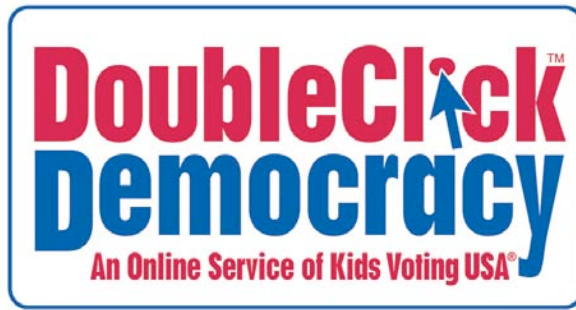


**DoubleClick Democracy
User Manual**

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DoubleClick Democracy User Manual

Log Into the System:

1. Go to <https://dcdonline.org/Admin/Users/SignIn>
2. Enter in your email address and password

A screenshot of the "Kids Voting Admin - Login" page. The title "Kids Voting Admin - Login" is at the top in white on a black background. Below is a light gray login form with two input fields: "E-mail" and "Password". Yellow arrows point to each field. A "Sign In" button is at the bottom right of the form, and a "Forgot your password?" link is at the bottom center.

Kids Voting Admin - Login

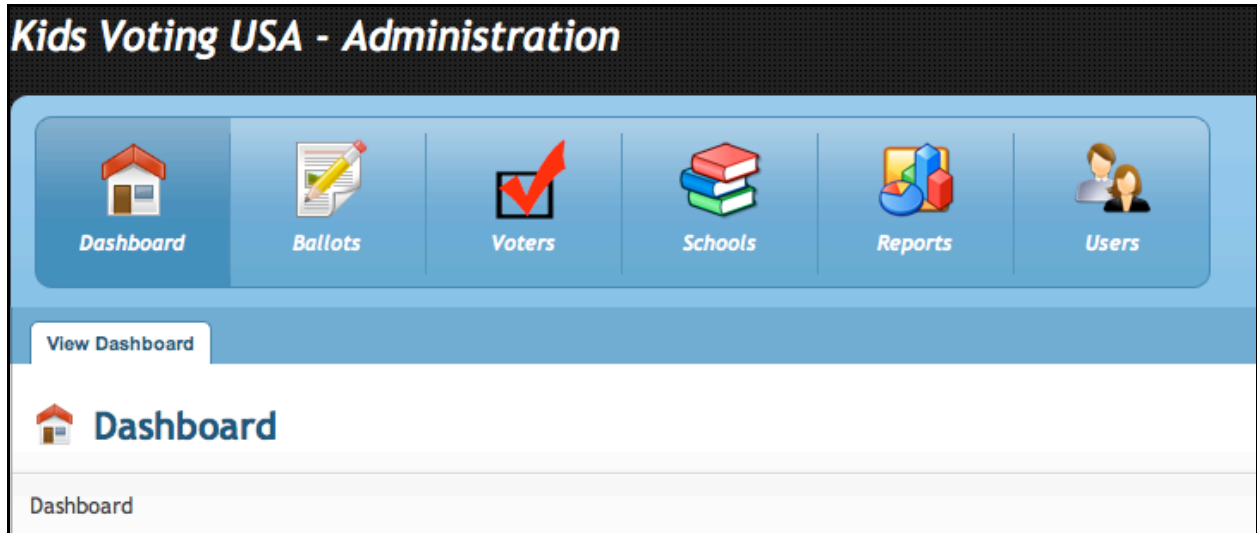
E-mail 

Password 

Sign In

[Forgot your password?](#)

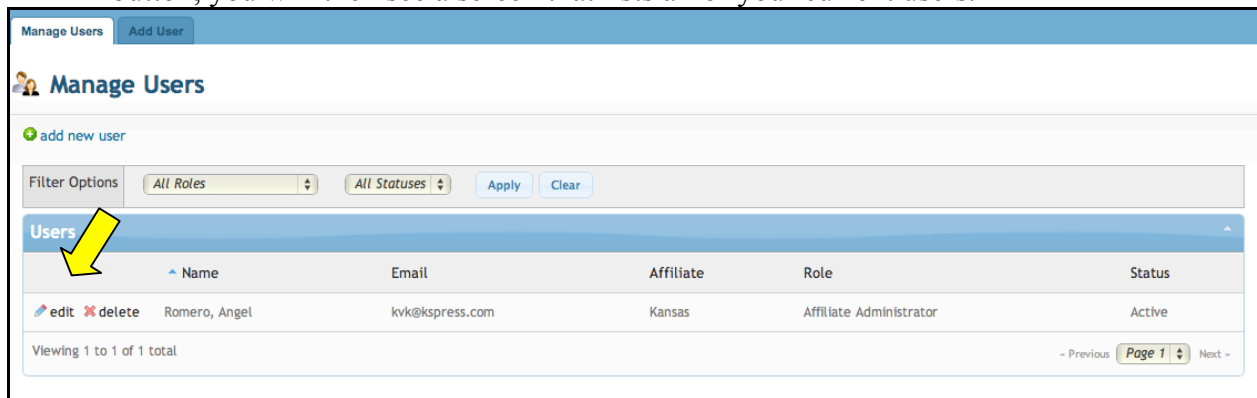
3. After you log in, you will see this screen.



4. You also will see in the far right corner, your name, my profile and sign out button.

Welcome Rachel Willis Global Administrator | My Profile | Sign Out

5. In the “Users” page you can edit or delete profiles. When you click on the “Users” button, you will then see a screen that lists all of your current users.

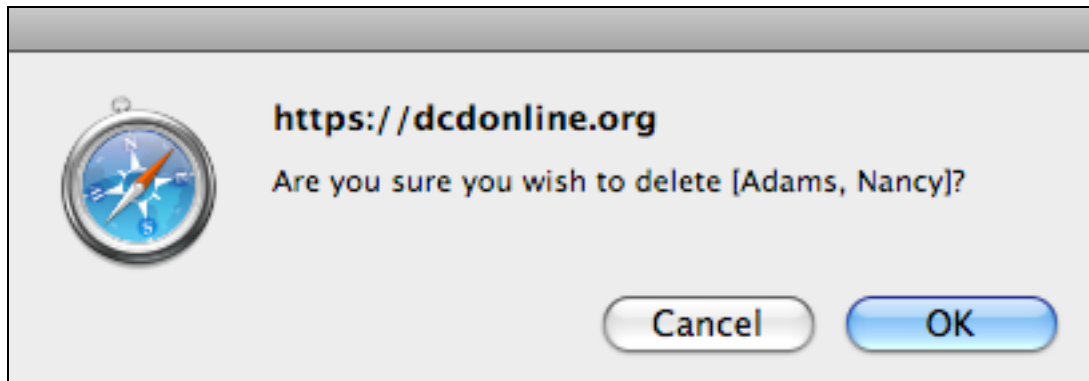


6. To edit or delete a current user, click on the “edit” or “delete” button besides their name.

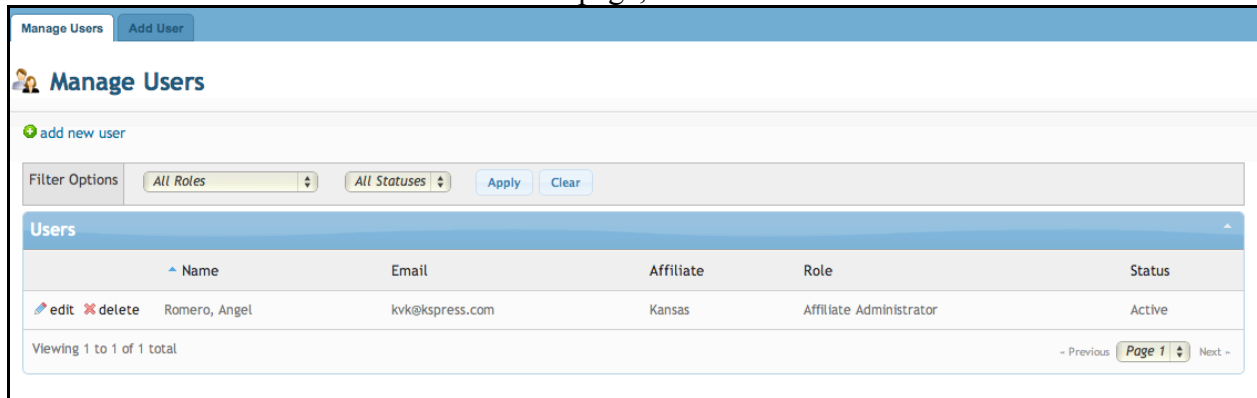
7. After clicking on the “edit” button, you will see the following screen where you can change any of the person’s basic demographic information including the password as well as the status. When you have made the appropriate changes, click on the “update user” button and you will return to the main “Users” screen.

The screenshot shows a web interface for editing a user. At the top, there are three tabs: 'Manage Users', 'Add User', and 'Edit User'. Below the tabs is a header with a person icon and the text 'Manage Users > Edit User: Romero, Angel'. The form contains several fields: 'E-mail*' with the value 'kvk@kspress.com', 'First Name*' with 'Angel', and 'Last Name*' with 'Romero'. Below these are 'Affiliate' (a dropdown menu showing 'Kansas'), 'Role*' (a dropdown menu showing 'Affiliate Administratc'), and 'Status' (radio buttons for 'Active' and 'Disabled', with 'Active' selected). There are also 'Password' and 'Confirm Password' fields. A yellow arrow points to the 'Update User' button, which has a green checkmark icon. Next to it is a 'Cancel' button with a red 'X' icon.

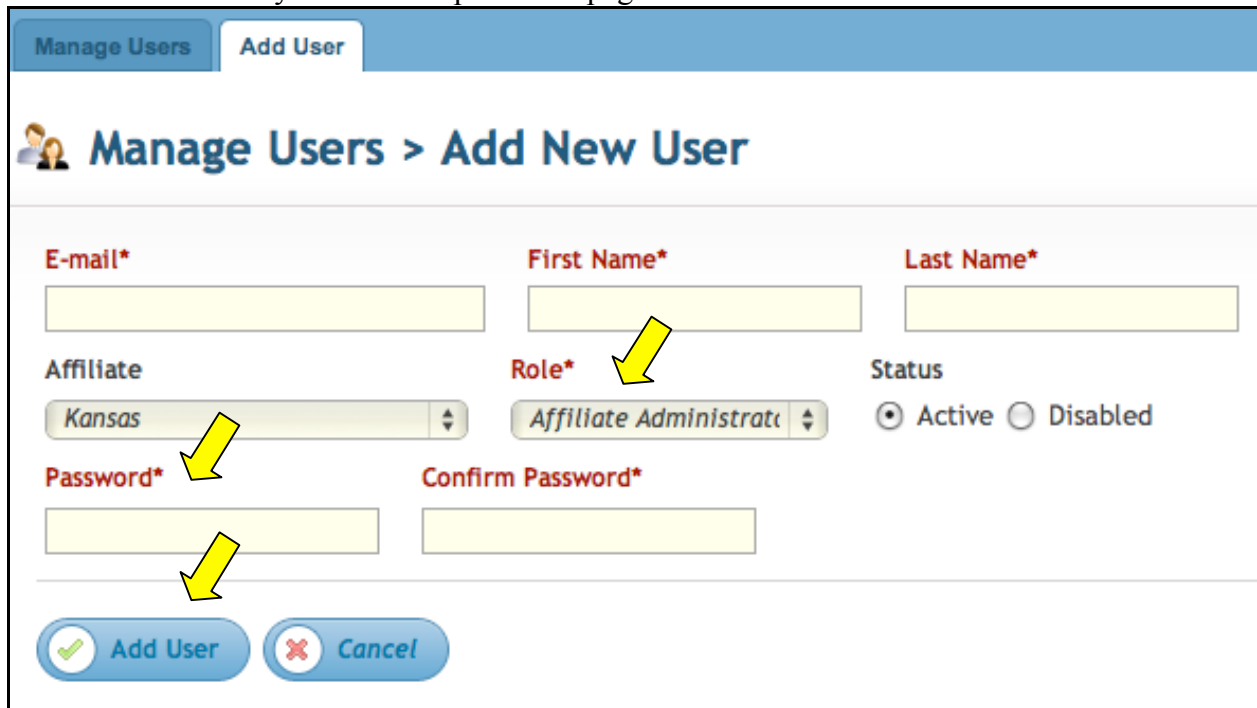
8. On the “Users” page, you can delete a user simply by clicking the delete button. After selecting the “Delete” button, you will be prompted with a confirmation box shown below.



9. To add a user from the “Users” homepage, select the tab “Add User”.



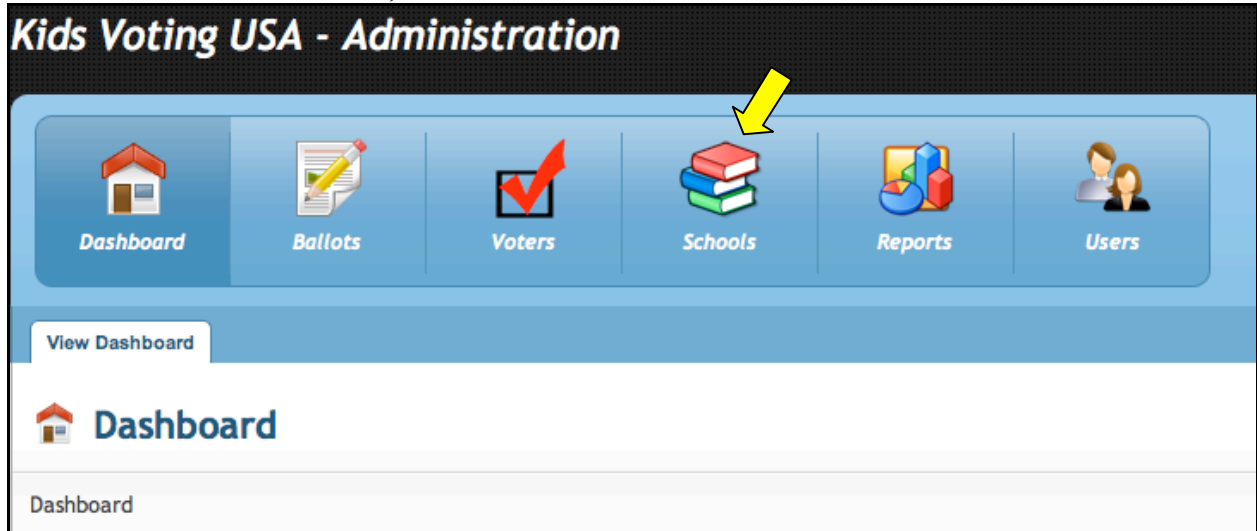
10. On the add user page, you will be asked to provide basic demographic information for the new user as well as create a password for the user. Additionally, you will be required to give the user a role. You have two options. One is the affiliate administrator role, which is the level of access that you have. This person will be able to do exactly what you can do. The report user can only view results. The report user cannot create a ballot, add a school, generate voter ids or add a voting district. Select the “add user” button when you have completed the page.



School Input

A. School Entry: For pilot users, the national office has uploaded the basic school information for you per the school information spreadsheet you completed. However if your organization has had additional schools join your program, here are instructions on how to input the school district information into the system.

1. From the home screen, click on the “Schools” button.



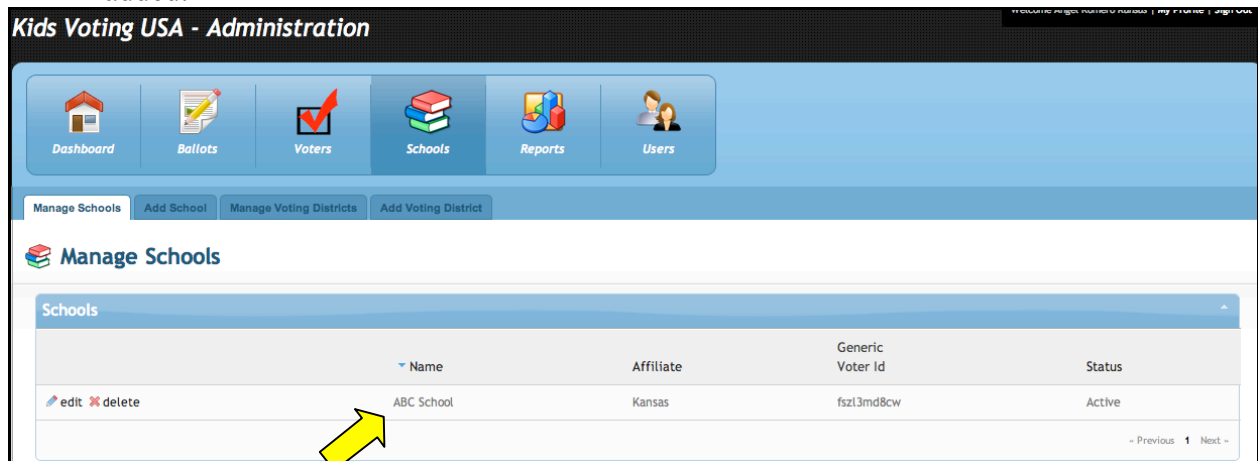
2. At this screen, you will want to select “Add School” in the tab section.



3. Enter in the school name in the box. As you can see, your affiliate name is automatically populated into the affiliate box.



4. Click the “Add School” button.
5. The following screen, Manage Schools, will appear. You will see the new school you added.

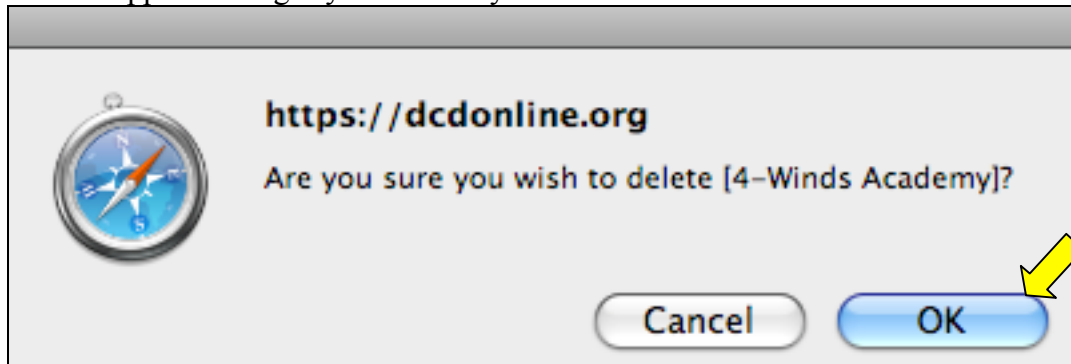


6. Additionally, you will be able to edit and delete schools from this screen. By clicking on the small arrow to the left of the “Name” header, you can arrange your listed schools alphabetically from A to Z or Z to A.

7. On the Edit screen, you can change the school “Name”, “Generic Voting Id”, “Voting District(s)” and “Status”. When you are finished, click the “Update” button.

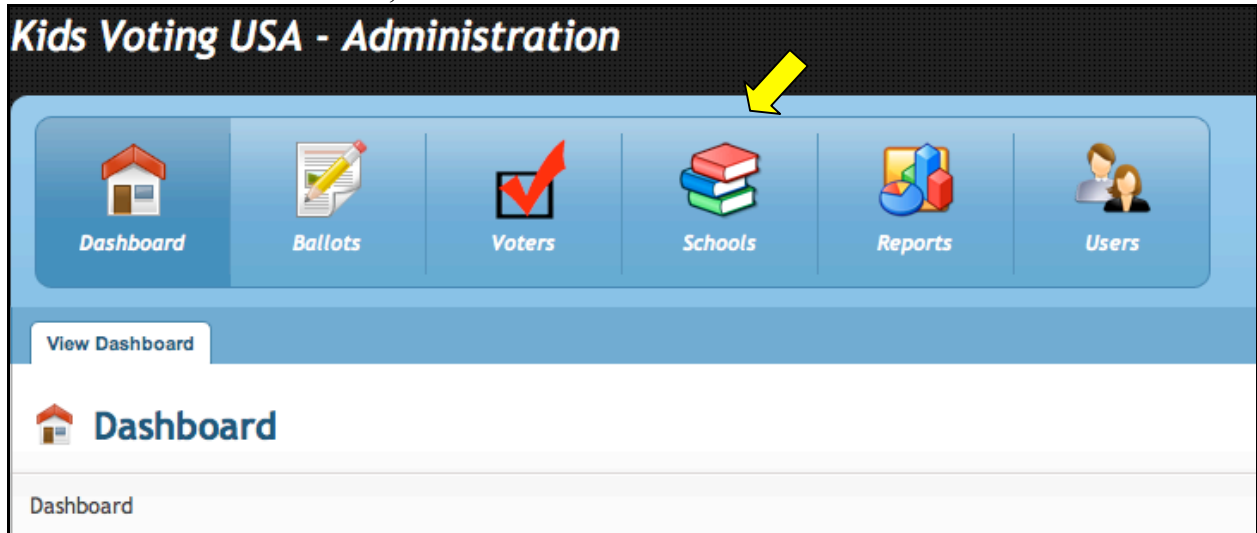
The screenshot shows the 'Edit School' interface for 'ABC School'. At the top, there is a navigation bar with buttons for 'Manage Schools', 'Add School', 'Manage Voting Districts', 'Add Voting District', and 'Edit School'. Below this, the page title is 'Manage Schools > Edit School: ABC School'. The form contains several fields: 'Name' (text input with 'ABC School'), 'Affiliate' (dropdown menu with 'Kansas'), 'Voting District(s)' (checkbox for 'US House District 1'), 'Status' (radio buttons for 'Active' and 'Disabled'), and 'Generic Voting Id' (text input with 'fszL3md8cw'). At the bottom, there are two buttons: 'Update School' (with a green checkmark icon) and 'Cancel' (with a red X icon). Three yellow arrows point to the 'Edit School' button, the 'Affiliate' dropdown, and the 'Update School' button.

8. If you need to delete a school, simply click the “Delete” button. A confirmation screen will appear asking if you are sure you wish to delete the school.



Election District Input

1. From the home screen, click on the “Schools” button.



2. Then select the “Add Voting District” tab.



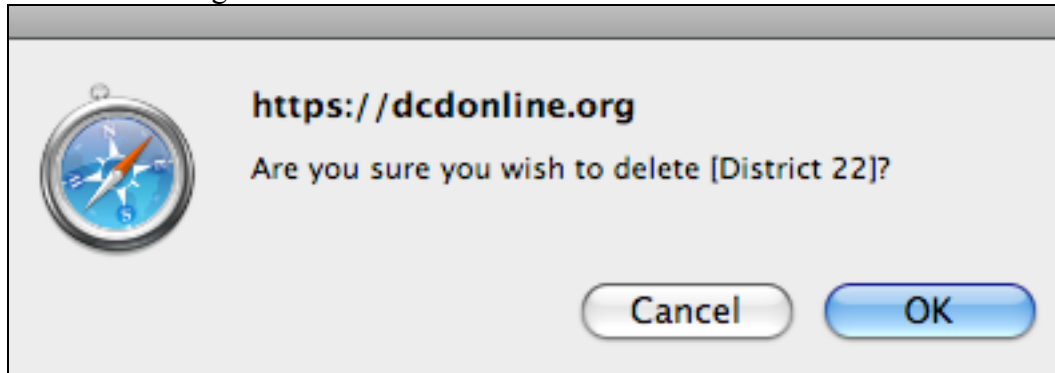
- On this screen, you will “name your voting district. Additionally, your affiliate will automatically populate and the status will be set as “Active”.

- After you have given your voting district a “name”, click on “Add Voting District”. The following screen will appear displaying your new voting district. By clicking on the small arrow to the left of the “Name” header, you can arrange your listed voting districts alphabetically from A to Z or Z to A.

	Name	Affiliate	Status
edit delete	US House District 1	Kansas	Active

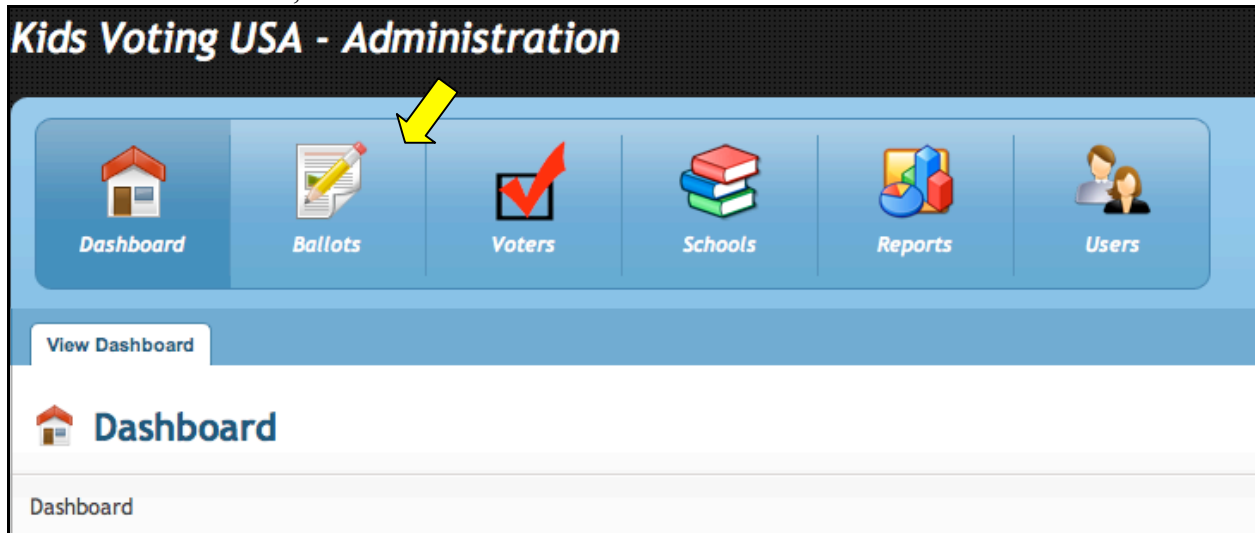
- Furthermore, you can manage your voting districts after you have entered them. Click on the “Manage Voting Districts” tab on the “Schools” page. You will see the “edit” and “delete” buttons besides your voting districts. The “edit” button will take you to the following screen where you can change the name of the district or the status.

- When you click “delete”, you will receive a deletion confirmation page like the following.

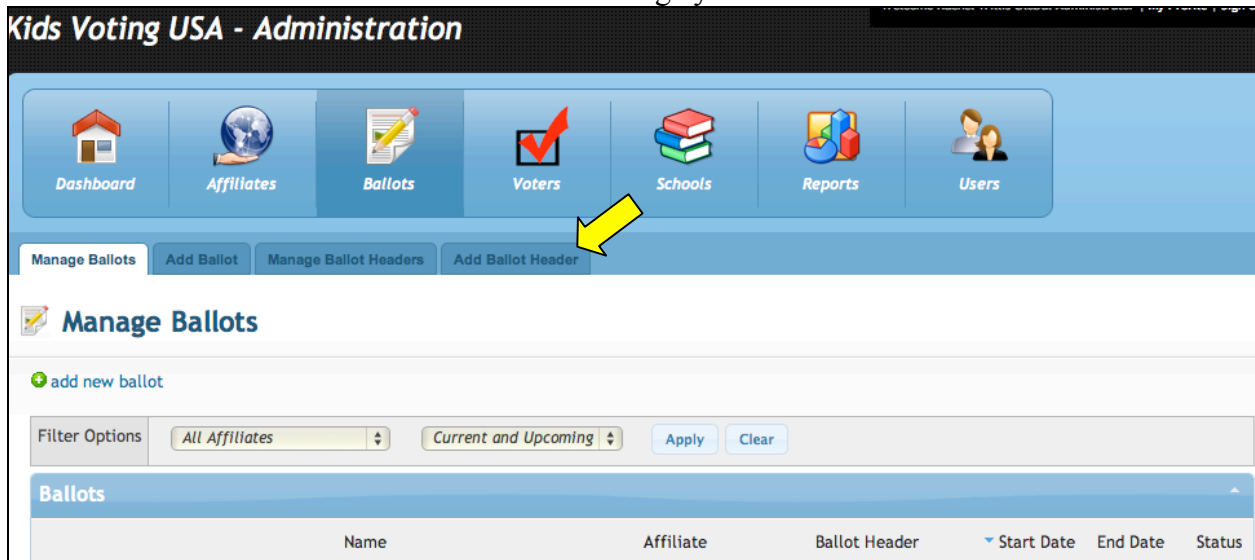


Build a Ballot

From the home screen, click on the “Ballots” button.



- Select the “Add Ballot Header” tab to change your ballot header.



2. On this screen, you can name your ballot. An example of a name for a ballot is “2010 Mid-Term Elections”. Your affiliate name automatically populates in the affiliate box and the “Active” button is selected.

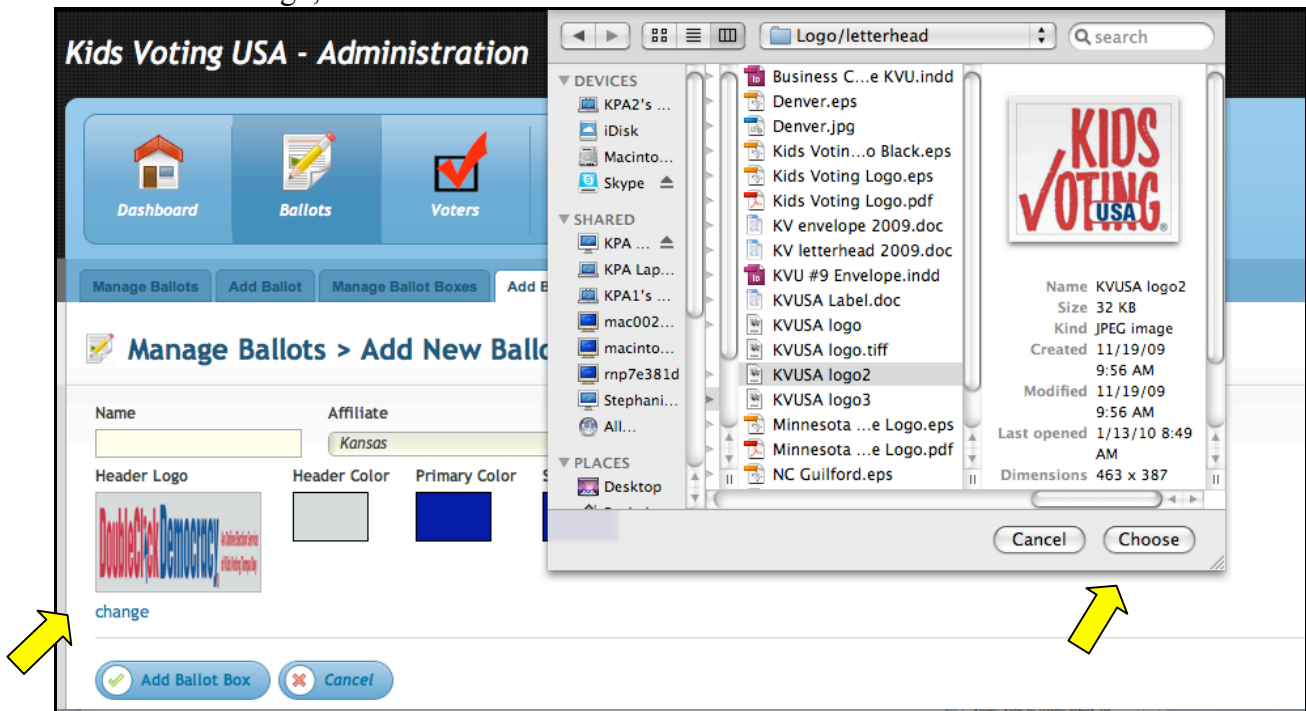
The screenshot shows a web application interface for managing ballots. At the top, there is a navigation bar with icons for Dashboard, Affiliates, Ballots, Voters, Schools, Reports, and Users. Below this is a sub-navigation bar with buttons for Manage Ballots, Add Ballot, Manage Ballot Headers, and Add Ballot Header. The main content area is titled "Manage Ballots > Add New Ballot Header".

The form contains the following fields and options:

- Name***: A text input field with a yellow arrow pointing to it.
- Affiliate***: A dropdown menu with the text "[Select Affiliate]".
- Status**: Radio buttons for "Active" (selected) and "Disabled".
- Header Logo**: A preview of a logo with a "change" link below it.
- Header Color**: A color selection box.
- Primary Color**: A blue color selection box.
- Secondary Color**: A blue color selection box.

At the bottom of the form, there are two buttons: "Add Ballot Header" (with a checkmark icon) and "Cancel" (with an 'X' icon).

3. The DoubleClick Democracy logo is the default logo for each ballot header. To change the logo, select the “Change” button. After clicking on “Change”, your finder window will appear allowing you to select a saved logo to insert onto the ballot. Once you have found a logo, click “Choose”.




4. After you have uploaded a new logo, you will return to this screen. Your new logo will be displayed under Header Logo.

Manage Ballots Add Ballot Manage Ballot Headers Add Ballot Header

Manage Ballots > Add New Ballot Header

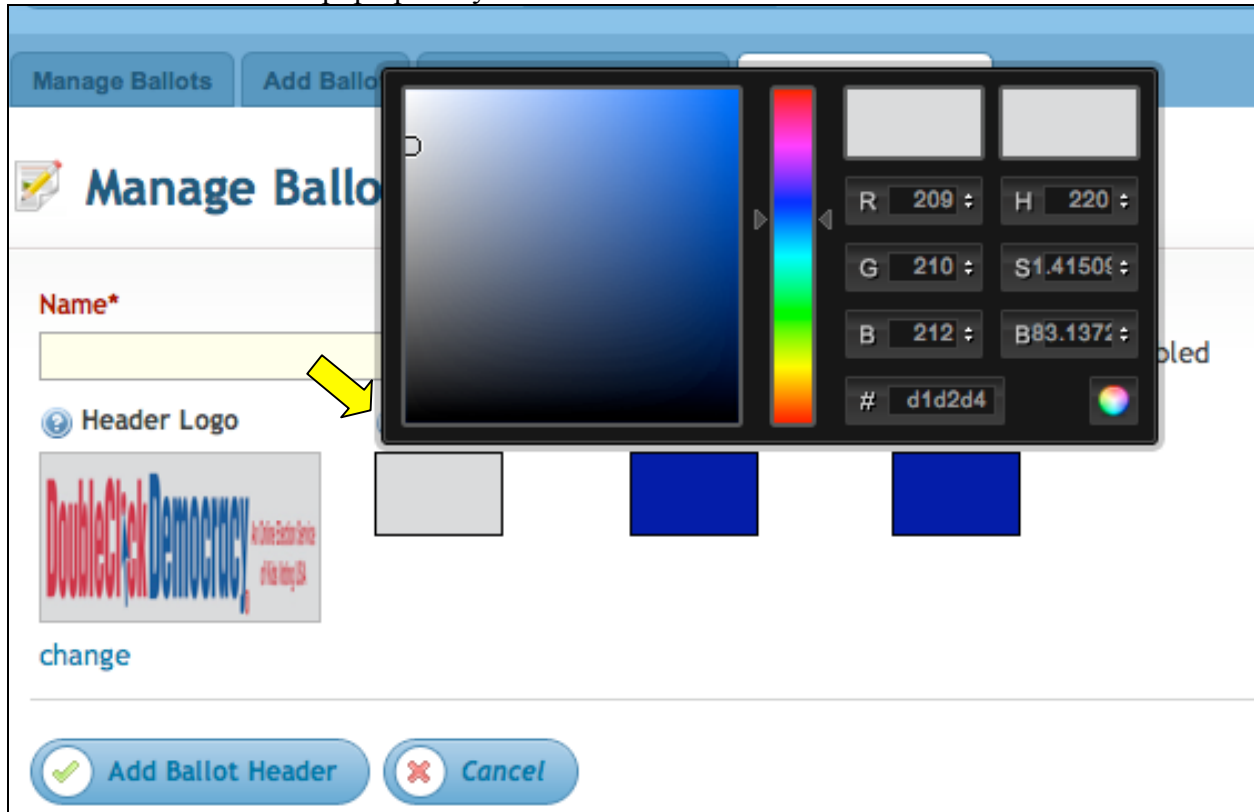
Name* **Affiliate*** **Status** Active Disabled

Header Logo Header Color Primary Color Secondary Color

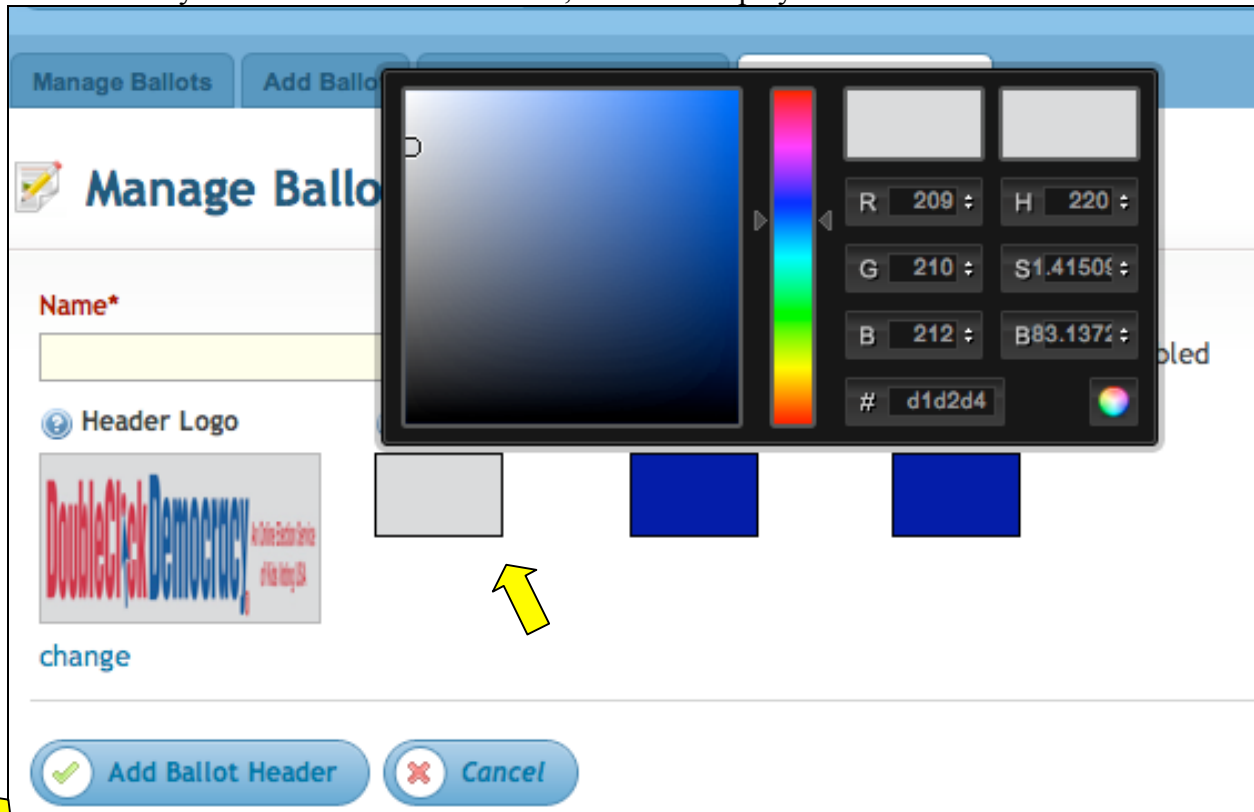


[change](#) | [remove](#)

5. To change the Header Color, Primary Color or Secondary Color, click on the color box. A color box will pop up and you can select a different color.

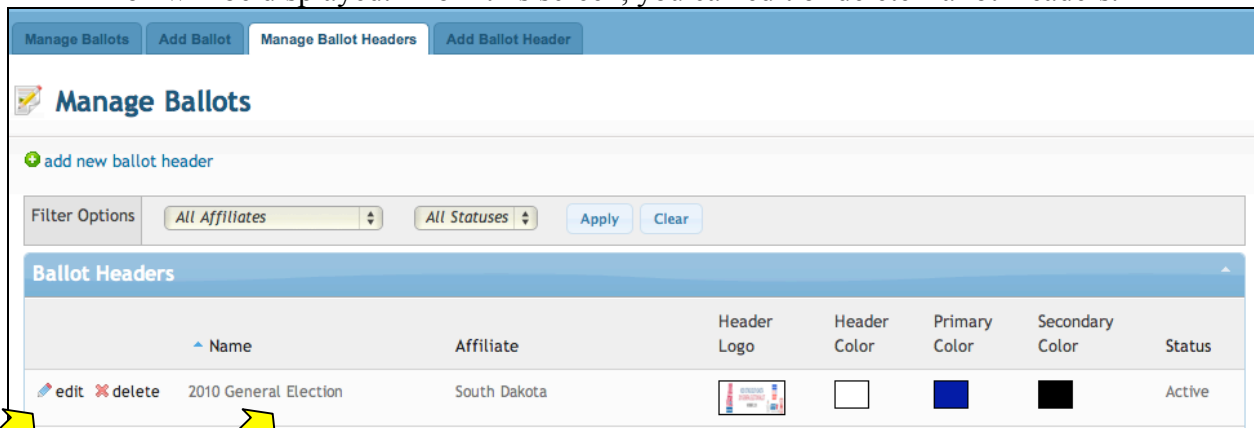


6. After you have selected a new color, it will be displayed.



7. Then click “Add Ballot Header”.

8. You will automatically return to the “Manage Ballot Headers” screen and the new Ballot Box will be displayed. From this screen, you can edit or delete Ballot Headers.



9. The “edit” button will take you to the following screen. Here you can edit the name, status, header logo, header color, primary color and secondary color. After making the needed changes, select the “update ballot header” button.

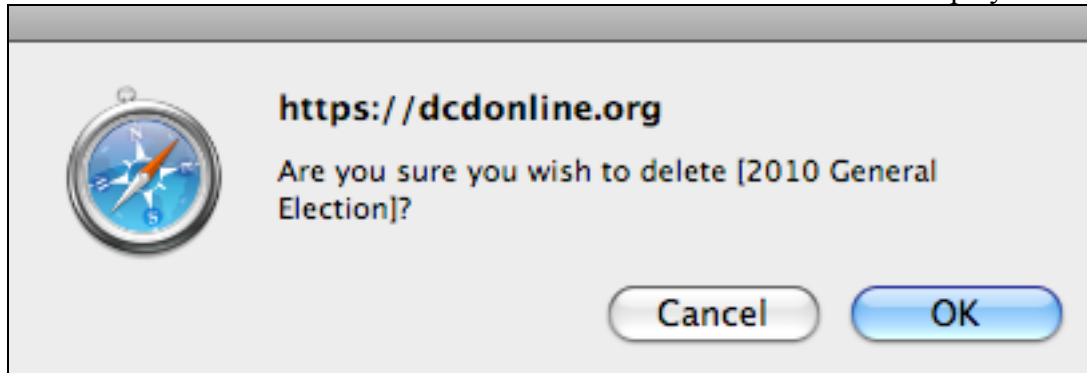
Manage Ballots Add Ballot Manage Ballot Headers Add Ballot Header **Edit Ballot Header**

Manage Ballots > Edit Ballot Header: 2010 General Election

Name* **Affiliate*** **Status** Active Disabled

Header Logo **Header Color** **Primary Color** **Secondary Color**

10. If you wish to delete a ballot header, on the manage ballot headers select the “delete” button. You will receive a confirmation box similar to the one displayed below.



11. Now that you have individualized your ballot header, you are ready to begin creating your ballot. Select “Add Ballot”.

A screenshot of a web application interface. At the top, there are four tabs: "Manage Ballots", "Add Ballot", "Manage Ballot Headers", and "Add Ballot Header". The "Add Ballot" tab is selected and highlighted in blue. Below the tabs is the "Manage Ballots" header with a yellow arrow pointing to it. Underneath is a section for "add new ballot header" with a green plus icon. Below that is a "Filter Options" section with two dropdown menus: "All Affiliates" and "All Statuses", and "Apply" and "Clear" buttons. The main content area is titled "Ballot Headers" and contains a table with the following data:

	Name	Affiliate	Header Logo	Header Color	Primary Color	Secondary Color	Status
	2010 General Election	South Dakota					Active

12. On this page, add a name. Then choose your ballot box. Select the start date and time and end date and time for your ballot to be available for voting. After selecting the dates and times your ballot will be available, select the active days. For example if you set the start date to Oct. 1st and the end date to Oct. 31st and you check Tuesday, the ballot will only be available on the Tuesdays between Oct. 1st and Oct. 31st. If you want the ballot to be available every day of the week, check the box by each day. Also notice the “Ballot Header” is set to default. To use an individualized header, select one from the drop down box under “Ballot Box Header”. Finally the question regarding generic voter id automatically populates to no. After completing the form, click on “Add Ballot”.

The screenshot shows the 'Add New Ballot' form with the following details:

- Ballot Link:** n/a
- Name:** (empty text field)
- Affiliate:** Kansas
- Ballot Header:** Default
- Status:** Active
- Start Date:** 08/24/2011
- Daily Start Time (EST):** 12:00 AM
- Enable Unlock Code:** No
- End Date:** 08/24/2011
- Daily End Time (EST):** 11:59 PM
- Active Days:** Su, Mo, Tu, We, Th, Fr, Sa (all checked)
- Result Reporting Settings:**
 - Hide Results Until: (empty)
 - Until Time (EST): 12:00 AM
 - Report User: n/a (will be autogenerated)
 - Report Password: bk179qat
- Buttons:** Add Ballot, Cancel

13. Now you can begin adding items to the ballot. Select “Add New Ballot Item” at the bottom of the page.

The screenshot shows the 'Update Ballot' form with the following details:

- Result Reporting Settings:**
 - Hide Results Until: 08/19/2010
 - Until Time (EST): 12:00 AM
 - Report User: ReportUser67
 - Report Password: aec5p27u
- Buttons:** Update Ballot, Cancel, Preview Ballot
- Ballot Items:** add new ballot item

14. The following screen will appear. Complete the form. The “Title” will be the race in the election. For example it could be “Governor”. With “Item Type”, you have three choices, “Candidate”, “Amendment” and “General”. Select one “Item Type”. “Max Selections” enter in the number of selections a voter can have. For example in student government races, voters can select four senators in the election from the 20 candidates. “Ballot Item Layout” requires you to select one column or two columns. See ballot previews of one column versus two column.

The screenshot shows a software window titled "Add New Ballot Item" with a close button in the top right corner. The form contains the following fields and options:

- Title***: A text input field with a yellow arrow pointing to it.
- Item Type**: A dropdown menu with "Candidate" selected and a yellow arrow pointing to it.
- Max Selections***: A numeric input field containing the value "1" with a yellow arrow pointing to it.
- Ballot Item Layout:** A section with two radio buttons: "One Column" (selected) and "Two Column". A yellow arrow points to the "One Column" radio button.
- Voting Restrictions**: A section with three dropdown menus: "Allow Grade From" (set to "None"), "Grade To" (set to "None"), and "Voting District" (set to "None").

At the bottom right of the form, there is a legend: "* = Required". Below the form are two buttons: "Add Ballot Item" and "Cancel". At the very bottom of the window, there is a small copyright notice: "© Copyright 2010 Kids Voting USA. All rights reserved."

One Column

An Online Election Service
of Kids Voting USA

Online Voting System

Test A

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.

Governor

T Willis

Rachel Willis

Close Preview

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

Two Column

An Online Election Service
of Kids Voting USA

Online Voting System

Test A

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.

Governor

T Willis

Rachel Willis

Close Preview

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

15. Then complete the “Voting Restrictions” portion of the form. Select a grade level from the drop down box for “Allow Grade From” and “Grade To”. Choose a district for the “Voting District” from drop down box as well. Please remember these restrictions need to match the restrictions you enter when generating voter ids. For generic voter id use, please select kindergarten through 12th grade. If the race doesn’t have a voting district (governor or proposition), select none. Then this ballot item will appear on all ballots within the grade category you have indicated.

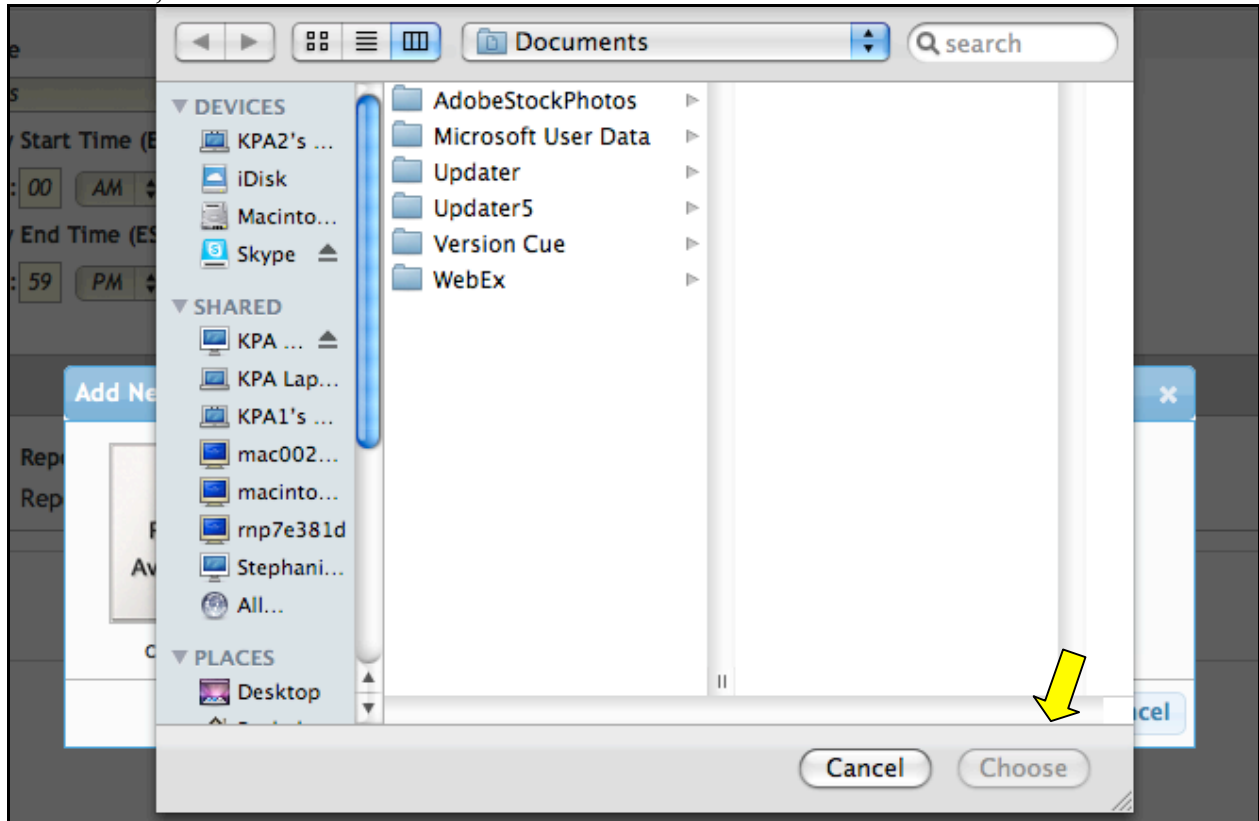
16. After you have made your selections and given the ballot item a name, select “Add Ballot Item”. Then you will see your Ballot Item displayed. You can continue adding Ballot Items by selecting “Add New Ballot Item”.

17. To add information about each race, click on the “Add Candidate” button.

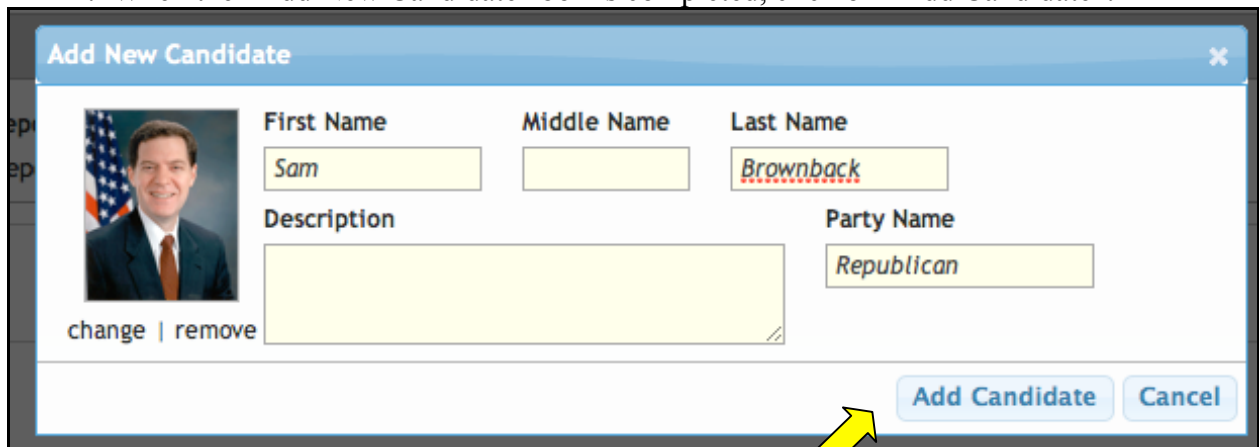
18. Enter the candidate’s first name, middle name and last name. If you would like, add a description and party name.

19. You can also upload picture of the candidate by clicking on the “Change” button below the picture box.

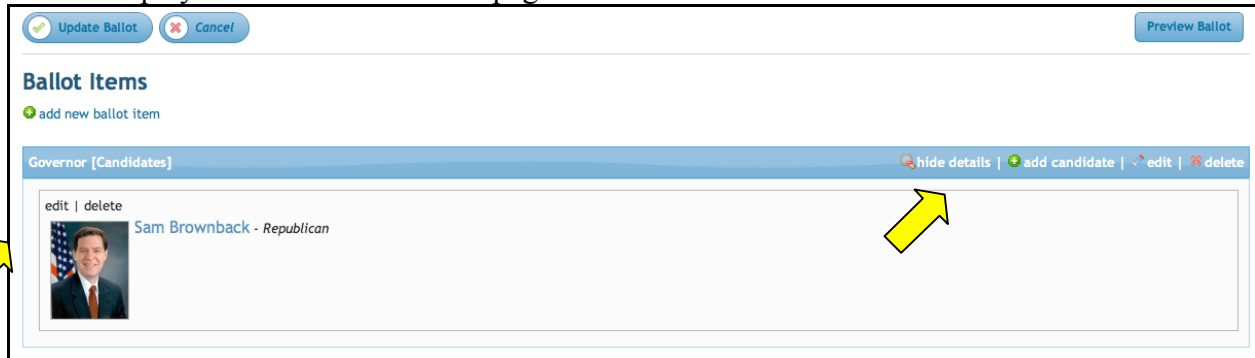
20. When you select “Change”, your finder window will appear allowing you to select a picture file. Remember your picture must be in one of the following formats: JPEG, JPG, GIF, or PNG. Then select “Choose”.



21. When the “Add New Candidate” box is completed, click on “Add Candidate”.



22. Then you will return to the Manage Ballot page and your new candidate will be displayed at the bottom of the page.

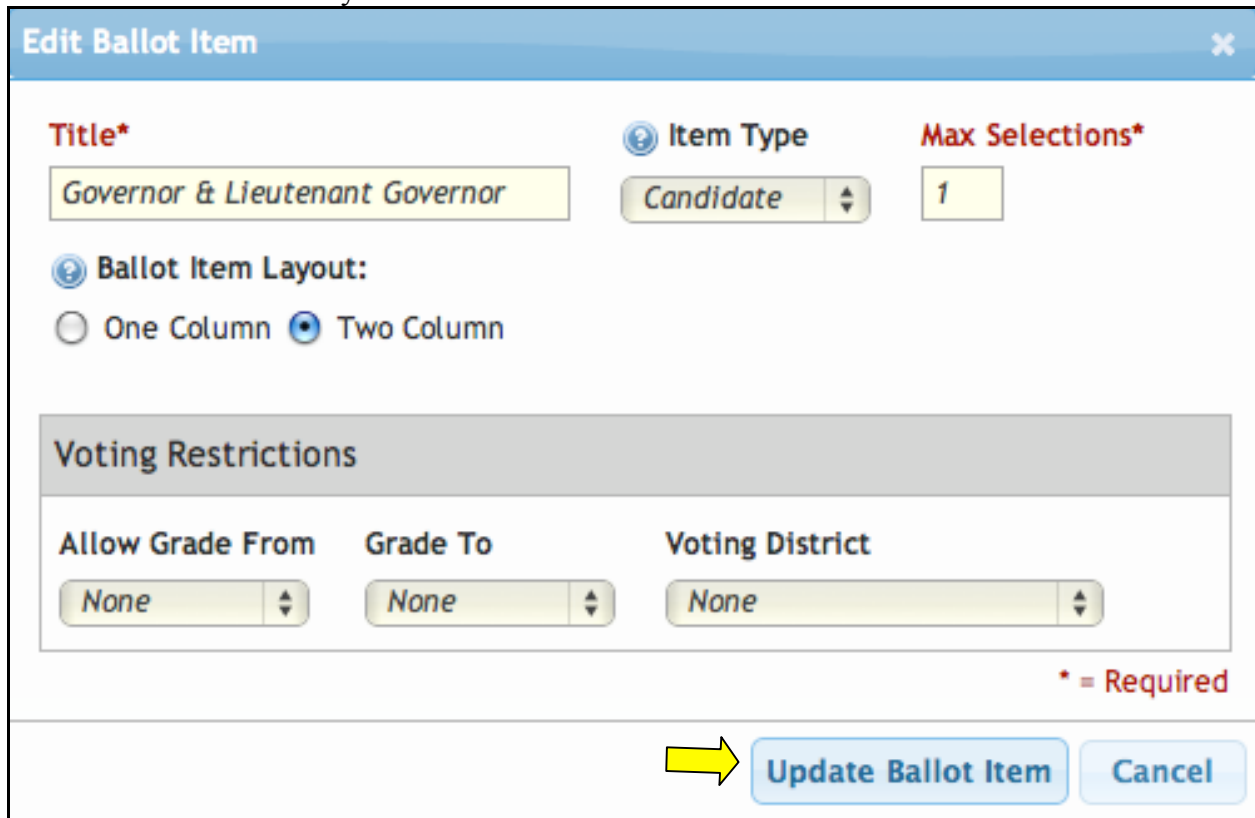


23. Notice that you can edit or delete the candidate now. Additionally, the “Hide Details” button on the left allows you to hide the candidate information. If you click on it, the page will look like this.

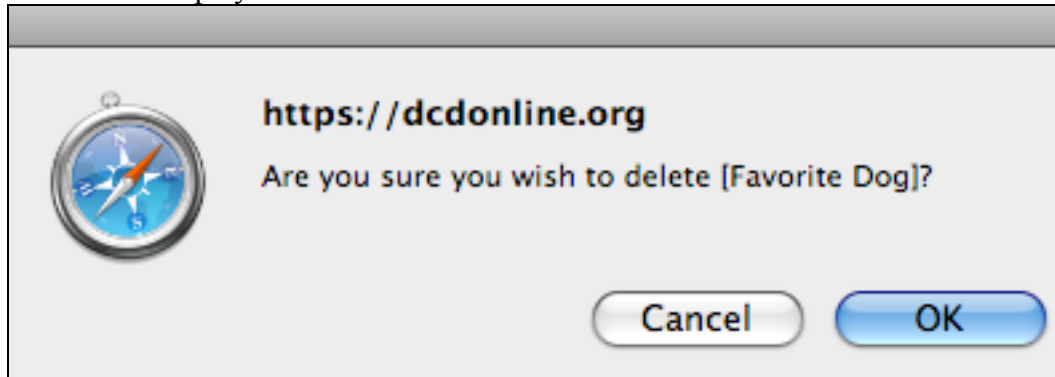


24. The candidate information will reappear if you select “Expand Details”.

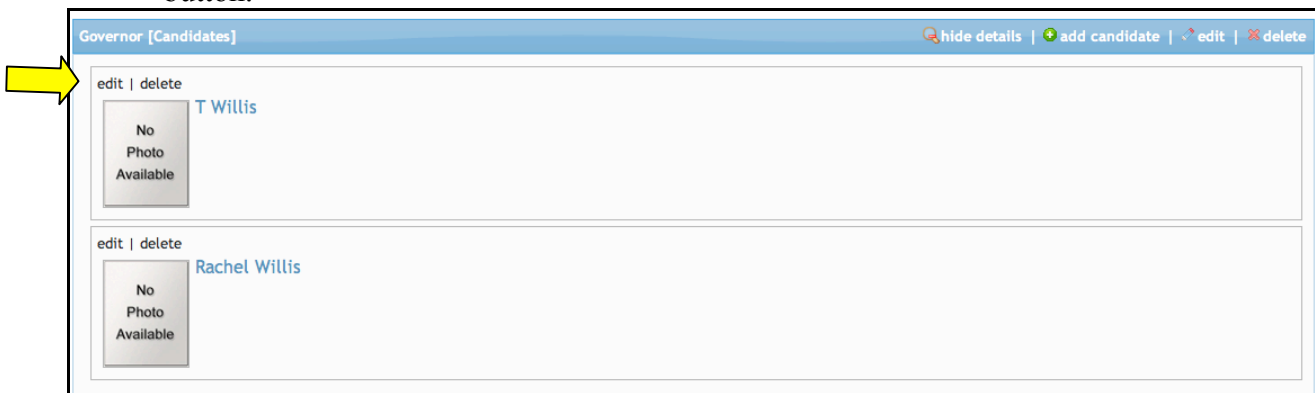
25. To edit or delete a ballot item, use the appropriate buttons on that line. The “edit” button will let you change the ballot item information you previously entered. Click “update ballot item” when you are finished.



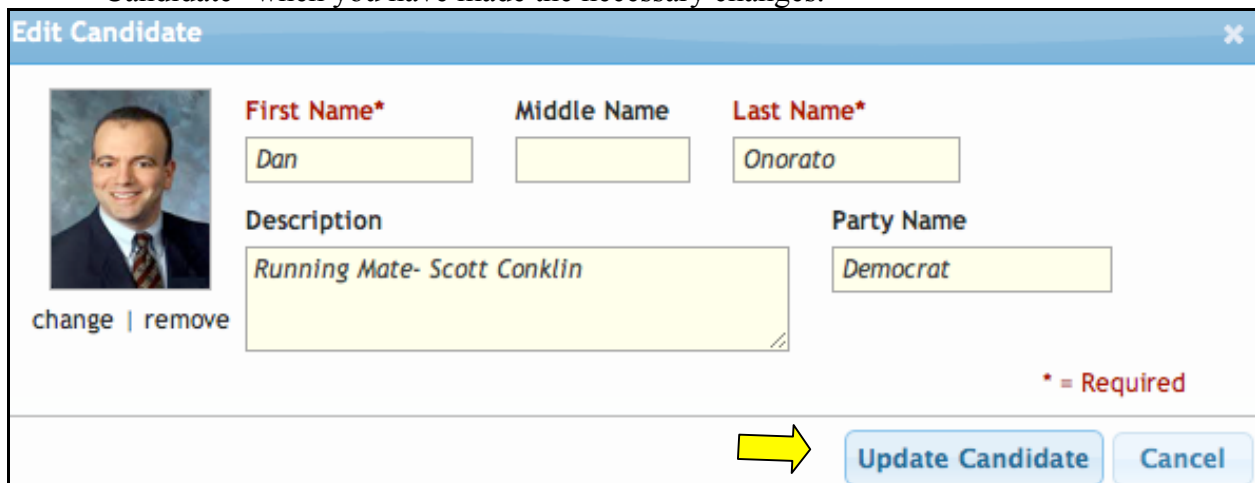
26. To erase, select the “delete” button. You will receive a confirmation box similar to the one displayed below.



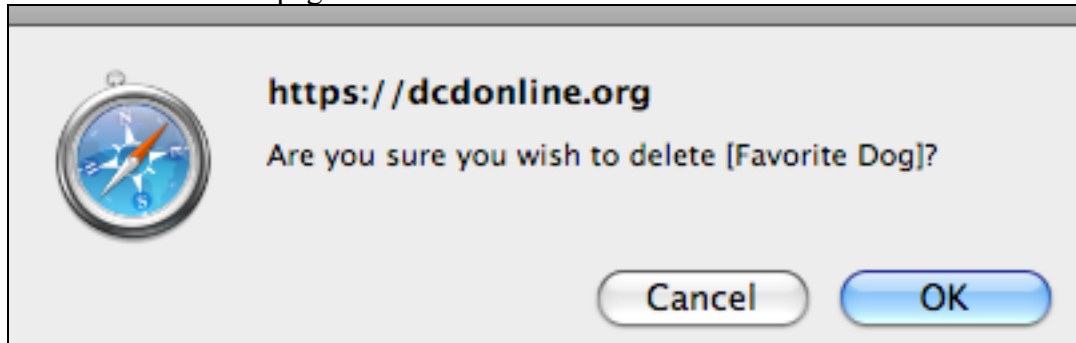
27. To edit or delete candidates in a specific race go to the show details. Select the “edit” button.



28. The “edit” button will allow you to change the candidate information. Click “Update Candidate” when you have made the necessary changes.

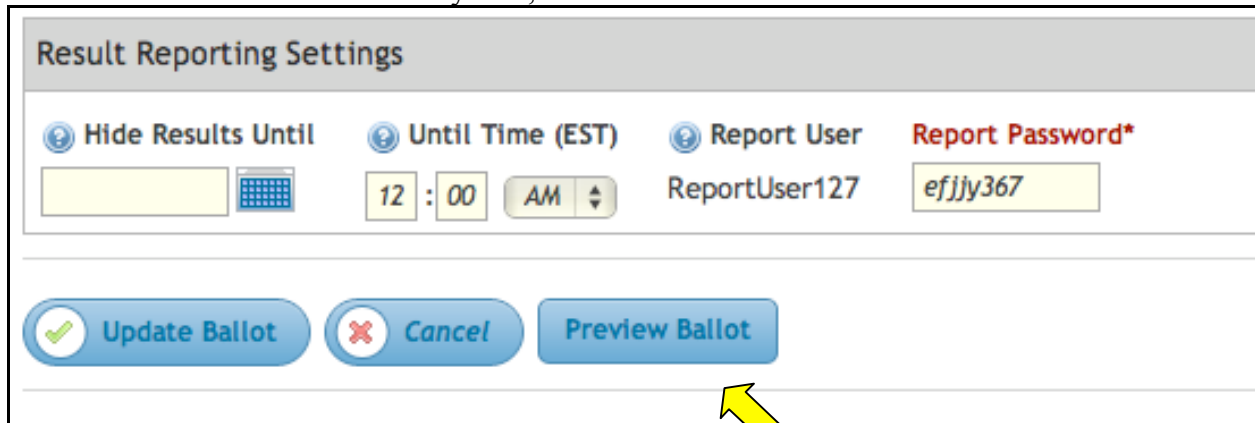


29. Besides the “edit” button on the candidate information, you will see the “delete” button. You can erase a candidate by clicking on the “delete” button. You will receive a similar confirmation page as the one shown below.



** To change the order of your candidates, simply hover of the candidate picture, click and drag to the appropriate place.

30. To preview the ballot, select the “Preview Ballot” button. Your ballot will open in a new window. To return to the system, click the ballot closed.



** Remember at the top of the “manage ballots” page, you will find a ballot link. This is a direct link to the ballot you created. You can share this with your poll workers or teachers who are going to be administrating your election. Below is a picture of the where the link can be found.

Manage Ballots > Edit Ballot: Web Demo Ballot

Ballot Link: <https://dcdonline.org/DevVote/KVTBWalton/293>

Name* Affiliate* Ballot Header Status*

Start Date* Daily Start Time (EST)* Enable Unlock Code No Yes

End Date* Daily End Time (EST)* Active Days Su Mo Tu We Th Fr Sa

Generate Voter ID's

1. Click on the “voters” button at the top of the screen.

Manage Voters

generate new ids

Filter Options

Voter Id Generation Sets								
	Date	Affiliate	Ballot	School	Districts	Grade	Ids	Status
<input type="button" value="export"/> <input type="button" value="export"/> <input type="button" value="delete"/>	08/24/2011 2:34 PM	Central Ohio	2011 General Election Ballot	A.G. Bell Closed Test School	School District Columbus County of	12th Grade	20/20	Generated

2. Click on the “generate voter ids” tab. Then you will see the following screen.

Manage Voters > Generate Voter Ids

Affiliate* Kansas **Ballot*** Test A **School*** ABC 3 School

Voting District(s) U.S. House District 2 **Grade** None **Number (max 5,000 per request)*** 0

- Next select your ballot, school, voting district and grade that you need to create voter ids for. Remember you will want to click on the appropriate voting district to match the restrictions you indicated on the ballot. The same goes for the grade. If you select none on the ballot that is what you would want to pick here. If you have created a restriction for K-3rd graders on your ballot and you need to generate ids for that group, select any grade level in that range. If you want the reports to be broken down by grade level, you will have to generate ids for each grade level. Enter in how many ids you want to create in the number box. Then click “generate”.
- You will be taken back to the “manage voters” page. You should see the ids you just created listed first.

Manage Voters

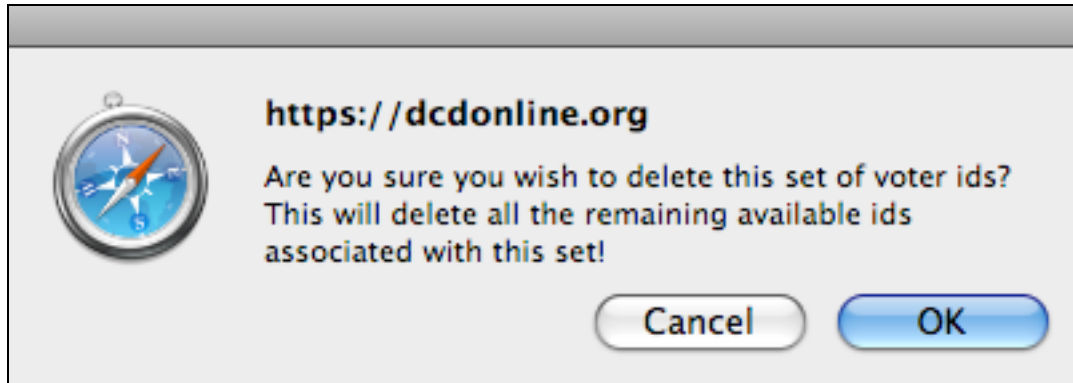
generate new ids

Filter Options: All Affiliates All Ballots All Schools Apply Clear

Voter Id Generation Sets								
	Date	Affiliate	Ballot	School	Districts	Grade	Ids	Status
export export delete	08/24/2011 2:34 PM	Central Ohio	2011 General Election Ballot	A.G. Bell Closed Test School	School District Columbus County of Franklin	12th Grade	20/20	Generated

5. Simply click on the “export” button to get the ids. The voter ids will be exported into an excel spreadsheet or pdf.

6. If you want to delete the ids, click on the “delete” button. You will receive a confirmation box similar to this one.

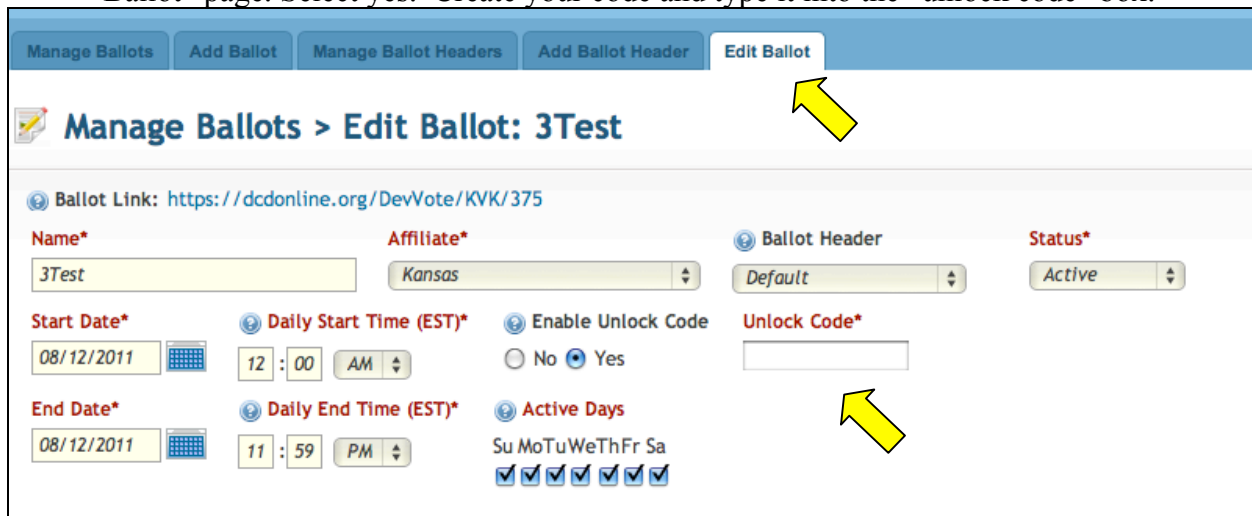


** Remember you can generate additional voter ids at any point including during the election without disturbing your results.

Unlock Code Setup

The system has an “unlock code”. This is an option for those users who wish not to use voter id’s. Previously with the generic voter id, each voter (student) would have to enter the id. Now with the “unlock code”, the precinct captain, teacher or volunteer will enter the “unlock code” one time per computer. The ballot will remain unlocked until the ballot is not used for one hour.

1. To use the “unlock code”, create your ballot. After creating your ballot, go to the “Edit Ballot” page. Select yes. Create your code and type it into the “unlock code” box.



2. Then select the appropriate dates, dates and times that you want your ballot to be active. Next choose update.

3. When using the “unlock code” function, you will see the “unlock ballot” button on your ballot. Click on “unlock ballot”.

- The precinct captain, teacher or volunteer will need to know both the “unlock code” and “school code”. Remember the school code is created by you as well. It can be viewed and edited on the “schools”, “edit school” page.

3Test [lock ballot](#)

Ballot administrators, please enter **BOTH** the unlock code for the ballot and your school code below and click "Unlock Ballot".

Unlock Code:

School Code: