

**User Guide for Online Entry
Of
Official Elections Results
Form A
School Board Trustee Elections**

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Introduction:

- Form A is used for reporting School Board Trustee Election Results to Alberta Education as per the *Local Authorities Election Act* and the *School Act*.
- All Candidates and their vote total, all Acclaimed, Appointed and Vacant positions in Wards (or Subdivisions), plus all relevant information requested must be reported on Form A.

Before you start:

- You can test the site before the election.
- Have all your results ready before you start.

Timelines:

- As stated in the *Local Authorities Election Act* and the *School Act*.

Important to know:

- Once the web application is closed, you cannot go back and edit the information as all information you entered will be lost (except for the pdf copy you saved in your folder). It is a good idea to preview the form periodically.
- If the web based application is left idle for too long, the page session will expire and you will lose all entered information.

Help Information:

Business Operations and Stakeholder Support Branch
Phone: 780-644-2483 or 780-427-2055

- To be connected toll free from outside of Edmonton, call 780 310 0000 and give the operator the appropriate telephone number.
- E-Mail address: EDC.2010Election@gov.ab.ca

Official Elections Form A

To find the link to the web based Official Elections Form A, scroll down to the "Reporting Forms" section of the School Board and Trustee Elections webpage.

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Alberta.ca > Education > Administrators > Administrative Resources, Publications and Forms > School Board Trustee Elections

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Role of School Boards
 > Funding and Accountability
 > AISI
 > Special Education
 > Health and Safety
 > Provincial Testing
 > Administrative Resources, Publications and Forms
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 Guide to Education 2009–2010
 Keeping Kids in School
 > Out-of-Province Online Learning
 > Planning Resources for School Authorities
 Curriculum Coordinator Corner
 > Provincial Satisfaction Surveys
School Board Trustee Elections

Administrative Resources

School Board Trustee Elections

On October 18, 2010, as part of the municipal elections, Albertans will also be voting for their school board trustees. The following document contains important information regarding election procedures, forms and regulations for school districts/authorities. The entire procedure handbook is available online and all forms are in electronic format to allow you to access only the ones you need.

[School Board Elections Information Package 2010 Edition](#) (5.10 MB)

This document contains all of the instructions and forms that are available for download in a single file. If you want to choose portions of the handbook or specific forms please see the section below.

Get only the sections you want

The following files are sections of the handbook, forms and regulations. They are available individually to allow you to download only those items that you require if you don't need the entire handbook.

[Procedures and Information](#) (184 KB)

Prescribed Forms for School Boards:

- [Oath of Returning Officer and Agent](#) (Form 1)
- [Statement of Deputy, Enumerator and Constable](#) (Form 1A)
- [Notice of Nomination Day](#) (Form 2)
- [Nomination Paper and Candidate's Acceptance](#) (Form 3)

- [Déclaration d'un représentant du candidat](#) (Formulaire 10RA)
- [Déclaration d'un interprète d'un électeur handicapé ou d'une personne qui assiste un électeur handicapé](#) (Formulaire 11RA)
- [Avis d'opposition faite à un bulletin de vote](#) (Formulaire 12RA)
- [Relevé des bulletins de vote et résultat du vote](#) (Formulaire 13RA)
- [Renonciation avant une plainte](#) (Formulaire 14RA)
- [Renonciation à la suite d'une motion](#) (Formulaire 15RA)
- [Request for special ballot package](#) (Form 16RA)
- [Requête pour paquet de bulletins de vote spéciaux](#) (Formulaire 16RA)
- [Special Ballot Package](#) (Form 17RA)
- [Paquet de bulletins de vote spéciaux](#) (Formulaire 17RA)
- [Procédures de vote pour un bulletin de vote spécial](#) (Formulaire 18RA)
- [Special Ballot Certificate Envelope](#) (Form 19RA)
- [Enveloppe «certificat du bulletin de vote spécial»](#) (Formulaire 19RA)
- [Attestation de la validité ou du rejet des certificats des bulletins de vote spéciaux](#) (Formulaire 20RA)

Reporting Forms:

- [Form A User Guide](#)
- [Official Election Results Entry Form](#) (Form A)
- [Official Election Results](#) (Form A)
- [Report Organizational Meeting](#) (Form B)
- [Candidates Nomination Form](#) (Form C)

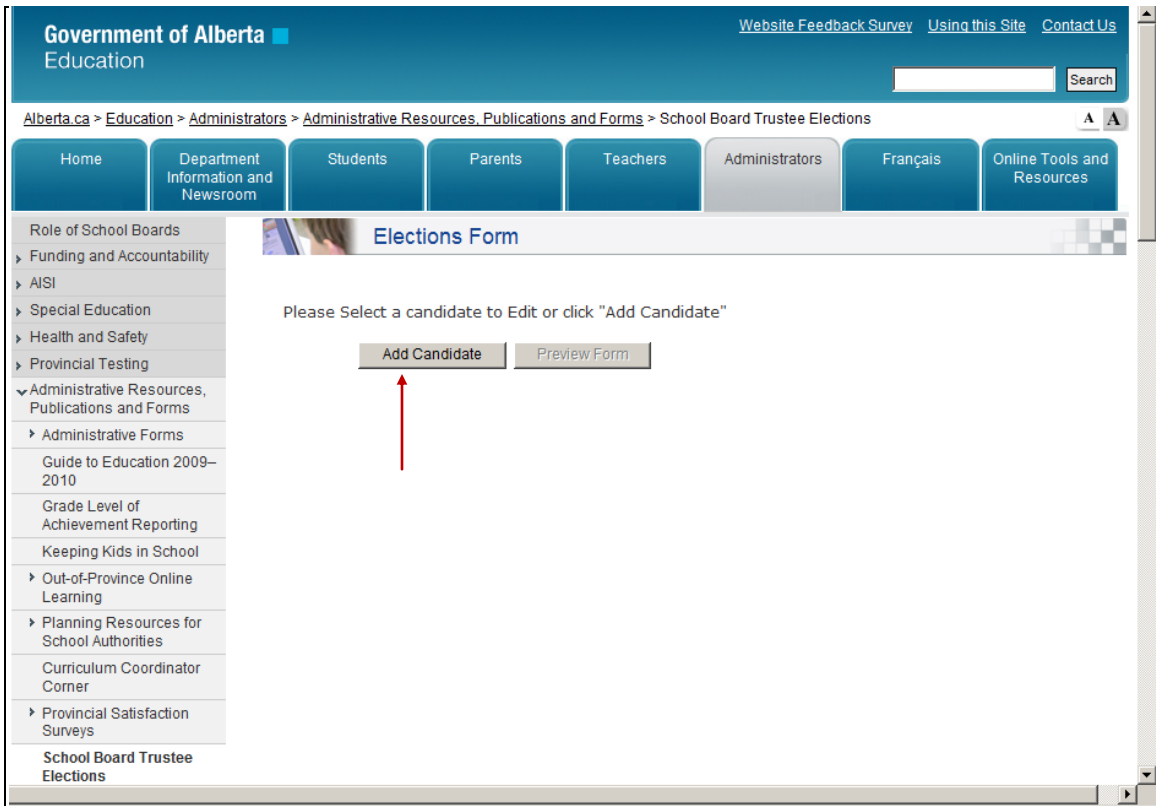
Optional Forms:

- [Authorization for Returning Officer, Deputy or Constable Voting At Assigned Station](#)
- [Authorization for Returning Officer, Deputy or Constable To Vote At An Advance Vote](#)
- [Affidavit of Witness for Destruction of Election Materials](#)

Regulations:

- [Modified Voting Procedure Regulation](#)

Just click on the [Official Elections Results Entry Form](#) link, and the "Elections Form" will open.



Click on "Add Candidate" button to start adding candidates.

Add Candidates

All Candidates and their vote total, all Acclaimed, Appointed and Vacant positions in Wards (or Subdivisions), plus all relevant information requested must be reported on Form A.

Add Elected Candidate

"Elected" is a default selection when adding a new candidate.

Elections Form

Please enter the following information (all fields are required for elected candidates except Address line 2, Fax and E-mail address)

Authority:

Subdivision/Ward No.

No. of votes received:

Elected, Acclaimed or Appointed:

Name of candidate as appeared on ballot:

Mailing address of candidate:

Address line 2:

City:

Province:

Postal Code:

Phone Number:

Fax Number:

E-mail address:

Incumbent or New: Incumbent New

Gender: Male Female

Note: When adding a Candidate that has run but not been elected use 'N/A' on the drop down menu.

Enter all required fields and click "Save" button.

Elections Form

Please enter the following information (all fields are required for elected candidates except Address line 2, Fax and E-mail address)

Authority: 3020 Edmonton Public

Subdivision/Ward No. Ward H

No. of votes received: 125

Elected, Acclaimed or Appointed: Elected

Name of candidate as appeared on ballot: James Smith

Mailing address of candidate: 22 Oxford Blvd.

Address line 2:

City: Edmonton

Province: AB

Postal Code: T5V 2W3

Phone Number: 7804290025

Fax Number:

E-mail address: JamesSmith@shaw.ca

Incumbent or New: Incumbent New

Gender: Male Female

Save Cancel

Once "Saved" the entry form will close and the candidate will be displayed in the candidate list.

Elections Form

Please Select a candidate to Edit or click "Add Candidate"

Add Candidate Preview Form

Name	Phone
James Smith	(780) 429-0025

Add Acclaimed / Appointed Candidate

Click on the "Add Candidate" button, and the entry form will open. Please note that the "Authority" field is prefilled now, as you already entered one candidate.

- Click on the down arrow and select "Acclaimed" or "Appointed"
- Enter "0" for the "No. of votes received" for either selection


Elections Form

Please enter the following information (all fields are required for elected candidates except Address line 2, Fax and E-mail address)

Authority: 3020 Edmonton Public

Subdivision/Ward No.

No. of votes received:

Elected, Acclaimed or Appointed: 

Name of candidate as appeared on ballot:

Mailing address of candidate:

Address line 2:

City:

Province: AB

Postal Code:

Phone Number:

Fax Number:

E-mail address:

Incumbent or New: Incumbent New

Gender: Male Female

Dropdown Menu:

- Elected
- Acclaimed
- Appointed
- Vacant
- N/A

Enter all other required information.

Elections Form

Please enter the following information (all fields are required for elected candidates except Address line 2, Fax and E-mail address)

Authority:

Subdivision/Ward No.

No. of votes received:

Elected, Acclaimed or Appointed:

Name of candidate as appeared on ballot:

Mailing address of candidate:

Address line 2:

City:

Province:

Postal Code:

Phone Number:

Fax Number:

E-mail address:

Incumbent or New: Incumbent
 New

Gender: Male
 Female

Once "Saved" the entry form will close and the candidate will be displayed in the candidate list. Now the candidate list will look something like this:

Elections Form

Please Select a candidate to Edit or click "Add Candidate"

	Name	Phone
	James Smith	(780) 429-0025
	Karla James	(780) 445-8965

Add Vacant position

In the entry form:

- Enter the Subdivision / Ward name
- Enter "0" for the "No. of votes received" for either selection
- Click on the down arrow and select "Vacant"

Elections Form

Please enter the following information (all fields are required for elected candidates except Address line 2, Fax and E-mail address)

Authority: 3020 Edmonton Public

Subdivision/Ward No. Ward A

No. of votes received: 0

Elected, Acclaimed or Appointed: Vacant

Name of candidate as appeared on ballot: [disabled]

Mailing address of candidate: [disabled]

Address line 2: [disabled]

City: [disabled]

Province: [disabled]

Postal Code: [disabled]

Phone Number: [disabled]

Fax Number: [disabled]

E-mail address: [disabled]

Incumbent or New: Incumbent New

Gender: Male Female

[Save] [Cancel]

All following fields are disabled as soon as "Vacant" position selected

Save your entry, and the newly added "Vacant" candidate is added to the candidate list.


Elections Form

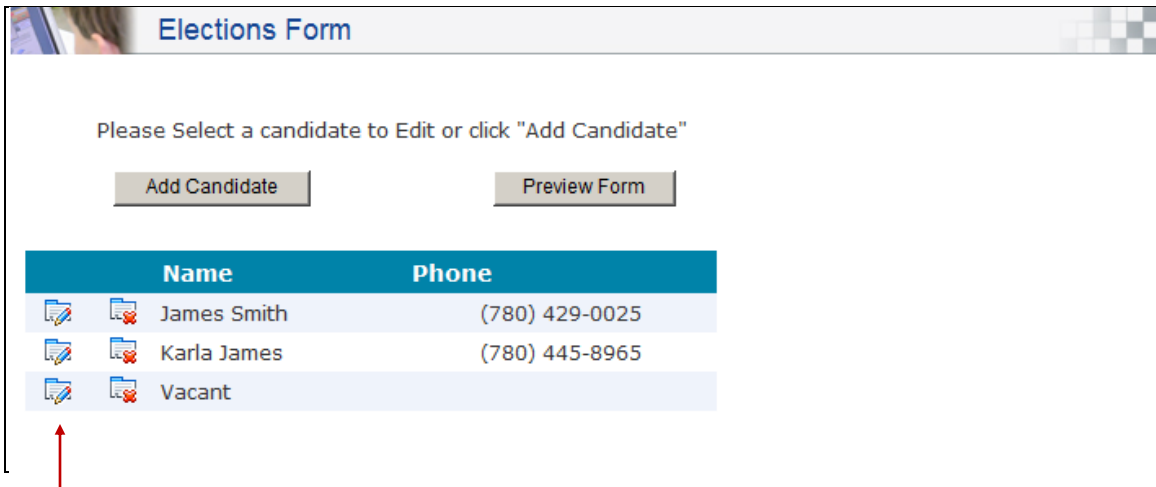
Please Select a candidate to Edit or click "Add Candidate"

[Add Candidate] [Preview Form]

Name	Phone
James Smith	(780) 429-0025
Karla James	(780) 445-8965
Vacant	




Edit/View Candidate

If you wish to view and/or edit any of the candidates you entered, just click on the  icon next to the candidate name.



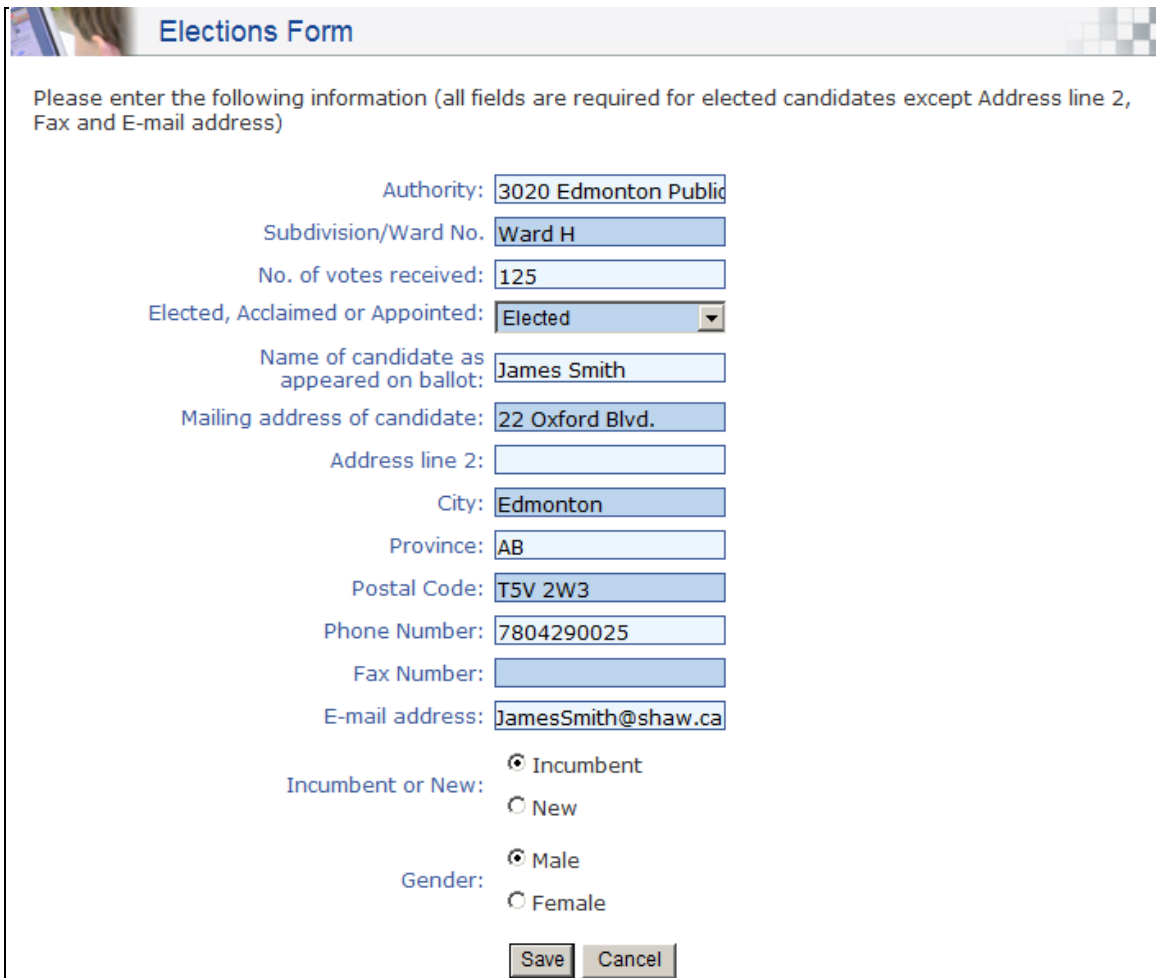
Elections Form

Please Select a candidate to Edit or click "Add Candidate"

	Name	Phone
	James Smith	(780) 429-0025
	Karla James	(780) 445-8965
	Vacant	

↑

This will open the candidate entry in edit mode allowing you to make any necessary change.



Elections Form

Please enter the following information (all fields are required for elected candidates except Address line 2, Fax and E-mail address)

Authority:

Subdivision/Ward No.

No. of votes received:

Elected, Acclaimed or Appointed:

Name of candidate as appeared on ballot:

Mailing address of candidate:

Address line 2:

City:

Province:

Postal Code:

Phone Number:

Fax Number:


E-mail address:

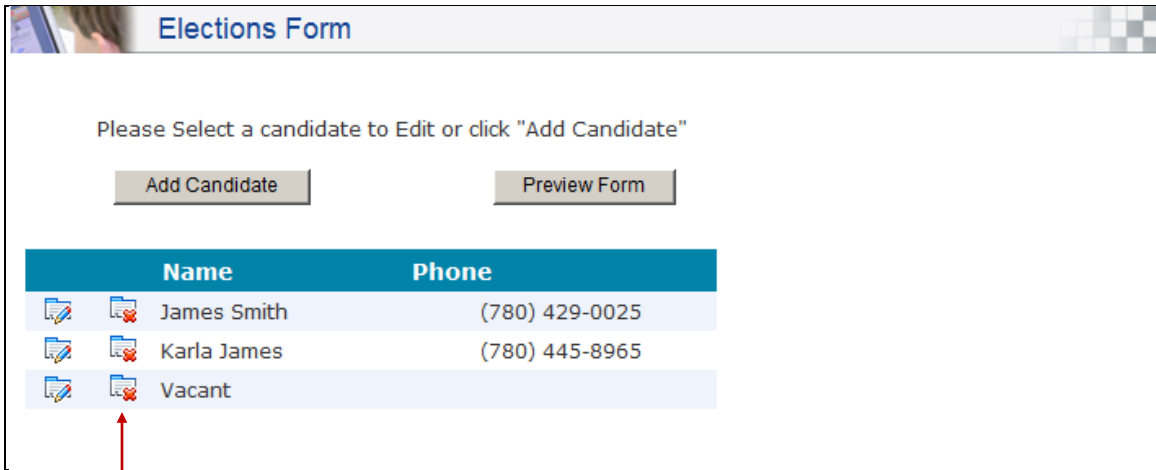
Incumbent or New: Incumbent New

Gender: Male Female

Note: If you want to edit the "Vacant" candidate, for example, the position is filled and you want to add the candidate, just open this "Vacant" position and select other option than "Vacant". This will automatically enable all following fields so you can enter needed information.

Delete Candidate

If you wish to delete any of the candidates you entered, just click on the  icon next to the candidate name.

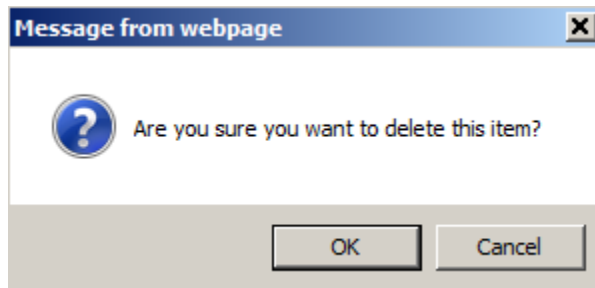


The screenshot shows a web application window titled "Elections Form". At the top, it says "Please Select a candidate to Edit or click 'Add Candidate'". Below this are two buttons: "Add Candidate" and "Preview Form". A table lists three candidates:

Name	Phone
James Smith	(780) 429-0025
Karla James	(780) 445-8965
Vacant	

Each candidate name has a small delete icon (a document with a red X) next to it. A red arrow points to the delete icon for the "Vacant" candidate.

The following pop up message will appear asking that you confirm your decision to delete.



The screenshot shows a "Message from webpage" dialog box. It contains a question mark icon and the text "Are you sure you want to delete this item?". At the bottom, there are two buttons: "OK" and "Cancel".

Click "OK" and the candidate will be removed from the list.

Preview Form

After you entered all candidates for a specific Authority through the web application, the next steps are to review all information, edit it if needed and print it for the Returning Officer's signature.

Let us review the information we entered. Click on the "Preview Form" button.

Elections Form

Please Select a candidate to Edit or click "Add Candidate"

Name	Phone
James Smith	(780) 429-0025
Karla James	(780) 445-8965
Vacant	

This will open a report in Portable Document Format (PDF). Before we look at the actual information, let us review PDF elements that you will or may be using.

Page number and total number of pages

Print

Decrease/Increase the magnification of whole page

Page navigation

Find specific word(ing) on the form. Note: found word will be highlighted.

Find previous/next

Highlight Fields

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

Government of Alberta ■
Education

FORM A
 Local Authorities Election Act section 97(4)

AUTHORITY NAME: 3020 Edmonton Public No.7

OFFICIAL ELECTION RESULTS									
SUBDIVISION WARD NO.	NO. OF VOTES RECEIVED	ELECTED (E) ACCLAIMED (A) APPOINTED (AP)	INCUMBENT (I) NEW (N)	MALE (M) FEMALE (F)	NAME OF CANDIDATE AS APPEARED ON BALLOT	MAILING ADDRESS OF CANDIDATES	PHONE NUMBER	FACSIMILE NUMBER	EMAIL ADDRESS

Now that we understand the PDF document, let us review the information we entered in the Official Form A.

Government of Alberta ■
Education

AUTHORITY NAME: 3020 Edmonton Public No.7

FORM A
Local Authorities Election Act section 97(4)

OFFICIAL ELECTION RESULTS

SUBDIVISION/ WARD NO.	NO. OF VOTES RECEIVED	ELECTED (E) ACCLAIMED (A) APPOINTED (AP)	INCUMBENT (I) NEW (N)	MALE (M) FEMALE (F)	NAME OF CANDIDATE AS APPEARED ON BALLOT	MAILING ADDRESS OF CANDIDATES	PHONE NUMBER	FACSIMILE NUMBER	EMAIL ADDRESS
Ward A	0	Acclaimed	New	Female	Karla James	12589-125 Ave Edmonton, AB T2S 3E3	(780) 445-8965	(780) 445-8966	Karla.James@shaw.ca
Ward A	0	Vacant			Vacant				
Ward H	125	Elected	Incumbent	Male	James Smith	22 Oxford Blvd. Edmonton, AB T5V 2W3	(780) 429-0025		JamesSmith@shaw.ca

I HEREBY CERTIFY THIS TO BE A TRUE STATEMENT OF THE ELECTION HELD ON:

DATE OF ELECTION

SIGNATURE OF RETURNING OFFICER

Return to: Business Operations & Stakeholder Support, Alberta Education, 8th Floor Commerce Place, 10155 - 102 Street, Edmonton, AB T5J 4L5

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Revised May 2010

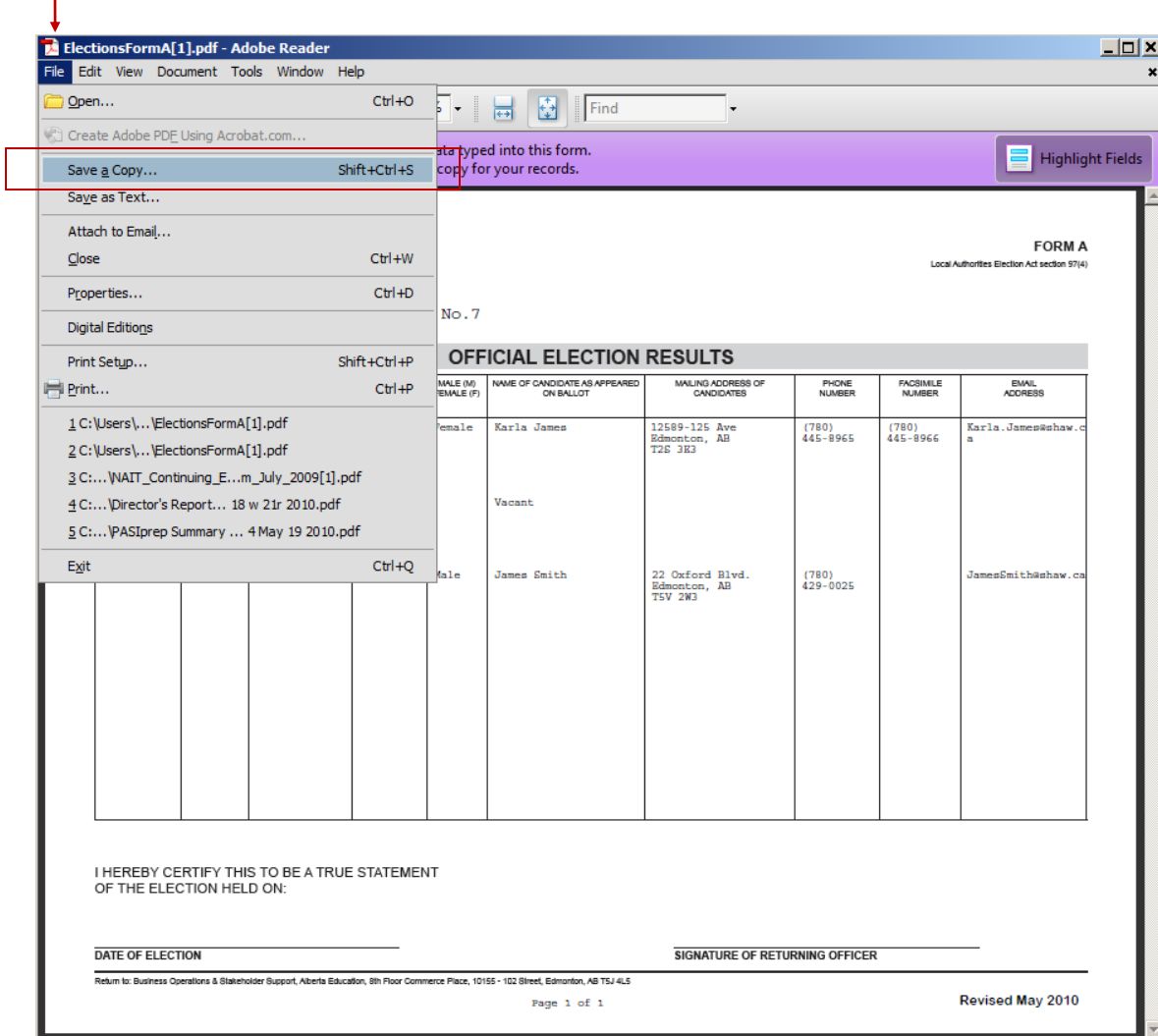
The Authority Code and Name

You can enter candidates in any order, this form will automatically sort the results first by Ward No./ Sub-Division then by No. of Votes Received.

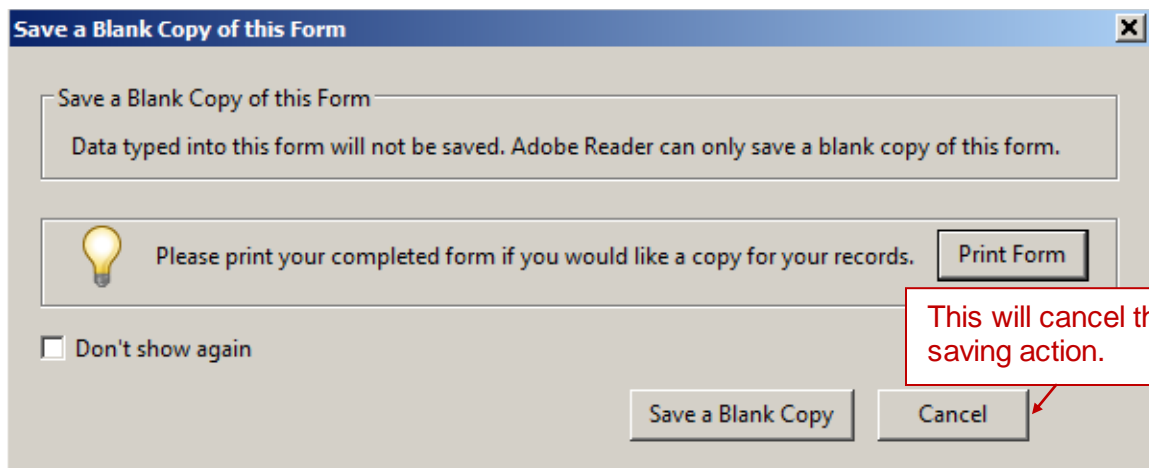
If you notice that you need to edit this form because of spelling error, missing fax, wrong information, or any other reason, close this form **as the editing cannot be done in PDF**. Go back to the web application, and edit candidate(s). After this generate the PDF again, and the changes will be shown.

Save / Print Form

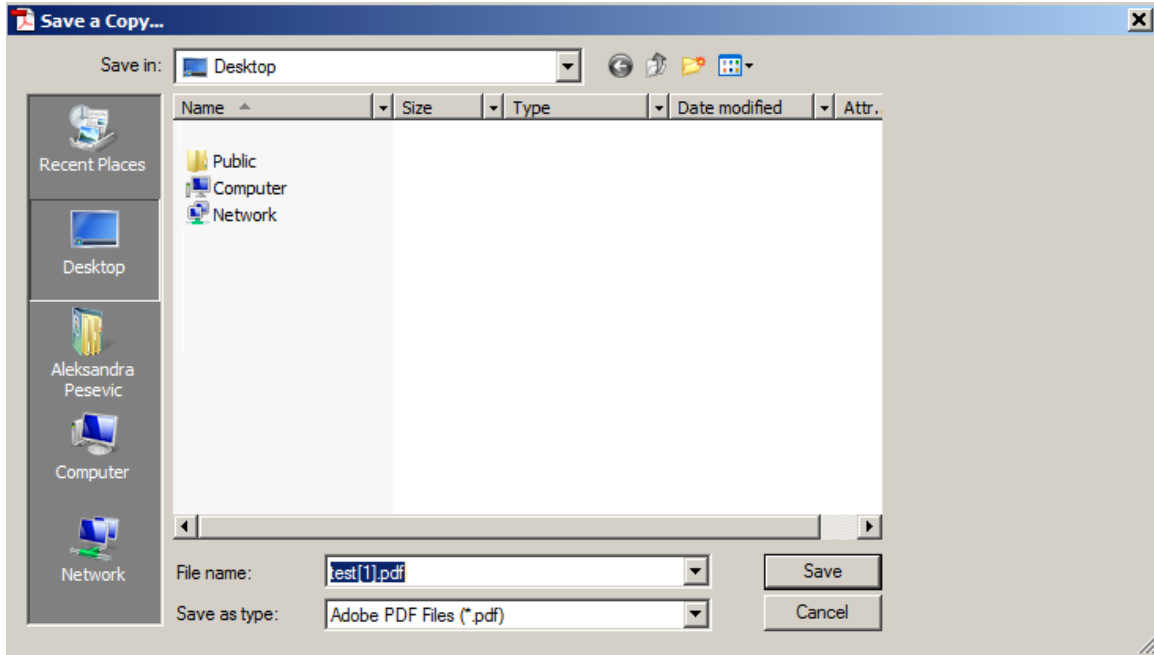
Once the form is complete, you can save a copy to your files. Click "Files" and select "Save Copy".



A confirmation dialog box will pop up.

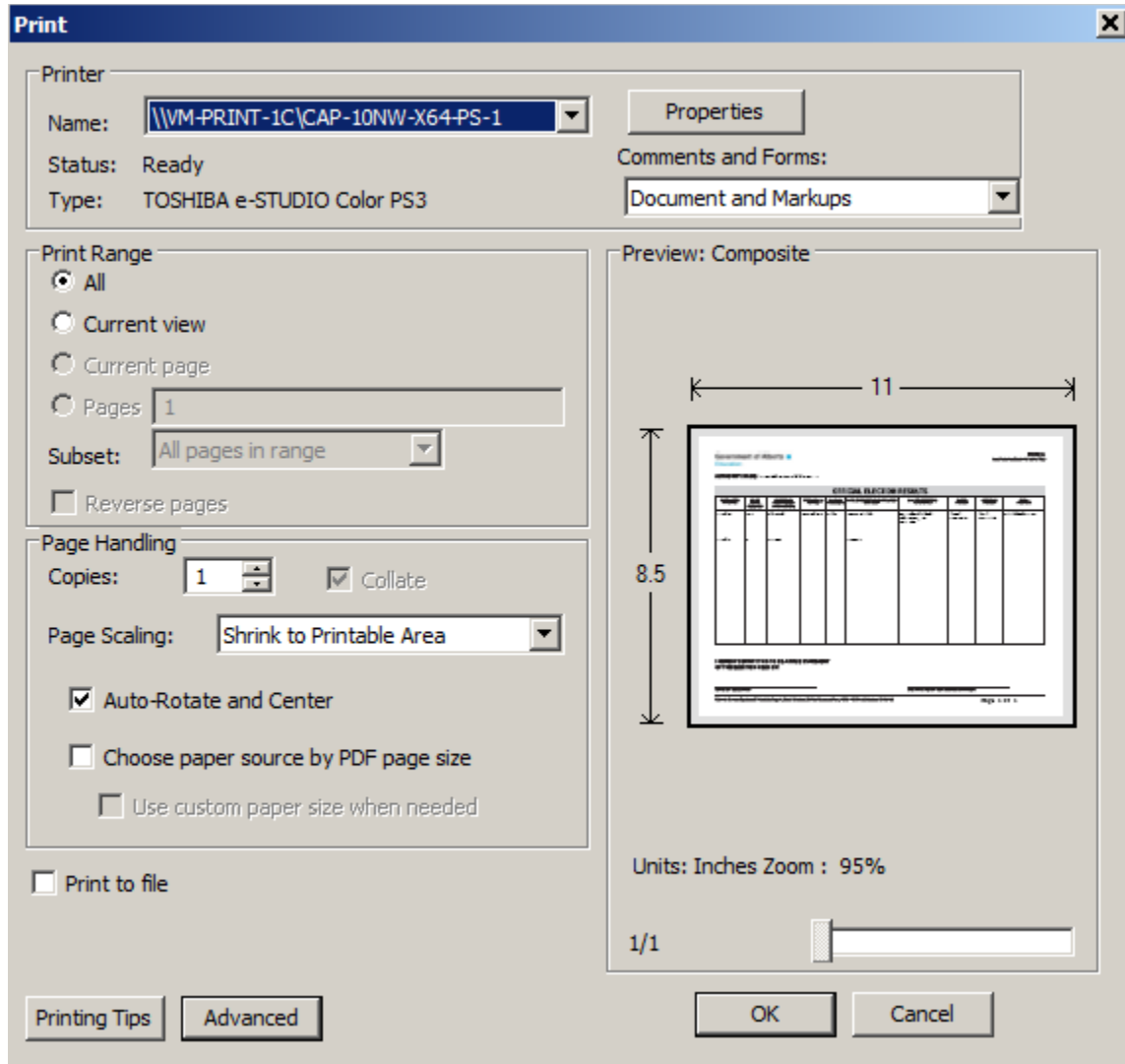


Save a Blank Copy button will enable you to name the form, and select a folder where you would like to save it as a reference in your records.



Print Form button will enable you to print this form as the hard copy needs to be forwarded the Returning Officer for signoff. **Note:** If the form has more than one page, each page must be signed.

Just select the printer, set any other properties you need and print.



Important to remember:

- Once the web application is closed, you cannot go back and edit the information as all information you entered will be lost (except for the pdf copy you saved in your folder). It is a good idea to preview the form periodically.
- If the web based application is left idle for too long, the page session will expire and you will lose all entered information.