

## Family Survey – Instructions for online version

An online version of the Family Survey is available from Green Communities Canada (GCC), hosted on the Survey Monkey platform.

If you would like to make use of the online version, please contact Green Communities Canada at [stp@greencommunitiescanada.org](mailto:stp@greencommunitiescanada.org) to request that a survey be set up for your school.

### How does the online version work?

GCC will set-up a copy of the online Family Survey dedicated for your school and email you three unique links for you to use to administer the survey:

- A **Parent Link** to be provided to the parents and guardians who you want to fill in the survey. Normally this would be done by the School Administration through the school's email, website and newsletter.
- A **Data Entry Link** for you as the administrator to enable you to enter any survey responses that you gathered through paper copies of the survey.
- A **Results Link** for you to view the status of survey responses and instant results of surveys in Survey Monkey.

Once you are satisfied that all survey responses have been collected, you will notify GCC to close the Parent Link. GCC will then send you the survey data as a Survey Monkey Summary Responses (pdf) and as a spreadsheet (excel).