

Step by Step Guide to the 2015 LETR Survey

Before commencing the 2015 LETR Survey process, please ensure that the Internet Browser you are using is one of the following:

GOOGLE CHROME

MOZILLA FIREFOX




SAFARI

DO NOT USE MICROSOFT INTERNET EXPLORER

(Both Google Chrome and Mozilla Firefox are free downloads available on the internet – Safari is an Apple product that comes pre-installed on Macs and iPads)

1. Go to the LETR website <http://www.lettr.org> and click on the Nominations & Surveys tab at the top of the main page.
2. There are three tabbed sections on the Nominations & Surveys page – ELECTIONS, AWARDS and SURVEYS. Click on the SURVEYS tab.

At the bottom of this section are three buttons as shown below:

 Step by Step Guide	→	View this document
 Download Survey Form	→	Download the 2015 Program Survey Return
 Submit Survey Form	→	Commence the on-line survey submission

3. The 2015 Program Survey Return is a Microsoft Excel spreadsheet containing a series of questions about awareness and fundraising activities undertaken by your program during 2015. The Survey Form has been designed so that you can use the 'TAB' key to navigate from field to field. The fields requiring a response are clearly marked in light blue. It is not necessary to complete every field.

The Survey Form is broken down into five parts:

PART 1 - CONTACT INFORMATION

Name, Phone and Email contacts for the LETR Director, Special Olympics Liaison and the person submitting the return.

PART 2 - TORCH RUN ACTIVITIES

Information about the number of people engaged in Torch Run activities in 2015

PART 3 - COMMUNICATIONS

Information about websites and social media accounts used by your program

PART 4 - FUNDRAISING REVENUE

Information about the fundraising activities undertaken by your program in 2015

PART 5 – OTHER INFORMATION

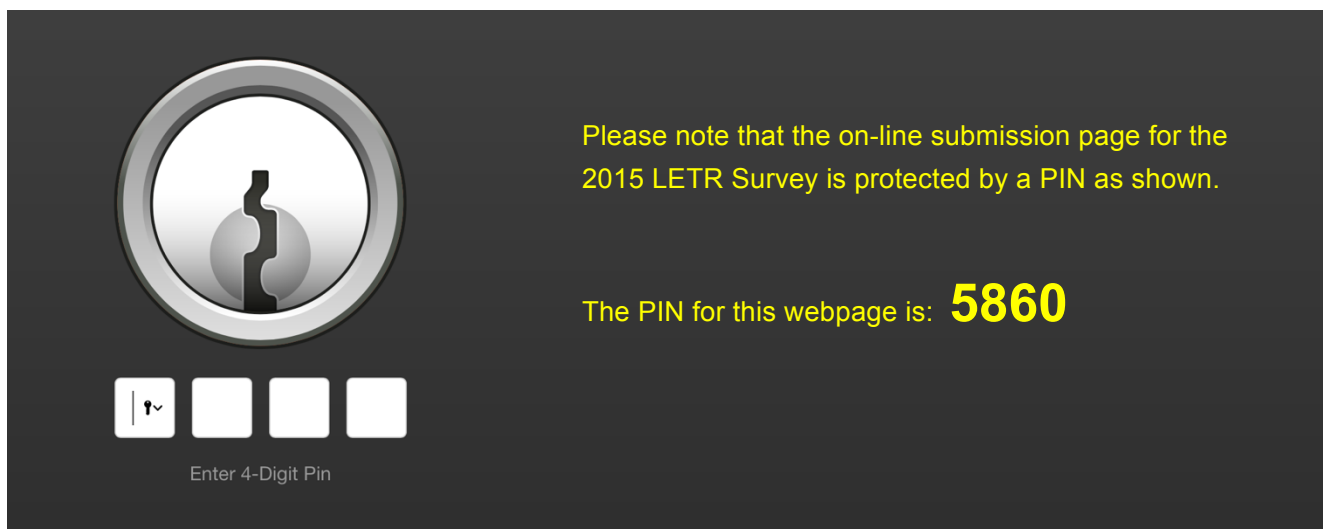
Information about Value in Kind donations, LETR liaisons and Sponsors

Once you have completed the survey, save a copy of the file with a name reflective of your program (2015 LETR Survey – New South Wales.xlsx as an example).

4. When the Program Survey Return has been completed, return to the Survey page on the LETR website and click on the 'Submit Survey Form' button to commence the submission.

You will be taken to a page which looks like that displayed below. Please note that the page is protected by a PIN.

The PIN for this webpage is shown below.



5. The on-line submission process has been designed to be as easy as possible. You will be required to enter basic details about yourself (Name, Email Address and Program Name) and then add the Program Survey Return as an attachment. Once complete, click on the SUBMIT button. You should receive a pop up message, followed shortly afterwards by a confirmation email.

PROBLEMS WITH ON-LINE SUBMISSION?

If you did not receive either the pop up message or the confirmation email, you should assume that your submission did not go through.

THINGS TO THINK ABOUT

What Browser are you using?

Did you complete all mandatory fields in the form?

Was your email address correctly entered?

NEXT STEPS

Try submitting the form once again.

If that fails, try from a different computer and see what happens.

If you are still having no luck, please contact Scott Whyte (the LETR website administrator) by email (he lives in Australia) and he will do his best to troubleshoot the problem with you.

To contact Scott, send an email to:

scott.whyte@letr-nsw.org