

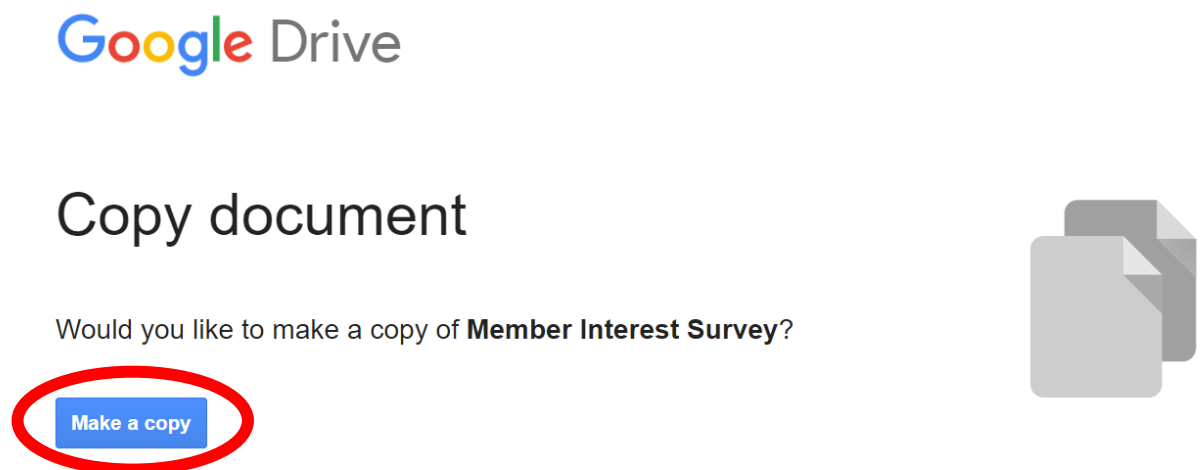
CREATING YOUR ONLINE MEMBER INTEREST SURVEY

Distributing an online survey is the quickest and easiest way to send surveys and analyze the results. When creating your online member interest survey, be sure to follow the guidelines and suggested best practices in [Getting to Know Prospective and New Members: Member Interest Survey](#).

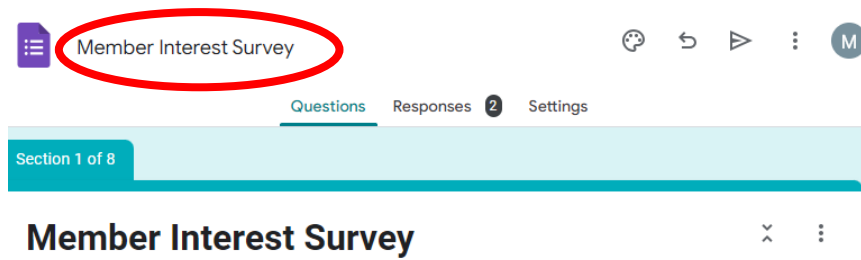
Note: To make a copy, edit, and distribute this online survey, you'll need a Google account. Your fellow members won't need one to take the survey though.

Follow the instructions below for creating your own online, customizable survey:

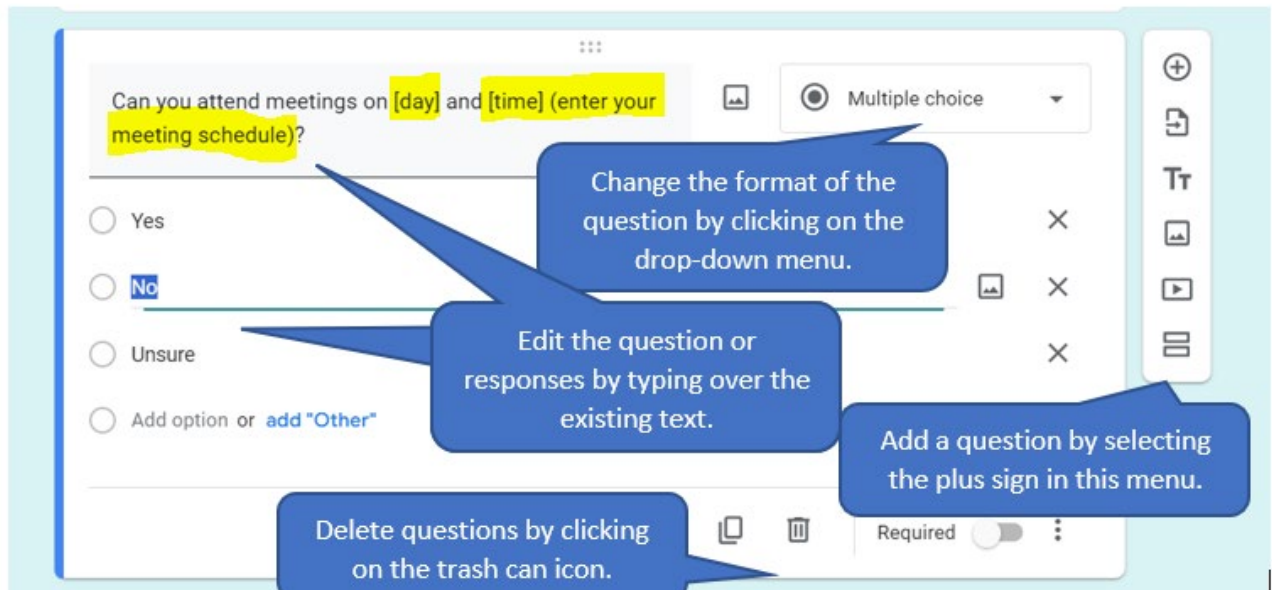
1. Click [this link for the online version of the Member Interest Survey](#). You'll see the following page:



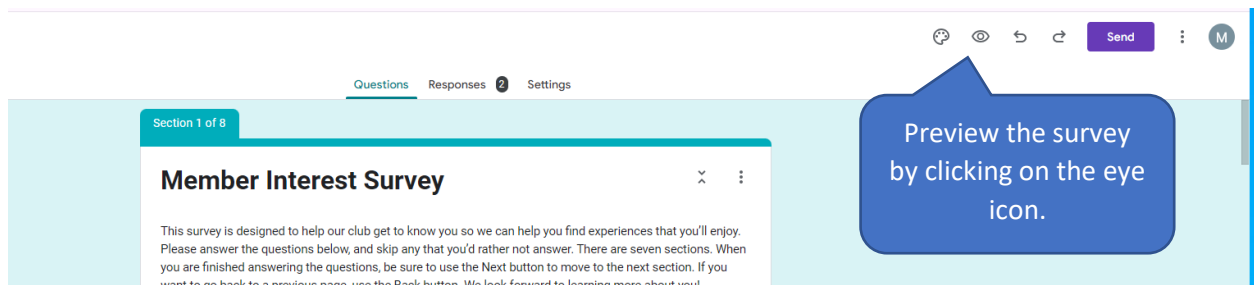
2. Click the “**Make a copy**” button.
3. The survey is ready for distribution! If you prefer to offer a customized experience specific to your club, it's easy to make edits.
4. We recommend changing the name of the survey to include the name of your club. You can update the title by typing in the top left corner.



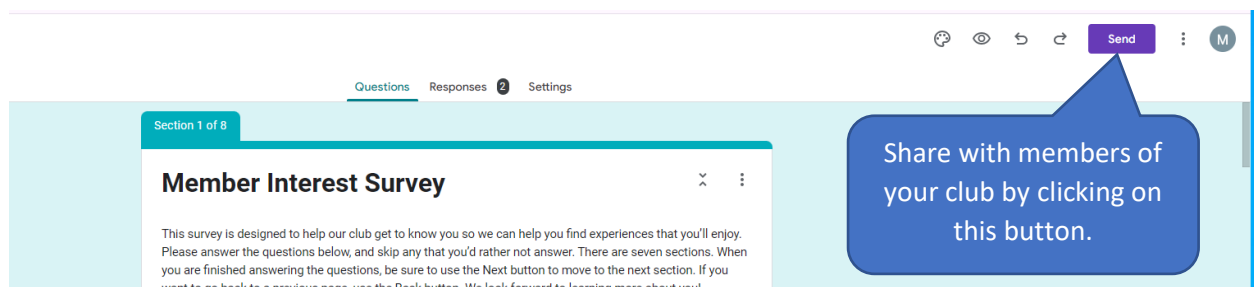
- You have options to add, delete, or edit questions to the survey to meet your club's needs, including the ability to:



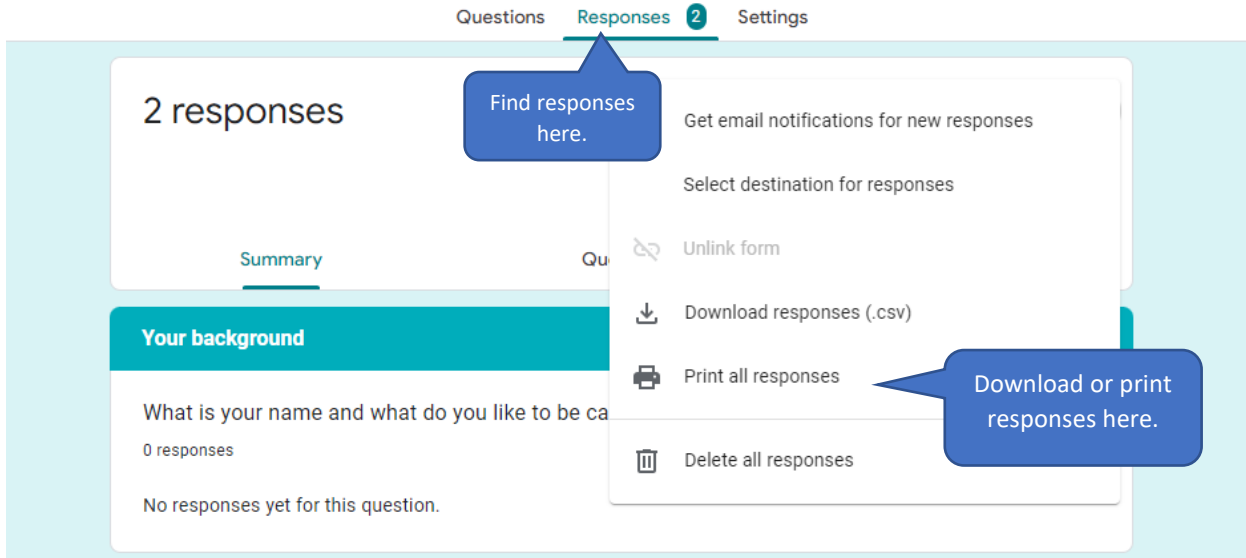
- To preview your survey, click on the eye symbol at the top right corner of the page.



- When you have finished editing the survey, share it with members by clicking on the send button and following the prompts.



- Once you get your responses, you can see them by selecting the Responses tab. Click on the three dots to download your responses into a spreadsheet.



The screenshot shows the 'Responses' tab of a survey interface. At the top, there are tabs for 'Questions', 'Responses' (with a '2' badge), and 'Settings'. Below the tabs, it says '2 responses'. A dropdown menu is open, showing options: 'Get email notifications for new responses', 'Select destination for responses', 'Unlink form', 'Download responses (.csv)', 'Print all responses', and 'Delete all responses'. A callout box points to the 'Responses' tab saying 'Find responses here.' Another callout box points to the 'Print all responses' option saying 'Download or print responses here.' Below the dropdown, there is a section titled 'Your background' with a question: 'What is your name and what do you like to be called?'. It shows '0 responses' and 'No responses yet for this question.'

- Be sure to address the feedback your members shared by making changes or having a conversation to discuss ways to address something that could work better for everyone.

Questions? Email membershipdevelopment@rotary.org.