



Voting Instructions for DoubleClick Democracy

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ELECTION PREPARATION

Election Prep: Preparing for your Voting Activity

1. Schools will receive an email PDF document with the voter ID numbers for your student voters the week before voting begins. The schools will print the IDs for students and distribute them as the students arrive for voting.
2. Schools will also receive a specific URL to directly access your ballot. It will be at www.DCOnline.org/Vote/KVCentralOH/383.
3. As in the past, test-run the ballot on all computers prior to the student voting.

Election Prep: Consider Recruiting Volunteers

1. Many schools have found that the use of student volunteers can be a substantial help in your voting process and enables the student volunteers to learn more about the election process by assisting in running the election.
2. Student Volunteers can be recruited in a variety of ways through student government or service groups, or can be selected by teachers ahead of the election.
3. Student Volunteer opportunities.
 - a. Classroom runners who bring groups of students in to vote
 - b. Distributors of voter ID cards
 - c. Helpers for younger voters in entering ID numbers
 - d. Distributor of "I Voted" stickers

Election Prep: Preparing the Student Voters

1. As in the past, Kids Voting will provide you will a sample ballot or list of candidates and issues on the November ballot that can be duplicated and distributed before the election. Students should be encouraged to research the candidates and issues before voting.
2. Allowing students time to review the sample ballots prior to approaching the computers will help speed the voting process.
3. Reviewing a 'sample ballot' achieves two goals:
 - a. It will decrease the amount of time it takes students to vote.
 - b. It will foster the habit of using a sample ballot when the student reaches voting age.

ELECTION DAY(S)

Election Day: Promote the Vote

1. An Election Day announcement on the morning news or over the intercom is recommended. This will generate excitement and serve as a reminder to teachers and students.
2. Promotional items such as banners and posters will increase voter interest.

Election Day: Voting Area Prep

1. It is important to have all the computers set-up prior to the first voter entering the voting location.
2. Go to www.DCOnline.org/vote/KVCentralOH/383 to access your ballots. Once you load the page into all computers, the ballot simply recycles for the next user.
3. Set-up voter check-in table with voter ID cards and a sign-in sheet.
4. You may want to hold a pre-election meeting with your volunteers to prepare them for the election. This is a good time to let them cast their votes so they can experience the voting process and better help the younger student voters.

Election Day: Voter ID Distribution

1. Generally, students will follow whatever process you have used in the past. Some schools use a class list for students to sign in or just use a sign up sheet for the students to use. (As you know, this mirrors the adult voting process.)
2. After the student signs in, he or she will be handed a voter ID card before they go to the next open computer to vote.
3. When the voter ID number is entered into the voting site, the appropriate ballot will appear on the screen.

Election Day: "I Voted" Sticker Distribution

1. Distribute "I Voted" stickers as you have in the past.

Election Day: Election Day Support

1. If you run into an issue during the election, call the Kids Voting office at (614) 224-3555.

Election Day: Election Results

1. Results will be available at www.DCOnline.org/Admin the morning following the Election. For "User Name" enter **ReportUser383** and the password **results**, and then pick your school to see your results.

THE DOUBLECLICK VOTING PROCESS

Step 1: Students Receive Voter ID

1. Each student receives one voter ID card. (Note: each voter ID number only works one time.)
2. The student voter goes to the first available voting station to cast his/her ballot.



Step 2: Login to Ballot

1. The student enters his/her voter ID number into the voting site.
2. The appropriate ballot displays on the screen. Note: The voter ID number tells the voting system which ballot to load.



Step 3: Make and Confirm Selections

1. The student makes selections.
2. The student is not required to vote for each ballot item.
3. The new process makes sure that students do not over-vote.
4. Once the student makes a selection, he/she will click the "Confirm" button.
5. The student will have an opportunity to double-check his/her selections and make corrections if needed.
6. If the student is happy with the selections, they click "Vote", if the student recognizes a mistake or wants to change a selection; he/she clicks "Go Back".



Step 4: Cast Ballot

1. If the student is happy with the selections, they click "Vote"
2. Once the student casts the ballot, the voting site will automatically re-direct to the login screen and is ready for the next voter.



Step 5: Receive "I Voted" sticker

