

# Poll Worker Communication Manager

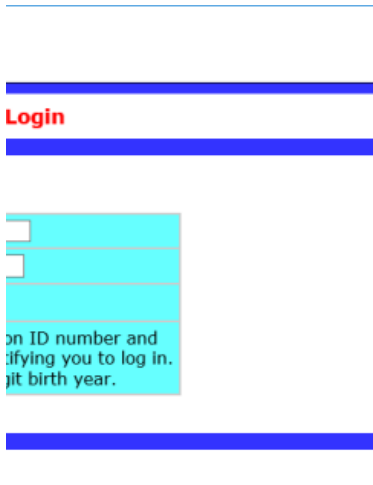
## *Instructions and Tips for Successful Navigation*

The Poll Worker Communication Management System is how we communicate with all poll workers. We use the system to communicate information to workers via email and to receive information from workers through links that you click to complete tasks such as accepting an assignment. Shared information via email can include, but is not limited to, welcome letters, renewal notices, work assignments and class assignments. We can also use the system to communicate other information as needed.

The Election Worker Information screen is your personal webpage that allows you to update information at will. The illustrations, instructions and tips below will help you become familiar with the appearance and navigation of the system.

### **ELECTION WORKER LOGIN PAGE**

When you open your welcome letter, click on this hyperlink to connect to the Election Worker Login page.



**TIP:** To save the hyperlink to your "favorites," click on the Star icon in your browser to select the page and add it to your "favorites" list.

## LOGGING IN

### Election Worker Login

User Id	<input type="text" value="100205756"/>	
Password	<input type="text" value="1957"/>	
<input type="button" value="Login"/>		

The userid is your voter registration ID number and is also in the email you received notifying you to log in. The password is your four digit birth year.

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Your User Id is automatically inserted. The password is the year of your birth.

## YOUR WEBPAGE

Once logged in, your webpage will look like this:

### Election Worker Information

#### Election Worker

Id	20310682	<a href="#">Logout</a>
Name	EVERHART, EILEEN	
Email	EEVERHART@SARASOTAVOTES.COM	<input type="button" value="Edit"/>
Phone	9418618641	<input type="button" value="Edit"/>
Cell Phone		<input type="button" value="Edit"/>
Orientation Class	01-04-2010	
	Annual Renewal	<input type="button" value="Renew"/>

#### Work Assignments

You have been assigned to the election listed below. Please accept or reject your assignment by clicking the 'Accept' or 'Reject' link. If you are no longer able to work the assigned election, please call the Poll Worker Department.

Election	Date	Precinct	Position	Action
083016 PRIMARY	08/30/16 Tue	106 SHINING LIGHT OF SARASOTA 8500 FRUITVILLE RD SHINING LIGHT OF SARASOTA SARASOTA FL 34240	CLERK	<a href="#">Accept</a> <a href="#">Reject</a>

#### Class Assignments


All election workers are required to attend a training class prior to working in an election. You have been assigned to the class listed below. If you are unable to attend this class, you may change it by clicking the 'Change' link for the class. You will be presented with a list of alternative classes to choose from.


Type	Location	Date	Time	Action
CA	SARASOTA OPERATIONS CTR (IGOC) 1001 SARASOTA CENTER BLVD SARASOTA FL 34240	05/13/16 Fri	08:00 AM Dur: 5.00 Hrs	<a href="#">Change Class</a>

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## USING YOUR ELECTION WORKER INFORMATION WEBPAGE (refer to screen shot on previous page)

### Election Worker

To make changes to your Email, Phone or Cell Phone click on the  button to the right of the item you would like to change.

To indicate your availability for scheduled elections, click on the  button to the right of the



box.

### Work Assignments

This part of your Election Worker Information page includes the election and date, the location of the precinct you are assigned to work and your position. In this area of your page, you must click on [Accept](#) or [Reject](#) to indicate if you are available to work as assigned.

### Class Assignments

This part of your Election Worker Information page includes your class assignment location, date and time. Use the [Change Class](#) link if you are unable to attend the assigned class.

#### TIP FOR CLERKS:

Once you have accepted your work assignment select [Workers](#) under **Action** to view your poll worker list.

## Work Assignments

You have been assigned to the election listed below. Please accept or reject your assignment by clicking the 'Accept' or 'Reject' link. If you are no longer able to work the assigned election, please call the Poll Worker Department.

Election	Date	Precinct	Position	Action
083016 PRIMARY	08/30/16 Tue	106 SHINING LIGHT OF SARASOTA 8500 FRUITVILLE RD SHINING LIGHT OF SARASOTA SARASOTA FL 34240	CLERK	Accepted 05/12/16 <a href="#">Workers</a>

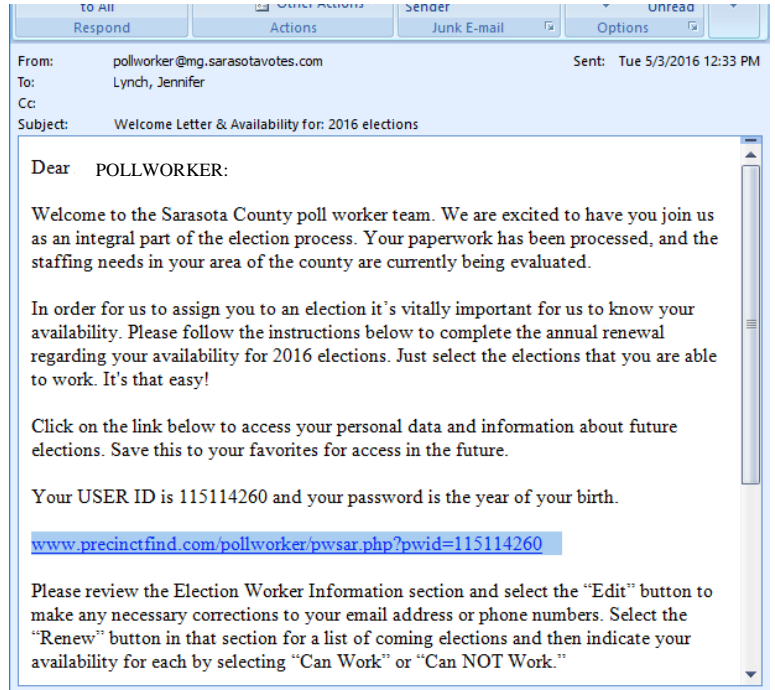
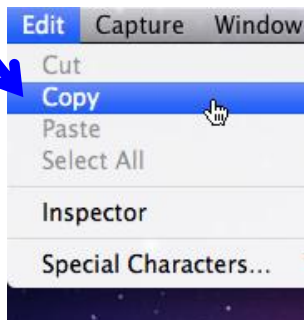
**Precinct 106 Worker List** [Return Home](#)

Position / Name	Phones	Special Tasks	Action
Inspector Smith, Jane (REP)	H:941-888-8888 C:		<a href="#">Assign Task</a>
Inspector Smith, Jennifer (REP)	H:941-999-9999 C:		<a href="#">Assign Task</a>
Inspector Smith, John	H:941-888-8888 C:		<a href="#">Assign Task</a>
Deputy Smith, Jeremiah (DEM)	H:941-999-9999 C:		<a href="#">Assign Task</a>
Clerk EVERHART, EILEEN MAREN (REP)	H:941-861-8641 C:--		<a href="#">Assign Task</a>
Asst Clerk Smith, James (DEM)	H:941-999-9999 C:		<a href="#">Assign Task</a>

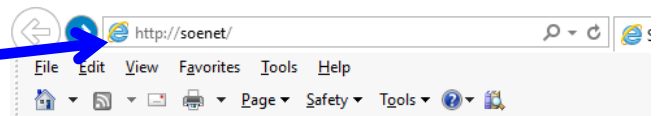
**TIP:** Some internet servers remove the hyperlink from your emails for security. If the Election Worker login does not open up or a blank page is displayed when you click on the hyperlink, go to the original email and follow the directions below:

Place your cursor on the beginning of the link and hold down the left click button on your mouse. Drag your mouse cursor to the end of the link and let go of the left click button.

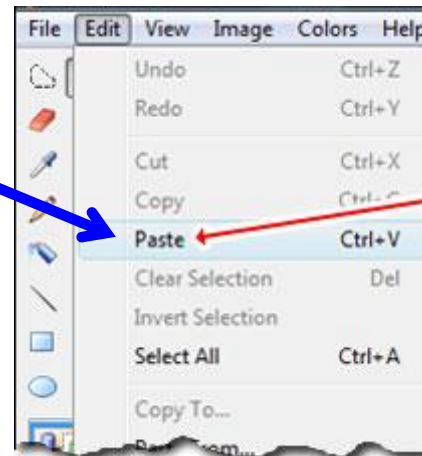
Next, place your cursor over the highlighted text and right click. From the dropdown menu, left click on Copy



Now place your cursor in the address bar of your browser



and right click on your mouse. From the drop down menu select Paste.



**Call the Poll Worker Department at 861-8640 if you have any questions or need assistance!**