

How To...Survey



As a Young Ambassador you need to be able to assess the needs of your fellow pupils, so you can focus your efforts on what matters – promoting sports opportunities in your schools, clubs and local communities.

Finding out the needs of hundreds of other students can sound like a daunting task. Initially it might be quite hard to understand what activities people might want to try, however a survey can answer all those questions without taking up a huge amount of your valuable time!

Here's our quick guide to writing a survey that you can use during your time as a YA

Why do you need a survey?

- It helps ensure that people can voice their ideas or complaints and that everyone will be heard.
- Help them help you – surveys are a great way to gather new ideas and narrow down existing ones.
- Data from surveys is the easiest way to justify your actions and can even help with getting a budget for new activities!

Paper or online?

You can do either!

Paper - If you want to reach a group of people i.e. lacrosse club or S6 pupils, you can always ask your teacher to distribute and collect paper surveys during a suitable time. This will ensure that you gather your required data and that everyone answers the questions, giving you a 100% response rate. You can design a simple survey in Microsoft Word or use our template below as a guide. **Do remember though that printed surveys will require you to manually analyse your results.**

Online - If you want to reach a wider group of people, like an entire school or your local community, it is much more cost effective and environmentally friendly to put your survey online. There are a couple of free software packages you can use to do that.

a) Survey Monkey

A free portal where you can create your own survey and send it out to up to 100 people. To get started, you need to register with your email address.

It gives you options such as multiple-choice questions, rating on a scale and open answers. Once your questions have been answered it will give you your data analysed and displayed in a chosen way – this could be diagrams, percentages, comment lists etc. You can copy the result displays and use them as a part of a presentation or a document.

Please find a step-by-step guide to using Survey Monkey below.

b) Google Forms

It is a free tool from Google that allows you to create multiple surveys at the same time. All you need to get started is an email address.

You can link with the other YA in your school and you can work on your surveys together and see the progress in real time.

You can customise colours, layout and images. It also allows you to select a variety of options for your answers, giving full flexibility! Once you gather your data, you can download printable graphs and diagrams to showcase your results.



Have your say! Please fill in this survey to voice your ideas and concerns.

Q1. *What sports do you think are underrepresented in our school?*

- a)
- b)
- c)

Q2. *If we created girls' lacrosse team, would you be keen to join?*

- a) Yes
- b) No
- c) Maybe – depends on

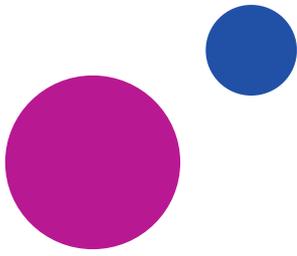
Q3. *What kind of sporting event would you like to participate in?*

Q4. *How likely are you to participate in a lunch time sport activities?*

Unlikely

Definitely!





Guide to using Survey Monkey



Start by visiting - <https://www.surveymonkey.com/>

Step 1

Once on the website, please use you email address to create a free account. Please ignore all the membership offers as they're usually aimed at larger companies and won't be of use to you.



Will my product be a success or a flop?

A global leader in survey software. 20 million questions answered daily.



Fill in the registration form with your details. You are asked to give your name and surname so that people can identify you as a Young Ambassador and know who the survey is coming from.

SurveyMonkey[®] LOG IN

Create a FREE account

Already have an account? [Log In](#)

Create an account

Username

Password

Email

First name

Last name

Fill in the form and create your free account

CREATE ACCOUNT ▶

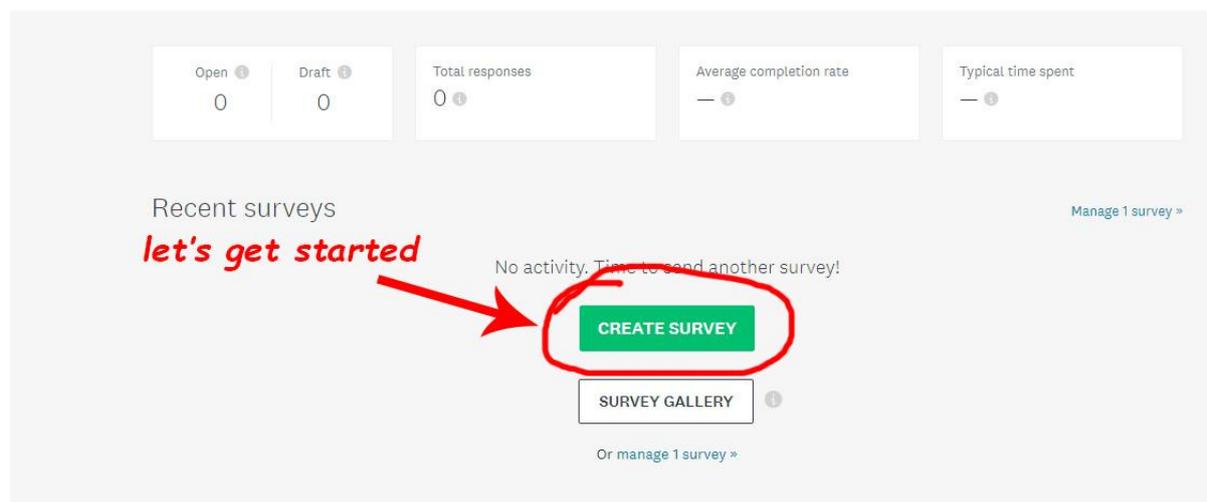




Step 2

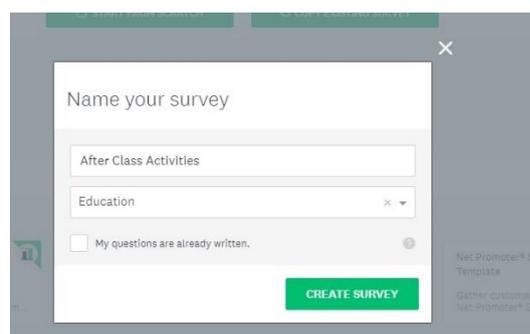
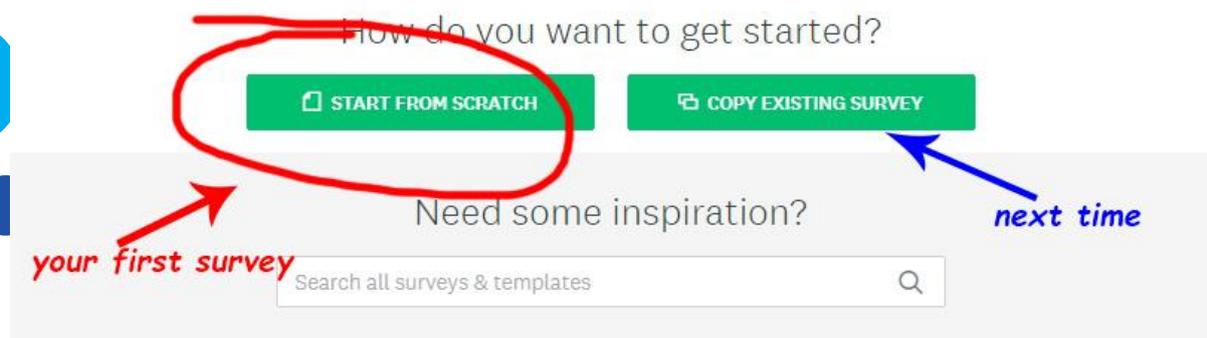
Once your account is all set up you will get a few options on your dashboard.

Click on the 'Create Survey' button to start.



Step 3

Your first survey will have to be made from scratch, but afterwards you can use it as a template for all the others.



Select a title for your survey – make sure it reflects the topic you want to explore!

You should select 'Education' as your category.



Step 4

Once you've created your survey, you can start adding the questions. It is always good to prepare them before you start creating your survey online to save time and make the process easier.

Type in your first questions into the Q1 Box and select the type of answers you'd like to gather. Think about the type of answers that would work best for your questions i.e. if you're asking people how likely they are to participate in an event, you can use the scale of 1-10; if you want them to select a main activity for next lunch club, use multiply choice. You can also add comment boxes for people to express their own ideas.

You can keep on adding options for multiply choice questions by pressing '+'. They usually appear automatically, but if you want to remove any of them just press on the '-' button!

When creating a scale, you can add your own descriptions to it, depending on what reflects your question best. You can use numbers, words like 'very likely' or 'unlikely' or 'strongly agree' and 'strongly disagree'.

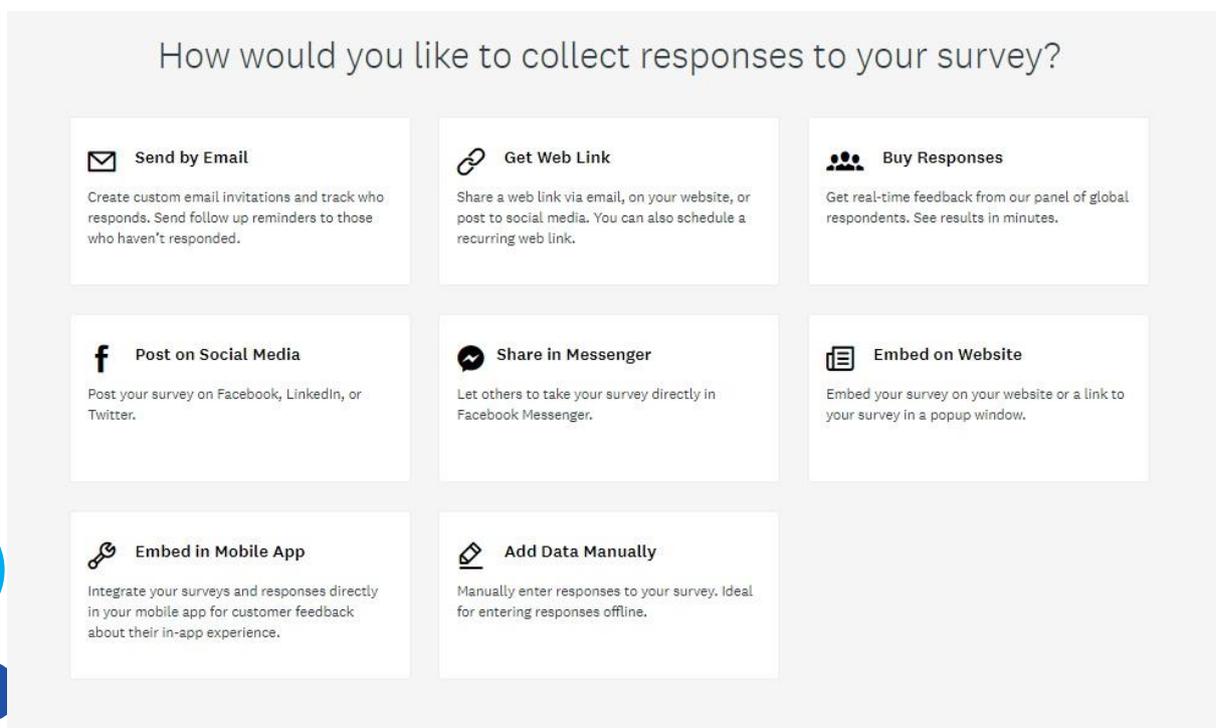
Step 5

Keep adding your questions until you've asked all the information you want to find then save your survey.

Proceed to the next stage – data collection.

Step 6

You can distribute your survey online in many ways – think about what works best for your school and people you want to reach. You could use email to approach your teachers, a Facebook group for certain club or class, or you could post it on your school's Twitter.



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 Responses**
Get real-time feedback from our panel of global respondents. See results in minutes.
- Post on Social Media**
Post your survey on Facebook, LinkedIn, or Twitter.
- Share in Messenger**
Let others to take your survey directly in Facebook Messenger.
- Embed on Website**
Embed your survey on your website or a link to your survey in a popup window.
- Embed in Mobile App**
Integrate your surveys and responses directly in your mobile app for customer feedback about their in-app experience.
- Add Data Manually**
Manually enter responses to your survey. Ideal for entering responses offline.

When sending out your survey, be sure to add a short message explaining your role and why you want people to complete it. It's good to set a deadline for the survey but be sure to give them few days to complete it.

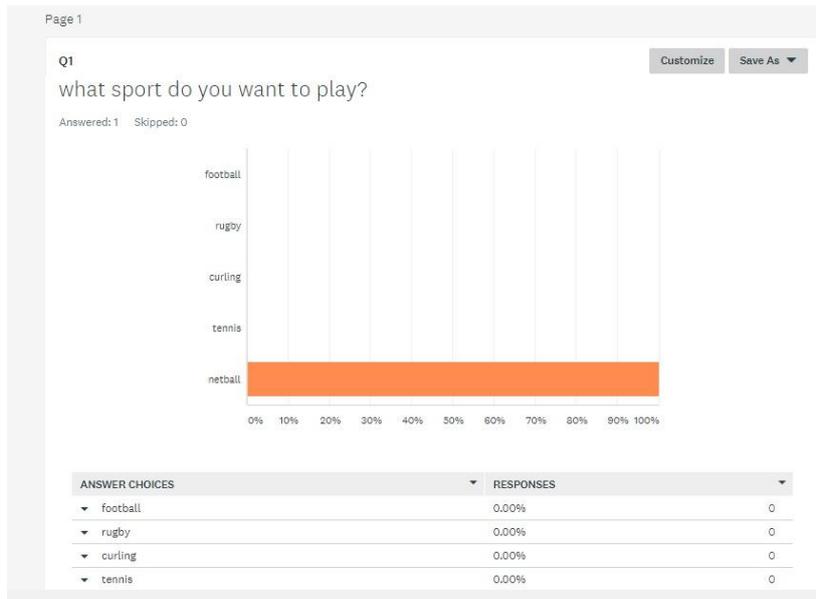


Step 7

Once people have filled in your survey, you will be able to see their answers. You can select how you want them displayed – is it a graph, diagram or a table?

You can also customize your graphics, change colours, labels and titles.

You can download the graph by clicking on the 'save as' button in the top right corner.



Once you have your results saved you can use them for your presentations, official documents or just for your own further research!