

Tools for Remote Voting

Google Forms

1. Have or create a google/gmail account
2. Visit www.google.com/forms
3. Under “Start a New Form” click “Blank”
4. Add a title and title description
5. For each question, name the question the officer role up for vote
6. For the multiple-choice options, list each candidate the council is to vote on
7. Repeat for all other open officer positions
8. IMPORTANT: Click the settings gear on the top right part of the screen next to “SEND”
9. Click Presentation, the middle option
10. Uncheck “Show link to submit another response”
11. Click Save
12. You are now ready to send your survey to your council membership
13. In the top right corner of the screen, click send – you can copy and past a link to the doc, or list emails to send the document to.
14. Visit this link for more information:
<https://support.google.com/docs/answer/6281888?co=GENIE.Platform%3DDesktop&hl=en>
15. Watch this 3 minute YouTube video for a short tutorial if you are stuck:
<https://www.youtube.com/watch?v=fXQDFhKFuTU>

The screenshot shows a Google Form titled "Council 987654 Elections" with the subtitle "Ballot for Council 987654 Officers - Fraternal Year 2020-2021". The form is in "Questions" mode. The first question is "Grand Knight" and is set to "Multiple choice". The options are: John Smith, John Paul, Pier Giorgio, and "Add option or add 'Other'". Below this question is a second question for "Deputy Grand Knight" with the same three options. The form interface includes a top navigation bar with "Send" and "T" buttons, and a right-hand sidebar with icons for adding, deleting, and duplicating questions. The "Required" toggle is currently turned off.



Survey Monkey

1. Visit <https://www.surveymonkey.com/>
2. Click “Get Started”
3. Scroll to bottom of the business plans and click: “Just need the basic? Get started for free”
4. Create your account
5. Once logged in with your account, click “CREATE SURVEY”
6. Click “Build it myself”
7. Click “Start from Scratch” on the left side
8. Add a survey name i.e. Council 987654 Officer Elections 2020-2021
9. You do not need to pick a survey category
10. Click “Create Survey”
11. For Question 1, enter: Grand Knight candidates
12. Make sure the answer is multiple choice and enter the candidates
13. Click “NEXT QUESTION” and repeat for all other officer positions.
14. Click “SAVE”
15. Click “NEXT” to preview your survey
16. Click “NEXT” and then click “Send surveys your way”
17. You can then send your survey via email or get the web link to share your survey to your membership.
18. You will then be able to analyze you results in the “Analyze Results” section in the top middle of the screen.
19. Watch this 4.5 minute YouTube video for a quick tutorial:
<https://www.youtube.com/watch?v=7xdCDJxxoRk>

The screenshot shows the SurveyMonkey 'Preview & Score' interface. At the top, a navigation bar includes: SUMMARY → DESIGN SURVEY → **PREVIEW & SCORE** → COLLECT RESPONSES → ANALYZE RESULTS → PRESENT RESULTS. A 'NEXT →' button is in the top right corner.

The main content area displays the survey title **Council 987654 Officer Elections 2020-2021** and the first question: "1. Grand Knight Candidates". The question has three radio button options: John Smith, John Paul, and Pier Giorgio.

At the bottom left, there is a 'Device View' section with icons for desktop, tablet, and mobile. To the right of this is a 'Survey Format' section with icons for list, grid, and chat. A progress indicator shows '0 of 1 answered'.

On the right side, a 'SURVEYMONKEY GENIUS' sidebar provides performance metrics:

- Perfect (indicated by a green circle)
- ESTIMATED COMPLETION RATE: 89% Completed
- ESTIMATED TIME TO COMPLETE: Minute or less
- A prompt: "Let's get creative - add a logo to your survey." with a 'LOGO' button.
- A thumbs-up icon and text: "Our work here is done! Now let's choose a way to send your survey." with a 'COLLECT RESPONSES' button.



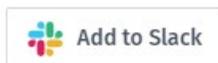
Doodle (free)

1. Visit <https://doodle.com/en/>
2. In the upper right-hand corner, click “+Create a Doodle”
3. Enter a name for your poll
 - a. You can add a note and location if you want, but not necessary
4. Click “Continue”
5. Under “What are the options?” click “Text”
 - a. This step is critical
6. Now you can add Options for people to vote on
 - a. You can add Yay and Nay for a council motion
 - b. You can add candidates for grand knight
 - c. You can add whatever members are going to be voting on
7. Click “continue”
8. Check “Limit participants to a single vote”
 - a. You do not want select members of a council fixing the polls
9. Check “Hidden poll”
 - a. This will keep your poll anonymous to everyone but you.
10. Click “Continue”
11. Finish the process by entering your name and email and clicking “Finish”
12. Click “Link” underneath “Invite Participants”
13. Copy the link provided and provide this link to your members in your normal distribution channels
14. Your poll has been emailed you. You can create an account if you wish

Doodle

Council GK Elections

by [REDACTED] • 8 minutes ago



Only you can see all votes and comments.

	John Smith	John Paul	Pier Giorgio
0 participants	✓ 0	✓ 0	✓ 0
council member 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

