

Manage questionnaires

Version 2.0, 27/09/2013

Introduction

This guide describes how to create questionnaires in order to evaluate events in Eventor.

It is often useful to collect opinions and feedback from participants in a competition. Based on the comments and opinions it can be better for the organiser to receive conclusions and identify areas for improvement that could enable the club's next event to be of a higher quality.

How does it work?

The questionnaires in Eventor consist of a number of questions that have either multiple-choice character or free text character, or both.

*Example of multiple-choice question: "What is our opinion about the course setting?",
With response alternatives "very good" / "good" / "approved" / "bad" / "very bad" / "no opinion".*

Example of free text query: "Is there anything further that you want to highlight?"

The questions can be defined both on organisational level (federation, state and club) and for events. The questions at the organisational level are reused in all events arranged by the organisation, while the questions on the event level are used only for the event for which it is defined.

This way you can set up a standard library of questions (at organisational level) and supplement with event-specific questions (at event level).

Questions defined for an organisation comply with all the underlying organisations. This means that the questions Swedish Orienteering Federation (SOFT) defines will also be available in at state level and questions defined by SOFT and the state will be available at club level. The effect of this is that participants can fill out questionnaires, although the event organisers have not entered any of its own questions. Only SOFT and state questions will be used. That means no action from the organiser is needed for activating the function.



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Define questions at organisational level

You need to be logged in and have the role of *Event manager* to define questions at an organisational level. Select *Event administration* → *Participants questionnaires* in the menu to get an overview of questions at the organisational level.

Click *Add question* in the top menu. The following page appears:

Edit organisation question

Organisation → Söders-Tyresö

Event classifications

- Championship event
- International event
- National event
- Regional event

Question text (svenska)

Question text (English)

Answer options type: grade (very good - very poor)

Enable comments:

Sort order

Active:

Save Cancel

Event classifications: Here you fill in for which type of events the questions will be used. All event types except local competition and club competition are available to be select.

Question text: Enter a query text in Swedish, respective in English. If the English field is left blank questions will appear in Swedish also for users who have chosen English as the language of Eventor.

Answer options type: Here you select the response options to be defined.

- **Grade:** Allows the user to select between *very good*, *good*, *fair*, *bad*, *very bad* and *don't know / not applicable*. All options except *don't know / not applicable* have a numeric value from 1 (very poor) to 5 (very good) attached to it. In this way, an average value of the responses is calculated.
- **Yes / no:** Allows the user to select between *yes*, *no* and *no opinion*.
- **Options:** Allows you to define your own answer options in Swedish and English. Enter one answer per line in the text box *Alternatives*. If English is excluded, the answer options are shown in Swedish for users who have chosen English as the language of Eventor.

If you want to assign a numeric value to an answer in order to calculate the average value of the received answers, type a semicolon followed by the desired integer value in end of the row, e.g. *My answer;3*.

- **Text only:** Provides no answer options for the user, but only displays a text field.

Enable comments: For any kind of answer options besides only the free comment fields there is the ability to allow the user to enter comments in addition to your chosen answer.

Sort order: Determines the query order relative to other questions in a survey. Note that the questions at the organizational level always come before the questions of competition level, and that the questions from an organization higher in the hierarchy (eg, a district associations) always come before questions from an organization lower in the hierarchy (eg a club), regardless of the value entered here. The questions where the sort order is not specified port last.

Active: If a question can no longer be used, tick one from this box. The question will still remain in the already completed surveys.

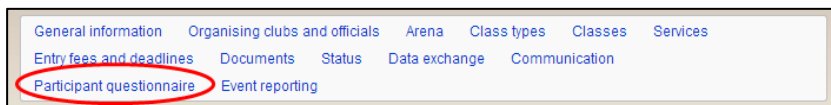
Once all the data are saved, click on *Save*.



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Define questions for events

Search for the desired event via *Event administration* → *Club events* in the menu. At the event's administration page, click on *Participant questionnaire*.



The following page appears:

Participant questionnaire questions for Söders-Tyresö, medeldistans

[+ Add question](#) [Show question set for Söders-Tyresö](#) [Guide: Manage questionnaires \(Swedish only\)](#)
[Back](#)

This page lists all questions for the event. The *Source* column shows the source of the question, which is either an organisation or this event. You can exclude organisation questions for this event by unchecking the *Inkl* checkbox. This can only be done for questions having their source in the current or a descendant organisation.

Introduction texts

Introduction text (svenska)	Hjälp oss att göra våra arrangemang bättre genom att svara på ett antal frågor. Det tar bara några minuter. Tack på förhand!	i
Introduction text (English)	Help us making our events better by answering a number of questions. It only takes a few minutes. Thank you in advance!	i

Source	Question	Order	Incl
Svenska Orienteringsförbundet	Svenska: Hur var informationen om tävlingen på nå... English: How was the pre-information about the ev...	10	<input checked="" type="checkbox"/>
Svenska Orienteringsförbundet	Svenska: Hur var vägbeskrivningen och skyltningen... English: How were the driving directions and sign...	20	<input checked="" type="checkbox"/>
Svenska Orienteringsförbundet	Svenska: Hur var parkeringen med avseende på köer... English: How would you rate the car parking (queu...	30	<input checked="" type="checkbox"/>
Svenska Orienteringsförbundet	Svenska: Hur bedömer du att tävlingsarenan var pl... English: How were the planning and signposting of...	40	<input checked="" type="checkbox"/>
Svenska Orienteringsförbundet	Svenska: Vilket betyg vill du ge till banläggning... English: How would you rate the course setting?	50	<input checked="" type="checkbox"/>

Introduction text fields are prefilled with a standard text. If you want you can enter your own text in Swedish or English that appears at the top of the filling in the questionnaire. If the English field is left blank, the introduction text appears in Swedish for those users who have chosen English as the language of Eventor. Remember to click on *Save* at the bottom of the page when you change the text.

Click on *Add question* in the toolbar to create a question for the event. You fill in the information in essentially the same manner as described in the section *Define questions at the organisational level*. Click *Save* when you are done.

In the tool bar, you can also choose to go to the page to create organisational level questions, which can be reused in all club's competitions. Click *Show question set for "Clubname"*.

As participant, you can fill in the questionnaire from the day the event starts until the tenth day after the event. The event information page shows a box with a link to the questionnaire.

If any answers are received from the participants, the link *Response summary* is shown in the tool bar.



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Summary of received answers

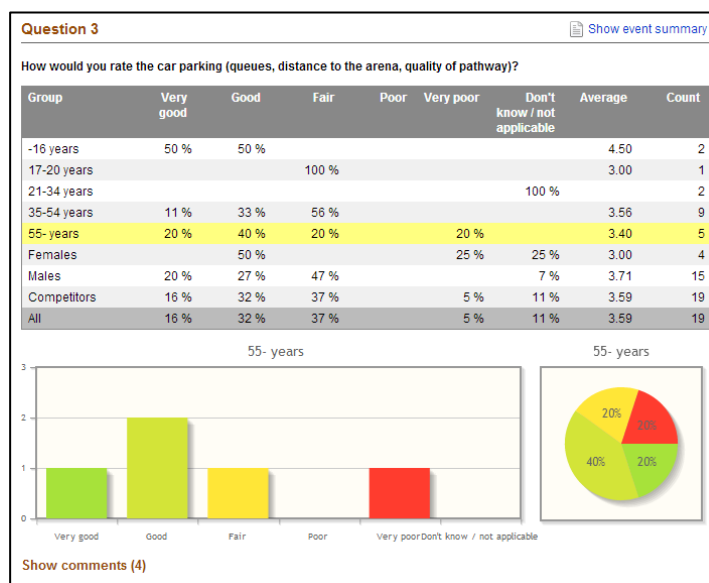
The answers are compiled in two ways: per race and per question.

Summary per race

The compilation per race includes all answers from a certain event. It is accessed via the link *Response summary* on the page where definitions of questions are made at a competition level, or via the box *Participant questionnaire* on the right side of the event information page.

For each question, there is shown the division of answers and comments (if there are any), in both tabular and graphical form. Also, a division into different subgroups (gender, age, etc.) is shown. By holding the mouse cursor over each group / row, a filtration is made for that group/row.

Note that all users, including non-logged-in, access to the compilation. However, the Eventor role of *Event organiser* in the organising club is required to see the text comments.



Summary per question

Questions at the organisation level are reused as described above for several events.

To see a summary of a particular question for several events, click *Event administration* → *Participant questionnaires* in the menu.

For multiple choice questions, click the *Report* link next to the question you want to see a summary of.

By default, the most recent events are shown. To filter for a certain group, select group in the *Group* drop down box.

You can also make a search for events. Note that you only have access to the events for your own organisation and any underlying organisations.

To see event averages, from the page with questions on an organisational level, click *Show event averages* in the top menu.

