**Project Outcome for Columbia County Libraries**

**1.** Create an account:

You will need to make a Project Outcome account if you do not have one already. You can sign up at this link: <https://bit.ly/2VNNq8T>

**2.** Find the template in your Survey Management tab:



**3.** Click “Create Survey From Template”.



**4.** This will open a survey. You do not need to change anything in the first screen. Click the purple arrow on the right to move to the next step.



**5. Add your program name, program date, and the location for the respondents. You can choose your library location. You can also add a logo in this area if you wish.**



**6. Add a survey name. This is your unique survey identifier and will not be visible to respondents.**

**7. You cannot edit the custom questions in Step 4, and you will skip to Step 5. Here, you can download the survey to print, or get the online survey link.**



For assistance, contact either:

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