



# How to claim and setup your candidate profile.

To claim your profile, you will need to prove to us you are the candidate listed. We ask that the profile be claimed by an email controlled by the candidate as to avoid control issues in the future.

Candidate staff move do move on, and if it happen to be a contentious issue, control of the profile can end up in limbo.

The candidate can later delegate other users to the management of the profile but they will have to create their own username and password combination.

Page **1** of **21** 

Document Version: 2024-01-08 - v1

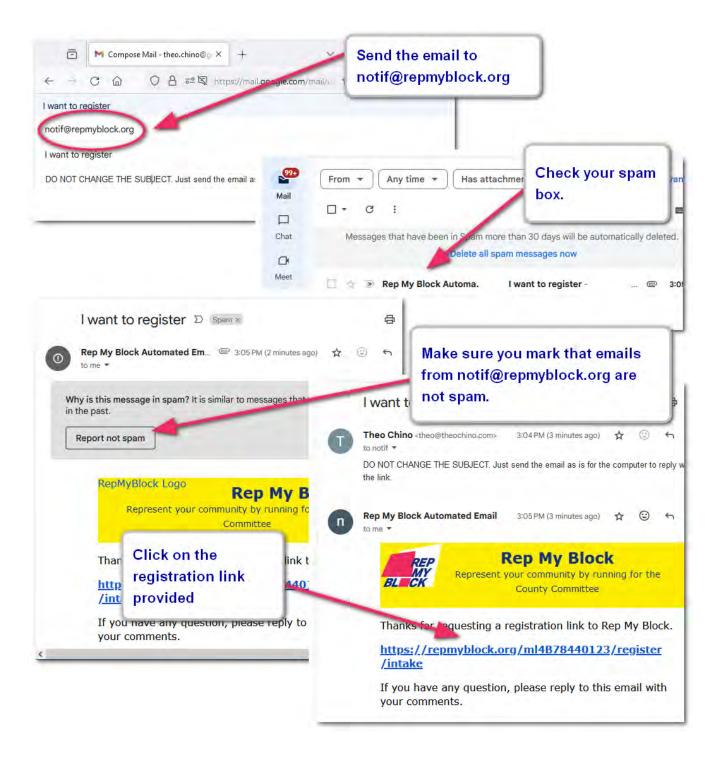
#### Request a username link on Rep My Block

The first step is to create a user name on the Rep My Block system by sending an email to <a href="MOTIF@REPMYBLOCK.ORG">MOTIF@REPMYBLOCK.ORG</a> with the subject I WANT TO REGISTER.



Page **2** of **21** Document Version: 2024-01-08 – v1

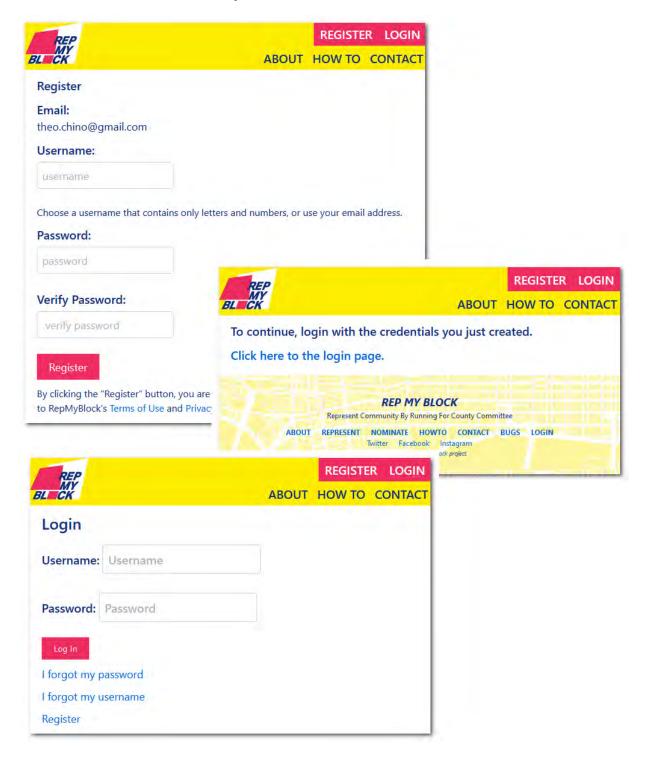
The response to the email is instantaneous but it will end up in the spam mailbox. We send our emails from the address <a href="mailto:notif@repmyblock.org">notif@repmyblock.org</a> so you can safely add it to your contact list.



Page **3** of **21** Document Version: 2024-01-08 – v1

#### Create a username link

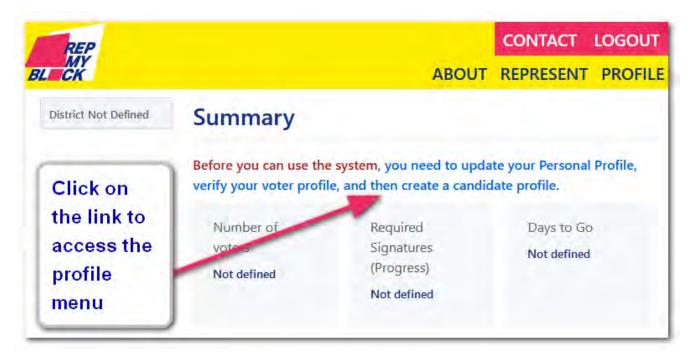
The following screen resemble any normal registration process where you select a **username** and a **password**.



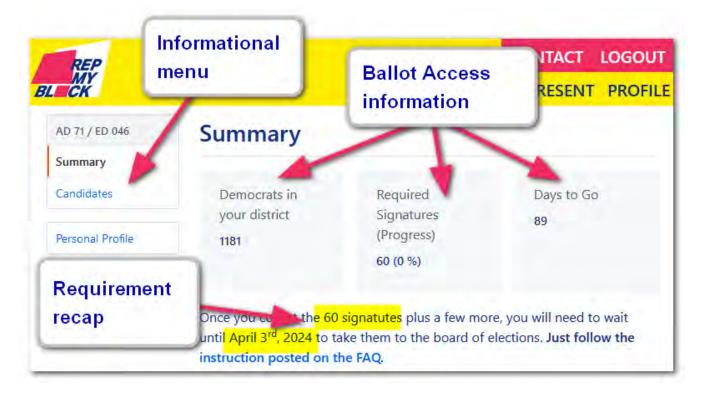
Page **4** of **21** Document Version: 2024-01-08 – v1

# Login for the first time

The only choice available login the first time is the creation of a profile. You need to click on the profile link.



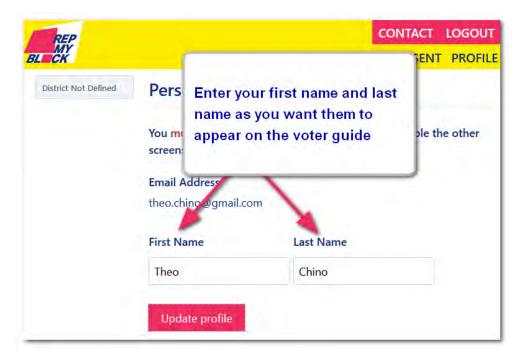
Once the profile is created, the login page will contain the informational information for your district.



Page **5** of **21** 

#### Creating the profile for the Voter Guide

Enter your name as you want them to appear on the Rep My Block Voter guide.



Once you click on the update profile after entering your first and last name, the system will enable the menus so you can update your public, voter and candidate profiles.



Page **6** of **21** Document Version: 2024-01-08 – v1

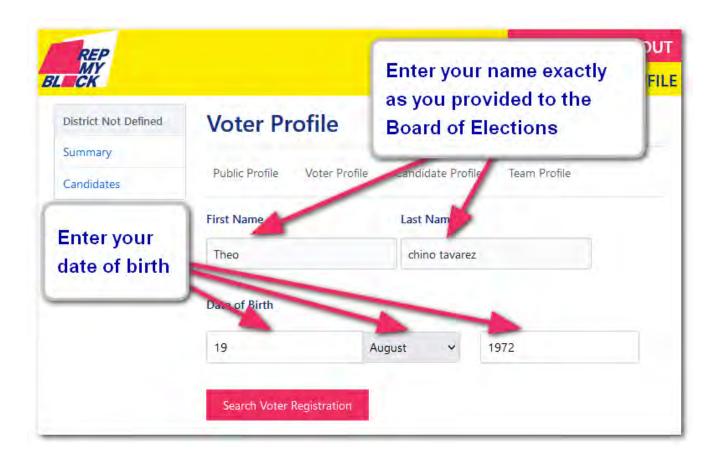
#### **Check your voter registration**

To avoid problem in the future, we verify the registration of the potential candidates to make sure that the information in the Board of Election will match the ballot access information.

The Board of Election will verify the information in the same database and will refer the any mismatch to the board of commissioner which will waste time and resources in dealing with it instead of campaigning.

Rep My Block update the voter database on a regular basis and is available to all the candidate to canvas using the Rep My Block walk sheets.

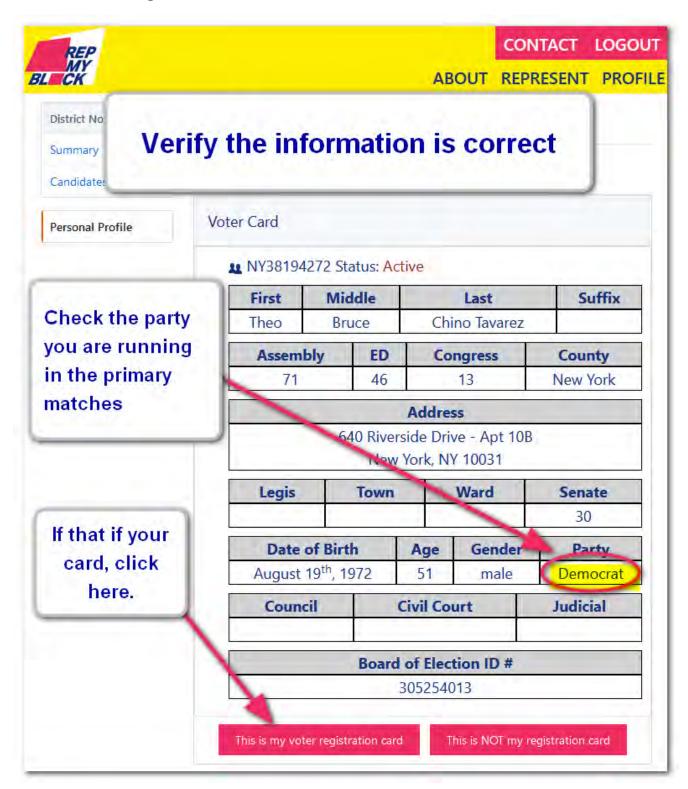
To get stated, enter your name information and your birth date and click on search the voter registration button.



Page **7** of **21** 

Document Version: 2024-01-08 - v1

If the system finds your voter information you will be presented with a menu showing the information. Once you have accepted the voter card, you won't be able to change it.



Check that you are registered in the correct party (many candidates get disqualified for petitioning in the wrong party.)

Page **8** of **21** Document Version: 2024-01-08 – v1

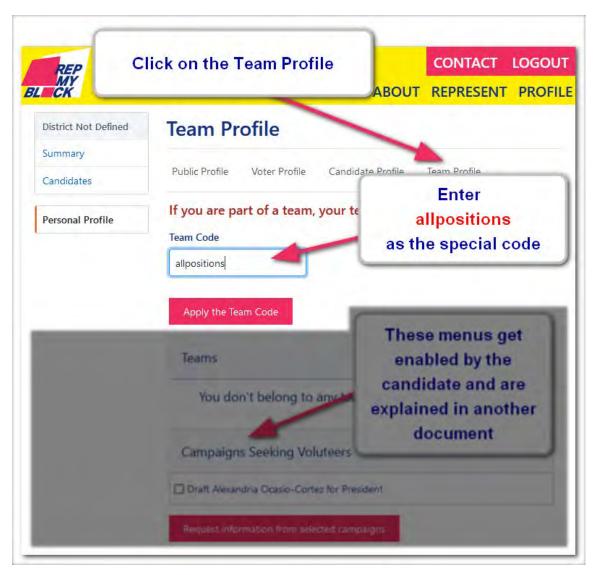
#### You have until the 14th of February 2024 to change your party enrolment.

Check the gender, the date of birth and the mailing address as it's where all the candidate letters will arrive.

Even if some information is incorrect but the name and the date of birth matches, click on the "This is my voter registration card" button.

# **Enable the positions menu**

To enable the complex candidate menu with all the position, click to the Team Profile and enter **allpositions**.



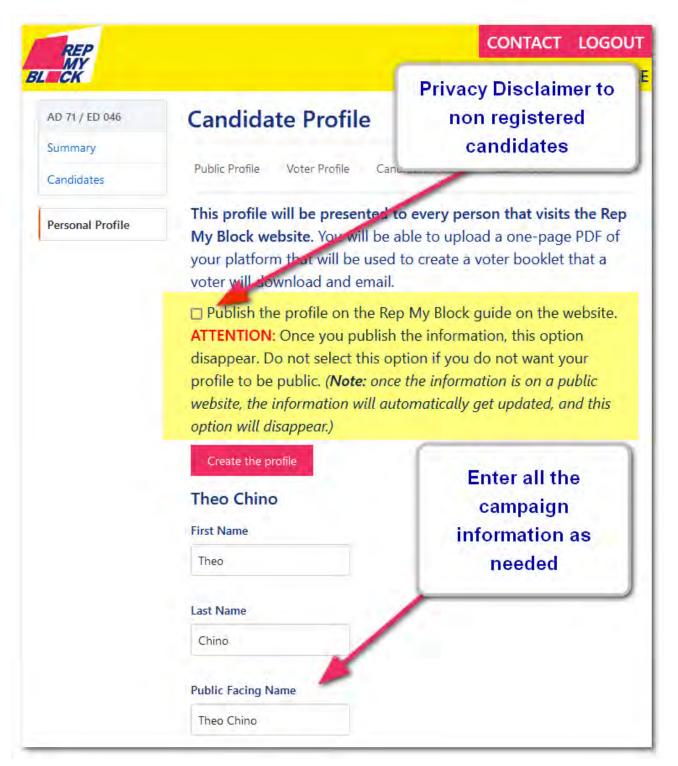
Page **9** of **21** Document Version: 2024-01-08 – v1

This will bring the **Candidate Profile**. You can get back to this menu by clicking on Personal Profile and Candidate Profile. Select the political position you are running for.



Page **10** of **21** Document Version: 2024-01-08 – v1

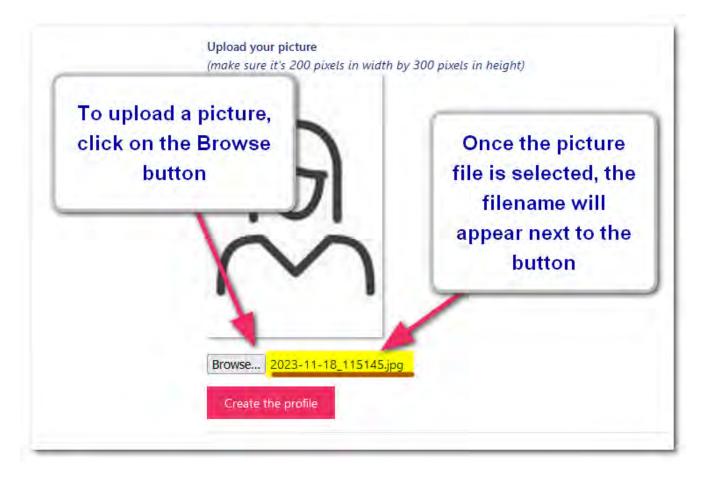
On the candidate menu, the campaign can enter any information that they want the voting public to know about their campaign. The Privacy Disclaimer only show to campaign that have yet to file their campaign. Once it's published, we can't hide the profile as we automatically update all the search engines.



Page **11** of **21** Document Version: 2024-01-08 – v1

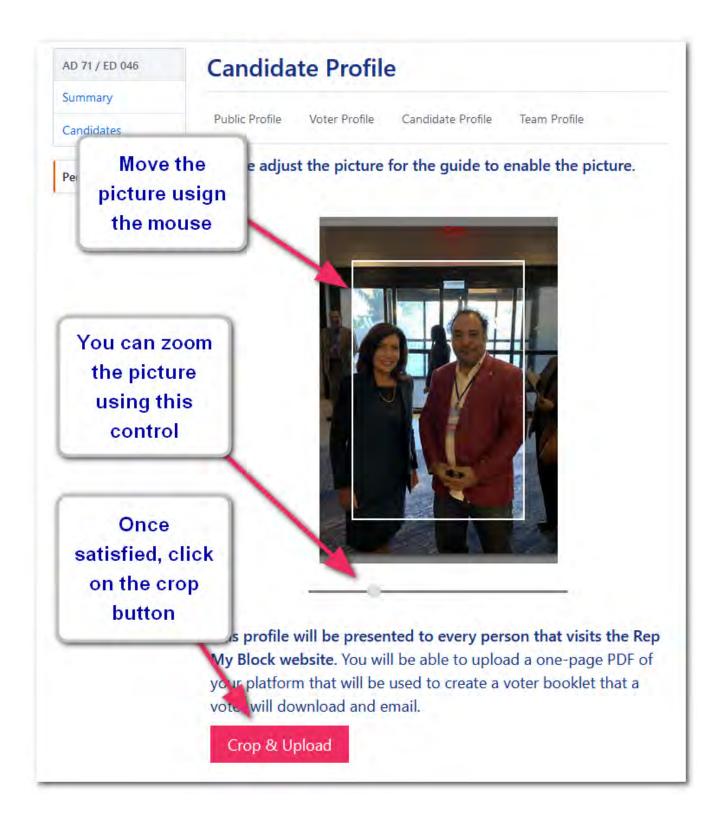
# Upload the profile picture

The picture on the profile are all 200 pixels in width by 300 pixels in height. Once you select a picture and click on create the profile, the system will allow you to crop the picture.



Page **12** of **21** Document Version: 2024-01-08 – v1

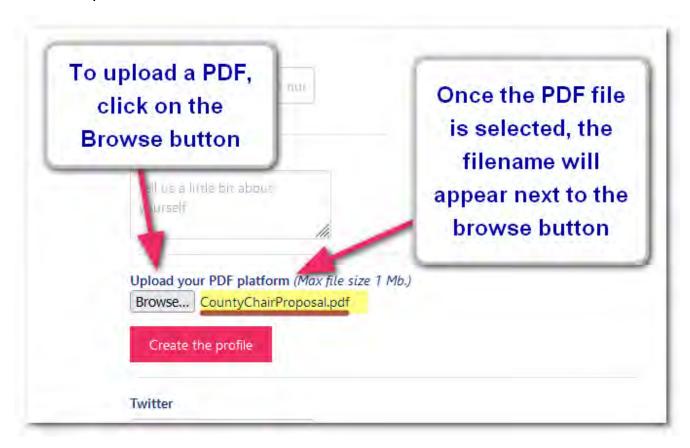
Once you crop and upload the picture, if your profile is public, the picture will immediately be available on the guide page.



Page **13** of **21** Document Version: 2024-01-08 – v1

# **Upload the PDF statement**

Each candidate has the freedom to upload any statement they wish and the statement are NOT vetted as election are about free speech. These statements reflect the candidate and their value. It's not Rep My Block place to stifle speech.



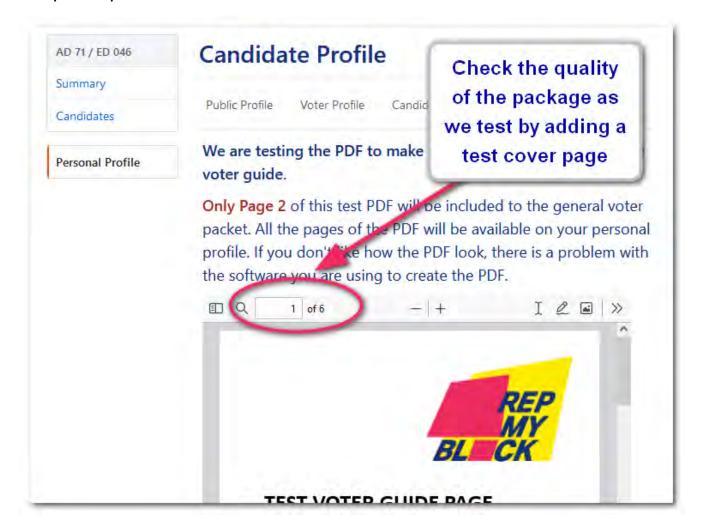
As the election progress and candidates do not make access ballot, the statement will be removed. It's up to the court to decide if the speech break some Civil Right law.

Page **14** of **21** Document Version: 2024-01-08 – v1

Once the PDF is uploaded, we insert 3 pages to showcase how the pages will be combined with other PDFs from other candidates.

Each voter will have the able to download a packet that will contain each first page of every candidate.

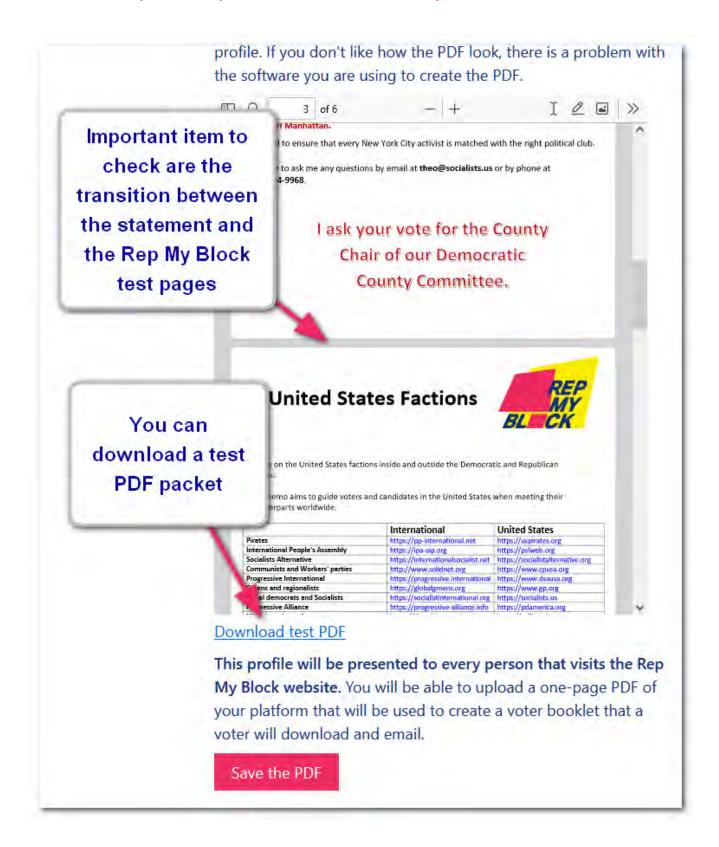
On the website they will be able to download the full PDF statement, but voters that registered for the Rep My Block voter guide will receive a condensed version composed by the statement first pages the week before the polls open.



This is the reason testing the quality of the package is important.

Page **15** of **21** 

The important item to check are the transitions between the uploaded candidate statement and the Rep My Block test pages. **Once the PDF is saved,** if the profile is public, it will **immediately be available**.

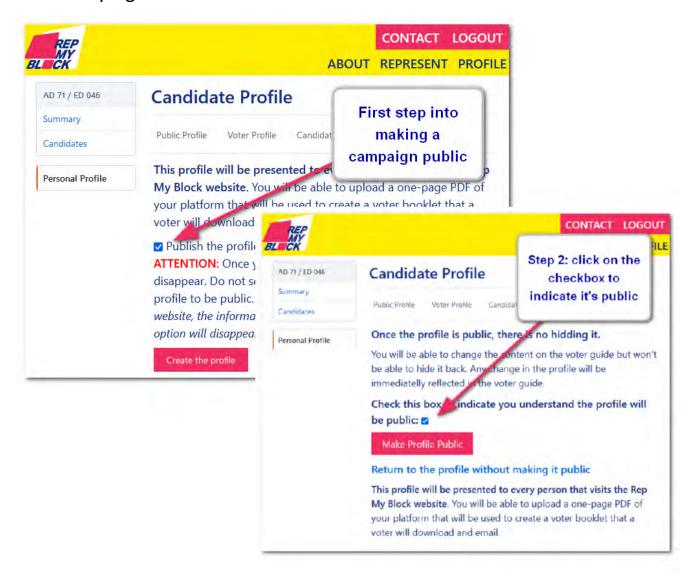


Page **16** of **21** Document Version: 2024-01-08 – v1

# Making the profile public

Candidate prepare to run well before it's made public and want to prepare their statements, their tools and before they register their campaign.

Rep My Block respect and protect their identity while they are organizing their campaign secretly. These candidates can decide when to announce their campaign.



It's a two-step process where we ask several times. Once a profile is public, it's shared with Social Media, the press and search engines.

Page **17** of **21** Document Version: 2024-01-08 – v1

# Verifying the voter guide

Go to <a href="https://voterguide.repmyblock.org">https://voterguide.repmyblock.org</a>.

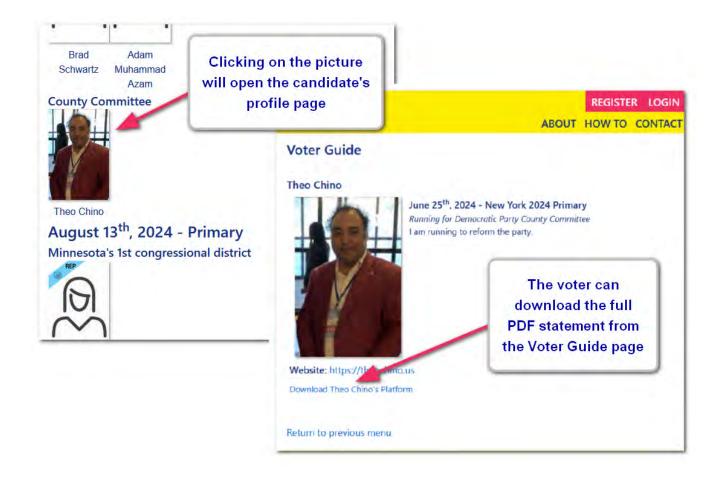
The guide is presented by political orientation and by locality. Depending on the user location, the voters will be presented automatically with the candidates from their jurisdictions.



The candidate has total control on what the voter sees.

Page **18** of **21** Document Version: 2024-01-08 – v1

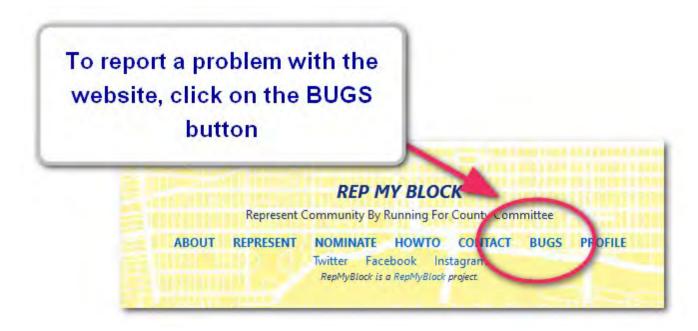
The voter will be able to click on the voter and download all the information from a candidate, with links that explain how to volunteer, donate, and vote.



Page **19** of **21** Document Version: 2024-01-08 – v1

#### Reporting a problem

The best way to report a problem is to use the **BUGS link** at the button of the website.



It will open the intake webpage. Just enter the information. Do not enter any confidential information as it's publicly visible for all the Rep My Block developers.

Only the last menu labelled "Confidential" is directed to the admins.



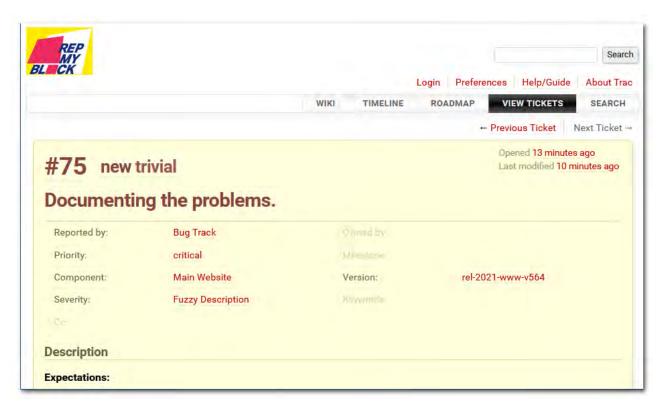


Page **20** of **21** Document Version: 2024-01-08 – v1

Once you save the report, you will be assigned a tracking number that will allow to follow the progress of the problem you are reporting.



You can access the status of the problem by checking the bug report at <a href="https://trac.repmyblock.org">https://trac.repmyblock.org</a>



Page **21** of **21** Document Version: 2024-01-08 – v1