

Veracio Quick Start Guide

Welcome to Veracio — an online tool that will help you create surveys and accurately interpret your results by using weights to summarize survey responses.

This is our **Quick Start Guide**. For more detailed information on configuring and sharing your survey, check out our other tutorials available at the [Veracio website](#)

There are three basic stages to using Veracio:

1. Create a Survey
2. Collect Responses
3. Analyze Results

In this **Quick Start Guide**, we'll give you a brief overview of the first stage, outlining the steps to getting your first survey into the field. Let's get started!

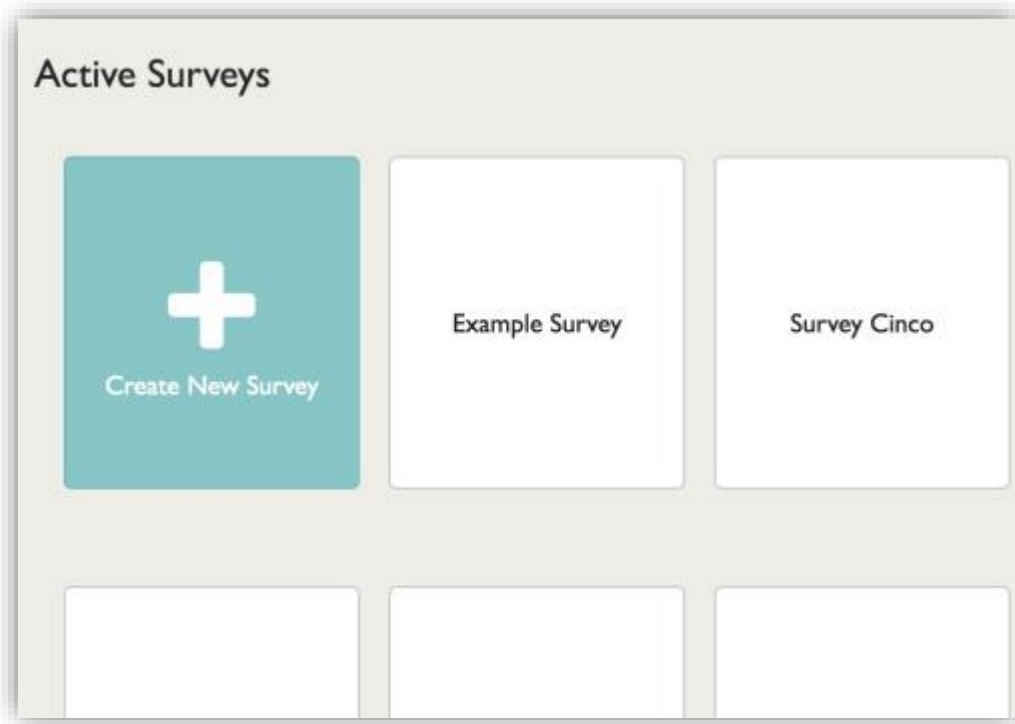
1. Sign In and Create a New Survey

When you arrive at the [Veracio Survey website](#), you will be asked to enter your email and password. If you don't have an account, click on the link at the bottom of the screen to sign up.



The screenshot shows the Veracio login interface. At the top center is the Veracio logo, a stylized 'V' with a red and blue gradient. Below the logo, the text "Welcome to Veracio" is displayed in a large, bold, black font. Underneath, there are two input fields: "Email" with the text "test@veracio.org" and "Password" with a masked password "*****". A blue "Sign In" button is positioned below the password field. At the bottom of the form, there are two links: "Don't have an account? Sign Up!" and "Forgot Password?" in a smaller, blue font.

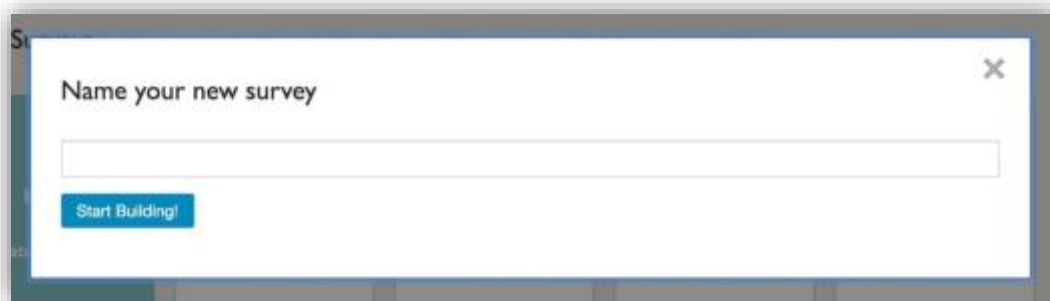
Once you've signed in, you'll arrive at your main dashboard where you'll find all the surveys you've created. To create a new survey, click on the "Create New Survey" button.



2. Name Your Survey

Give your survey a name. This text will be displayed as at the top of your survey as the title your respondents see.

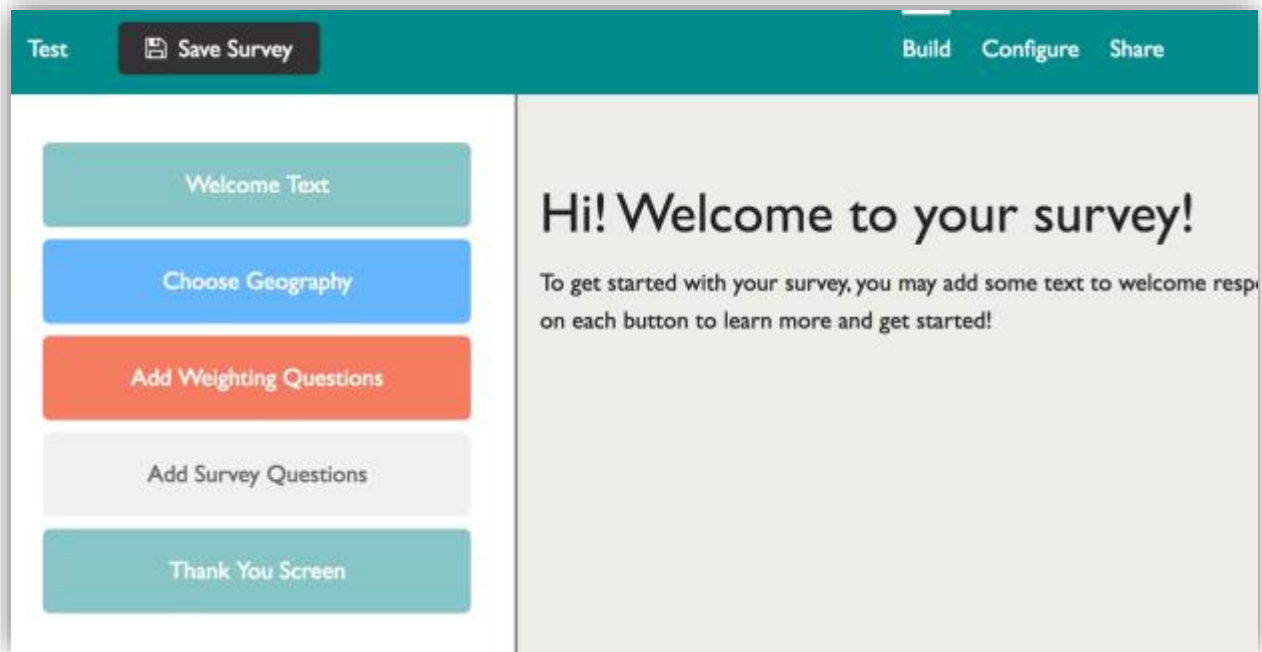
The name of your survey should make it easy for your respondents to understand what it's about and for you to differentiate it from any other surveys you create.



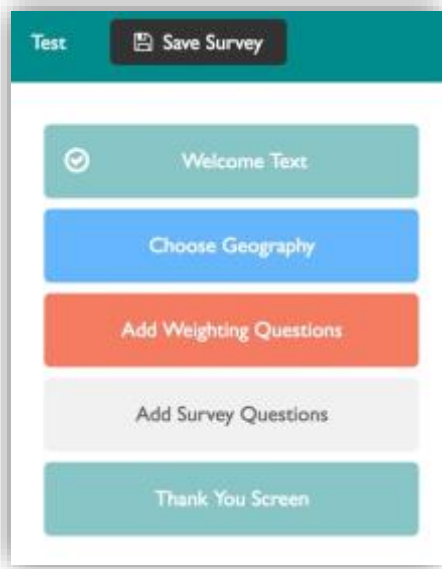
3. Build Your Survey

Click on each of the tasks buttons:

- Welcome Text (optional)
- Choose Geography (required)
- Add Weighting Questions (required)
- Add Survey Question(s) (minimum of one)
- Thank You Screen (optional)



Follow the prompts to customize your survey. You'll notice a checkmark in each box as the tasks are completed. You cannot publish your survey until all **required** tasks are complete.



Make sure to save your progress as you go, so your work isn't lost if you need to take a break and come back later to complete your survey.

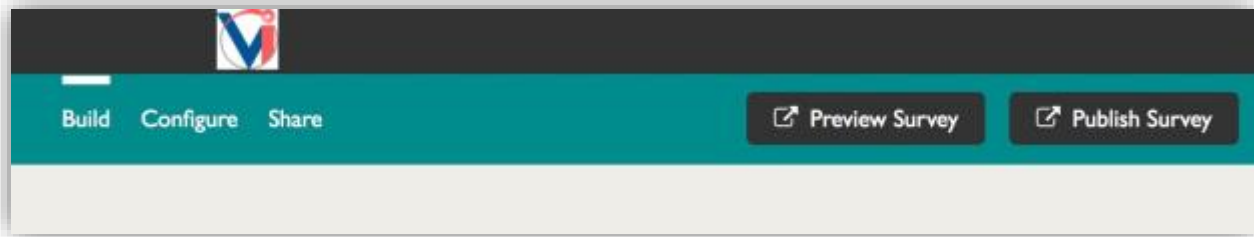
4. Save Your Survey

Once you've finished customizing your survey and added all the questions you want to include, click the "Save" button.

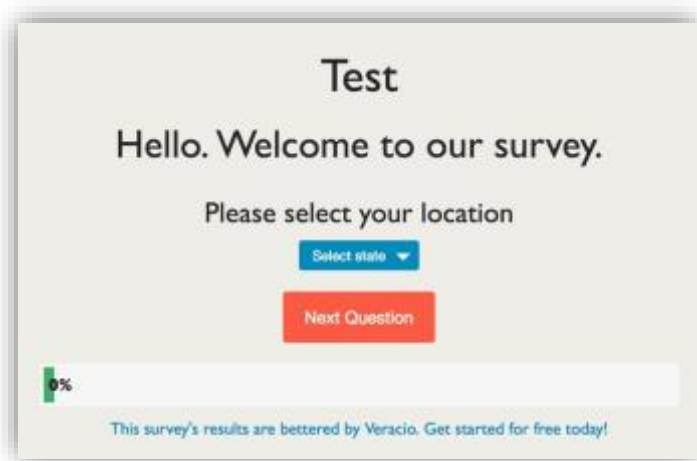
Of course, you can (and should!) save your survey at any stage of customization. (We encourage you to do so to reduce the risk of losing your work.)

5. Preview and Publish Your Survey

Now that you've finished building and customizing, you can preview and publish your survey. Both of these actions can be taken by using the buttons in the top right side of your screen.



Clicking the “Preview Survey” button will take you to a new window where you can preview your survey as it will be sent out.

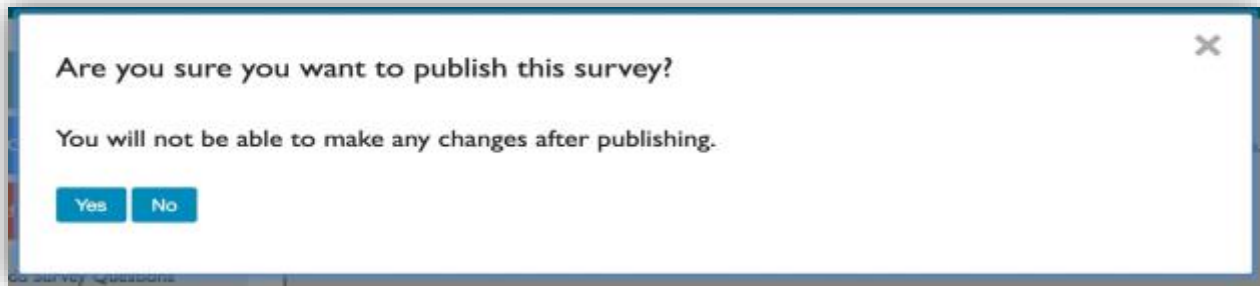


This lets you see what your survey will look like to respondents and make any necessary changes. Check carefully for typos or errors and to ensure that all the necessary questions have been included.

To make changes to your survey, close the preview window and click on the appropriate section in the builder (Welcome Text, Choose Geography, Add Weighting Questions, Add Survey Questions, Thank You Screen) and edit as needed.

Make sure to save all your changes!

Clicking the “Publish Survey” button will prompt you to confirm you’re ready to publish your survey. **Warning: once your survey has been published, you cannot make any edits or changes.**



6. Share Your Survey

Under the “Share” tab in at the top center of your screen, you can access the many ways Veracio offers to share your survey with potential respondents:

- You can copy and paste the survey’s link to use within your own materials
- You can share your survey using your social media accounts
- You can use the embed code if you wish to the embed the survey on your own site



Congratulations!

You’ve just published your first survey with Veracio! That’s all there is to it. We’ve made every effort to make this online tool intuitive and simple to use, but we’re always here to help if our Quick Start Guide hasn’t answered all your questions.

If you still have questions about creating a survey with Veracio, we're always here to help. Reach out to our support team via [email](#) or on [Twitter](#).