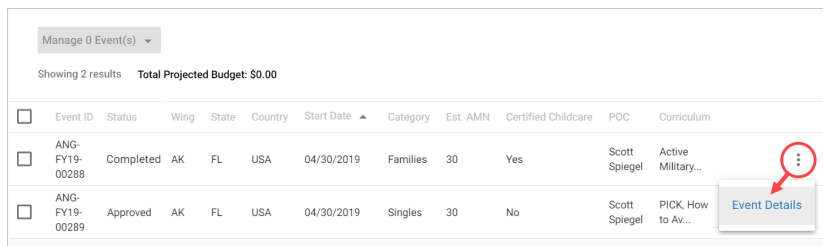


1 FINDING USERS:

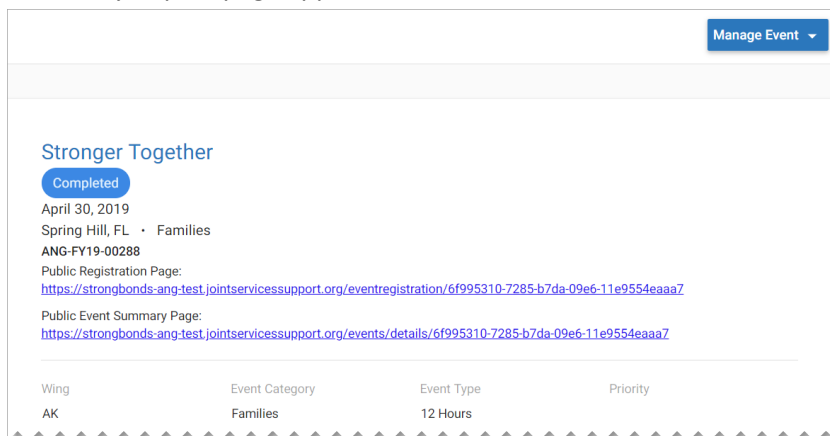
Users can search for other users using the *User Management* page.

1. Click *Event Management* in the Strong Bonds ANG menu bar.
2. Use the filter sidebar to locate events that have a *Completed* status.
3. Click the *Menu* icon next to the event you are interested in and select *Event Details* from the drop-down.



Event ID	Status	Wing	State	Country	Start Date	Category	Est. AMN	Certified Childcare	POC	Curriculum
ANG-FY19-00288	Completed	AK	FL	USA	04/30/2019	Families	30	Yes	Scott Spiegel	Active Military...
ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Singles	30	No	Scott Spiegel	PICK, How to Av...

4. On the *Event Details* page, click *Survey Report* in the left sidebar. The *Survey Report* page appears.



Stronger Together
Completed
April 30, 2019
Spring Hill, FL · Families
ANG-FY19-00288
Public Registration Page:
<https://strongbonds-ang-test.jointservicesupport.org/eventregistration/6f995310-7285-b7da-09e6-11e9554eaaa7>
Public Event Summary Page:
<https://strongbonds-ang-test.jointservicesupport.org/events/details/6f995310-7285-b7da-09e6-11e9554eaaa7>

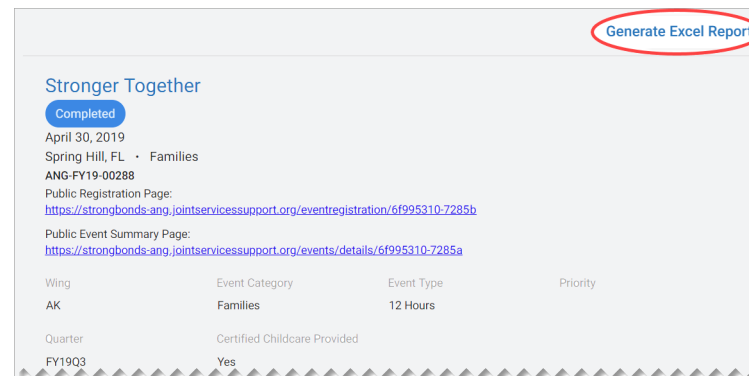
Wing	Event Category	Event Type	Priority
AK	Families	12 Hours	

5. Scroll down to the *Survey Results* section of the *Survey Report* page.
6. Review all the information featured in the *Pre-event Survey*, *Post-event Survey*, *Post 6 month Survey*, and *Post 12 month Survey* sections.



Survey Type	Sent	Responses	Not Answered
Pre-event Survey	3	0 (0%)	3 (100%)
Post-event Survey	2	2 (100%)	0 (0%)
Post 6 month Survey	2	2 (100%)	0 (0%)
Post 12 month Survey	2	2 (100%)	0 (0%)

7. Click *Generate Excel Report* in the top-right corner of the *Survey Report* page.



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Public Event Summary Page:
<https://strongbonds-ang-test.jointservicesupport.org/events/details/6f995310-7285-b7da-09e6-11e9554eaaa7>

Wing	Event Category	Event Type	Priority
AK	Families	12 Hours	

Quarter	Certified Childcare Provided
FY19Q3	Yes

NOTES:

- Pre-event surveys are emailed to attendees the moment their registration is approved and can be filled at any time until the day of the event.
- Post-event surveys are sent out to attendees after the event ends.
- Post-event surveys can be filled at any time until the 30 days after the event's start date.
- Post-event surveys are also sent out to attendees 6-month and 12-month after the event ends, respectively.
- Both the 6-month and 12-month Post-event surveys can be filled at any time until the 30 days after receiving these surveys.
- All surveys have a shortened URLs that are reusable and can be distributed to attendees.
- Pre-event survey links are generated when an event attains a *Pending Approval* status. All other surveys are generated once their requirements are met i.e. post-event survey links are generated once the event ends and the Post 6-month/Post 12-month links are generated after 6/12 months after the event ends.