

## Looking to create and run an online survey or form?

Our District has paid SurveyMonkey and Jotform plans that are available to clubs and District committees to use.

All you need to do is contact us at – <u>RIDistrict7010@gmail.com</u> – with your details > including any introductory text, set of questions or data you are after, additional information (i.e., contact info for respondent, etc.), logo, and applicable deadline for completion.

Once your draft document is created, it will be sent to you for review and input. And you will receive your document link to share/use as you wish.

Results will be available within a few days of the completion date target.

## SurveyMonkey

<u>Design</u>

Our plan allows you to have an unlimited number of questions and responses per survey.

Using the web interface, you can choose from 31 survey templates (or 51 in premium) and 15 types of questions.

The questions you can add to your survey span three categories – close-ended, open-ended, and descriptive.

You can have single answer, multiple choice with multiple answers, rating scale, and 3 matrix type questions in the close-ended category. Single textbox, multiple textboxes, essay box, numerical textboxes, demographic details, and date/time box options can be chosen from the open-ended questions. This is more than sufficient to create high-quality professional surveys for your users.

The tool also allows you to set answer choice randomization, present a survey completion bar, add auto numbered pages, provide options to make questions require answers to proceed and control data input by validation (users cannot enter text in a number only box).

Additional customization options include a custom "Thank You" page and generating a printable PDF version.

## **Collection and Analysis**

The survey can be administered/sent to users via several ways – e-mail, web link, Facebook, embed link on web page, link via Twitter, and website pop-ups. Enhanced security is available.

Analysis happens in real time. Results are viewed as respondents complete their surveys.

We can provide survey results in several formats - CSV, XLS, PDF or PPT.

## Jotform

Is an online application to quickly create custom online forms. Its intuitive drag-and-drop user interface makes form building incredibly simple and doesn't require you to write a single line of code. Forms also be downloaded for completion offline.