

CENTER FOR DIGITAL GOVERNMENT

Instructions for the Online Survey and Contest System (using Qualtrics):

The survey link: When you have opened your unique survey entry form online, it is not necessary to complete the survey in one session. As long as you are using the same computer or mobile device and browser each time, you may open the link and enter data at additional times until you click on the Submit button on the last page, or until your cookies are cleared.

- Be sure to move forward one page to save responses before closing your browser. When returning to the survey, it will open to the page you were on, or click the "Restart Survey" button at the top to go back to the beginning without deleting your responses. However, if you open the link from another computer or mobile device, you will not see your saved data - it will be a new entry form. Please use the Word doc offered to create a copy.
- If you start the survey on your smart phone, tablet, or computer/laptop, you must complete it from that same device and browser.
- Back and Forward Arrows: Use the arrows at the bottom of each page to navigate through the online entry form: DO NOT use the browser Back button. Each time you click on the arrows it will save your responses up to that page. In order to save responses on the same page you entered them, click on the forward (">>") arrows.
- Do not clear your cookies until after submission, as that will sever the link and delete your responses. However, contact us if this happens as we may be able to recover your data and send you a new link to complete.
- **Please note:** The survey tool does not support embedded hyperlinks; the website addresses must be entered. **Do not list the addresses of sensitive or protected data.**
- Please write clear, concise and plain language statements, and spell out or expand acronyms and initials on first use. *All narrative text is converted into one continuous paragraph within the text box for each question's response*, so if your response is lengthy use numbering or all-capitals for each new topic (for increased readability).
- Tables, graphs, screen shots, etc. will not transfer into the online form, so if you wish to present them for judging, post them on your website or other location that will generate a URL, and include that URL/ Web address in the online entry.
- **The online submission is the complete, official entry.** You must click on the SUBMIT button on the last page to submit your entry.
- **PDF of your response. Note: if using IE as your browser, please contact Janet Grenslitt to receive an accurate copy of your submission.**

After you click "submit", you will see a copy of your response. CLICK ON THE "DOWNLOAD PDF" button on the top right to download a PDF initial copy of your submission.

NOTE: Once you have submitted your entry you will need to contact Janet Grenslitt if it is necessary to edit your responses. Upon request a copy of your (formatted) submission will be available after the survey and awards process is complete.

- **Please wait three (3) minutes before closing your browser.**

For questions or assistance, please contact Janet Grenslitt, Director of Surveys and Awards, at jgrenslitt@centerdigitalgov.com.

Center for Digital Government

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