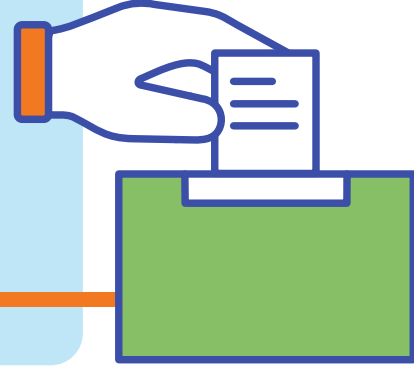


ONLINE SBDM TEACHER ELECTIONS



Set up a Survey Monkey or *other online election poll.

Set up to ensure the following:

A

ELIGIBLE TEACHER VOTERS ONLY

By only providing access through a list of **eligible teacher email addresses**, Survey Monkey allows only one vote connected to each of those emails.



B



VOTES REMAIN ANONYMOUS

The election is set up with no names, IP addresses, etc to be collected. Setting up the survey with the emails being sent through Survey Monkey makes that possible.

C

ONLY ONE VOTE CAN BE CAST PER EMAIL

Using the Survey Monkey **Email Invitation Collector** ensures each respondent can only vote one time per email address.



**Directions provided are for Survey Monkey.*

See screenshots on [PAGE 4](#) for more detail on each of the above statements.

INSTRUCTIONS FOR CREATING AN ONLINE ELECTION

1 Sign up for a Survey Monkey account.

Please Note: that a FREE Survey Monkey account has limits. The free account will only allow you to receive up to 40 responses per survey and does not allow you to download your responses, but you can still view them online. If you believe that you may receive more than 40 responses or want to download the responses you will either need to upgrade to a paid account or use a different method of running a ballot. You may also try to do multiple surveys, as a work around (i.e. splitting them by name A-L and M-Z).

2 Create a survey and follow instructions on the screen. We have listed below a few key instructions to help you create an election survey.



3 We suggest starting from scratch without a template.

4 Give your survey a title, category, and select the format.

5 Create your first question, select "Checkboxes", listing your candidates as answer choices.

A screenshot of the SurveyMonkey interface for creating an election survey. The title is "SBDM Council Election". The question is "Please vote for TWO (2) SBDM council members." and the format is "Checkboxes". There are four candidate options: Candidate 1, Candidate 2, Candidate 3, and Candidate 4. The interface includes tabs for EDIT, OPTIONS, LOGIC, and COPY, and a "5 Suggested Questions" dropdown.

6 Select **OPTIONS** for this question. Make this a “required” question, with the number of choices to match the number of candidates needed. You may also “randomize” the order in which the choices are presented.

SBDM Council Election

⊕ PAGE TITLE

EDIT **OPTIONS** LOGIC COPY

Require an Answer to This Question ?

Number of choices respondents must answer:

at most

Display this error message when this question is not answered.

Change the Layout for How Choices are Displayed ?

Randomize, Sort, or Flip Choices ?

Randomize Choices for Each Respondent

Alphabetically Sort Choices

Flip Choices for Each Respondent

Do Not Randomize the Last Choice

Useful if the last choice is Other or None of the Above and you don't want it randomized.

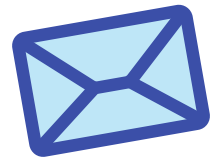
Changes to these settings can be seen from [Preview & Test](#).

Adjust Question Layout ?

Enable Question Text A/B Test (Random Assignment) ?

7 Please select **NEXT** to preview your election survey.

8 Set your responses to be collected by **EMAIL**. It is suggested that you do this in an excel file. Directions on how to enter addresses may be found [here](#).



How would you like to collect responses to your survey?

Send by Email

Create custom email invitations and track who responds. Send follow up reminders to those who haven't responded.

Get Web Link

Share a web link via email, on your website, or post to social media. You can also schedule a recurring web link.

Buy Targeted Responses

Find people who fit your criteria from our global panel of respondents. Select region, age, gender, income, and more.



9 After entering email addresses, you need to ensure your voters remain anonymous and that they cannot change their vote once submitted. Click on **RESPONSE EDITING** and select “Off, responders can’t change their answers once they leave a survey page.” Then click on **ANONYMOUS RESPONSES** and select “On, exclude ALL respondent information.”

Email Invitation 1 Step 2 of 3: Review Options

SENDER EMAIL ADDRESS: ⓘ ^

PENDING VERIFICATION : kasc@kasc.net

RESEND VERIFICATION **CHANGE**

CUSTOM THANK YOU: Upgrade to show a custom thank you message to people who complete your survey ⓘ v

SURVEY END PAGE: Upgrade to show a custom page to people who complete your survey. ⓘ v

INVITATION TRACKING: Upgrade to see who opened your email invitation and clicked through to your survey ⓘ v

CUSTOM URL: Upgrade to use research.net instead of surveymonkey.com for your survey's URL ⓘ v

RESPONSE EDITING: ⓘ ^

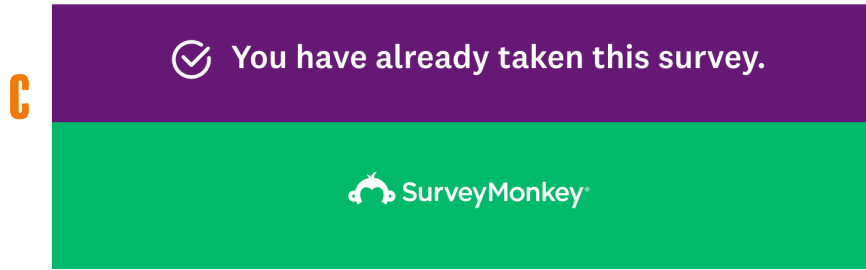
A

- On, respondents can change their answers on any survey page until they complete the survey
- On, respondents can change their answers even after they complete the survey
- Off, respondents can't change their answers once they leave a survey page

ANONYMOUS RESPONSES: ⓘ ^

B

- On, exclude ALL respondent information (names, email addresses, IP addresses, and custom data) from your survey results
- On, only exclude personal information (names, email addresses, and IP addresses) from your survey results
- Off, include all respondent information in your survey results



Contact Us (859) 238-2188 kasc@kasc.net www.kasc.net