

2014 Town of Raymond Survey Instructions

- To begin the survey, click on the link OR copy and paste the web address into your browser.
- **If you need to stop the survey and would like to finish it later, click on “Save and continue survey later” at the top of the survey page.** You will then be prompted to type in your e-mail address. Once you have typed in your e-mail address, hit the green “Save” button to the right of where you entered your e-mail address. An e-mail will be sent to the address you provided. When you are ready to continue your survey, simply click on the link in the email. If you change your mind and would like to just continue the survey rather than have a link e-mailed to you, click on the green button that says “Return to survey.”
- **Once you have started the survey, you must either complete it at that time, or use the “Save and continue survey later” option at the top of the survey page to finish it at another time.**
- If you cannot see the entire survey page width-wise, try expanding your browser window / putting your browser window to “full screen.”
- For some of the longer questions, you may need to scroll down using the down arrow on the right side of your browser window in order to see the rest of the question.
- In order to move from one page of the survey to the next, click on the “Next” button, located at the bottom of each survey page.
- If you would like to go back to look at a previous page of the survey or change your responses to an earlier question, click the “Back” button, located at the bottom of each survey page, to the left of the “Next” button.
- A bar at the bottom of each survey page, below the “Back” and “Next” buttons, will tell you what percentage of the survey you have completed.
- To select an answer choice, move your mouse over the circle for that answer choice and click with your mouse.
- To answer an open-end question, click into the text box located below the question and type your response.
- When you have come to the last survey page, click on the “Submit” button to submit your survey.