

Open Book/Board of Review Calendar Instructions

A. New in 2016

- County Treasurers and Real Property Listers may update Open Book and BOR Calendar information
- Users may provide a contact email address at any time

B. Enter data into 2016 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/or access to this calendar, review "[Registering to use the Open Book/Board of Review Calendar Instructions](#)."

Board of Review Calendar Entry for 2016

Use this application to enter your municipality's *Open Book* and *Board of Review* dates.

For more information, review the [Open Book/Board of Review Calendar](#)  instructions.

WAMS Logon

Login using your WAMS ID and password.

WAMS ID:

Password:


WAMS
WEB ACCESS
MANAGEMENT SYSTEM

[Register for WAMS ID and password](#) | [Instructions](#) 

2. **County** – after logging into WAMS, this screen appears

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

County

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

County:

3. **Municipality** – after selecting your county, the municipality window appears

From the dropdown menu, select your municipality.

Municipality

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

Municipality:

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 this application and enter this information.
- Start Time – select the Hour, Minute and AM/PM

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 DANE - CITY OF SUN PRAIRIE
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: Hour Minute AM/PM

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

Dates are saved

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

1. This 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

COUNTY OF DANE - CITY OF SUN PRAIRIE

Assessment Type - Annual Review/Maintenance

Open Book Meeting
Start Date - 05/03/2016
End Date - To be determined
Start Time - 5:00 PM

Board of Review Meeting
Start Date - 05/18/2016
Start Time - 6:00 PM

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: