

Survey Monkey

Use of Survey Monkey is reserved exclusively for the Board members and Committee Chairs of MAC/MLA. Survey Monkey will be used for annual elections and needs assessment purposes.

Surveys will be listed in folders that are available to all and therefore will not be completely confidential.

Login and password information will be changed around January 1 and will be made available to the MAC/MLA Board members and Committee Chairs by the MAC Secretary at the first board meeting of the year.

All surveys need to have a title and be kept in folders so that the owner of the survey can be identified. Any surveys not in folders will be deleted after 1 year of inactivity. Once surveys are completed and reviewed, they should be deleted.

Our license allows for up to 1,000 responses per month; at 1,001 MAC will be billed at the rate of \$.05 per survey response. If you expect more than 500 responses to a survey, please let other Board Members know to avoid two or more large surveys running at the same time.

Folder Instructions:

In Survey Monkey there is a feature that enables you to create folder in which to put your surveys. All surveys must be put into folders:

Go to “My Surveys”

Click on “Manage Folders” next to the “Current Folder” box

Click on “Create Folder,” put in a folder name that can identify you as the owner of the survey

Click “Add +” button

Click on “Manage Folders” again. Select your folder name and add your survey to the folder you just made. Click on “Update” to finish.

When returning to Survey Monkey, click on the drop-down menu on the “Current Folder” box to find your folder

If you have questions about creating folders in Survey Monkey and/or any other procedures, please contact Deniz Ender at 919-784-3032 or deniz.ender@rexhealth.com