

SURVEY MONKEY VOTING—DONE CORRECTLY

1. Survey Monkey—if you let them send out the links—makes sure that a person can only vote ONE TIME. You'll set up a free account, following the steps below exactly. *It's very easy!!!! Just go step by step:*
 - a. Go to surveymonkey.com
 - b. Click on Sign up in upper right hand corner
 - c. Click on Create a FREE Account page, fill out the information.
 - d. Click OK
 - e. Click on Create Survey
 - f. Click on Start from Scratch
 - g. Name Your Survey: Chapter Chair Election
 - h. Survey category "Other"
 - i. Click on One question at a time
 - j. Click on Create Survey
 - k. Fill out box Enter your question with this: Who should be Chapter Chair for 2022-2023 School Year?
 - l. Fill in the names in the boxes Enter an answer choice. You should randomly select the order of the names.
 - m. Click Save
 - n. Click on Next in upper right corner
 - o. You may have to click Done again. Otherwise, click Collect Responses on right hand side.
 - p. Click on Send by Email. *If you have a problem with this, simply copy the link and paste it into an e-mail.*
 - q. They will send you a verification email--fill out the information
 - r. Open up your email and click on the verification link
 - s. Click on Send Surveys Your Way
 - t. Click on Share a Survey Link
 - u. Click on Copy
 - v. Send the link to whoever needs to receive it
 - w. To see results, click on My Surveys on the top
 - x. Click on Analyze to see the results
2. The FREE account should work with this process. Ignore any messages about upgrades.
3. Remember, using SurveyMonkey ensures that all votes remain anonymous. Only one person may vote per e-mail.