

# Go Fetch!

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## Getting Started Page 1 of 2

Sometimes, it can be hard knowing where to start with questionnaires and surveys. Here are some points to help you get started:

1. What information do I want to gather?
2. Who do I want to get the information from?
  - a. Is this a specific group of people that I already have email addresses and details for? OR
  - b. Is this a wide group of people from the general public?
3. Survey timing
  - a. When and how long do I want to run the questionnaire for? OR
  - b. How many responses would I like? (And close the survey when this number is reached.)

### Survey lessons online

This lesson is part of a collection that can be found on [www.gofetch.net.nz](http://www.gofetch.net.nz).

If you have any questions, please leave a comment on the website so we can help you out!

#### Tip:

If you answered 2a you will do a Secure survey. If you answered 2b you will do a Public survey.

### Checklist

This will ensure you have all the details to start your questionnaire.

Survey Name: \_\_\_\_\_  
(What it is called in Go Fetch! So it is easy for you to find later)

Survey Title: \_\_\_\_\_  
(The title that people see while answering the survey)

Survey Introduction: (Most surveys start with an introduction paragraph) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Invitations: Yes / No (You must have invitations for Secure surveys. Optional for Public Surveys)

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### Checklist cont...

Invitation text: (Should motivate respondent to reply, should address who is requesting data, what will be done with data, confidentiality issues, suggest timeframe for responding, indicate whom to contact with questions about the survey, give an estimate of how long it takes to complete, incentive)

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Email Reminders: Yes / No (You can send up to 2 reminders through Go Fetch!)

Thank you text at end of survey: \_\_\_\_\_

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Open date: \_\_\_\_\_

Close date: \_\_\_\_\_

