

TRAINING SCHEDULE

PRESIDENTIAL GENERAL ELECTION

November 3, 2020

TRAINING IS MANDATORY FOR ALL ELECTION WORKERS.

Read this training schedule carefully to know what training is required for you.

If you need help, contact the Office of Elections at 707-445-7481.

SCHOOL OF INSTRUCTION

All election workers are required to attend one session of the school of instruction. Look at your Notice of Appointment and read the below training information carefully to know what training is required for you. School of instruction training sessions will be provided through Zoom. After you sign up for training, you will receive a meeting invite with log-on information prior to your scheduled training day.

Leadership School of Instruction

Who should attend the leadership school of instruction? (1) managers, (2) assistant managers, (3) voting equipment technicians, (4) backup assistant managers, and (5) backup voting equipment technicians.

Materials will be available on the Office of Elections website prior to October 12.

Website link: <https://humboldt.gov/2776/Election-Workers>.

Monday, October 12: 9 am – 12 (noon)	Wednesday, October 14: 1:30 – 4:30 pm
Friday, October 16: 9 am – 12 (noon)	Monday, October 19: 1:30 – 4:30 pm
Friday, October 23: 1:30 – 4:30 pm	Saturday, October 24: 9 am – 12 (noon)

Clerk School of Instruction

Who should attend the clerk school of instruction? (1) clerks assigned to a team, and (2) on call clerks who have not yet been assigned to a team.

Materials will be available on the Office of Elections website prior to October 12.

Website link: <https://humboldt.gov/2776/Election-Workers>.

Monday, October 12: 1:30 – 4:30 pm	Friday, October 16: 1:30 – 4:30 pm
Saturday, October 17: 9 am – 12 (noon)	Monday, October 19: 9 am – 12 (noon)
Wednesday, October 21: 1:30 – 4:30 pm	Friday, October 23: 9 am – 12 (noon)

MACHINE LAB

Leadership team members are required to complete one session of machine lab training. **Training must be attended together as a team.** Look on your Notice of Appointment to know if you are required to attend machine lab training. Training will cover (1) ballot-on-demand, (2) Scan, (3) Touch Writer, and (4) Poll Pad. Training sessions will be held at Eureka City Hall (531 K St, Eureka) in the board chambers. Masks required.

Who should attend machine lab training? (1) managers, (2) assistant managers, (3) voting equipment technicians, (4) backup assistant managers, and (5) backup voting equipment technicians.

Team members must attend the training together as a team. Managers will coordinate the training date with team members and schedule the training date with the Office of Elections.

Tuesday, October 13: Session 1: 9 am – 12 (noon) Session 2: 1:30 – 4:30 pm	Thursday, October 15: Session 1: 9 am – 12 (noon) Session 2: 1:30 – 4:30 pm
Saturday, October 17: Session 1: 9 am – 12 (noon) Session 2: 1:30 – 4:30 pm	Tuesday, October 20: Session 1: 9 am – 12 (noon) Session 2: 1:30 – 4:30 pm
Thursday, October 22: Session 1: 9 am – 12 (noon) Session 2: 1:30 – 4:30 pm	Saturday, October 24: Session 1: 9 am – 12 (noon) Session 2: 1:30 – 4:30 pm
