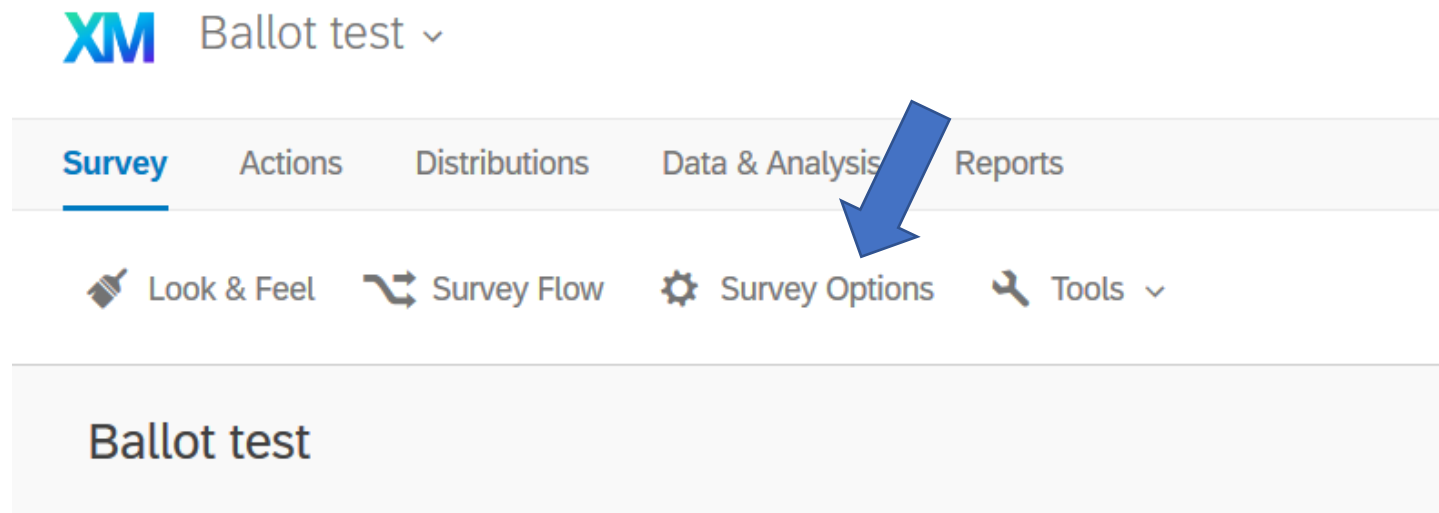
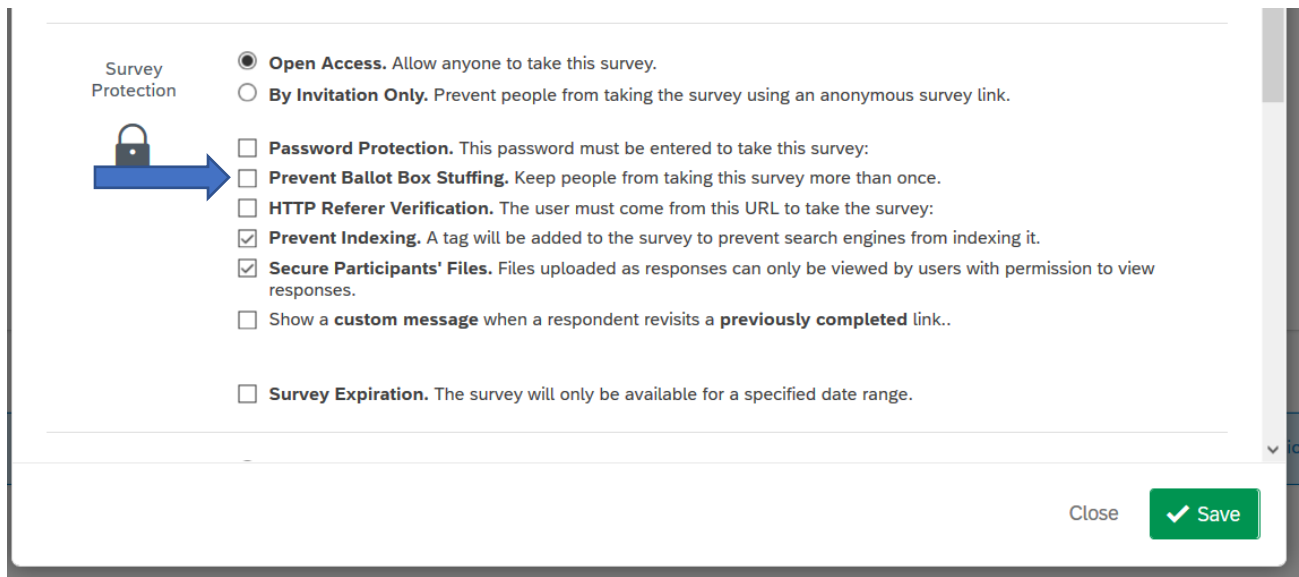


Setting up an anonymous ballot in Qualtrics

1. Before starting your ballot click on survey options



2. Then click on prevent ballot box stuffing this prevent user for voting more than once. Click save.



3. We will start with a multiple choice question this is what we will use for our candidates.

Ballot test

iQ Score: Great

Change Question Type

Multiple Choice

Block Options

Choices

3 Edit Multiple

Automatic Choices

Position

Vertical

Horizontal

Import Questions From...

Create a New Question

Add Block

Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

By click on the choice you will be able to type in text.

You can Increase or decrease the number of candidates here.

XM Ballot test

Survey Actions Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools

Ballot test

Click on distributions

Click on Web

How do you want to distribute your survey?



Email



Web



Social



Mobile



Online Panel

Embed your survey link on a website

Use Anonymous Link

Target specific customers on your website or app

Click on use anonymous link

- Distribution Summary
- Anonymous Link**
- Emails
- Personal Links
- Social Media
- Offline App
- QR Code

Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.

https://ecu.az1.qualtrics.com/jfe/form/SV_5oRtI8Y9PTeq2e9

Customize Link

Use link to send out to voters.