

Moderator Creating a Crowd Survey

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From the Project Dashboard, click the **Add Event** button

You're well on your way! Click **Next** for the next step.

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Select the green box that says **Crowd Survey**.

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Next you will give your event a Public and Private Name. The Public Name can be viewed by any user. The Private name is not visible to respondents. Select the timezone that the project's open and close

dates will be based off of. Finally click **Create Event**.

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Click the event's Title or **View** to enter into the event and begin setting everything up! Alternatively if you have a place you know you want to jump to, you can click the arrow next to view event.

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Click **Edit** to begin adding questions for the respondents to complete.

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Click the drop down and select the question type. Your choices are text, notice, multiple choice, multiple answer, matrix multiple choice, matrix multiple answer, media response, QualLaborate, drag & drop ranking, media multiple choice, media multiple answer, card sort, screen recording, number, continuous sum, and external survey link.

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The first text box is the task title to identify the question (this is visible to the respondents). The second box is the area for you to put the instructions of the task for the respondent to complete.

You can click the **Attach** button to add media to your task for respondents. To see a list of accepted media, go [here](#).

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Click **Save**, and that's it! You've made your first question!

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