

## **PRE-REQUISITES TO ATTENDING PART 2 ELECTION INSPECTOR TRAINING** **on Thursday, June 23, 2016**

- 1) Local Clerk's should use the 2016 Part 1 Presentation – either show to your group of inspectors on a large screen or individually using a computer monitor. This NEW Presentation will concentrate on OPENING the Polls and CLOSING the Polls responsibilities. (this presentation is available on our County Clerk-[Elections webpage](#), under Local Clerk Resources, Election Inspector Training).  
  
It will also include HANDS-ON EXERCISES and Post-Election Audit reminders.
- 2) All Election Inspectors should complete a new [application](#) for the Local Clerk to have on file.
- 3) Each inspector should view the following Bureau of Election Video's (if they do not have internet access at home, suggest they go to the nearest library or make an appointment to come to your office to use the internet):
  - a. Processing Voters: (3.35 minutes)  
<http://www.youtube.com/watch?v=KkcT3jEsXPA&list=PLJHaXzzP47I9Oeo9aARqsPrISG1DrNZP7&index=2>
  - b. Challenges: (4.33 minutes)  
<http://www.youtube.com/watch?v=aHwrSBaZQrs&feature=youtu.behttp://www.youtube.com/watch?v=aHwrSBaZQrs&feature=youtu.be>
  - c. Checks and Balances: (3.49 minutes)  
<http://www.youtube.com/watch?v=WdTDDiZf1MA&feature=youtu.be>
  - d. Campaigning: (1.57 minutes)  
<http://www.youtube.com/watch?v=aFUuv0HeHQs&feature=youtu.be>
  - e. Provisional Ballots: (5.55 minutes)  
<https://www.youtube.com/watch?v=cVN0zca1jnc&list=PLJHaXzzP47I9Oeo9aARqsPrISG1DrNZP7&index=2>
  - f. Duplicating Ballots: (2.20 minutes)  
[https://www.youtube.com/watch?v=rrZLC9\\_7gKk&index=11&list=PLJHaXzzP47I8zVfIDEwPAkT4bKvtUYaj](https://www.youtube.com/watch?v=rrZLC9_7gKk&index=11&list=PLJHaXzzP47I8zVfIDEwPAkT4bKvtUYaj)
  - g. Inappropriate Ballot Container: (0.30 seconds)  
[https://www.youtube.com/watch?v=ON\\_rG5ittkw&index=11&list=PLJHaXzzP47I8zVfIDEwPAkT4bKvtUYaj](https://www.youtube.com/watch?v=ON_rG5ittkw&index=11&list=PLJHaXzzP47I8zVfIDEwPAkT4bKvtUYaj)
- 4) Review the [Election Inspector Training Points Booklet](#) (November 2015).

Each inspector who uses the Electronic Pollbook should view the following EPB Tutorials provided by the Bureau of Elections: [https://www.youtube.com/playlist?list=PLJHaXzzP47I\\_oQr8oarDt7c5Q8SB03lav](https://www.youtube.com/playlist?list=PLJHaXzzP47I_oQr8oarDt7c5Q8SB03lav)

- a. Introduction to the Electronic Pollbook (9.18 minutes);
- b. Defining the Privacy Zone of the EPB encrypted flash drive (3:47 min);
- c. EPB Flash Drive Settings (1:57 min);
- d. Setting QVF Options to include Ballot Style Aliases in EPB (1:07 min);
- e. Exporting the EPB Software from QVF (4:20 min);
- f. Installing the EPB Software onto the laptop (1:52 min);
- g. Preparing the EPB Software for election day (2:58 min);
- h. Preparing the EPB Software for opening of the polls (2:55 min); and
- i. Importing EPB Voter History into QVF (2:17 min).