Kansas Boys State

Simulation Handbook

© V2.5. 2021 by Boys State of Kansas.

Contents

Preface

This document may be useful to all counselors, and as such, may not be necessary to read in its entirety. This is a working document, so any requests for additions or clarifications would be greatly appreciated. Lastly, this document is not an exhaustive work on the simulation or technology, any lingering question should be addressed to the IT staff or other counselors – as I'm certain some aspect of our work will remain unaddressed. The basic format will consist of a description of what the action will do, and a screenshot below to go with the description.

Simulation 101

What's the Simulation!?!? If you don't know the answer to this already, put simply, the simulation is a computer program that provides feedback to the Staters based on their performance. IT works to integrate everything the Staters do into the simulation so that consequences directly relate to every action and interaction the Staters have. This is why you have to do things like enter e-templates, change tax rates, and fill out declaration of intent forms! This guide will show you how to do that and more through our online simulation, as well as hopefully being a resource to consult during your counseling experience. But what do I do if I have a problem and it's not in the manual? **Make sure to contact IT through e-mail or through Slack.** If you fail to inform us we won't be able to help you! You should be able to access the simulation at

https://www.ksbstatesim.org/

Counties and Cities

When you first arrive at the simulation website, you should arrive at a landing page that looks like this.
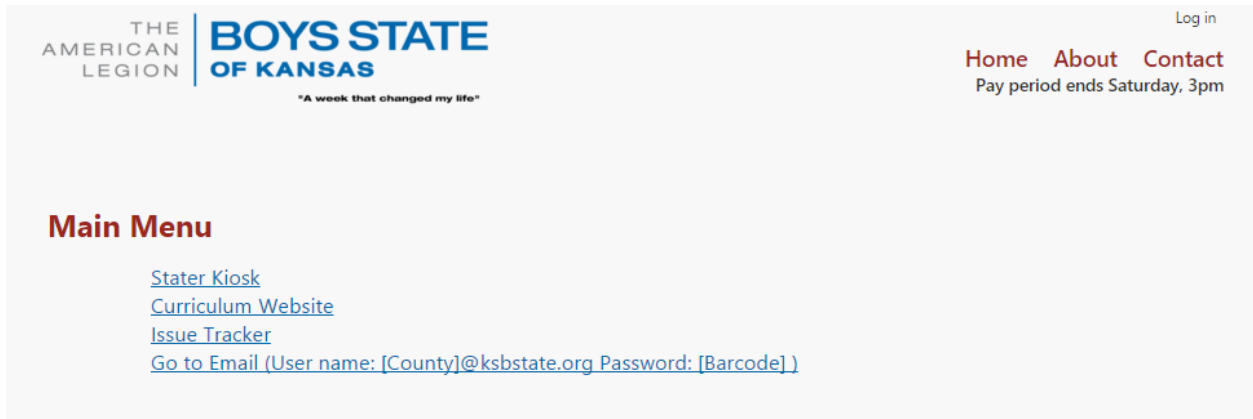
You'll notice a few things on the landing page that you can access prior to logging in. You'll only really need to be concerned with the first two. **Stater Kiosk** and **Curriculum Website**.

Stater Kiosk

First let's see what happens when we click stater kiosk.
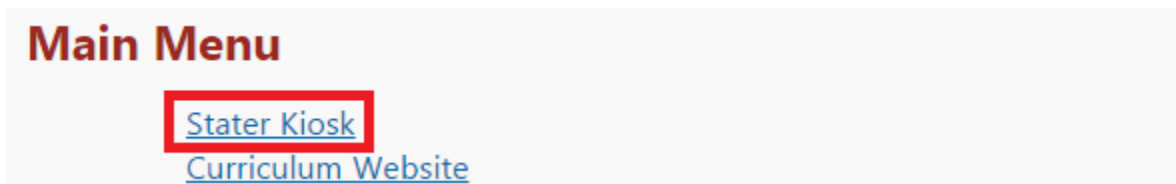
We arrive at the following page, prompting the stater to scan their barcode. Scanning their barcode will result in the page displaying basic information about the stater such as position and account balance.

Stater Information Kiosk

Scan Bar Code [••••]   Load

Stater Name

From the city of Finley in the county of Kennedy

Work Type: Service

Employer: Kwiki-Mart

Property Value: $208.00

Daily Wage: $77.91

Cost of Living: $77.81

Disposable Income: $143.10

Net Pay: $133.28

Available Balance: $199.11

Clicking on curriculum website will redirect you to our Curriculum website at http://ksbstatestaff.org/, where you can view various projects and resources.
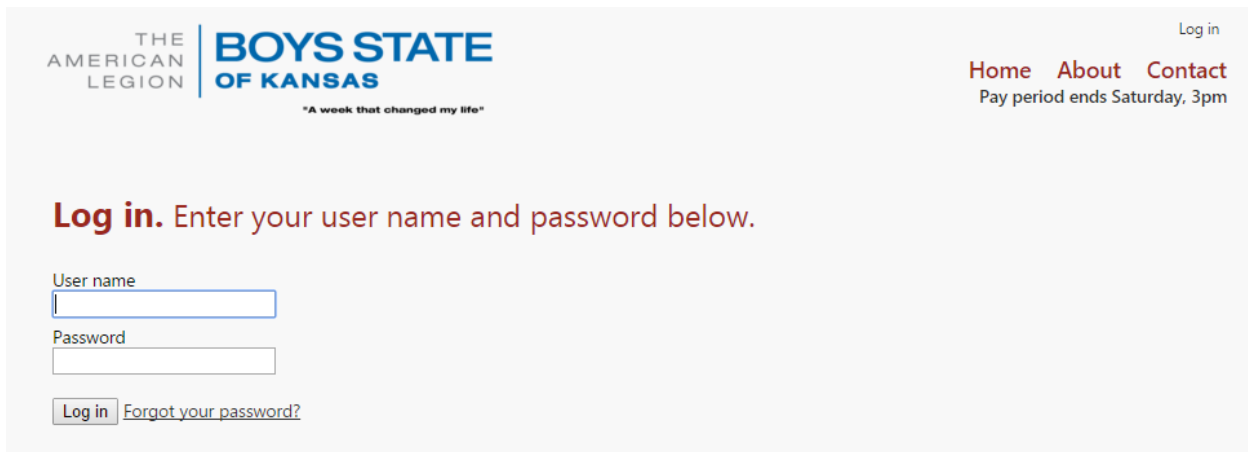
Main Menu
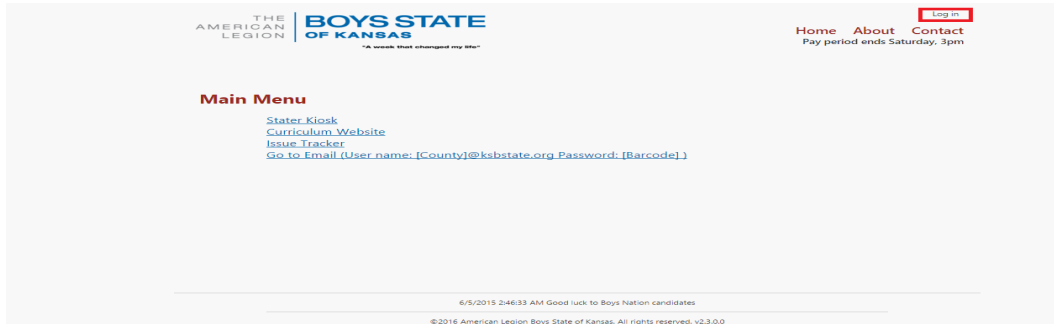
Stater Kiosk
Curriculum Website

Logging In

Logging in is a simple process that does not require you to know a password. **You must have your barcode for this process.**

Click the **Log In** button in the upper right hand corner of the screen

At the login page you'll enter your **county name** in the **User name** field and **scan your barcode** into the **Password** field.

Home   About   Contact
Pay period ends Saturday, 3pm

Log in. Enter your user name and password below.

User name
Marshall

Password
•••••••••

Log in | Forgot your password?

Main Menu

When you have successfully logged in you will arrive at the Main Menu. We've highlighted the important areas we haven't yet discussed.

Hello, Marshall !   Log off

Home   About   Contact
Pay period ends Saturday, 3pm

Main Menu

City Menu   Grading Menu
County Menu   Write Checks
Stater Kiosk   Curriculum Website
Political Menu   Issue Tracker
Reports Menu   Go to Email (User name: [County]@ksbstate.org Password: [Barcode])

City Menu

The city menu serves 3 main functions, to **Edit Mill Levy and Sales Tax, Edit City Employees, and Rezone City Land.** It's very important that City and County Counselors understand how this works. If you submit an e-template to change your taxes, hire employees, or rezone ***it will not work.*** It must be submitted through the city menu!

Click Edit Mill Levy and Sales Tax. **You will need your city barcode for this process.**

After scanning the city's barcode, it will display the current information for the city. The simulation also explains Mill Levy at the bottom, its important the Staters understand that math so they don't make mistakes! In order to make changes simply replace the desired number in either the **City Mill Levy** field or **City Sales Tax** field, or both if you want to change both. Press **Record Information** before exiting.

Edit Mill Levy and Sales Tax

Scan City Bar Code: [••••••] [Load]

City: Mantey

City Mill Levy: [10]

City Sales Tax: [2]

[Record Information]   [Exit]

Every Mill is a 0.1% tax on property.
So, to set a 10% tax on property, set
your mill levy to 100.

Sales tax is entered as a percentage.
So, to set a 10% sales tax, set your
sales tax to 10.

Edit City Employees

Click **Edit City Employees**. **You will need your city barcode for this process.**

City Menu

Edit Mill Levy and Sales Tax
Edit City Employees
Rezone City Land
Return to Main Menu

After scanning the city's barcode, it will display the current information for the city. Select a stater from the list box that will be located below the bar code area, then their information will show up on the right side of the screen. The information will list the individual's name and employment status. Select the position the stater is to fill and enter the amount into the daily wage field. Press **Record Information**

before exiting.

Change City Employees

Scan City Bar Code: ••••••   [Load]

Stater:

1 List of Stater Names will be displayed here.
Select the stater you wish to change.

Mickey Mouse
Donald Duck
Goofy ????

City: Mantey
Donald Duck
Donald is currently employed.

2
○ Policeman
◉ Teacher
○ Other City Employee
○ Not a City Employee

3
Daily Wage:
150

Select the appropriate bubble and enter the wage.

Always hit record information before exiting!

4
[Record Information]   [Exit]

Citizens employed by the state or county cannot be employed by your city.

You must click on record information after you make a change for each citizen. After that you can click Exit and your changes will be made.

Click **Rezone City Land. You will need your city barcode for this process.**

After scanning the city's barcode, it will display the current information for the city. Select the new zoning classification that is desired. Press **Record Information** before exiting.
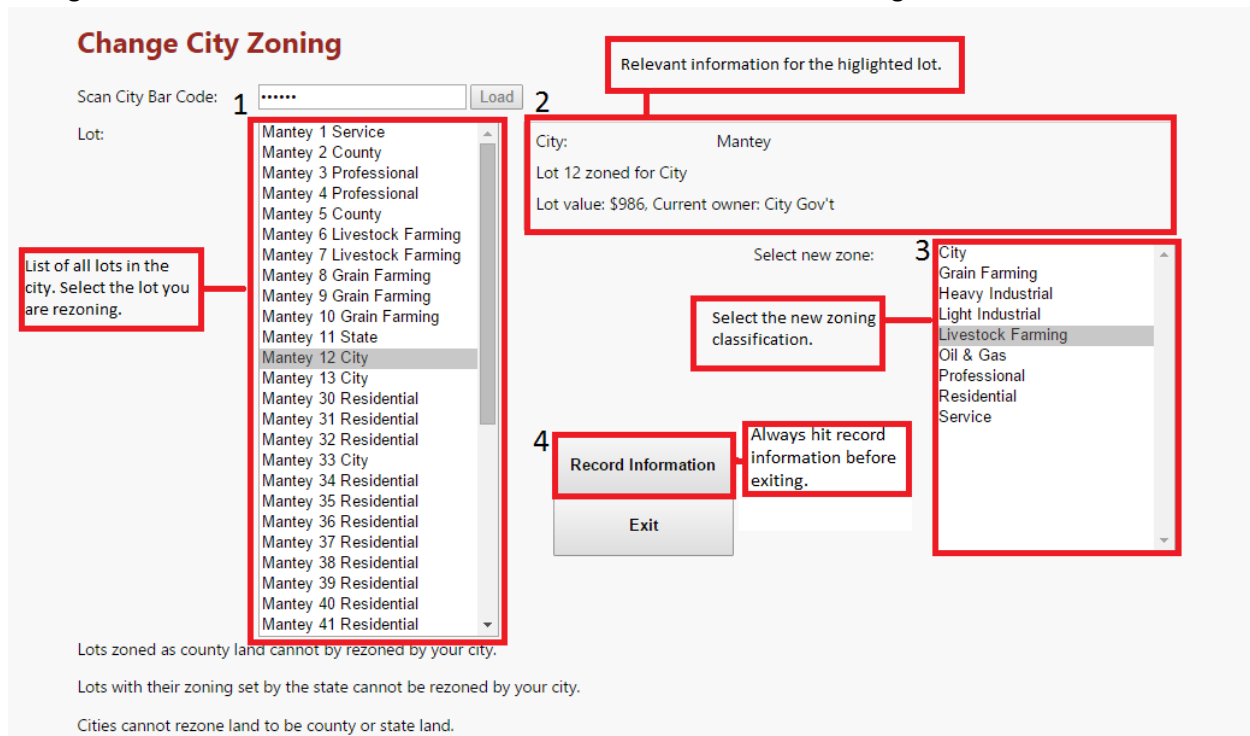
County Menu

Click County Menu. The county menu serves 3 main functions, to **Edit Mill Levy, Edit County Employees, and Rezone Country Land.** The county Menus operate in such a similar manner that you should refer to the city menu portion if you have difficulties. **You will need your county barcode for this process.**

Stater Kiosk

Refer to stater Kiosk on .

Political Menu

Declarations of Intent

Click **Enter Declarations of Intent**<u>. Only Stater's who are running for statewide offices need to fill out a declaration of Intent form. </u>If not, please enter them under the next menu labeled **Enter Non-balloted Positions**.

Political Menu

Enter Declarations of Intent	Print Primary Election Trouble Report
Enter Non-balloted Positions	Print Primary Election Sample Ballot
Browse Stater File (to Find PINs)	Change Stater Party
Print Missing Declarations of Intent	Register Staters for Activities
	Return to Main Menu

Once the page loads, you'll scan the Stater's barcode into the appropriate field, and fill in the number for the elected position (if the Stater wishes to run for a position) and fill in the number for the appointed office position(s).

Enter Declarations of Intent

1
Scan Citizen Bar Code: ••••   Citizen: Donald Duck

1a (Optional)
Optional ID for Elected Position: •   Governor

ID For Appointed Office #1: 2 ••   Department of Justice

ID For Appointed Office #2: ••   Department of Education

ID For Appointed Office #3: ••   Department of Commerce

ID For Appointed Office #4: ••   Department of Energy

3
Record Information   Exit

Click **Enter Non-Balloted Positions**

Political Menu

Enter Declarations of Intent   Print Primary Election Trouble Report
Enter Non-ballotted Positions   Print Primary Election Sample Ballot
Browse Stater File (to Find PINs)   Change Stater Party
Print Missing Declarations of Intent   Register Staters for Activities
                                          Return to Main Menu

If a Stater is not running for a statewide office position, you will enter their position into this menu. Scan the Stater ID to bring up their information. Then, either scan the position barcode or select the position from the dropdown menu. Make sure to press record information before exiting.

Enter Non-Ballotted Positions

Scan Citizen Bar Code: ••••   [Load]

Citizen: Donald Duck

Scan Position Bar Code: [   ]

Position: County Commissioner ▼

[Record Information]   [Cancel]   [Exit]

Other

The change Stater party menu will change the staters party. It must be done before the end of DOI. The form consists of two simple boxes. Counselors may also find the the **Print Primary Election Trouble Report** useful.
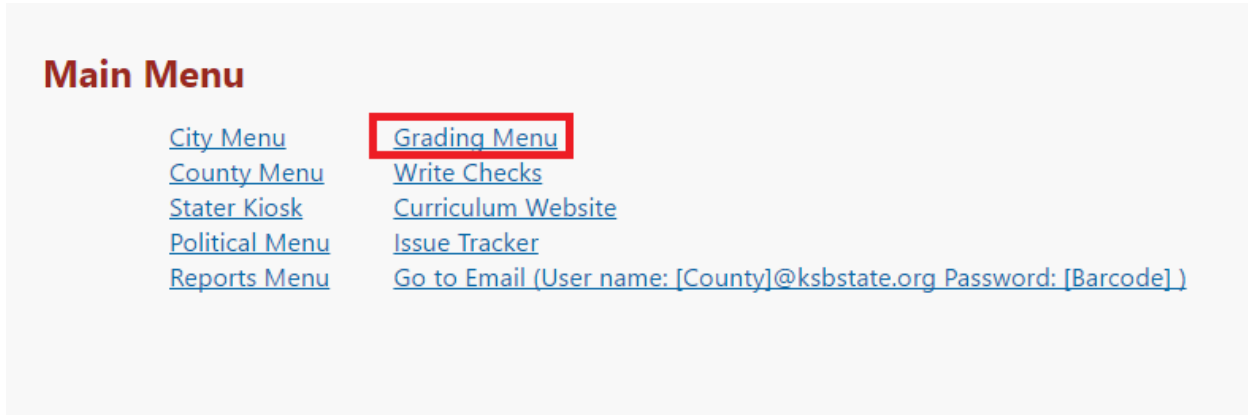
County Counselors who are experiencing difficulty scanning barcodes for this process can use the Browse Stater File to look up the pin number for manual entry in the scan citizen barcode field. Also, by clicking print missing declarations of intent, they can view incomplete DOI's.
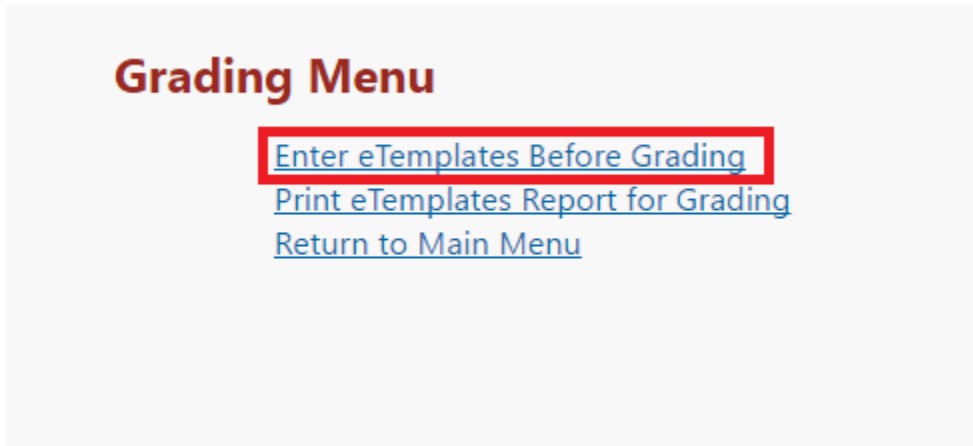
Reports Menu
The reports menu provide a variety of information and feedback to the Staters. Encourage them to look through the reports. Unfortunately some reports may break due to the size of the economy as it grows over the week

Grading Menu
From the Main Menu, click **Grading Menu.**

Main Menu

City Menu	Grading Menu
County Menu	Write Checks
Stater Kiosk	Curriculum Website
Political Menu	Issue Tracker
Reports Menu	Go to Email (User name: [County]@ksbstate.org Password: [Barcode])

Click **Enter eTemplates Before Grading.**

Grading Menu

Enter eTemplates Before Grading
Print eTemplates Report for Grading
Return to Main Menu

Click **Add.**

List eTemplate Pending Transactions
City Name	Lot	ETemplate	Add
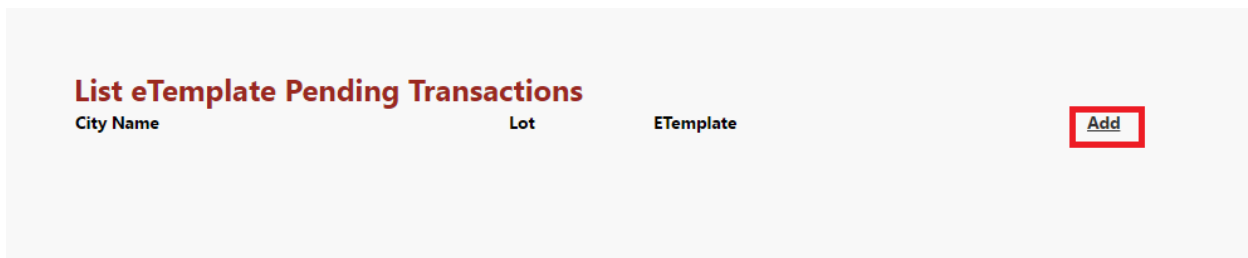
Enter the City and Lot number of the intended change. Secondly, Search for existing eTemplates for whatever it is you're creating OR create a new one if one does not exist and then click **Record Information**.

Enter Economic Transactions Before Grading

City: **1** Mantey ▼
Lot: 3

Reason: **2** Search New

3 Record Information   Exit

Make sure to search for existing eTemplates BEFORE making a new one.

Both the **Search** menu and **New** menu are rather intuitive, make sure to pay special attention to the instructions under the **New** menu.

Write Checks Menu
From the Main Menu, click **Write Checks**.

Main Menu

City Menu   Grading Menu
County Menu   Write Checks
Stater Kiosk   Curriculum Website
Political Menu   Issue Tracker
Reports Menu   Go to Email (User name: [County]@ksbstate.org Password: [Barcode])

Scan your barcode into the field.

Password Confirmation

Please enter your password using a scanner: [   ]   Submit

Once you arrive at the write checks menu, scan the appropriate entity cards to populate the accounts. Then enter the amount you wish to transfer and the purpose. Lastly, make sure to record and view check if the Stater wants a receipt. You'll then save the receipt into the appropriate google drive folder.

Write Checks

Scan From Bar Code:	••••••	Oil and Gas Workers Organization	$2,901.94
Scan To Bar Code:	••••••••	Boys' State Division Of Legal Counselors	$1,583,079.73

Amount of Check:	$100.00
Purpose of Check:	Property Tax

Record and View Check	Record Check	Clear	Exit