

SIMPLIFIED PROCESS: FLORIDA MOCK ELECTION

Conduct the Mock Election with minimal effort as a KidsVoting Florida Affiliate or Ballot Administrator by using the "unlock" feature in DoubleClick Democracy.

To create a KidsVoting Florida account, email KVFL@ucf.edu

STEP 1

CREATING A BALLOT

Log into DoubleClick Democracy. In the Ballots Tab, create a ballot for your Mock Election using the 2018 KVFL Gubernatorial & Congressional Elections Master Ballot found under Ballot Template.

1. Set the Start and End Dates for the Mock Election
2. Set Enable Unlock Code to "Yes"
3. Set the Unlock Code to KVFL
4. Check Enable Public View of Results
5. Click Update Ballot
6. Click Preview Ballot to verify that it is correct
7. Record the Ballot Link

STEP 2

EMAILING INFORMATION

Email participating schools/teachers the following information:

1. Ballot Link
2. School Code
3. Unlock Code (KVFL)

STEP 3

VOTING PROCEDURES

To vote, the ballot administrator will do the following for each computer being used as a voting stations:

1. Open the Ballot Link with your browser.
2. Click Unlock on the Vote page
3. Enter the Unlock Code and the School Code
4. Confirm the Ballot
5. Have students vote and submit their ballot. (Reminder: monitor students to ensure double voting does not take place)
6. After the Ballot is submitted, a new ballot will appear for the next student
7. Repeat this process until all students have voted

Lock the ballot as needed to ensure no accidental votes are cast.

STEP 4

VIEWING RESULTS

To view results after voting, open browser to dcdonline.org/admin/users/signin

1. Log into DoubleClick Democracy using the Report User Name and Report User Password for your school. This information can be obtained by downloading the Excel "School Username Password 2018" file.
2. Open the Excel file and click "Find & Select" in the upper right portion of the toolbar
3. Choose "Find" and enter the school name
4. The Report User Name will be in Column C and the Report User Password will be in Column D

