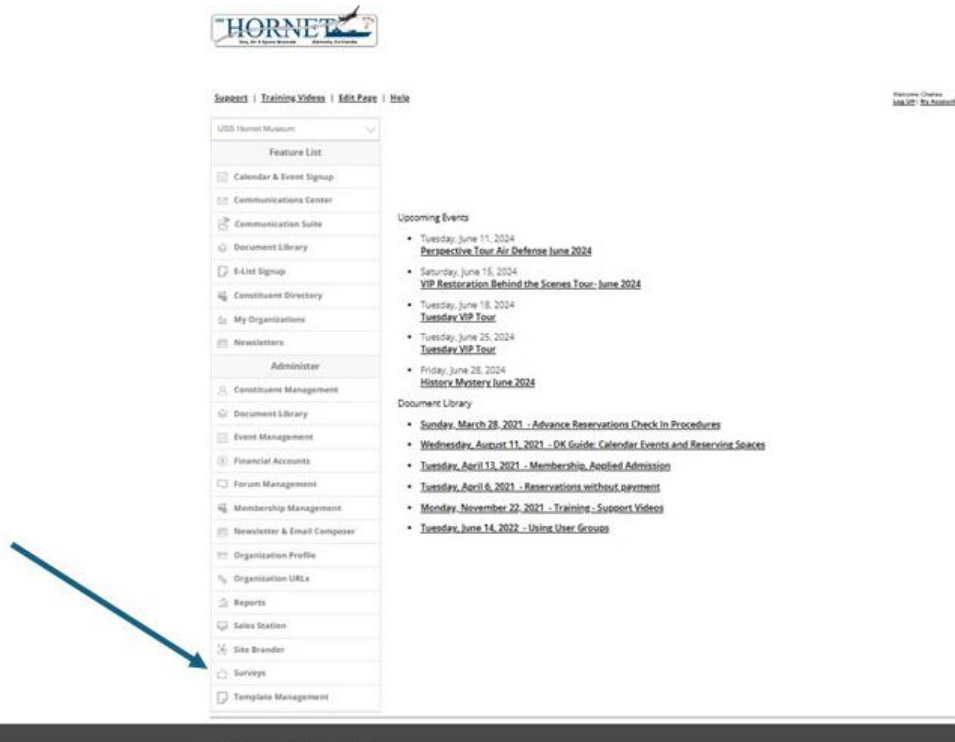


The Doubleknot screen shots are rather small...
Remember to use the PDF +/- buttons to magnify your view

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:



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

Feature List | Support | Training Videos | Help

Welcome Charles
Log Off | My Account

SURVEYS

Organization: USS Hornet Museum (Alameda-CA)

☒ Include surveys that are hidden, inactive, or expired

Title

| Title | Type | Active | Starting | Ending |
|---|----------------------|--------|------------|------------|
| 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 | 9/30/2023 |
| 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 50%

Feature List | Support | Training Videos | Help

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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

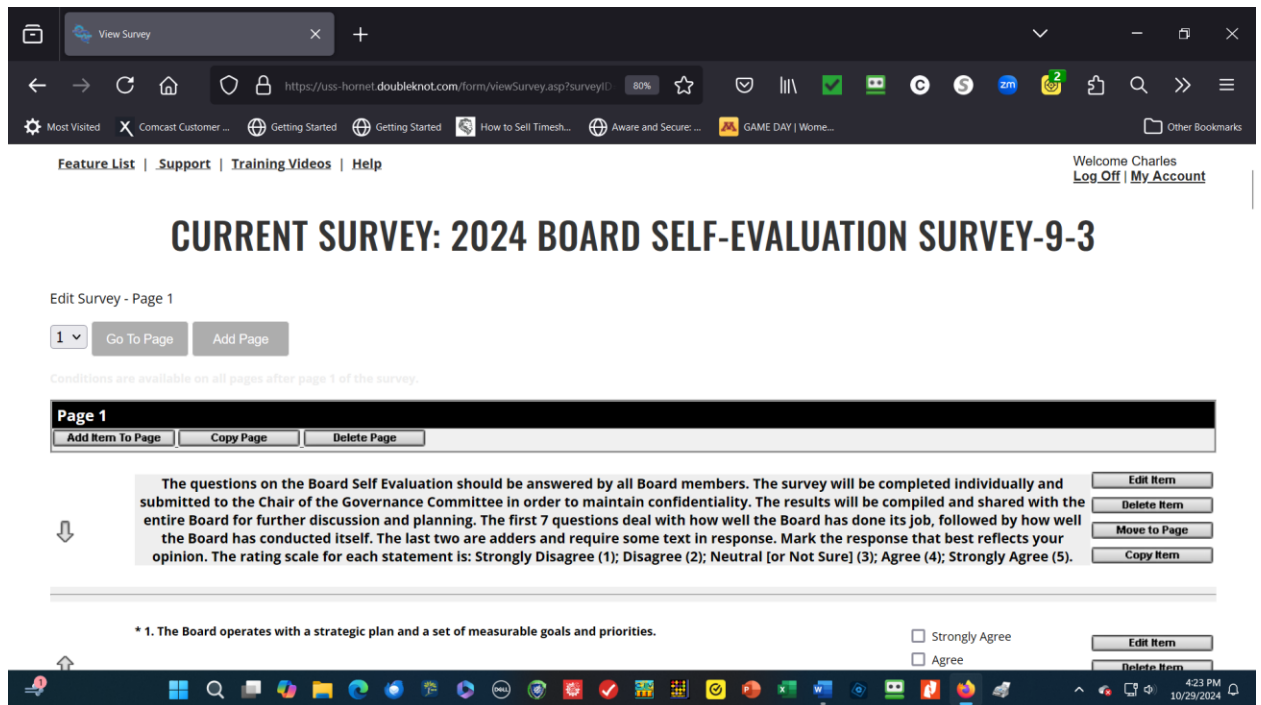
Responses: 3 out of 13

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

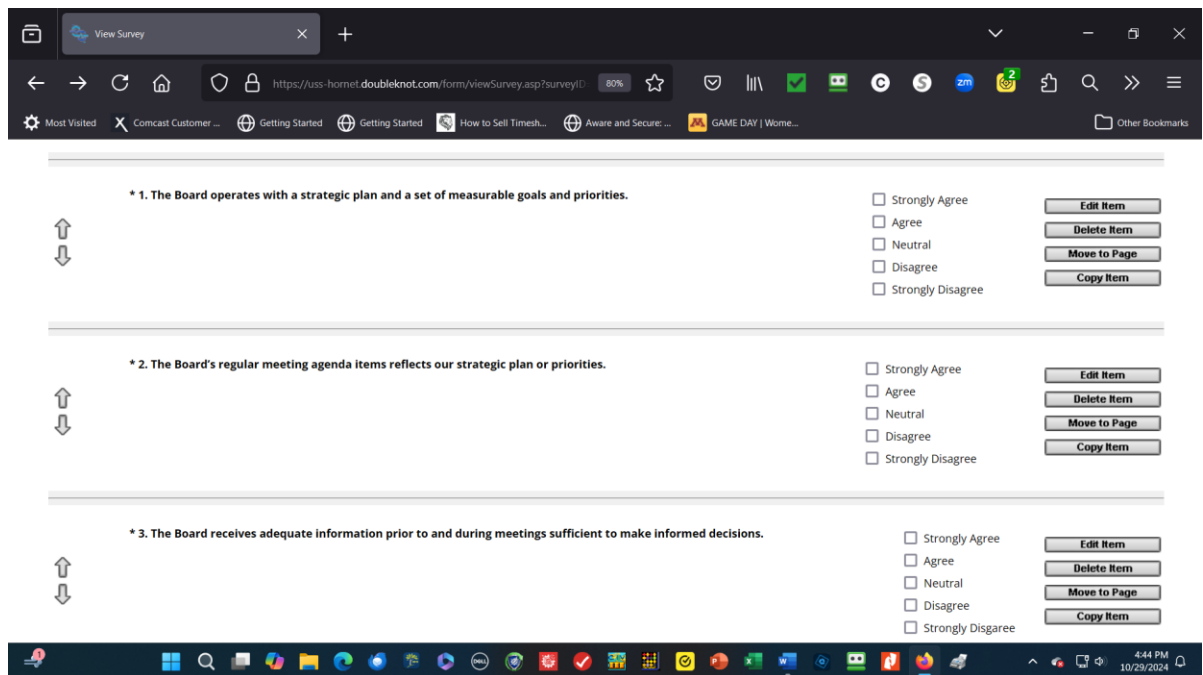
Note the two arrows. The red arrow points to the “Active,” “Inactive” buttons which should be self-explanatory. The orange arrow points to the start and end dates the master establishes.

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

++SCROLL DOWN++



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



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)

Feature List | Support | Training Videos | Help

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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** [Change](#)

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? |
|-------------|-----------------------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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):

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"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

OR

Same Answers As: **None**

Other Options: Allow "Other"? ☐ "Other" Text:
 Randomize Answer Order ☐
 Number Labels (e.g., 1, 2, 3) ☐
 Maximum To Choose: **1**
 Minimum To Choose: **1**

Data Dictionary: Select a description: **None**

The screenshot shows a web browser window with the URL <https://uss-hornet.doubleknot.com/form/edititem.asp?surveyID=5>. The browser's address bar shows a 80% zoom level. The browser's bookmark bar includes links like 'Most Visited', 'Comcast Customer ...', 'Getting Started', 'How to Sell Timesh...', 'Aware and Secure: ...', and 'GAME DAY | Wome...'. The browser's taskbar at the bottom shows various application icons and the system clock indicating 4:32 PM on 10/29/2024.

The 'Edit Item' form is displayed with the following sections:

- OR**
- Same Answers As:** A dropdown menu.
- Other Options:**
 - Allow "Other"? ☐ "Other" Text:
 - Randomize Answer Order ☐
 - Number Labels (e.g., 1., 2., 3.) ☐
 - Maximum To Choose:
 - Minimum To Choose:
- Data Dictionary:** Select a description: **None** (dropdown)
- Attribute Handling:** Item visibility and editing: **Edit** (dropdown)
- E-mail Restriction:** ☒ Allow answer to be included in e-mails
- Reporting Label:**
- ClearView:**
 - Type:
 - Code:

A **Submit Changes** button is located at the bottom of the form.

"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 HO & BERRY MUSEUM Alameda, California

Feature List | Support | Training Videos | Help

Welcome Charles
Log Off | My Account

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

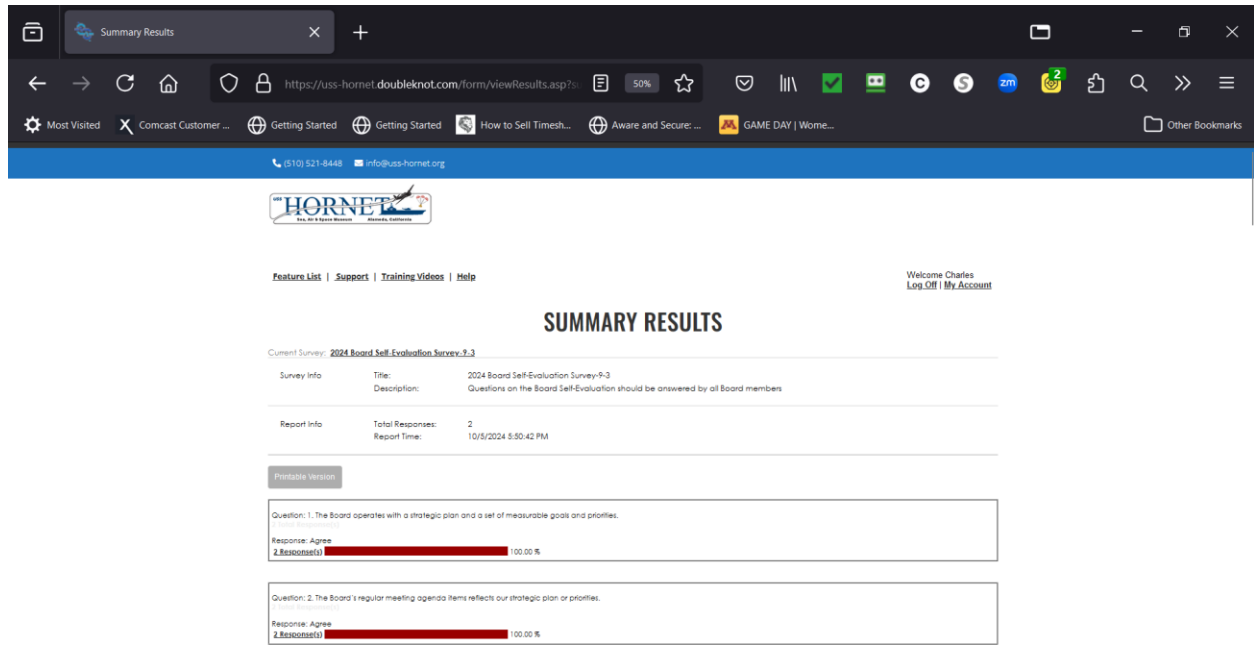
Status ☐ Inactive ☒ Active

| 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: 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 | | |

Done

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++



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 !