

# New Jersey Mock Election

## 2009 Race for the Governor of New Jersey

### 2009 Mock Election Voting and Reporting Procedures

Practice voting begins Monday, October 12, and ends at midnight, Sunday, October 25.

Live student voting begins at 8 a.m., Monday, October 26, and ends at 4 p.m., Thursday, October 29.

School coordinators have until 6 p.m., Thursday, October 29, to submit school vote totals.

Statewide results will be available on Friday, October 30, on your state's Mock Election home page.

There are two ways for students to participate in the 2009 Mock Election. Schools may use a combination of both procedures, assuring that only one vote is reported for each student.

1. Vote on computers in schools. Computers must be connected to the Internet. Please don't send your secure School ID Code home with students. All voting by computers must be done in school.
2. Vote in school on paper ballots. The school coordinator can download the paper ballot from the Mock Election Web site (see Paper-Ballot Reporting on a following page), copy and distribute it to students.

There are two ways for school Mock Election coordinators to report paper-ballot vote totals:

1. By computer. See the Paper-Ballot Voting section on a following page.
2. By E-Mail. Type the vote total and name of each candidate in the message area. Send the E-mail by 6 p.m., Thursday, October 29, to: [newsroom@ycjn.us](mailto:newsroom@ycjn.us).

If there are questions about the Mock Election Voting and Reporting Procedures, call this toll-free phone number: 877-899-9256. You can also send an E-mail with questions to: [newsroom@ycjn.us](mailto:newsroom@ycjn.us).



## Computer Voting

If the computer-voting method is chosen, the school Mock Election coordinator is responsible for setting up an unlimited number of computers in the school and for assuring that students vote only once. Here is how to set up each computer and what to tell students about the voting process:

1. Retrieve your school's ID Code at: [www.InformedDemocracy101.org/Njlinks.html](http://www.InformedDemocracy101.org/Njlinks.html) That database is arranged alphabetically by the city or town where your school is located. If your school isn't on the list of 970 schools, send an E-mail message to [newsroom@ycjn.us](mailto:newsroom@ycjn.us) so we can create a School Code for you. That will take 24 hours to do.
2. Visit the following Web site to set up each computer for voting: [www.PracticeYourVote.com](http://www.PracticeYourVote.com) . You can set up as many computers for voting as needed in order to accommodate the maximum number of students in the shortest amount of time. It should take each student no more than one minute to vote, especially if they practice the procedure in school between October 12-23.
3. The first page you will see is the Welcome Page with a map of the U.S., where you can select the ADMIN box at the top of the page. That will take you to the Administration Page where you can select the "Start Voting" line.
4. That will take you to the Election Activation Page where you must enter your school's ID Code in the text box. When you click the "Start Voting" box you will see the Ballot Page for students to enter their votes.
5. The Ballot Page has a radio button beside each pair of candidates for governor and lieutenant governor. The voting system is set up so a student can click the mouse on the button for only one candidate pair.
6. Also, students may vote "Yes" or "No" for the statewide "Public Question," which is explained on the ballot. That is optional, if you think it will take too much time for each student to read the question, understand it, and vote. We recommend preparing students in advance to understand the Public Question.
7. When the student finishes voting, he or she must click the button titled "Submit Your Vote" at the bottom of the page and click the "OK" pop-up box. That will send the vote to NS/PME, clear the student's ballot screen and generate the message: "Vote Successfully Submitted." Ask your students to make sure that they see a page with a highly visible "Vote Successfully Submitted" message before they leave the computer. The computer is now set up for the next student to vote with a blank ballot.
8. When all students have finished voting for the day, the school coordinator should then select the ADMIN button at the top of the page. That will take you to the Administration Page where you can select the "Voting Finished for Today" line. That will take you to the "End Mock Election" screen where you enter your school's ID Code again and click the "End Election Now" button. This will return the system to the Welcome Page with the U.S. map.
9. This process can be repeated as many times as needed during the days designated for practice voting and live voting.

## **Paper-Ballot Voting**

If the paper-ballot method is chosen, the school's Mock Election coordinator is responsible for downloading the ballot from [www.InformedDemocracy101.org/NJlinks.html](http://www.InformedDemocracy101.org/NJlinks.html) and making enough copies for every student to vote.

All ballots must be collected by 4 p.m., Thursday, October 29, and the votes totaled.

The school coordinator then reports the school's voting totals before 6 p.m. on October 29.

Here is how to set up your computer to report paper-ballot results for your school:

1. Retrieve your school's ID Code at: [www.InformedDemocracy101.org/NJlinks.html](http://www.InformedDemocracy101.org/NJlinks.html) .That database of 970 schools is arranged alphabetically by the city or town where your school is located. If your school isn't on the list, send an E-mail to [newsroom@ycjn.us](mailto:newsroom@ycjn.us) so we can create a code for you. That will take 24 hours to do.
2. Visit the following Web site to set up your computer to report your school's paper-ballot voting totals: [www.PracticeYourVote.com](http://www.PracticeYourVote.com) .
3. The first page you will see is the Welcome Page with a map of the U.S., where you can select the ADMIN box at the top of the page. That will take you to the Administration Page where you can select the "Report School Voting Totals" line.
4. That will take you to the "Report School Voting Totals" Page where you must enter your school's ID Code in the text box. When you click the "Continue" box you will see the Ballot Page where you can enter the voting totals beside each candidate's name, as well as for the Public Question.
5. When all voting totals have been entered, click the "Vote Totals Complete" line at the bottom of the Ballot Page and select the "OK" pop-up button.
6. You should then select the ADMIN button at the top of the page. That will return you to the Welcome Page with the U.S. map.

## **Instructions for Students Voting with Computers (can be distributed to students)**

1. Your teacher will prepare the computer for you to vote. The first thing you should see is the ballot.
2. Each ballot contains a button beside each candidate.
3. Click your mouse on the button beside the candidate of your choice. You will be able to vote for only one pair of candidates and you also can vote "Yes" or "No" for the Public Question on the ballot.
4. When you have finished voting, click the button titled "Submit Your Vote" at the bottom of the page and click the "OK" pop-up button. That will send your vote, clear your ballot screen and generate the message: "Vote Successfully Submitted." Make sure that you see a page with a highly visible "Vote Successfully Submitted" message before you leave the computer. The computer is now set up for the next student to vote with a blank ballot.

## Instructions for Retrieving Your School's Vote Totals

1. Logon to the Practice-Your-Vote Web site, select the ADMIN button, and select the link titled "Retrieve Your School's Vote Totals." enter your school ID Code on the "School Confirmation" Page and hit the "Login" button.
2. That will take you to the "Reports" Page for your school.
3. You can print out that vote total, click the "I'm Finished" button at the top of the page. That will take you to the Welcome Page with the map.

Statewide results will be announced on October 30 on the New Jersey Mock Election home page, [www.njmockelection.org](http://www.njmockelection.org).

## Instruction Buttons for the Various Pages and What They Do

### Buttons for the "Administration" Page

**Start Voting** -> go the Election Activation screen

**Voting Finished for the Day** -> go to the End Mock Election screen

**Report Your School's Vote Totals** -> go the Report School Voting Totals screen

**Retrieve Your School's Vote Totals** -> go the School Confirmation screen

**View State Totals** -> go the Election Activation screen (for NS/PME only)

### Text Box for the "Election Activation" Page

**School ID Code** -> When the "Login" key is pressed after entering the School ID Code in the text box, display the Ballot Page. If an erroneous code is entered, the system will display an error message with prompt for you to send an E-mail to request the correct code. That E-mail, with your name and the name of your school, city and state, should be sent to: [newsroom@ycjn.us](mailto:newsroom@ycjn.us).

### Buttons for the "Ballot" Page

**Submit Your Vote** -> when the OK pop-up is selected, send vote, display the "Vote Successfully Submitted" message, and clear screen for the next voter

### Button for the "Report School Voting Totals" Page

**Continue** -> display ballot page for school coordinators

### Button for the "School Confirmation" Page

**Login** -> display the Reports Page

### Button for "Reports" Page

**I'm Finished** -> display the Welcome Page when clicked