



GETTING STARTED WITH SURVEYCLC.COM

This is a quick introduction to the **3 steps leading to successful survey** projects on SurveyCLC.com. Please read our “Factors in Creating a Successful Survey” whitepaper or contact SurveyCLC for survey strategy, design or market research consulting.

:: CREATE YOUR SURVEY

- **Sign up** for a **FREE** Educational Account or Corporate Demo Account at www.surveyCLC.com
- Use the Login Link emailed to you from SurveyCLC to login for the first time to authorize your account. This validation helps to ensure security and reduce spam surveys sent through our servers.
- Once logged in to SurveyCLC, use the ICON based navigation to:
 - **Create** a new survey and summarize settings – remember to set security rights and contact us if you’d like a custom template
 - **Create** new question ‘Group(s)’ to help your audience understand the questions
 - **Create** new questions within each group – SurveyCLC has over 20 different question types. You can also add images and video to each question

:: LAUNCH YOUR SURVEY

- Before launching your survey, click the test icon to try it out – make revisions before activating.
- View the Print Version of your survey for paper delivered projects
- Try out the data entry screen for tablet PC or Iphone delivered surveys
- Activate unique email tokens to track who has completed emailed surveys
- Include survey links on your website, in emails (note: spam is not tolerated on SurveyCLC.com) or print media to launch survey
- NOTE: once activated, you won’t be able to make changes to questions without deactivating your survey. Please export data before deactivating a survey or there will be a charge for us to retrieve it from our archive database.

:: COLLECT DATA

- Ensure that your target sample size is large enough, relevant and accessible
- Use the email token system or public registration for your survey to monitor response rates; Send reminders to those who haven’t completed the survey
- Use the data entry form in SurveyCLC.com for paper based surveys or telephone surveys
- Back up data by exporting it to SPSS or Excel. Check live stats at anytime in the reports menu (look for the “Browse Responses” Icon for your active survey) or conduct advanced crosstabs, correlations, and hypothesis testing using third party tools

SurveyCLC Icons



go to default admin page (home)



edit your survey, groups or questions



manage security settings / rights



build new surveys, groups or questions



test your survey before launching



adds email tokens to your survey



browse responses or go to reports menu



get statistics / charts from responses



export data to app (SPSS or table for Excel)



remember to logout if using a public pc

We know that your market research project is important (and probably time sensitive), so please:
Email us at support@surveyclc.com if we can be of assistance or review our FAQ forum at surveyclc.com.