

# Conducting an Online Election

Kids Voting Tampa Bay has partnered with  
Brian Corley, Pasco County Supervisor of Elections

to offer Online Elections

provided by  
DoubleClick Democracy



## Beginning the Process

To request a school election, go to [www.pascovotes.com](http://www.pascovotes.com), School Elections & Education Programs.

Upon request for a school election, we will schedule the election. If there are no conflicts, the election will be scheduled on the day you request. You will then receive by e-mail a confirmation of the scheduled date and instructions on how to conduct your election.

The official ballot must be received by the Supervisor of Elections no less than two weeks prior to the requested election date.

No changes to the ballot will be accepted after that date.

The ballot must contain:

- offices to be filled
- whether the office is to be voted on by one grade or all students
- number of candidates to be elected for each office
- names of the candidates for each office

E-mail the ballot to [schoolrequest@pascovotes.com](mailto:schoolrequest@pascovotes.com).

A customized ballot prepared to your specifications will be created for you, a proof of the ballot will be e-mailed to you, and you will be asked to proof and accept that same day. E-mail the approval to [schoolrequest@pascovotes.com](mailto:schoolrequest@pascovotes.com).

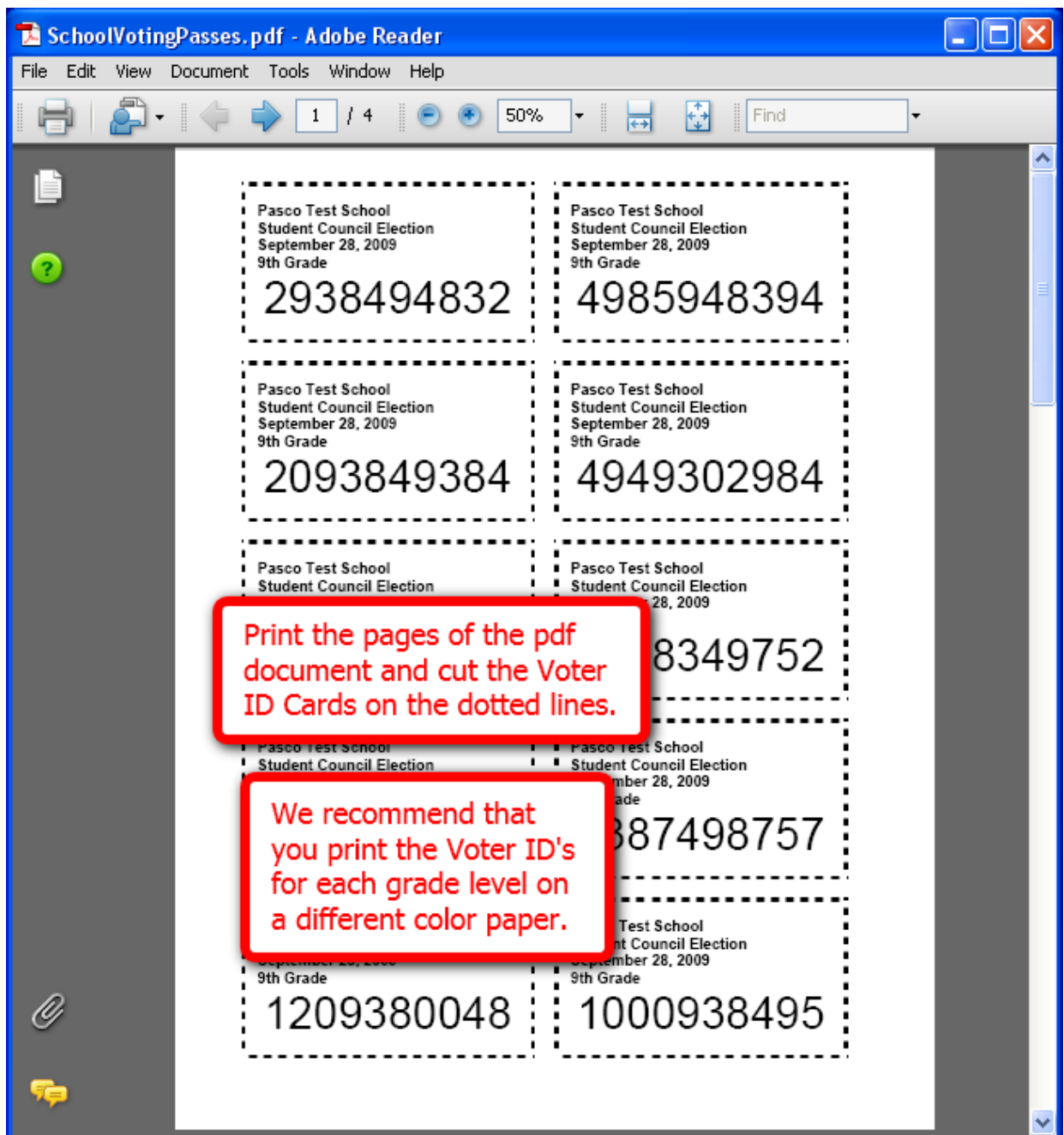
Direct all e-mail correspondence regarding your election to [schoolrequest@pascovotes.com](mailto:schoolrequest@pascovotes.com).

## Voter ID's

Once the ballot has been finalized and approved, you will receive by e-mail a pdf document of Voter ID numbers for students to use to log on and cast their ballot.

DoubleClick Democracy utilizes a random Voter ID generator to ensure a secure and legitimate election. Features include:

- Voter ID's work only one time each
- Voter ID's are generated for your election only
- Security features protect integrity
- Non-sequential numbers prevent spamming



## Election Day

Once the ballot has been finalized and approved, you will receive by e-mail the URL of your specific election, similar to this:

<https://www.dcdonline.org/Vote/KVTBPasco/389>

Paste this URL into an internet browser on one or more computers at your school.

As each student prepares to vote, give them a Voter ID Card.

**DoubleClick Democracy** An Online Election Service of Kids Voting USA

Online Voting System

### Pasco Demonstration Election

Please enter your voter id below and click "Sign In".

Each student will log in using the 10-digit Voter ID number on their Voter ID card.

Voter Id:

Kids Voting USA | 5423 SW 7th Street Topeka, KS 66606 | (785) 271-6350

## Election Day (cont'd)

# DoubleClick Democracy

An Online Election Service of Kids Voting USA

Online Voting System

### Pasco Demonstration Election

Please make your selections for each section by clicking on the box next to your choice. If you would like to cancel a selection you've made, just click the box you selected to clear the vote. Once you are finished, click the "Confirm" button at the bottom of the page to continue.

#### Favorite Dog

- Chihuahua

- German Shepherd

- Pominese

**Mark your choices, then click Confirm.**

**Confirm**

Kids Voting USA | 5423 SW 7th Street Topeka, KS 66606 | (785) 271-6350

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### Pasco Demonstration Election

Please take a moment to review your selections below. If you would like to make changes to your selections, click the "Go Back" button at the bottom of the page. Once you are satisfied with your selections, click the "Vote!" button to submit your vote.

#### Your Selections

**Favorite Dog:** - German Shepherd

**Go Back** **Vote!**

**When you have reviewed your selections, click Vote!**

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## Results

Once the ballot has been finalized and approved, you will receive by e-mail the User Name and Password to view your election results.

Go to <https://dcdonline.org/Admin/Users/SignIn>

**User Name is unique for each election and will be e-mailed to you.**

**Password: results**

### Kids Voting Admin - Login

User Name (usually your e-mail address)  
reportuser224

Password  
●●●●●●●●●●

Sign In

Forgot your password?

## Results (cont'd)

**Kids Voting USA - Administration**

**Reports**

General Report | Top Voting Schools

### Reports > General Report

**Affiliate\*** KVTB Pasco County | **Ballot\*** Pasco Test | **School** All Schools | **Grade** n/a

**View Report** | **Export To Excel**

**Pasco Demonstration Election Results**

Report last refreshed 3/09/2011 4:40 PM  
Voters: 13 Total

#### Favorite Dog

Name	Party	Votes
 - Pominese	n/a	6 (46.15%)
- German Shepherd	n/a	4 (30.77%)
- Chihuahua	n/a	3 (23.08%)

*Note: Red arrows and boxes in the original image point to the 'View Report' button and the 'School' dropdown menu.*

## Results (cont'd)

**Kids Voting USA - Administration**

Reports

General Report | Top Voting Schools

Reports > General Report

Affiliate\* KVTB Pasco County | Ballot\* Pasco Test | School Centennial Elementary | Grade n/a

View Report | Export To Excel

**Pasco Demonstration Election Results**

Report last refreshed 3/09/2011 5:02 PM  
Voters: 2 of 15 Total (13.33%)

The results of your election will be shown.

Favorite Dog

Name	Party	Votes
 - Chihuahua	n/a	1 (50%)
 - Pominese	n/a	1 (50%)
 - German Shepherd	n/a	0 (0%)

If you experience problems during the election, call 800-851-8754.

We welcome any comments and suggestions on how to improve any part of the process.