How to do a Constant Contact survey for election of officers (paid Constant Contact accounts only):
- Log into Constant Contact
- Select Campaign-create-surveys
- Name your Survey and choose to start with a blank survey
- Enter a survey name; click next
- Change the default title and image, if desired. Change background and text colors and fonts, if desired from left side menu
- Optional-Choose Add here-text (This will be a paragraph of explanation etc.). Add some explanation; Save
- Choose Add here-question-Open Ended Text (This will be a question with a 50 character default answer)
- Enter Name for text; click to limit to 50 characters; check the box to make it required
- Do same as above for rec card number and email address
- Choose Add here-question-single select multiple choice
- Add President for text and then select the number of options, and then add the names running for president for the options; do not check any other options-Save
- Do above for all other offices
- for an unopposed candidate running for an office, put the name of the office and the name of the candidate for the text and the choices are yes and no to accept that candidate;
- can add an option for write-in candidates, if desired
- Save and Continue
- Greeting page-choose to go straight to the survey; save and continue
- Set the closing page with a thank you message; Do not check for people to be able to view the results; save and continue
- Allow multiple responses from the same computer? Do yes so more than 1 person can answer using the same device (note that only one response can be entered through each email)
- View draft to make sure everything is OK; there will be limited editing after survey is published. Note that you can still edit the survey name on this screen; Click to Publish.
- Set an automatic survey closing date, if you wish, or you can close it manually later.
- Select "Create a survey invitation"; Name the invitation email and click Next to create the email
- Note that if you choose to copy the url link to the survey and put it into another email program besides the Survey-Invitation, the respondents email addresses will not be kept.
- Rename the subject to something appropriate and leave all other questions as default. Save and Next
- You are now in the email's body. Change default wording, colors, fonts, as necessary. Somewhere in the body explain why you are voting by email and the date the voting will close. Preview, save, and continue.
- At this point, it looks like a regular email. Choose the email lists to send it to. Save and Next.
- Schedule and finish.

To retrieve results:
- Select Campaigns-click on the arrow next to More next to the survey name and select results.
- Scroll up and down this page to see the overall result info.
- Upper right at export results, select 2 downloads: Summary with text and Raw Data (these 2 spreadsheets can be combined into one by copying the raw data into a new sheet of the summary and text spreadsheet).

- The summary and text spreadsheet has 2 tabs or sheets, a summary count for the multiple choice questions and a detail sheet showing the result of the text answers. The raw data spreadsheet shows the votes and text of each person, but no summary. Both sheets (or a combined spreadsheet) need to be kept for 3 years per the rec center.
- Select from the upper left "Individual Results". The "Email Address" is the address of the respondent where the email was sent and not the email address the responder typed in the text question. "Respondent Details" will show the Constant Contact contact info for that email address. "Survey Responses" will show how each individual respondent filled out the form. These individual response forms may also be downloaded and saved, if needed.

Compiled by Liz Mitofsky 9/23/2020