

## **Polls and Surveys**

Allows you to create polls with quantifiable results and surveys to collect open-ended information (forms).

### ***View Polls & Surveys Tab***


Lists all of the polls & surveys that have been created

#### *Creating a New Poll*

1. Click on New.
2. Enter the Name.
3. Select whether or not it's hidden.
4. Select the Type: Poll
5. Will this Survey/Poll be anonymous? – typically it will not matter if you select yes or no, but if your site is configured to 'Disable Anonymous Polls,' (this is controlled by your customer service representative) then the user will be prompted for a email address in order to fill out the poll.
6. Insert the email that you want the responses sent to – this only applies if you're creating a survey
7. Highlight the applicable category.
8. Enter the Start/End Dates and times or select Yes to Ignore Start/End dates.
9. Save.
10. Once you save you will be taken back to the previous screen where all the polls/surveys are listed.
11. Click edit next to the survey/poll that you just created. You will now have 4 orange buttons at the top, and these will differ depending on if you're editing a poll or a survey.
12. Settings: Where you created the poll/survey (name of the survey, start/end time, etc.)
13. Question: Here you will create the question/answer choices for a poll
  - a. Enter the question where it says Type Question Here.
  - b. Field Type – always choose Radio Array.
  - c. Under the orange header where it says Possible Values For "Question", you will type in your first answer choice. If you want to upload an image, do so using the Select button. When you save, you will be given another field to enter the next answer choice. Repeat this process until all answer choices have been entered.
  - d. The column that says Votes will keep a current tally of how many votes each answer choice has received.
  - e. Save.
  - f. The Preview button will allow you to see a preview of the poll.
  - g. The Reset Responses button will reset the results for that poll. This can be used at any time.

#### *Creating a New Survey*

1. Click on New.
2. Enter the Name.
3. Select whether or not it's hidden.
4. Select the Type: Survey
5. Will this Survey/Poll be anonymous? typically it will not matter if you select yes or no, but if your site is configured to 'Disable Anonymous Polls,' (this is controlled by your customer service representative) then the user will be prompted for a email address in order to fill out the survey
6. Insert the email that you want the responses sent to – make sure to enter this for a survey, otherwise the information gathered will be sent nowhere!
7. Highlight the applicable category.

8. Enter the Start/End dates and times or select Yes to Ignore Start/End dates.
9. Save.
10. Once you save you will be taken back to the previous screen where all the polls/surveys are listed.
11. Settings: The information you just entered to create the survey (name of the survey, start/end time, etc.)
12. Click on Fields. This is where you will set up the fields of information you wish to gather from users.
13. Under Name/Question, type in the name of the field of information (Name, for example).
14. Type – what type of information are you collecting?
  - a. Drop-down Box – drop-down menu of choices
  - b. Multiple Select Box – user can select multiple answer choices from the list
  - c. Checkbox Array – displays checkboxes, but the user can only select one choice
  - d. Radio Array – displays circles for you to select, but the user can only select one choice
  - e. Small Text – this allows the user to type in information such as a name or address
  - f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
  - g. Separator – creates a line of separation on the form
  - h. Content – allows you to type information on the form, i.e. instructions for filling out the survey
15. Required – yes/no – if you require the field, the user will not be able to submit the form without filling out this field
16. Deleting a field - click on the trash can () icon on the far right.