

**PRE-REGISTRATION FORM**  
**Mississippi Secretary of State's Office**  
**Election Commissioner Train the Trainer Session**  
*PLEASE PRINT*  
*Please fill out one form for each training participant, a total of three (3) from each county.*

COUNTY: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

- \_\_\_\_\_ CHAIRMAN COUNTY ELECTION COMMISSION
- \_\_\_\_\_ COUNTY ELECTION COMMISSIONER
- \_\_\_\_\_ CIRCUIT CLERK
- \_\_\_\_\_ OTHER, PLEASE DESCRIBE \_\_\_\_\_

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

- \_\_\_\_\_ **August 23 from 10 a.m. to 1 p.m. at**  
Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg
- \_\_\_\_\_ **August 25 from 10 a.m. to 1 p.m. at**  
Greenville Higher Education Center - 2900 A Hwy 1 South, Greenville
- \_\_\_\_\_ **August 27 from 1 p.m. to 4 p.m. at**  
Renasant Center for Ideas, Room 110, 398 East Main Street, Tupelo
- \_\_\_\_\_ **September 1 from 9 a.m. to 12 p.m. at**  
Secretary of State's Office, 2<sup>nd</sup> floor Conference Room, 700 North St., Jackson
- \_\_\_\_\_ **September 8 from 10 a.m. to 1 p.m. at**  
Greenville Higher Education Center - 2900 A Hwy 1 South, Greenville
- \_\_\_\_\_ **September 15 from 9 a.m. to 12 p.m. at**  
Secretary of State's Office, 2<sup>nd</sup> floor Conference Room, 700 North St., Jackson
- \_\_\_\_\_ **September 16 from 1 p.m. to 4 p.m. at**  
Renasant Center for Ideas, Room 110, 398 East Main Street, Tupelo
- \_\_\_\_\_ **September 21 from 10 a.m. to 1 p.m. at**  
Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg
- \_\_\_\_\_ **September 29 from 9 a.m. to 12 p.m. at**  
Secretary of State's Office, 2<sup>nd</sup> floor Conference Room, 700 North St., Jackson
- \_\_\_\_\_ **September 30 from 9 a.m. to 12 p.m. at**  
Secretary of State's Office, 2<sup>nd</sup> floor Conference Room, 700 North St., Jackson

Please fax/mail your completed registration form to our office by August 9<sup>th</sup>, to the attention of:

**Amanda Frusha**  
**MS Secretary of State's Office**  
**401 Mississippi Street**  
**Jackson, MS 39205**  
[Amanda.Frusha@sos.ms.gov](mailto:Amanda.Frusha@sos.ms.gov)  
**Phone: 601-359-5213**  
**Fax: 601-359-1499**

**Title:** **Train-the-Trainer (TSX Voting Device) Session**

**Audience Level:** This course is for the two (2) Election Commissioners and one (1) representative from the Circuit Clerks' office responsible for the Training of Poll Workers.

**Time Duration:** This is a 1 day class. Time is specified depending on location.

**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 Manager's Guide for the TSX Voting System is provided on our website for you to print and bring to training. This is not required for you to bring to training, but will not be provided by our office.

[http://www.sos.ms.gov/elections\\_elections\\_officials\\_center2.aspx](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%