



Student Mock Election Remote Voting Via Fillable PDF Instructions for Student Mock Election Coordinators

Introduction

One option for voting in the Student Mock Election consists of a fillable PDF ballot that can be e-mailed to students. The students will mark their ballot choices on a fillable PDF and submit their voted PDF ballots by return e-mail. This option requires the student votes to be manually tallied. The Secretary of State will provide a fillable PDF ballot to each school's Student Mock Election coordinator.

Please note, each staff member distributing the ballot and each student marking a ballot will need to have Adobe Reader software. Adobe Reader software is available for free and can be downloaded by visiting <https://get.adobe.com/reader/otherversions/>.

Saving the Ballot

As your school's Student Mock Election coordinator, you will receive an email from MyVote@sos.ca.gov titled "Student Mock Election – Remote Ballot Information and Electronic Supply Kit". This email will contain instructions for conducting the Student Mock Election using a fillable PDF ballot and will include the PDF ballot as an additional attachment to the e-mail.

Open the e-mail and perform the following steps:

1. Position your cursor over the PDF attachment icon and **right click** (PC) or **Ctrl+click** (Mac). Do not activate the link and open the ballot.
2. From the menu that pops up, select the **Save target as...** option in Internet Explorer or the **Save as...** or similar option in another browser.
3. You should then be prompted to choose a location to save the file.
4. Select a location on your own computer or network and click the **Save** button.

Distributing the Ballot

The fillable PDF ballot may be sent to students as an e-mail attachment. As an alternative, you may e-mail the PDF ballot to teachers and have them distribute the ballot to their students. We suggest providing instructions to students on how to vote and return their ballots. See "Instructions to Students for Voting and Submitting PDF Ballots" on page 3 of this document. These instructions are a guideline; feel free to modify them to accommodate any choices you have made in how your school is conducting the election.

If you will be receiving a large volume of voted ballots, we suggest setting up a dedicated e-mail account to receive the ballots, if possible, so they are kept separate from your regular e-mail.

Tallying the Results

Students will return their ballots via e-mail. Each PDF ballot will need to be opened and the ballot choices of each student manually tallied. If you receive ballots from students that are blank, this is most likely because they did not save the ballot (using Adobe Acrobat Reader) to their local computer or network. See "Tips for Viewing and Using the Fillable PDF Ballot" below.

Keep in mind, ballots attached to e-mails are not confidential, since the ballot can be identified by the student's email address. To conduct a confidential tally of ballots, once you have opened a student's ballot and you have confirmed they returned a voted ballot, save the ballot to a folder on your local computer or network, using a file name that does not identify the student who returned it. We suggest inserting a number after the ballot file name, for example Mock Election Ballot1, Mock Election Ballot2, and so on.

Once all student votes have been manually tallied, enter your school's results following the [Instructions for tabulating and reporting election results](#).

Tips for Viewing and Using the Fillable PDF Ballot

Save the ballot to your computer before completing it

We suggest that you first download the PDF ballot and save it to your computer or network drive, then open it with Adobe Reader and mark your ballot. If you do not save the file first, it will not save your votes. You can save your ballot and re-open the file later to change or enter additional ballot choices.

Use the latest version of Adobe Reader

To open and complete the PDF ballot, you will need Adobe Reader (the latest version is recommended). The software is free, if you do not have it installed on your computer, you may download the latest version here <https://get.adobe.com/reader/otherversions/>.

Mac users: Do not use Preview

For Mac system users: DO NOT use the Preview program to fill in the PDF ballot. Adobe Reader is the only program that will allow you to work with the ballot properly. If you do not already have Adobe Reader, please use the link above to install it to your machine.

Chrome users: Do not use Chrome PDF Viewer

For Chrome browser users: DO NOT use the Chrome PDF viewer program to fill in the PDF ballot. Adobe Reader is the only program that will allow you to work with the ballot properly. If you do not already have Adobe Reader, please use the link above to install it to your machine. Please use the instructions below to disable Chrome PDF viewer in your browser.

Turn off in-browser viewing

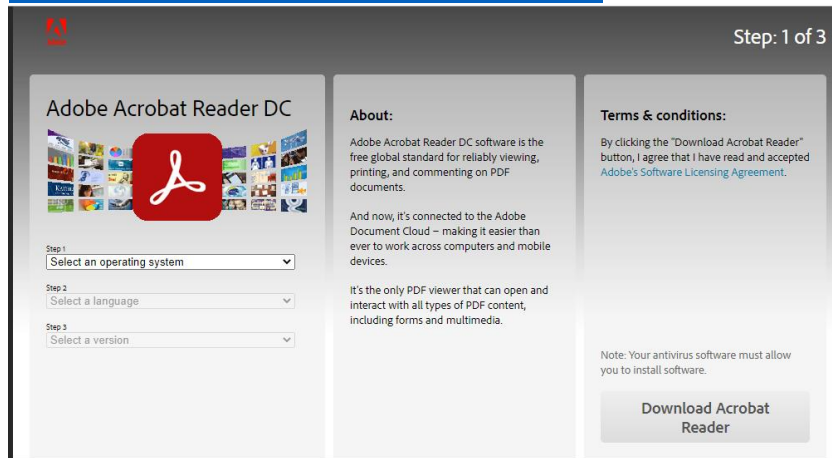
If you are having problems using the ballot via your browser, use the instructions here to turn off in-browser PDF viewing: <https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html>.

A .pdf file does not open

You clicked the link for a .pdf file and the file did not open. Adobe Reader, or equivalent software, may not be installed on your computer. Install the software and try to open the .pdf file again.

Instructions to Students for Voting and Submitting PDF Ballots:

Fillable PDF ballots may be completed and saved using **Adobe Acrobat Reader**, this software **must** be loaded on your computer. If you do not have Adobe Acrobat Reader software, it is available for free and can be downloaded by visiting <https://get.adobe.com/reader/otherversions/>.



Save the ballot to your computer before attempting to complete it!

Save the unmarked ballot to your own computer or network:

1. Position your cursor over the PDF attachment icon and **right click (PC) or Ctrl+click (Mac)**. Do not activate the link and open the ballot.
2. From the menu that pops up, select the **Save target as...** option in Internet Explorer or the **Save link as...** or similar option in another browser
3. You should then be prompted to choose a location to save the file
4. Select the location on your own computer or network and click on the **Save** button

Completing the fillable ballot

Fill out the ballot and save it using Adobe Acrobat Reader:

1. Using Adobe Acrobat Reader, open the PDF ballot you saved to your own computer or network
2. Click the box next to your ballot choices:
 - You will see an "X" in the box you selected, indicating you have voted
 - If you would like to change your ballot choice, click a different box
 - If you would like to remove your vote altogether for a particular ballot contest, click the "X" in the box and it will be removed
3. Click the save icon on the PDF ballot (see below)
4. If you cannot complete the ballot, you may save it and return to it later by repeating steps 1-4 above

Save the completed ballot and send to your teacher

Once you have completed marking your ballot choices, click the "SAVE" button at the bottom to **save the completed ballot**, and e-mail it to your teacher as an attachment.

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Advocators for Safety and Justice

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