississippi Secretary of State's Office

"Party Executive Committee Train the Trainer Training"

PLEASE PRINT

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

COUNTY: _____

NAME: _____

MAILING ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____

OFFICE PHONE: _____ FAX NUMBER: _____

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:

_____ April 6: Greenville Higher Education Center - 2900 A Hwy 1 South, Greenville

_____ April 9: Secretary of State's Office, 2nd floor Conference Room, 700 North Street, Jackson

_____ April 12: Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg

_____ April 13: Secretary of State's Office, 2nd floor Conference Room, 700 North Street, Jackson

_____ April 16: Renasant Center for Ideas, Room 110, 398 East Main Street, Tupelo

_____ April 27: Secretary of State's Office, 2nd floor Conference Room, 700 North Street, Jackson

_____ April 28: Greenville Higher Education Center - 2900 A Hwy 1 South, Greenville

_____ April 30: Secretary of State's Office, 2nd floor Conference Room, 700 North Street, Jackson

_____ May 4: Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg

_____ May 6: Renasant Center for Ideas, Room 110, 398 East Main Street, Tupelo

****ALL CLASSES ARE FROM 9AM – 4PM****

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Title: **Party Executive Committee Train-the-Trainer Session**
Audience Level: This course is for the two (2) Party Executive Committee members responsible for the Training of Poll Workers.

Prerequisites: Party Executive Committee members

Time Duration: This is a 1 day class offered from 9:00 pm to 4:00 pm – with a 1 hour lunch break from 12pm to 1pm

Objective: Provide instruction so that participants will be able lead TSX Poll Worker Training Classes at 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 Provided: Mississippi Poll Managers Guide for the TSX Voting System will be provided on our website for you to print and bring to training by March 15th.

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%