



2011 National Mock Election Instructions

Dear Educator:

Thank you for your interest in the YLI National Mock Election! Simply follow the steps below, and your students can be a part of the process! If you have additional questions, the YLI staff is happy to assist you. Contact us by email at [ylihelp@virginia.edu](mailto:ylihhelp@virginia.edu) or by telephone toll-free at 866.514.8389.

Know Your YLI Mock Election Dates!
October 24 Student <u>voting begins!</u>
November 3 Student <u>voting ends</u> at 5 p.m.!
November 4 Mock Election <u>results posted!</u>



Part 1: Your Options and Important Information

Online or Paper Balloting?

Considering technology access is an important part of planning your participation in the YLI Mock Election. The easiest way to participate is online. All you need is a computer with internet access, the Student Instructions with Teacher Code, and a little time to vote. Our program does all of the counting, and your results are available beginning November 4. Paper ballots are an option for schools that have little access to computers or simply prefer to vote using this method. Teachers who choose the paper option must print and photocopy the ballot, tabulate the votes, and enter the results via our website. No matter your choice, your students' participation will further instill in them the importance of voting and being civically engaged.

Steps for Success:

1) Know your Mock Election dates

Online polls will be open from Monday, October 24 until Thursday, November 3 at 5 p.m.

Questions? Call YLI staff toll free at 866.514.8389 (8 a.m. to 5 p.m. Eastern) or email [ylihelp@virginia.edu](mailto:ylihhelp@virginia.edu).

2) Who may participate, and how many teachers need to be signed up with YLI?

K-12 students may vote in this Mock Election. An unlimited number of teachers can be registered from a single school, but only one educator needs to be signed up in order for all students at that school to participate. However, if multiple classes in your school are participating and the teachers want to see their class' results in addition to the school and state, they will need to be registered and use their own Teacher Code when voting. Being registered also gives them access to YLI's supporting resources.

Part 2: Online Voting

The easiest way to participate in the YLI Mock Election is online. All you need is a computer with internet access, the Student Instructions with Teacher Code, and a little time to vote. Our program does all of the counting, and your results are available beginning November 4.

1) Reserve Computer Lab Time for Online Voting

Computer labs make a great polling place. As soon as you decide to participate, reserve a place for your students to vote! It takes the average class about 15 minutes to vote in a lab. You can also set the YLI website as a "Favorite" link on each computer's Internet browser for easy access.

2) Know Your Teacher Code and Print Student Instructions

Each teacher has a unique code, and this is how the YLI system knows which ballot to show your students and what teacher to associate the votes with when they vote. You can see your Teacher Code when you log in; it is a seven digit number beginning with your state's abbreviation. You can find it by looking in the **upper right-hand corner** once you are logged in. Students will need to know the teacher code in order to vote. You DO NOT need to be logged in when your students are voting, and the Teacher Code will not give students access to your account. **Post the Student Instructions** next to the computer(s) where your students will be voting. These instructions are located on the last page of this document. Please remember to add your Teacher Code to this document. You can visit

http://www.youthleadership.net/mockelection/demo_voting to view the Mock Election Demo.



Sample Teacher Code- Do Not Use!

Sample Teacher Code- Do Not Use!

3) Your Students' U.S. Congressional District

Our online Mock Election program during the election process has a default that includes the entry of a student's home U.S. congressional district. As no congressional elections are included in the 2011 Mock Election, it doesn't matter what district number your students select. You may, however, use this as an opportunity to help your students learn what congressional district in which they live. Students may use the "Project Vote Smart" section of the YLI Student Portal page at www.youthleadership.net/students/ to locate their district.

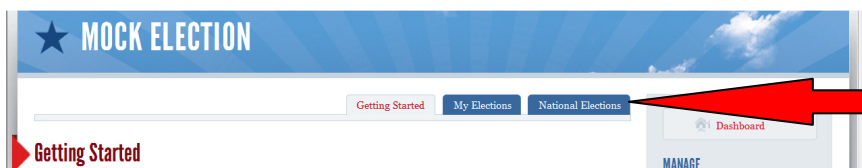
4) Ready to Vote!

Once you have secured computer access, printed your Student Instructions including your Teacher Code or printed paper ballots, your students are ready to vote.

Part 3: Paper Ballot Voting –

How to create a paper ballot?

- 1) Log in at www.youthleadership.net and click the Mock Election link from the profile page. The National Mock Election can be reached by clicking on the National Election tab in the center of the page. DO NOT CLICK ON THE MY ELECTIONS TAB.



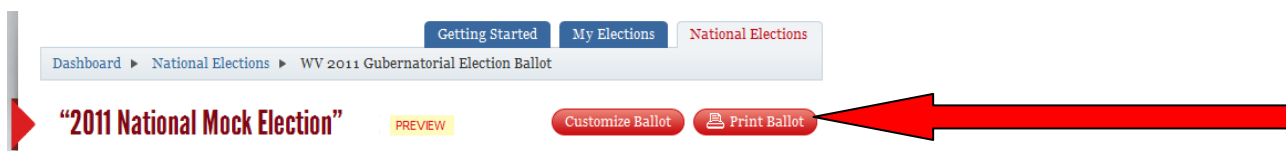
Click the National Elections Tab

- 2) Click “Preview” underneath 2011 National Mock Election link.

National Elections

Name	Voting	Customizable
2011 National Mock Election PREVIEW	X	✓

- 3) Click “Print Ballot” and a printable ballot will result.



- 4) Teachers must tally votes and enter them via the “Paper Ballots” link.

National Elections

Name	Voting	Customizable
2011 National Mock Election PREVIEW PAPER BALLOTS	X	✓

Part 4: Ballot Customization

The YLI Mock Election provides you the ability to customize your students' ballot which means you can add local races or referenda including student government elections and more. To customize your ballot, navigate to the National Elections tab, click on the "2011 National Mock Election" link.

National Elections

Name	Voting	Customizable
2011 National Mock Election PREVIEW PAPER BALLOTS	✗	✓

Clicking the "2011 National Mock Election" link will take you to the customization page. Click "Create New Race" to add an additional race and click the referenda tab to add referenda. You can customize your ballot until 6AM, October 24. After that, the ballot is locked. Clicking the Trash Can icon next to each race or referenda will remove the gubernatorial race to the default column and will permanently delete races and referenda that you create. Clicking the title of the race while customization is on gives you the ability to edit the race and change the order of the candidates.

Customize Ballot for "2011 National Mock Election"

Default Races

All default races are currently in your ballot.

To **remove** one or more, **click the trash icon** on a race. Upon doing so, it will be moved here to this column. If you should choose to **add it back** to your ballot, simply **drag it over**.

Default Referenda

All default referenda are currently in your ballot.

To **remove** one or more, **click the trash icon** on a referendum. Upon doing so, it will be moved here to this column. If you should choose to **add it back** to your ballot, simply **drag it over**.

Default Ballot

RACES REFERENDA

Mock Political Presidency

Create New Race

Part 5: Resources, Participant Information, and Results

1) Mock Election Resources – YLI educators can access online lesson plans about campaigning and other election topics in the Lesson Plans section of the YLI website. States with gubernatorial race will also have a lesson plan comparing their candidates. Clicking on Mock Election from the YLI Dashboard page will take you to the **Getting Started** page where you will find links to our downloadable toolkits that include decorations for your school and classroom.

2) Participant Information – Online voters are asked to enter a Username when they vote. The

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purpose of this is so you can identify the students who have voted and whether or not any errant or fraudulent votes were cast. We suggest students simply enter their name, but you can have them enter whatever you want so long as the information identifies your individual students to you. Usernames do not need to be registered in advance of the Mock Election. By clicking on “Participation” (see below), teachers can view the Usernames of the students who voted, the grade level of the voters, the times that they voted, and you have the ability to delete errant/fraudulent votes prior to the close of the election. Teachers and YLI staff will NOT be able to see HOW students individually voted.



3) Results – You may review the results of this mock election beginning Friday, November 4. To do this, return to the National Elections tab and click on the “Results” link. You will see results for your class, school, state and the nation.

Student Instructions for Voting

From October 24 – November 3:

1. Go to **www.youthleadership.net**
2. Click on the image in the center of the screen during the Mock Election (shown at right)
3. Read the welcome page and click 
4. Enter your Teacher Code (-) and click 
5. Enter a username.
 - o Enter your name or another username provided by your teacher (Your teacher will not see how you vote.)
6. Select your grade level and click 
7. Select your U.S. Congressional District and click 
8. Make sure you have the correct ballot for your school and then make a selection. Click  when finished
9. Wait while your vote is being recorded
10. Click  once your vote has been recorded
11. Congratulations, you have completed the YLI Mock Election!

