

# Creating a Survey with Survey Monkey



## BASIC Plan

All the essentials to get you started for FREE.

**Sign Up FREE** ▶

## Step 1: Sign up for a Free Account

<http://www.surveymonkey.com/>

If you already have an account, just login!

## Step 2: Design and Create Your Survey

A screenshot of the 'Create Survey' form. The title is 'Create Survey'. There are three radio button options: 'Create a new survey' (selected), 'Copy an existing survey', and 'Use an expert survey template'. Under 'Create a new survey', there is a 'Title' field with 'New Survey' and a 'Category' dropdown menu with 'Select a Category'. At the bottom, there are 'Cancel' and 'Continue »' buttons.

--Click on the green **+ Create Survey** button

--Give your survey a title

--Select a category

--Click 'Continue'

You can also choose to use a survey template.

A screenshot of the 'Edit Survey' form. The title is 'Edit Survey'. Below the title, it says 'To change the look of your survey, select a theme below.' There is a theme dropdown menu with 'Aqua' selected and a 'Create Custom Theme' button. Below this is a '+ Add Page' button. Underneath, it says 'PAGE 1' and has 'Edit Page Options ▼' and 'Copy' buttons. At the bottom, there is a '+ Add Question ▼' button with a red arrow pointing to it.

--Choose a theme or color background for your survey

--Click on the +Add Question arrow and select 'Add Question'

--Type your question text

--Choose your 'Question Type' by using the pull down menu (Multiple Choice, Comment, etc.)

--Click on 'Save & Add Next Question'

--Type your question

--Choose your 'Question Type'

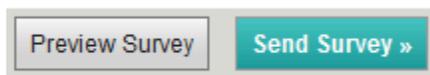
--Type your answer choices: Enter each choice on a separate line.

--Click on 'Save & Add Next Question'

Repeat this process to continue adding up to **10 questions per survey**.

When you have finished adding all your questions, click on the **Cancel** button—this will display the questions you have entered.

At the bottom of the page, either select



### Step 3: Collect Responses -- Send out your Survey to Your Audience

Collector Name: **Web Link** [Edit](#)

Copy, paste and email the web link below to your audience.

**<http://www.surveymonkey.com/s/KND5CXF>**

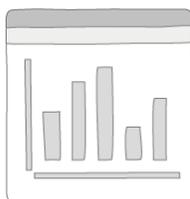
Copy and paste the HTML code below to add your Web Link to any webpage:

```
<a href="http://www.surveymonkey.com/s/KND5CXF">Click here to take survey</a>
```

--After you select, **'Send Survey'**, you will be given a **web link** to send to your survey audience.

### Step 4: Analyze Results -- Response Summary

Response Summary		Total Started Survey: 3	Total Completed Survey: 3 (100%)
PAGE: 1			
1. What is your favorite flower?		<a href="#">Create Chart</a>	<a href="#">Download</a>
		Response Percent	Response Count
rose		66.7%	2
tulip		0.0%	0
lily		0.0%	0
daisy		33.3%	1
	Other (please specify)		0
	answered question		3
	skipped question		0



\*Creating charts and downloading responses are PRO account features only which require a yearly fee.