YOUTH LEADERSHIP INITIATIVE

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 this important election! If you have additional questions, the YLI staff is happy to assist you. Contact us by email at ylihelp@virginia.edu or by telephone at 866.514.8389.

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Know Your YLI Mock Election Dates!
October 9 Ballot preview and customization begins
October 20 Student voting begins!
November 3 Student voting ends at 6 p.m. Eastern Time!
November 6 Mock Election results posted!

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 device 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 6. 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.

Depending on your state, the default ballot for students includes Governor and referenda on four political issues related to green energy, immigration, voting rights, and fiscal policy. You have the ability to add or remove races and referenda until October 19 through Customization.

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

Steps for Success:

1) Know your Mock Election dates

Online polls will be open from Monday, October 20 at 8 a.m. until Friday, November 3 at 10 p.m. Eastern Time.

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 individual 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 National Mock Election is online. All you need is a device 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 6.
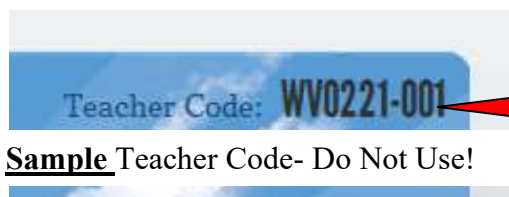
Hint: Students can use tablets or phones to access your school ballot.

1) Reserve Computer Lab Time

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 depending on the number of computers you have access to. 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 code is how the YLI system knows which ballot to show your students and with which teacher to associate their votes. 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** of the website when 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 or on a projector. A link to these instructions that automatically includes the Teacher Code is on the Mock Election Getting Started webpage. The instructions are also located on the last page of this document, but please remember to add your Teacher Code to this version. Visit http://www.youthleadership.net/mockelection/demo_voting to view the Mock Election Demo.

Teacher Code: **WV0221-001**

Sample Teacher Code- Do Not Use!

Sample Teacher Code- Do Not Use!

3) Your Students' U.S. Congressional District

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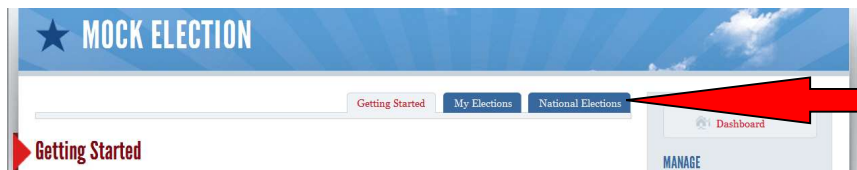
2

Students enter their U.S. Congressional District.

4) Ready to Vote!

Once you have secured device access and made visible your Student Instructions including your Teacher Code, 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 <u>MY ELECTIONS</u> TAB**.

Click the <u>National Elections</u> Tab

2) Click "Preview" underneath 2023 National Mock Election link.

3) Click [Print Ballot] and a printable ballot will result. NOTE: When voting using paper ballots it is recommended that you customize your ballot to remove races or referenda that you do not want your students to vote on. See the instructions in Part 4 below as to how to customize your ballot.

4) <u>Teachers must tally votes and enter them via the "Paper Ballots" link by 10 p.m. Eastern Time on November 3, 2023.</u>

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 until October 19. To customize your ballot, navigate to the National Elections tab, click on the "2023 National Mock Election" link.
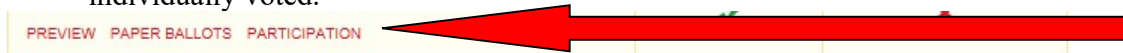

Clicking the "2023 National Mock Election" link will take you to the customization page where you will see your state's default ballot races. Click "Create New Race" to add an additional race and click the referenda tab to view the default referenda or to add or remove referenda. Teachers of elementary students may choose to simplify their ballot. Clicking the Trash Can icon next to each race or referenda will move

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3

the default race to the default column and will permanently delete races and referenda that you create. Clicking the title of your customized race while customization is on gives you the ability to edit the race and change the order of the candidates. You can customize your ballot through October 19. After that time, the ballot is locked. If you are still motivated after October 19 to have your students vote on races that are not included on the 2022 default ballot, call us toll free at 866.514.8389 during weekday business hours (8:00am-5:00pm Eastern), and we will talk with you about YLI's My Election program.

Part 5: Resources, Participant Information, and Results

1) Mock Election Resources – YLI educators can access online lesson plans comparing the positions of their gubernatorial candidates, and other election related topics via the Lesson Plans section of the YLI website. 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 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.

PREVIEW   PAPER BALLOTS   PARTICIPATION

3) Results – You may review the results of this mock election beginning Monday, November 6. 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.

(Continue to page 5 below for Student Instructions)

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4

NOTE: If you download and print the Student Instructions from the Mock Election Getting Started page, your teacher code will automatically be included in the document.

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Student Instructions for Voting

From October 20-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 **Start**

4. Enter your Teacher Code _(_____-____)_ and click **Continue**

5. Enter a username.

   o Your teacher may have assigned a username to you

   o If not, please create a username (for example: **ajones**)

6. Select your grade level and click **Continue**

7. Select your U.S. Congressional District and click **Continue**

8. Make sure you have the correct ballot for your school and then make a selection for each office and issue. Click **Cast Ballot** when finished

9. Wait while your vote is being recorded

10. Click **Continue** once your vote has been recorded

11. Congratulations, you have completed the YLI 2023 National Mock Election!

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5