

How to Enter Information in the Open Book/Board of Review Calendar

Before you get started:

- You must be authorized to enter information in the calendar
- You will use your WAMS ID to access the calendar
- If you already have a WAMS ID, you must still request authorization to the calendar

A. Enter data into 2018 Board of Review Calendar

1. **Log into WAMS** – enter your WAMS ID and password, then click "Login"

Note: If you do not have a WAMS ID and/are not authorized to use this calendar, review "[How to Request Authorization to the Open Book/Board of Review Calendar.](#)"

The screenshot shows the 'Board of Review Calendar Entry for 2018' page. It includes instructions to use the application for entering dates and a link to instructions. A 'WAMS Logon' box contains a login form with fields for 'WAMS ID' and 'Password', and 'Login' and 'Clear' buttons. The WAMS logo and a link to register for a WAMS ID are also visible.

2. **County** – after logging into WAMS, this screen appears
From the dropdown menu, select the county where your municipality is located.

The screenshot shows the 'County' selection screen. It includes instructions to select the county from a dropdown menu. The dropdown menu is currently set to 'Please Select'.

3. **Municipality** – after selecting your county, the municipality window appears
From the dropdown menu, select your municipality.

The screenshot shows the 'Municipality' selection screen. It includes instructions to select the municipality from a dropdown menu. The dropdown menu is currently set to 'Please Select'.

4. Enter Dates – enter your Open Book and BOR dates, choose:

a. Assessment Type – select from the dropdown menu

Note: Contact your assessor if you do not know the type of assessment.

b. Open Book

- Select the Start and End Date. If you do not have a date set, check the "To be determined later" box. **Note:** Once you set the date, reopen this application and enter this information.
- Start Time – select the Hour, Minute and AM/PM

c. Board of Review

- Select the Start and End Date. If you do not have a date set, check the "To Be Determined Later" box. **Note:** Once you set the date, you can reopen the application and enter this information.
- Start Time – select the Hour, Minute and AM/PM
- **Note:** state law, <https://docs.legis.wisconsin.gov/statutes/statutes/70/47/1>, requires a minimum of seven days between the end of Open Book and the start of the Board of Review

d. Note: After you click "Save," the message "Dates are saved" appears in red. You can return to the application and make updates if the day or times change.

County
From the dropdown menu, select the county where your municipality is located.

County:

Municipality
From the dropdown menu, select the municipality where your Open Book and BOR will be held.

Municipality:

Enter Dates
COUNTY OF GRANT - CITY OF PLATTEVILLE
Enter your dates and click "Save."

Assessment Type
Choose Type:

Open Book
Start Date: - To be determined later
End Date: - To be determined later
Start Time: 01 Hour 00 Minute PM AM/PM

Board of Review
Start Date: - To be determined later
Start Time: 01 Hour 00 Minute PM AM/PM

B. View dates and times in the Open Book/BOR calendar

1. Calendar is located on our website

- Direct link to calendar web page: revenue.wi.gov/Internet/sfborcalendar-inquiry.html
- You do not need to log in to view the calendar; this calendar is open to the public

2. To view the calendar dates – select a county and municipality

County

From the dropdown menu, select the county where your municipality is located.

County:

Municipality

From the dropdown menu, select the municipality you would like to view.

Municipality:

a. Entered – if dates/times were previously entered, the information will be listed

Assessment Type - Annual Review/Maintenance

Open Book Meeting
Start Date - 04/16/2018
End Date - 04/27/2018
Start Time - 9:00 AM

Board of Review Meeting
Start Date - 05/18/2018
Start Time - 10:00 AM

b. Not entered – if dates/times were not previously entered, you will see this screen. Property owners can provide an email address and receive a notification when the information changes.

County

From the dropdown menu, select the county where your municipality is located.

County:

Municipality

From the dropdown menu, select the municipality you would like to view.

Municipality:

COUNTY OF DOOR - TOWN OF FORESTVILLE

We do not have dates listed for your municipality's Open Book and Board of Review.

Contact either the Assessor or Clerk listed below for your municipality's Open Book and Board of Review dates and times.

Email Contact Information
If you would like to be contacted when your municipality posts its dates, enter your email address and click "Submit email."

Email Address: