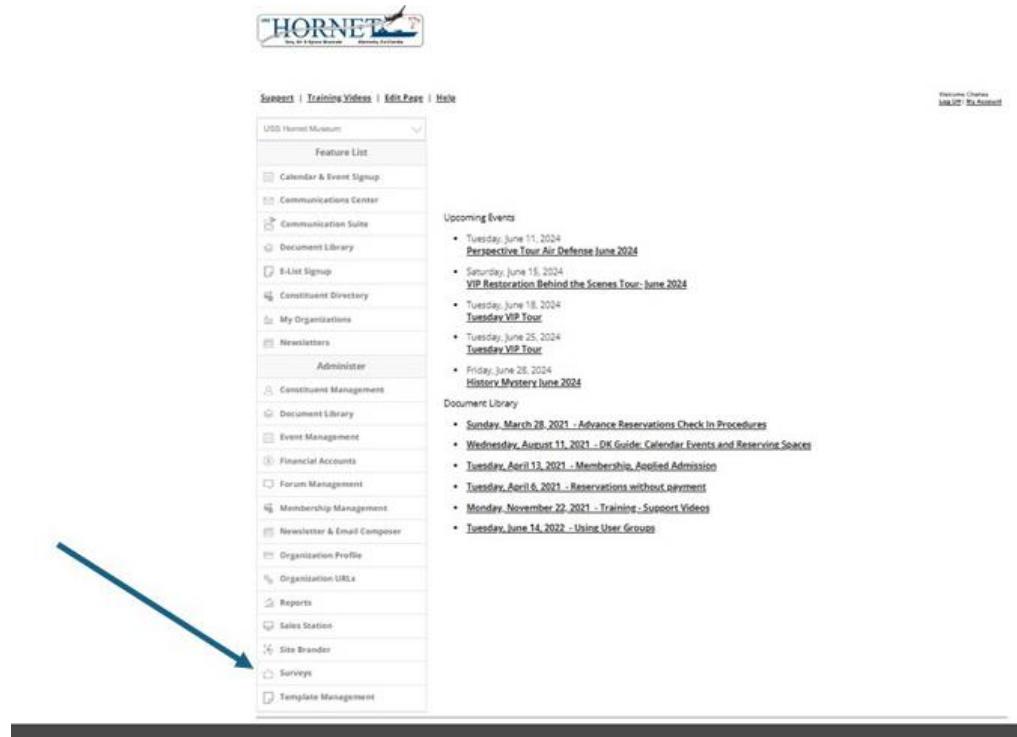


**The Doubleknot screen shots are rather small...**  
**Remember to use the PDF +/- buttons to magnify your view**

## **DOING A SURVEY USING DOUBLEKNOT**

### **THE RECOMMENDED STEPS:**

1. Secure a Doubleknot ID and password from the Hornet Staff and log in.
2. Agree on the number and content of the survey questions. (Generally, it is desirable to retain the same set of survey questions and in the same order as used in the past so there is the ability to compare survey over survey. Text responses may change from time to time but do not impact the continuity.) The best choice may be to keep the first "n" questions and add new ones at the end.
3. Prepare a document that is to be sent to those surveyed announcing the timing and content of the survey and any wrinkles that distinguish it from past surveys, including the survey questions. Make sure it is clear that a separate act will transmit the actual survey – or you will get survey responses to the announcement document.
4. Access the Doubleknot "Feature List" on the first screen after logon looks as follows:



The screenshot shows the Doubleknot Feature List interface. The left sidebar contains a vertical list of menu items: Surveys (highlighted with a green arrow), Training Videos, Edit Page, Home, Feature List, Calendar & Event Signup, Communications Center, Communication Suite, Document Library, E-List Signup, Constituent Directory, My Organizations, Newsletters, Administrator, Constituent Management, Document Library, Event Management, Financial Accounts, Forum Management, Membership Management, Newsletter & Email Composer, Organization Profile, Organization URLs, Reports, Sales Station, Site Brander, Surveys, and Template Management. The main content area displays an "Upcoming Events" section with a list of events and a "Document Library" section with a list of documents. The top right corner shows a user profile with the name "Welcome Charles" and a "Logout" button.

5. Clicking on "Surveys" (green arrow) will get to the following page with a list of all the surveys still in the DK database:

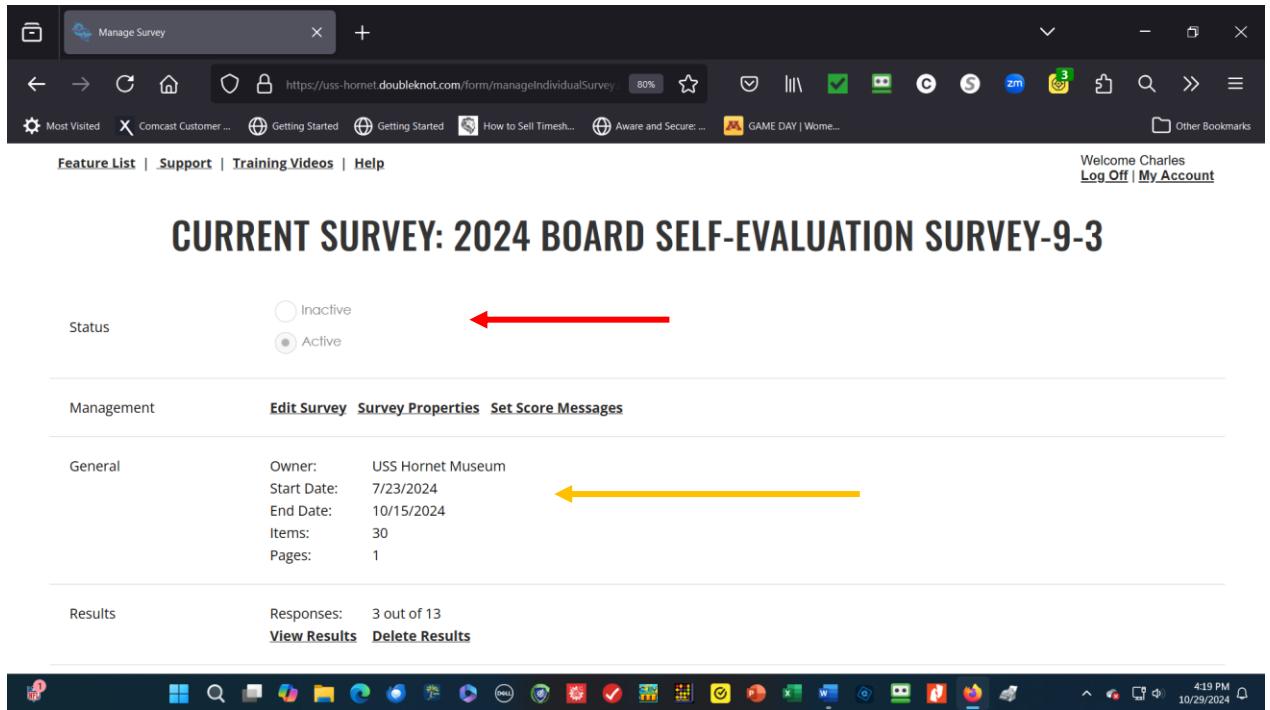
The screenshot shows a web browser window with the following details:

- Address Bar:** https://uss-hornet.doubleknot.com/form>ListSurveys.aspx
- Toolbar:** Includes icons for Back, Forward, Stop, Home, Refresh, and various browser controls.
- Menu Bar:** Shows 'Most Visited', 'Comcast Customer ...', 'Getting Started', 'How to Sell Timesh...', 'Aware and Secure...', 'GAME DAY | Wome...', '(510) 521-8448', and 'info@uss-hornet.org'.
- Header:** 'Welcome Charles' and 'Log Off | My Account'.
- Page Content:**
  - Logo:** USS HORNET, Fleet Air Support Aircraft Carrier.
  - Navigation:** Feature List, Support, Training Videos, Help.
  - Title:** SURVEYS
  - Search:** Organization: USS Hornet Museum (Alameda-CA), Title, Search.
  - Buttons:** Data Cleanup, Search Results, Export Results, New Survey.
  - Table:** A list of surveys with the following data:
    - 2021 Hornet Collections Survey: Anyone, No, 10/25/2021, 11/7/2021
    - 2021 USS Hornet Museum Constituent Survey: Anyone, No, 3/1/2021, 5/1/2021
    - 2021 USS Hornet Museum Membership Survey: Anyone, No, 3/1/2021, 5/1/2021
    - 2023 Board of Trustees Self-Evaluation Survey: Anyone, No, 7/7/2023, 9/20/2023
    - 2024 Board Self-Evaluation Survey: My Organization Only, Yes, 7/23/2024, 10/15/2024
    - 2024 Board Self-Evaluation Survey-9-3: My Organization Only, Yes, 7/23/2024, 10/15/2024

(There are many more)

6. Checkout the previous surveys one can access. The green arrow in the first illustration (above) links to all surveys. One of the old surveys may be copied and renamed as your starting point. You will want a test copy as well, so make two copies with one including "test."
7. Assuming retention of the first "n" number of questions for continuity purposes, select the survey to copy as the basis for the new survey and add any new survey material (questions, text boxes) to the end so the year over year comparisons is facilitated, line by line.
8. The first screen after selecting a survey looks like the following:

**++SCROLL DOWN++**



Manage Survey

https://uss-hornet.doubleknot.com/form/manageIndividualSurvey... 80% [Star](#)

Most Visited [Comcast Customer ...](#) [Getting Started](#) [Getting Started](#) [How to Sell Timesh...](#) [Aware and Secure: ...](#) [GAME DAY | Wome...](#) Other Bookmarks

Welcome Charles [Log Off](#) | [My Account](#)

[Feature List](#) | [Support](#) | [Training Videos](#) | [Help](#)

## CURRENT SURVEY: 2024 BOARD SELF-EVALUATION SURVEY-9-3

Status

Inactive  Active

Management

[Edit Survey](#) [Survey Properties](#) [Set Score Messages](#)

General

Owner:	USS Hornet Museum
Start Date:	7/23/2024
End Date:	10/15/2024
Items:	30
Pages:	1

Results

Responses: 3 out of 13

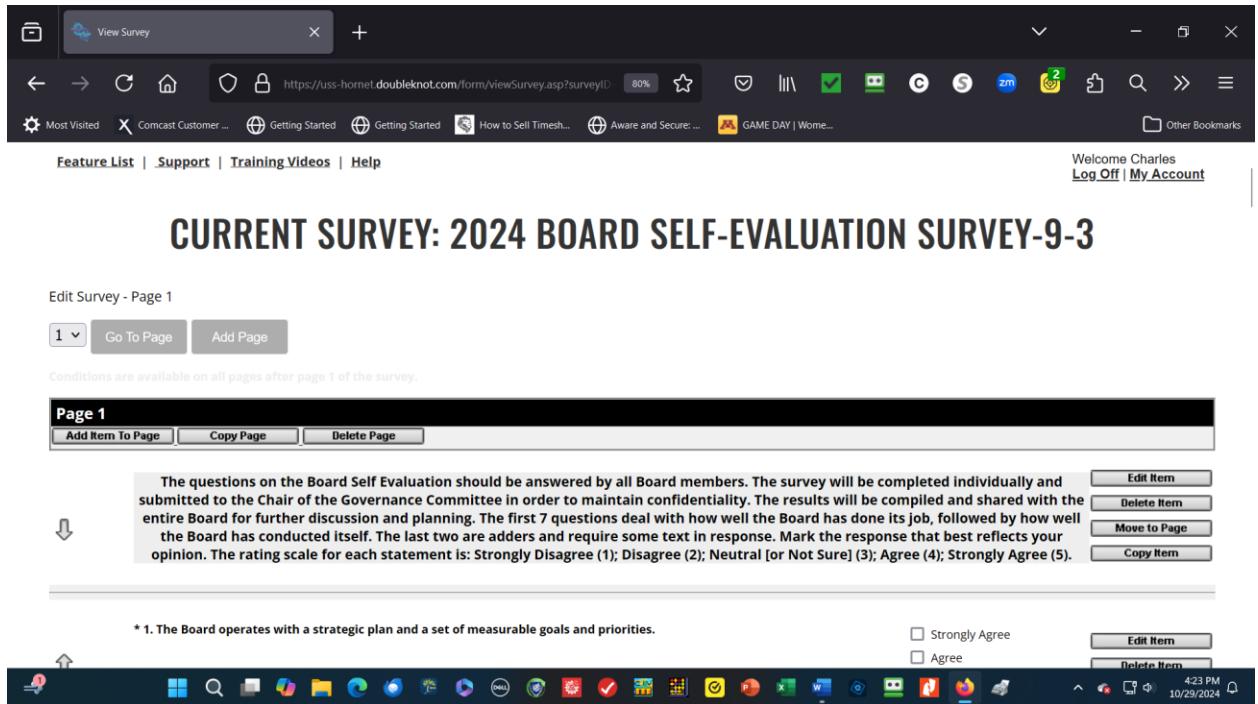
[View Results](#) [Delete Results](#)

4:19 PM 10/29/2024

Note the two arrows. The red arrow points to the “Active,” “Inactive” buttons which should be self-explanatory. The orange arrow points to the start and end dates the master establishes.

9. Clicking on “Edit Survey” results in the following screen:

**++SCROLL DOWN++**



View Survey

https://uss-hornet.doubleknot.com/form/viewSurvey.asp?surveyID=80%

Welcome Charles  
[Log Off](#) | [My Account](#)

## CURRENT SURVEY: 2024 BOARD SELF-EVALUATION SURVEY-9-3

Edit Survey - Page 1

1 Go To Page Add Page

Conditions are available on all pages after page 1 of the survey.

**Page 1**

Add Item To Page Copy Page Delete Page

The questions on the Board Self Evaluation should be answered by all Board members. The survey will be completed individually and submitted to the Chair of the Governance Committee in order to maintain confidentiality. The results will be compiled and shared with the entire Board for further discussion and planning. The first 7 questions deal with how well the Board has done its job, followed by how well the Board has conducted itself. The last two are adders and require some text in response. Mark the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Neutral [or Not Sure] (3); Agree (4); Strongly Agree (5).

**\* 1. The Board operates with a strategic plan and a set of measurable goals and priorities.**

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

**\* 2. The Board's regular meeting agenda items reflects our strategic plan or priorities.**

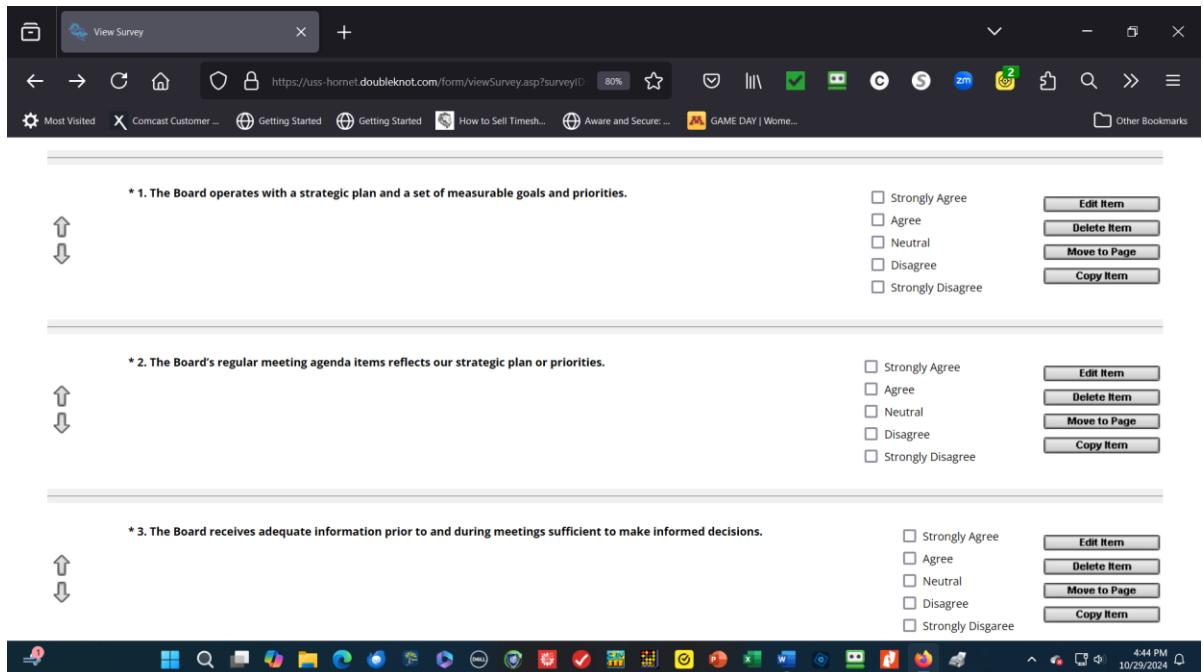
Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

**\* 3. The Board receives adequate information prior to and during meetings sufficient to make informed decisions.**

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

423 PM 10/29/2024

More of that screen is below, showing the first questions:



View Survey

https://uss-hornet.doubleknot.com/form/viewSurvey.asp?surveyID=80%

Most Visited Comcast Customer ... Getting Started Getting Started How to Sell Timesh... Aware and Secure ... GAME DAY | Wome...

423 PM 10/29/2024

**\* 1. The Board operates with a strategic plan and a set of measurable goals and priorities.**

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

**\* 2. The Board's regular meeting agenda items reflects our strategic plan or priorities.**

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

**\* 3. The Board receives adequate information prior to and during meetings sufficient to make informed decisions.**

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

4:44 PM 10/29/2024

This screen allows editing of almost all items as you can see in the buttons to the right.

10. Suppose one wants to edit (or add)

Edit Item

Current Survey: 2024 Board Self-Evaluation Survey-9-3

Go Back

Item Type: Checkboxes

Item Type Description: Checkboxes: allows you to gather multiple answers to the same question. For example, the question could be "What activities do you enjoy?" and the answers could be "Reading, golfing, watching theater," and etc. You can specify which answers are checked by default as well as minimum and maximum number of answers the user can choose. Also, you can randomize the order in which the answers are displayed, and add number labels for each answer.

Survey Options: Number Answer Inputs: 10

Question/Sub Text: Question Text: 19. The Board has a designated process for onboarding new Board members.  
Sub Text: (Instructional or other text to appear below the question)

Answers

Answer Text	Score (if applicable)	Checked?
Strongly Agree	5	<input type="checkbox"/>
Agree	4	<input type="checkbox"/>
Neutral	3	<input type="checkbox"/>
Disagree	2	<input type="checkbox"/>
Strongly Disagree	1	<input type="checkbox"/>
		<input type="checkbox"/>

Score (if applicable): Checked?

4:26 PM 10/29/2024

For the most part when editing the “Checkboxes” “Item Type” is the right selection, but there are many others, including “Multiple Line Text Boxes” for text answers. The remainder of that screen follows (in two sections, part of which is repetition):

Edit Item

https://uss-hornet.doubleknot.com/form/edititem.asp?surveyID=9

Most Visited: Comcast Customer ... Getting Started Getting Started How to Sell Timesh... Aware and Secure: ... GAME DAY | Wome...

Other Bookmarks: 10/29/2024 4:31 PM

Answers

Answer Text	Score (if applicable)	Checked?
Strongly Agree	5	<input type="checkbox"/>
Agree	4	<input type="checkbox"/>
Neutral	3	<input type="checkbox"/>
Disagree	2	<input type="checkbox"/>
Strongly Disagree	1	<input type="checkbox"/>
		<input type="checkbox"/>

Same Answers As:

Other Options

Allow "Other"	<input type="checkbox"/>	"Other" Text: <input type="text"/>
Randomize Answer Order	<input type="checkbox"/>	
Number Labels (e.g., 1, 2, 3.)	<input type="checkbox"/>	
Maximum To Choose	<input type="text" value="1"/>	
Minimum To Choose	<input type="text" value="1"/>	

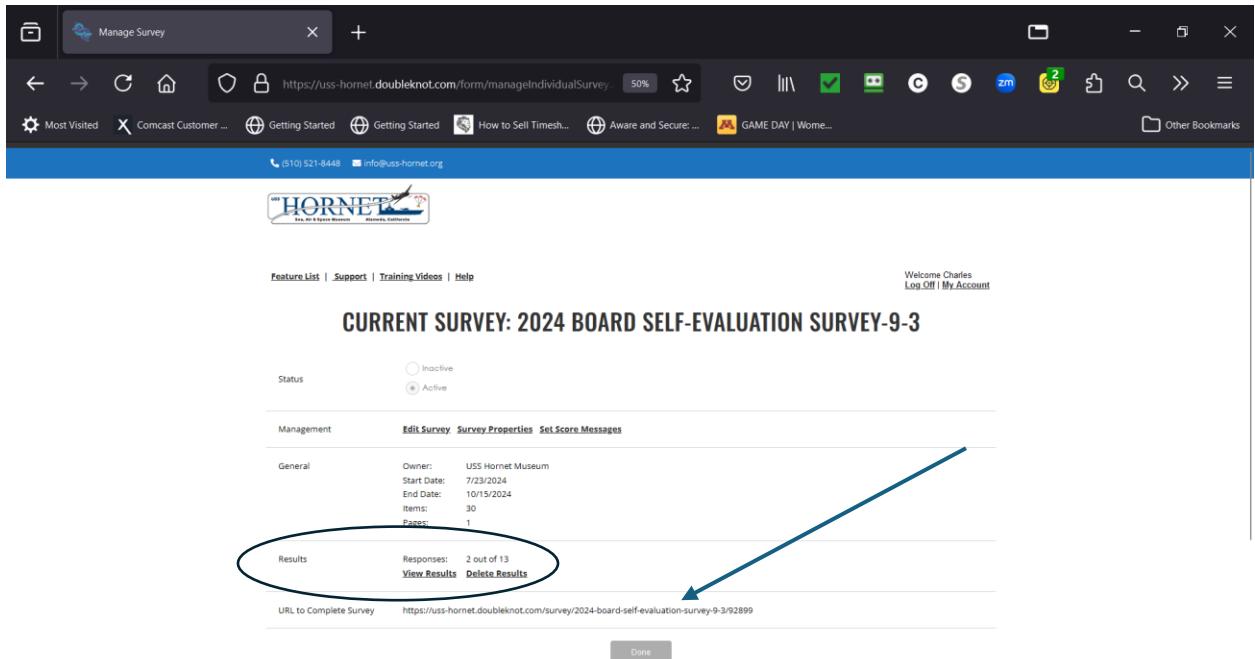
Data Dictionary: Select a description: None

4:31 PM 10/29/2024

“Same Answers As” is outlined as it facilitates adding questions with the same five answer values as another question on the survey. “Minimum” and “Maximum” are outlined as that mechanism forces one and only one answer per person surveyed to the question selected (and one probably selects them all for this treatment). That is depicted on each question with the asterisk (^) in front of the question number.

11. Test the new survey by making a copy and sending it to a couple of members for evaluation. The word “Copy” will appear on that survey to distinguish it from the master version. Testing it is accomplished by copying the URL at the bottom of the page (green arrow) and sending it in an email to the test respondents, here:

[++SCROLL DOWN++](#)



Manage Survey

https://uss-hornet.doubleknot.com/form/manageIndividualSurvey... 50%

Most Visited Comcast Customer ... Getting Started Getting Started How to Sell Timesh... Aware and Secure: ... GAME DAY | Wome... Other Bookmarks

(510) 521-8448 info@uss-hornet.org

**HORNET** USS HORNET MUSEUM

Status: Active

Management: [Edit Survey](#) [Survey Properties](#) [Set Score Messages](#)

**General**

Owner:	USS Hornet Museum
Start Date:	7/23/2024
End Date:	10/15/2024
Items:	30
Pages:	1

**Results**

Responses: 2 out of 13

[View Results](#) [Delete Results](#)

URL to Complete Survey: <https://uss-hornet.doubleknot.com/survey/2024-board-self-evaluation-survey-9-3/92899>

Welcome Charles

Log Off | My Account

**CURRENT SURVEY: 2024 BOARD SELF-EVALUATION SURVEY-9-3**

12. Modify the survey as necessary, based on testing and repeat step 8, as necessary.
13. Once you are satisfied with the test results use the URL for the original to send to the respondents.
14. Return to DK periodically to check responses and ultimately to report on the results. The oval above shows the number completed and the "View Results" link sends the user to the survey report module that looks like this:

**++SCROLL DOWN++**

The screenshot shows a web browser window with the title 'Summary Results'. The URL is <https://uss-hornet.doubleknot.com/form/viewResults.aspx?>. The page header includes the 'HORNET' logo and navigation links for 'Feature List', 'Support', 'Training Videos', and 'Help'. On the right, there is a 'Welcome' message for 'Charles' and links for 'Log Off' and 'My Account'. The main content area is titled 'SUMMARY RESULTS' and shows the following information:

**Current Survey:** 2024 Board Self-Evaluation Survey-9.3

Survey Info	Title:	2024 Board Self-Evaluation Survey-9.3
	Description:	Questions on the Board Self-Evaluation should be answered by all Board members
Report Info	Total Responses:	2
	Report Time:	10/15/2024 5:50:42 PM

**Printable Version**

**Question 1:** The Board operates with a strategic plan and a set of measurable goals and priorities.

Response: Agree	2 Respondent(s)	100.00 %
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**Question 2:** The Board's regular meeting agenda items reflect our strategic plan or priorities.

Response: Agree	2 Respondent(s)	100.00 %
-----------------	-----------------	----------

15. Use the Doubleknot report to prepare the final results in whatever form best suits you and any consumers of that report. Excel might be best as it can manage the arithmetic and facilitates graphing the results and any comparisons with previous surveys.
16. Note that one of the features of Doubleknot is that it emails the results of each completed survey to the survey "master" as users complete each survey. It has not been useful, so far, except that it alerts the "master" to the fact that work progresses.

Good Luck !