



# Collective Survey Tool and Reporting Dashboard

## User guide

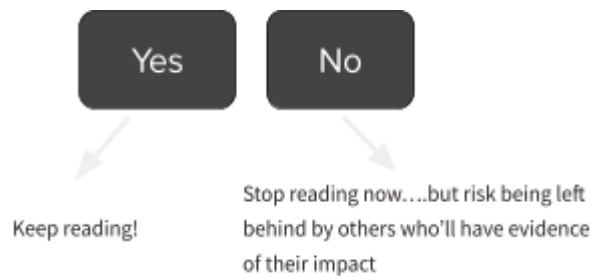
User guide to the State of Life Collective Survey Tool and Reporting Dashboard for the Sport for Development Coalition. This guide is primarily for the administrator of the system but with sections that can also be used by individual groups

---



## Welcome to the User Guide for the State of Life (SoL) online Collective Survey Tool and Reporting Dashboard reporting tools.

**Do you want to collect data to understand the difference you really make?**



This user guide shows you the basic steps to begin collecting data today. It assumes you work in the Sport for Development sector.

We will take you through the following:

- 1. About the Collective Survey Tool and Reporting Dashboard**
- 2. How to get the best possible response and sample size**
- 3. The survey questions**
- 4. How to login for the first time**
- 5. How to edit the survey (for system administrators)**
- 6. How to share the survey**
- 7. How to look at your data**
- 8. Bulk uploads from other survey tools**
- 9. Comparing your data to national averages**
- 10. FAQs**

# 1. About the Collective Survey Tool and Reporting Dashboard

The survey and dashboard are the result of an ongoing collaboration between the Sport for Development Coalition and State of Life.

## 1.1. Methodology

We aim to democratise and demystify measuring social impact to make it more accessible, affordable and practical for small groups.

We use questions from UK population surveys to create surveys, which participants then complete. You can track how participants improve over time but also how they compare to the national data so you can evidence the difference you really make.

## 1.2. Technology

These surveys are deployed through a Progressive Web App (PWA) developed by State of Life and Impact Reporting. **Surveys can be completed on tablets, laptops or mobile devices** without using up phone memory or needing to be downloaded. The device doesn't need to be online to complete surveys - they can be completed whilst offline and the data will upload to the system when it reconnects to the WiFi. If a group prefers to collect data on paper, a PDF version of the survey can be downloaded and printed off. The data can then be manually entered (through the PWA) when convenient. Contact [support@impactreporting.co.uk](mailto:support@impactreporting.co.uk) for more information.

You can access **Reporting Dashboards anytime that provide live, real time reporting of your outcomes** and you can download charts for DIY reporting of impact. These dashboards can be tailored so you see the data you're most interested in and choose how you see it.

## 1.3. What's so good about it?

The data you collect means you can robustly report the impact of your intervention and see progress over time in a dashboard.

The system administrator (Sport for Development Coalition) can set up unique survey URLs for different groups. This will automatically link the data to that group. The data can then be seen in the dashboard:

1. At the individual group level
2. At the aggregate level for clusters of organisations
3. At the aggregate level for all Sport for Development groups using the survey

None of the other commercially available survey tools enable this functionality. This has the potential to present evidence to advocate and speak to funders of the difference Sport for Development sector can make.

## **2. How to get the best possible response and sample size**

We know it can be a challenge to collect data so we're making it as easy as possible.

### **Why, why and why?**

Why is it worth the effort? Collecting data from the people you work with is the only way to get good evidence that what you do makes a difference, is effective and valuable. It also can help you learn and improve.

### **Collecting data can help you to:**

- Keep your group or activity open and funded
- Give you visibility of who is participating (and where the gaps are)
- Analyse how they feel as a group. Are they happy, trusting, anxious compared to national averages? How does that change over time?
- Assess if you are achieving what you set out to do - get robust data to support/challenge anecdotal evidence
- See where you could improve - make decisions based on evidence
- Motivate and boost morale - demonstrate to participants and staff that it's making a difference
- Communicate achievements to partners, funders and potential funders

### **What's in it for me straight away?**

- Reporting Dashboards - immediately see your outcome data presented visually

- Comparison to national/sector averages
- Potential incentive to improve on last month's/quarter's data (or on sector averages)

### **Boots on the ground are good**

You can send out surveys via email but a face-to-face conversation can go a long way to ensure the people you work with understand why it's important to complete the survey. This can ensure a good sample size (lots of people fill it in) and high data quality that can produce meaningful insight.

### **Who to ask to fill in the survey**

Everyone who participates in your project. The more data the better, although we understand it's unlikely 100% of participants will respond.

The advantage of this approach is that you're asking the people you work with for their feedback. It is not a made up report by consultants - this is fully transparent, real life questions answered by the people you serve.

### **When and how often**

The survey is very short so you can ask it as often as you like. Once a year will be useful but the more often you ask, the more the data can tell you. We recommend quarterly or monthly.

We know data collection can be tricky so we've included a smart question in the survey on how long the person has attended the group. This gives an indication of impacts over time (you expect to see higher scores for those who have attended longer). This means even an annual survey asked only once can reveal change over time.

### **How to ask**

The survey should take 2-3 minutes and is very easy to complete on a phone or tablet. At the start or the end of a session is best - or if you feel able - take participants aside during the session to ask them to complete it. You can reassure your respondents that the results are anonymous - the survey doesn't ask for their name so no-one knows who they are or what they have said. We just want to know how they, as a participant, feel and our analysis does the rest. There's no comeback to them.

### **Sport England helpful tips are here**

This advice is also very helpful (Sections 4, 5, 6). [How to maximise your response rates](#)

**Sample sizes**

Ideally you want to get around 150 - 250 responses to your survey, 50 - 100 is good, and we can offer valuable insight with fewer participants than that. However, as a general rule, the bigger the sample the more meaningful your results and the more confidence you can have in them.

If you have any questions about the survey or how to do it, please contact [ksmith@sportfordevelopmentcoalition.org](mailto:ksmith@sportfordevelopmentcoalition.org).

### 3. The survey questions

#### 3.1. The core questions

The survey design resulted from months of discussion, meetings and collaboration with the Sport for Development sector.

The survey tool is pre-loaded with questions to cover the key outcomes of sport outlined by government (the DCMS Sporting Future strategy) - wellbeing (anxiety, life satisfaction, sense of purpose, happiness), health, physical activity levels, individual development (confidence, resilience), and community development (trust, belonging). Alongside this are some simple demographic questions on age, gender, religion and postcode.

In order to get the balance between ease of completion and useful data - the survey captures all the above in just 24 questions. These questions have been tested by numerous organisations including the Sport for Development Coalition members.

The questions below come from national surveys including Sport England Active Lives and Understanding Society.

OUTCOME		DCMS 5 LABEL	QUESTION	SCALE
1			How long have you been attending this programme?	Less than a month, 1-3 months, 3-6 months, 6-12 months, 1 -2 years, 2 -4 years, more than 4 years
<b>PHYSICAL ACTIVITY, HEALTH AND WELLBEING</b>				
2	Subjective wellbeing	Mental wellbeing	Overall, how satisfied are you with your life nowadays?	0 to 10 where 0 is 'not at all' and 10 is 'completely'
3	Subjective wellbeing	Mental wellbeing	Overall, how happy did you feel yesterday?	0 to 10 where 0 is 'not at all' and 10 is 'completely'
4	Subjective wellbeing	Mental wellbeing	Overall, how anxious did you feel yesterday?	0 to 10 where 0 is 'not at all' and 10 is 'completely'

5	Subjective wellbeing	Mental wellbeing	Overall, to what extent do you feel the things you do in your life are worthwhile?	0 to 10 where 0 is 'not at all' and 10 is 'completely'
6	Health	Physical wellbeing	In general, would you say your health is...	Excellent, Very good, Good, Fair, Poor (USOC)
7	Physical activity	Physical wellbeing	Thinking about sport/exercise in general. How much do you agree or disagree with these statements?  I find sport/exercise enjoyable and satisfying	Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree, Can't say
8	Physical activity	Physical wellbeing	In the past week, on how many days have you done a total of <b>30 minutes</b> or more of physical activity, which was enough to raise your breathing rate?  <i>This may include sport, exercise, and brisk walking or cycling for recreation or to get to and from places. Include physical activity in and out of school/college and as part of your job etc</i>  Please circle the relevant number: 0-7	(0-7)
9	Physical activity	Physical wellbeing	In the past week, on how many days have you done a total of <b>60 minutes</b> or more of physical activity, which was enough to raise your breathing rate?  <i>This may include sport, exercise, and brisk walking or cycling for recreation or to get to and from places. Include physical activity in and out of school/college and as part of your job etc</i>  Please circle the relevant number: 0-7	(0-7)
10		Physical wellbeing	Of the days in the past week that you did sport or physical activity how many of those days were at this group?	(0-7)
11		Individual development	If you are doing sport and exercise, most of the time are you doing this:	As part of a team, group or club or Mostly on my own
<b>INDIVIDUAL DEVELOPMENT</b>				
12	Resilience	Individual development	I can usually solve my own problems	Strongly agree, Agree, Disagree, Strongly disagree



13	Resilience	Individual development	To what extent do you agree with the statement 'I can achieve most of the goals I set myself'	Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree
<b>COMMUNITY DEVELOPMENT</b>				
14	Loneliness/Socialising	Community development	Thinking about your friends - how much can you rely on them if you have a serious problem?	A lot, somewhat, a little, not at all
15	Social mixing	Community development	What proportion of your friends are of the same ethnic group as you?	All the same as me, More than a half, About a half, Less than a half, Don't have any friends
16	Belonging	Community development	How strongly you agree or disagree with the statement - 'I feel like I belong to this neighbourhood'.	Strongly agree, Agree, Neither agree/disagree, Disagree, Strongly disagree
17	Trust (local)	Community development	To what extent do you agree or disagree that most people in your local area can be trusted?	Strongly agree; Agree; Neither agree/ disagree; Disagree; Strongly disagree; Don't know
18	Volunteering	Community development	Have you volunteered (given unpaid help) in the last 12 months?	YES / NO
19	Volunteering	Community development	Over the last 12 months, how often have you done something to help sports groups, clubs or organisations.	1. At least once a week, 2. Less than once a week but at least once a month, 3. Less often than once a month?
<b>DEMOGRAPHICS</b>				
D1	What is your age			Free text.
D2	What is your gender?			Female Male Transgender Other Prefer not to say Prefer to self describe
D3	Which one of the following best describes your ethnic group or background? (Please select one option)			White; Mixed; Asian or Asian British; Black or Black British; Other Ethnic Group

D4	What is your religion?	No religion Christian (including Church of England, Catholic, Protestant and all other Christian denominations) Buddhist Hindu Jewish Muslim Sikh Any other religion
D5	Do you have any physical or mental health conditions or illnesses that have lasted or are expected to last 12 months or more?  (If yes) Does this disability or illness affect you in any of the following areas?	Yes No Prefer not to say  Long term pain, Hearing, Chronic health condition, Learning, Mobility, Speech, Dexterity, Behavioural, Mental health, Visual, Breathing, Memory, Other, Prefer not to say
D6	Full postcode	

### 3.2. Additional modules

In addition to the core questions, there are optional question modules that may be particularly relevant to the people you work with. If you're interested in these then speak to your system administrator (Sport for Development Coalition) to find out more.

#### **Short Warwick-Edinburgh Mental Wellbeing Scales (SWEMWBS) adult mental health model<sup>1</sup>**

This is a list of seven well-established questions that go into more detail around mental wellbeing.

<sup>1</sup> <https://warwick.ac.uk/fac/sci/med/research/platform/wemwbs/>

OUTCOME	DCMS 5 LABEL	QUESTION	SCALE
Subjective wellbeing (SWEMWBS)	Mental wellbeing	Please tick the box that best describes your experience of each over the last 2 weeks...	None of the time, Rarely, Some of the time, Often, All of the time
		Feeling optimistic about the future	
		Feeling useful	
		Feeling relaxed	
		Dealing with problems well	
		Thinking clearly	
		Feeling close to others	
		Able to make up own mind	

### Youth supplementary questions

This is a set of additional youth questions to capture attitudes to education, truancy, confidence and aspirations for the future. This set of questions can be useful for projects that have a specific outcome around improving education and employment outcomes as intermediate measures on the way to qualifications and employment (which would need to be measured by linking to third party data and this is not always possible or practical).

OUTCOME	DCMS 5	QUESTION	SCALE
Aspirations/ attitude to education	Individual development	Would you like to go on to do further full-time education at a college or university after you finish school?	Yes, No
Aspirations/ attitude to education	Individual development	How important do you think it is for you to do well in your GCSE exams or National Qualifications (if you live in Scotland)?	Very important, important, Not very important, Not at all important

Aspirations/ attitude to education	Individual development	The age young people must stay in education or training differs somewhat across the UK. What would you most like to do when you have completed your final GCSE / National Qualification year at around age 16?	Get a full-time job Stay at school or college to do A levels/Highers Get an apprenticeship Do some other form of training Do something else Don't know
Aspirations/ confidence related to employment	Individual development	How likely is it that you will be successful and get ahead?	0% to 100% with end points labelled: 0% labelled 'No chance will happen' and 100% labelled 'Totally likely to happen'.
Aspirations/ confidence related to employment	Individual development	How likely is it that you will find a job in your field?	0% to 100% with end points labelled: 0% labelled 'No chance will happen' and 100% labelled 'Totally likely to happen'.
Truancy	Individual development	In the last 12 months, have you ever played truant?	Yes, No

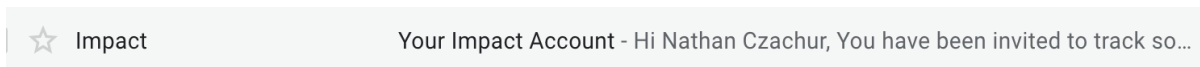
## 4. How to login for the first time

### 4.1. Getting an invite

1. If you don't have an account already, you need to ask your system administrator (Sport for Development Coalition) to invite you. They will need the following information:

- Your first name
- Your last name
- Your email address

2. Once you have submitted your invitation, you will receive an email. NOTE: Please check your spam folder if you don't receive one. It will look like this:



3. Click the “Get Started” button in this email to go to the activation page.

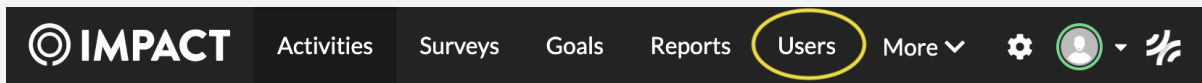
4. Enter a secure password and click the “Activate” button to submit the form. This will forward you an empty State of Life activities page.

**For the system administrator** (Sport for Development Coalition)

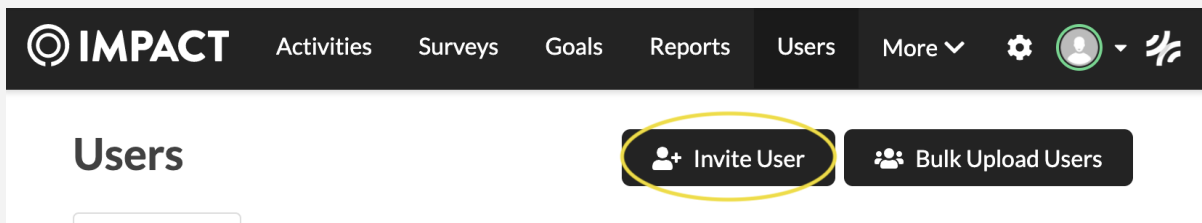
#### 4.2. Sending invites

If you have been asked to invite a user, make sure you have their email address and name, then:

1. Log into the tool at: <https://app.impactreporting.co.uk/login>
2. Click “Users” in the top navigation bar.



3. Click the black “Invite User” button. If you don't see this, you do not have permission to invite users. Ask your SoL contact to invite the user instead.



4. On the invitation form:

- Enter first name
- Enter last name
- Enter email address

5. Set Role to “Reporter”, as this will enable the organisation to see the survey and responses but does not provide editing rights.

6. Finally click the “Invite” button to send an email invite to them. It is important to use a consistent brand (e.g. Sport for Development Coalition) and tone of voice to ensure the respondents engage and gives the best chance of a good response.

**The system is intuitive and easy to use so please get stuck in and try things.**

**If you get stuck, the guidance below is all the detail and guidance you need as a user or administrator to amend a survey, set up survey URLs, and distribute them to multiple users.**

## **5. How to edit the survey (for system administrators)**

### **The Sport for Development Coalition Collective Survey Tool**

The Collective Survey will be the default option when you get your login. The whole purpose of this survey is that everyone manages the same outcomes with the same methods to ensure consistency and enable sector wide impact reporting. We therefore suggest no questions are removed.

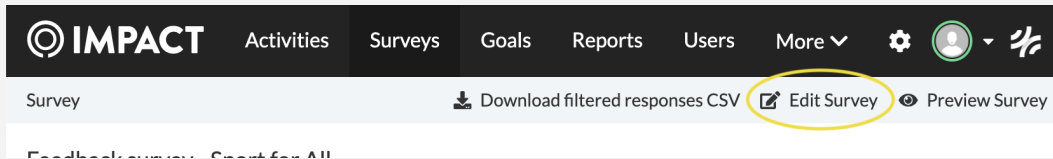
The Sport for Development Coalition can add questions if agreed by the coalition so get in touch with [ksmith@sportfordevelopmentcoalition.org](mailto:ksmith@sportfordevelopmentcoalition.org) if you'd like to suggest a new question.



**For the system administrator** (Sport for Development Coalition)

How to add a question:

1. Navigate into the survey builder and click the “Edit survey” button, then click the “Next: Survey Questions” button.



2. Click the “+ Add New Question” button in the centre of the page.
3. You will see a new item appear:

The screenshot shows a configuration form for a 'Multiple choice (Radio buttons)' question. The form includes the following fields and options:

- Question:** A text input field with a character count of 0/510.
- Type:** A dropdown menu currently set to 'Multiple choice (Radio buttons)'.
- Help Text:** A text input field with a placeholder: 'Text shown under the question to add supporting text to the question.'
- Required:** A checkbox that is currently unchecked.
- Allow Other Choice:** A checkbox that is currently unchecked.
- Options:** A section containing a text input field with 'Option 1', an 'Add condition' button, an 'Add option' button, and a 'Bulk Add Options' button.
- Bottom Bar:** Contains a 'Remove item' button and a 'Question Logic' button.

To the right of the form is a vertical list of seven yellow circles, each containing a number from 1 to 7, representing a sequence of steps.

Let's explore the fields here:

1. **Question** is the question text, such as “What is your age?”
2. **Type** is the input type you want, by default it has multiple choice.
3. **Help Text** is the text shown under the question to provide assistance to the user.
4. **Required** is whether the question is mandatory or not to submit the survey.
5. **Allow Other Choice** is where you enable whether your users can provide an “Other” answer instead of your predefined list.
6. **Options** is where you provide your predefined list of answers for this question, if applicable.
7. **Question Logic** is where you set up more complex survey branching. For more information, see “[Question Logic](#)” later for more information.

These are the basics but, depending on the question type you select, you will see more or less fields specifically for that question type.

## 6. How to share the survey

**For the system administrator** (Sport for Development Coalition)

### 6.1. How to share the survey with multiple groups

We have designed the system to enable the Sport for Development Coalition to distribute the survey to different groups with unique URLs for each group. This will enable two crucial things to happen at the same time:

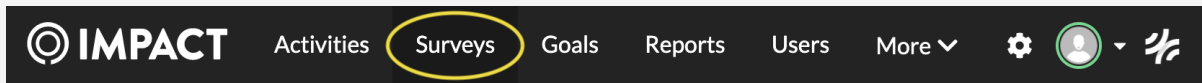
1. Each group can see their own responses
2. The Sport for Development Coalition can view all data for all respondents

To enable this to happen, the instructions below are for the Sport for Development Coalition, as license holder and administrator, to set up:

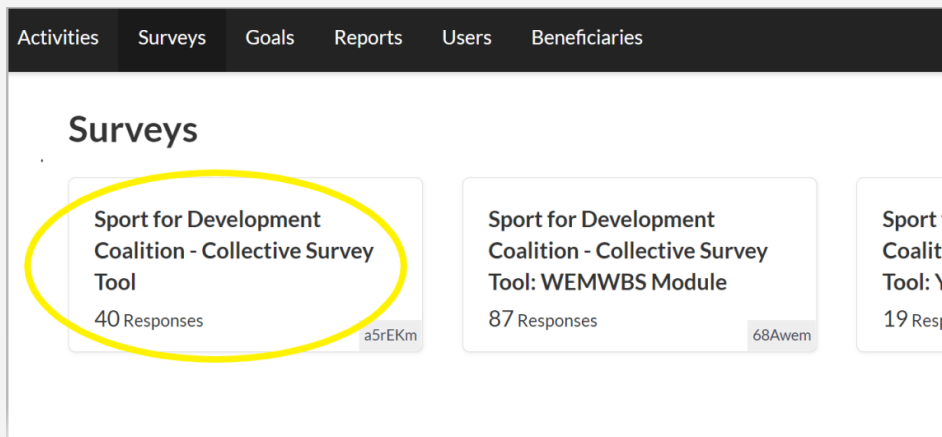
1. Custom URLs for each group e.g. Tennis for Free Bury
2. Create a group of URLs sitting under Tennis for Free as a multi group organisation

### Sharing the public survey links

1. To get a link to send out, click on **Surveys** in top navigation.



2. Next, click on your box for the survey you want to share.



3. You are now on the Surveys overview page. In the top right, you will see a box with your link. Either click “Copy link” or select the link text and copy it.

 Link to share publicly:

Copy link

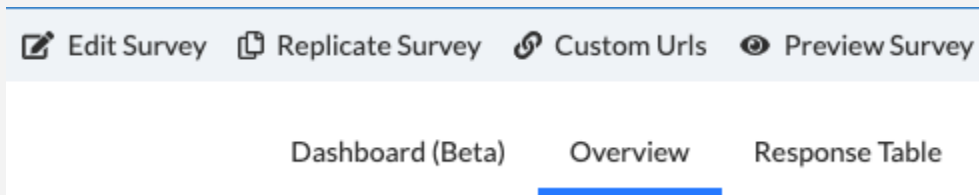
<https://app.impactreporting.co.uk/surveys/{hash}/r>

### Sharing custom, partially pre-answered, links

Sometimes you want to share a survey link that already has a few questions answered. Let's set up a link like this.

**\*\*NOTE: This functionality is currently available for administrators only.**

1. Click into the survey you want to share.
2. Click the “Custom Urls” button.



3. Click on the “Add Custom URL” button.

The screenshot shows the IMPACT Surveys interface. At the top, there is a navigation bar with 'IMPACT' logo and menu items: Activities, Surveys, Goals, Reports, Users, More, and a settings icon. Below the navigation bar, there are options to 'Download filtered responses CSV', 'Edit Survey', and 'Preview Survey'. The main content area is titled 'Feedback survey - Sport for All' and includes sub-tabs: 'Dashboard (Beta)', 'Overview', 'Response Table', and 'Reminders'. On the left, there is a 'Filters' sidebar with 'Responded between' and 'Questions' filters, and an 'Apply filters' button. The main area is titled 'Custom Survey URLs' and contains a table with columns 'Prefilled Answers' and 'Survey URL'. A yellow circle highlights the 'Add Custom URL' button in the top right corner of the table area.

4. You will see a popup form appear:

The screenshot shows a 'Create' popup form. At the top left is the title 'Create' and a close button 'X'. The form has a 'Custom URL' section with a text input field containing 'https://app.impactreporting.co.uk/surveys/p/14-july-school-fundraiser'. Below this is a table with columns 'Question' and 'Answer'. Under the table, there are two dropdown menus: 'Select a question' (with 'Select a survey item' selected) and 'Select an option' (with 'Select a survey' selected). To the right of these dropdowns is an 'Add Answer' button. At the bottom right of the form is an 'Add Custom URL' button. Yellow circles with numbers 1 through 5 highlight the following elements: 1. The 'Custom URL' text input field; 2. The 'Select a question' dropdown menu; 3. The 'Select an option' dropdown menu; 4. The 'Add Answer' button; 5. The 'Add Custom URL' button.

Let's explore the workflow here:

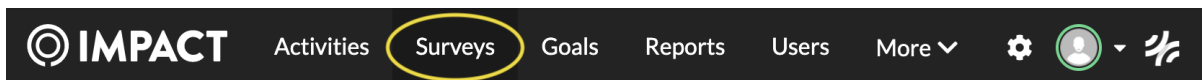
1. First, enter the text you want to personalise your URL e.g. Tennis for Free Bury

2. Next, select a question you want to answer. **\*\*NOTE: This is currently limited to multi choice questions. Over time, we will include more.**
3. Then find the answer you want
4. Click the “Add Answer” button.
5. Repeat steps 2-4 as many times as needed. Finally, click the “Add Custom URL” button to generate the reusable link.

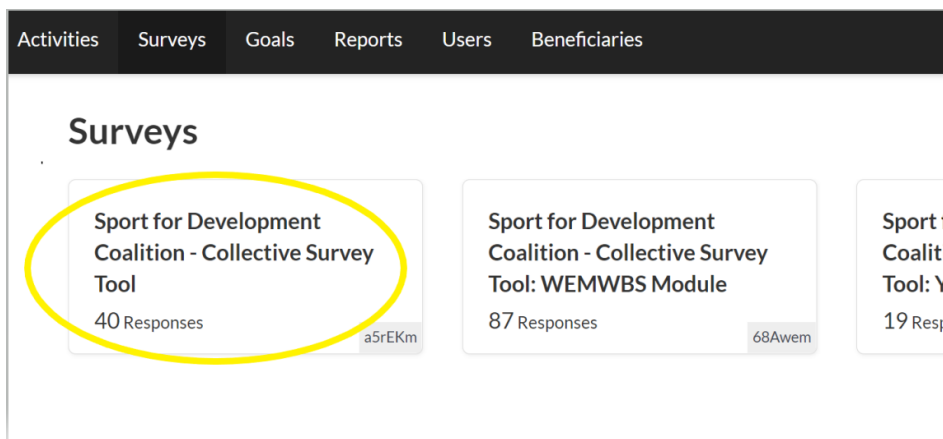
You will then see the URL listed in a table and you can copy the link. You can send the relevant link to the relevant group with the significant advantage that the chances of human error are reduced significantly as the name of the group is in the URL. To share the survey with your participants log in as described above.

## 6.2. How to share the survey with individual participants for completion

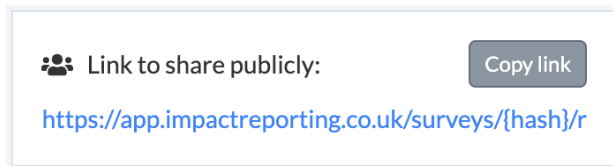
1. To get a link to send out to participants, click on **Surveys** in top navigation.



2. Next, click on your box for the survey you want to share.



3. You are now on the Surveys overview page. In the top right, you will see a box with your link. Either click “Copy link” or select the link text and copy it.



4. Send out via email to participants.

## 7. How to look at your data

Once you have shared your survey link, and collected data you can see your results.

We will go over:

- The Overview page
- The Filters and Responses Table, which let you look at groups, aggregate data, certain demographics
- The individual responses, which lets you see and modify each response individually.
- The Reporting Dashboard where you can create your own charts.

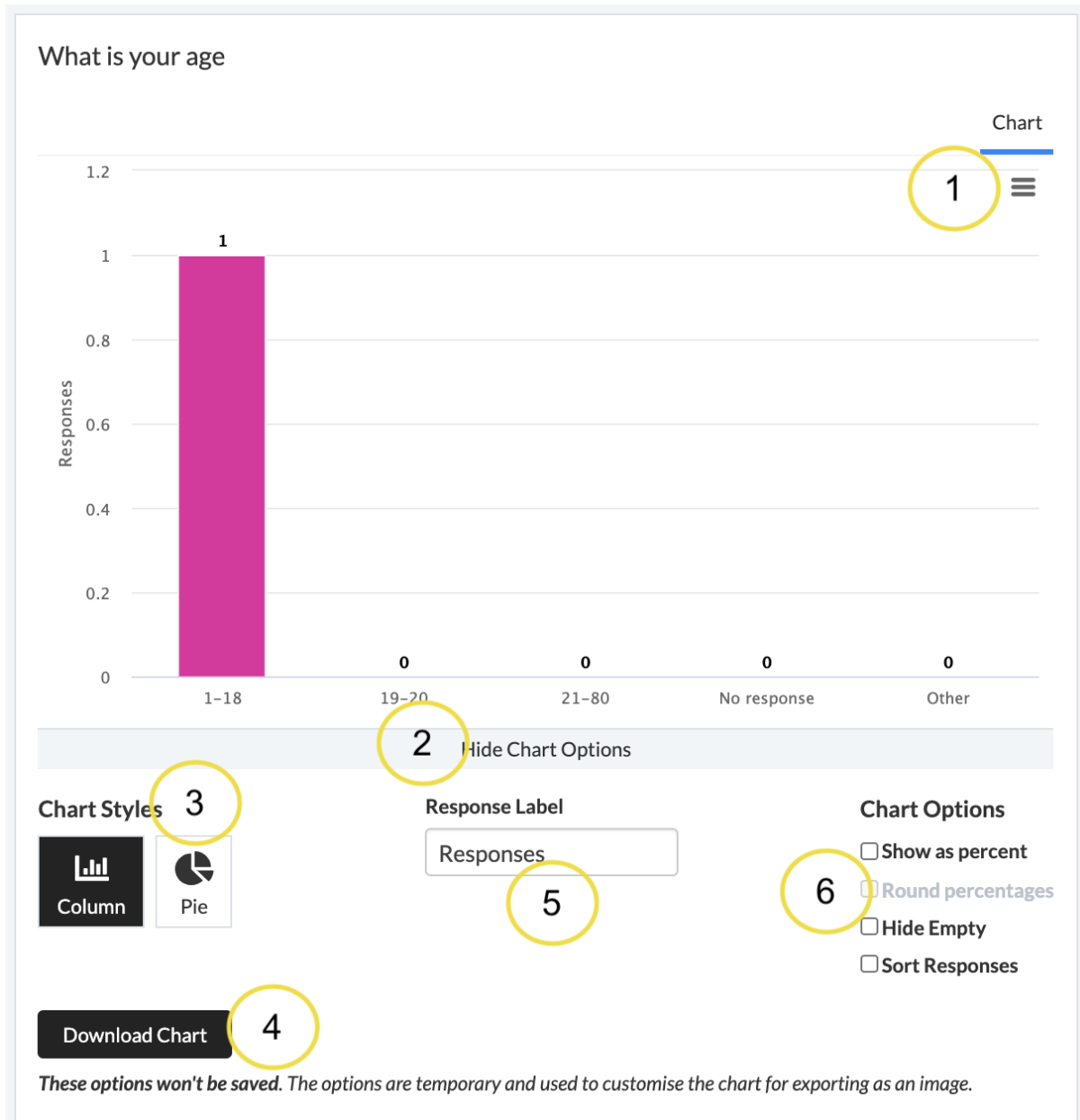
### **Overview page**

The Overview page gives you an overview of every question's answers. It has a prebuilt chart/ wordcloud/ average for each question.

- **How to modify a chart**

Let's see how you can modify a chart and download it as an image in the Overview page.





Let's explore the fields here:

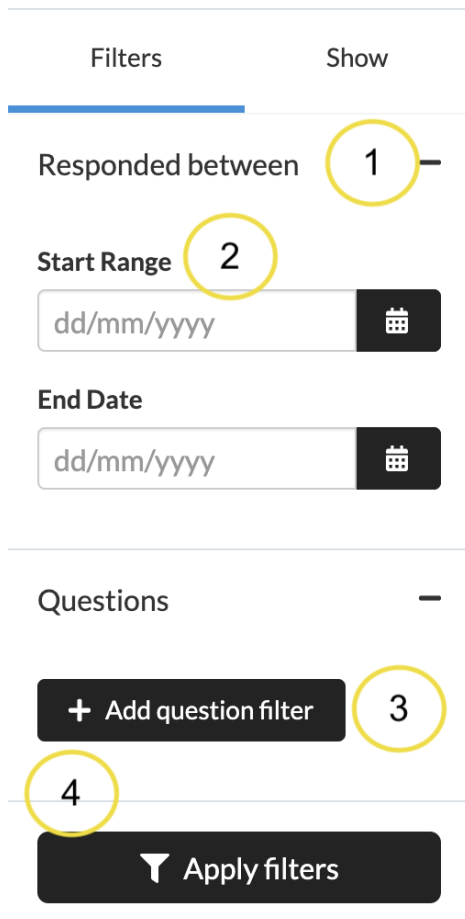
1. Clicking the ☰ button will allow you to download the chart as an image
2. Clicking **Show/ Hide Chart Options** reveals customisations you can apply before downloading the chart
3. **Chart styles** lets you change between column chart or pie charts

4. **Download Chart** will download the chart as an image. You can then insert it into a report or print it out.
5. **Response Label** lets you change the label text on the y-axis
6. **Chart options** lets you:
  - a. **Show as percentage** - Transform data values to % of total responses
  - b. **Round percentages** - If using percentages, it rounds them to the nearest whole number.
  - c. **Hide empty** - Dont include a data series for responses which didn't answer
  - d. **Sort Responses** - Sorts the x-axis alphabetically

Whilst these overviews are good for quick checks, most organisations want more specific, filtered charts. Next, we look at applying filters.

## Filters

When analysing your data, you may need to search for specific demographics, or for responses made in a certain time period. Filters can allow you to do this.



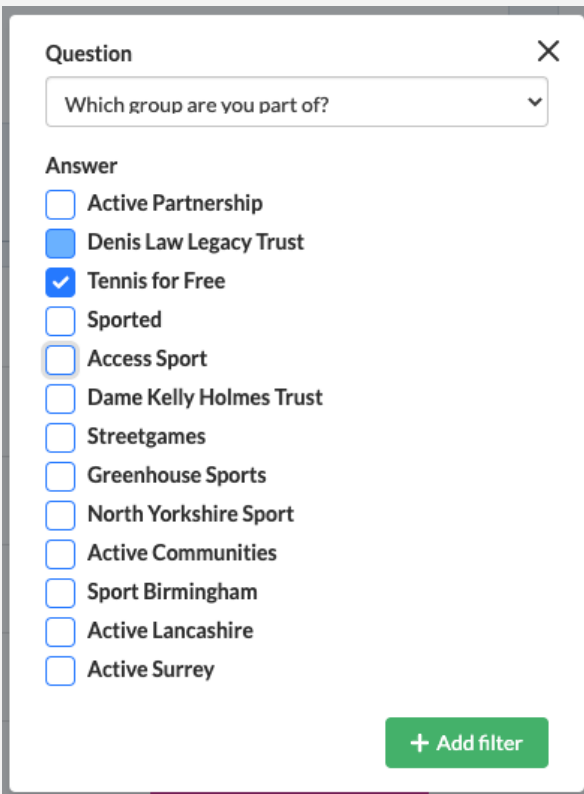
The screenshot shows a filter configuration panel. At the top, there are tabs for 'Filters' and 'Show'. Below this, the 'Responded between' filter is expanded, showing a range selection interface. A yellow circle with the number '1' highlights the '+' icon used to expand the filter. Below this, the 'Start Range' field is highlighted with a yellow circle and the number '2'. It contains a date input field with the placeholder 'dd/mm/yyyy' and a calendar icon. The 'End Date' field is also visible below it. Further down, the 'Questions' filter is collapsed. A yellow circle with the number '3' highlights the '+ Add question filter' button. At the bottom of the panel, a yellow circle with the number '4' highlights the 'Apply filters' button, which features a funnel icon.

Let's explore the workflow here:

1. Click the + to expand each filter group
2. Start Range and End Date will only include responses submitted within these days
3. 'Add a question' opens a popup to choose responses that only have the answers you care about.
4. Click **Apply filters** to update the page with filtered data.

## For the system administrator (Sport for Development Coalition)

### Individual group level filters



Question ×

Which group are you part of? ▾

Answer

- Active Partnership
- Denis Law Legacy Trust
- Tennis for Free
- Sported
- Access Sport
- Dame Kelly Holmes Trust
- Streetgames
- Greenhouse Sports
- North Yorkshire Sport
- Active Communities
- Sport Birmingham
- Active Lancashire
- Active Surrey

+ Add filter

1. Press the “Add question filter” button
2. To filter by a multiple choice question such as “What group are you a part of”?
3. Select the group you want to filter by and press “Add filter”
4. The current filters will appear on the sidebar.

Questions -

✘ Which group are you part of?  
Tennis for Free

+ Add question filter

Apply filters

## Response Table

1. Once you have responses, you can view them individually by clicking into the Response Table tab,

Dashboard (Beta)   Overview   Response Table   Reminders

Showing 1 of 1 Responses

Activity	External ID	Name Email	Responded <span style="font-size: small;">⌵</span>	
<i>null</i>	Anonymous	Anonymous	2020-06-23 13:28	<div style="background-color: #333; color: white; padding: 5px 10px; border-radius: 3px;">View response</div>

⏪ Previous Page

1 of 1

Next Page ⏩

2. If you have too many responses to analyse easily, use the filters to only see responses that match your criteria.

3. Search the table for anything that you need. Once you find a response, you can click **View response** to see that response’s answers for all the questions.

4. In the individual view, you can see the answers, as well as delete or edit the response.

Dashboard (Beta)   Overview   Response Table   Reminders

Edit Response   Delete Response

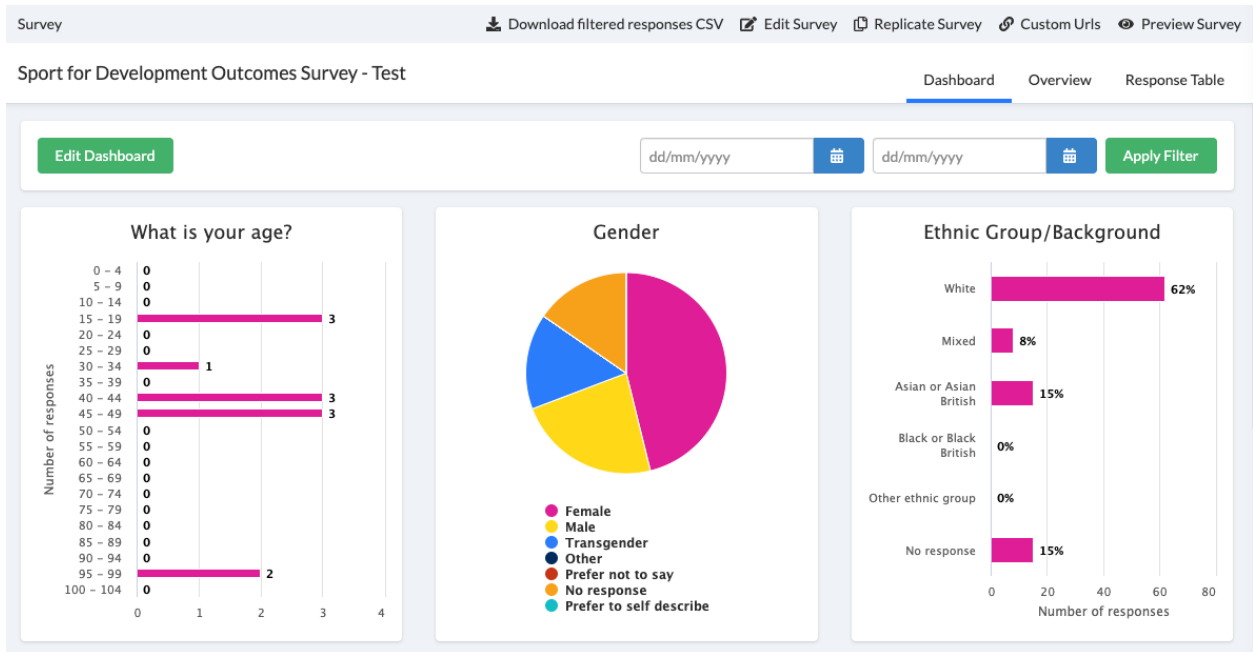
**What event did you attend?**  
School Fundraiser

**What is your age**  
1-18

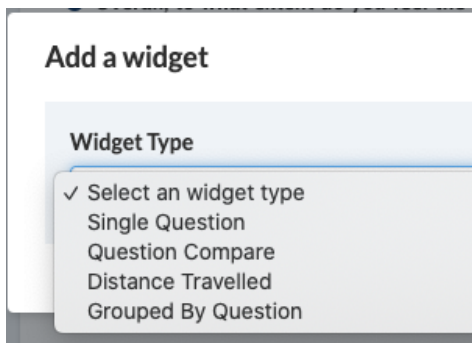
**When did you attend the event?**  
14 July

## Custom dashboard

Here's how you can customise the dashboard so you choose what you see and how it's presented.



## Add a widget



1. Press “Edit Dashboard”
2. Press the “Add widget button”
3. Select a widget type


### Widget Types

- **Single Question** - Show a single question on a chart.
- **Question Compare** - Show two questions on a chart
- **Distance Travelled** - Compare a question with the responses from another question.
- **Group By Question** - Group more than one question of the same type together on a single chart.

## 8. Bulk uploads from other survey tools into Impact

If you use an alternative survey technology then it is possible to bulk upload your results into the S4D Reporting Dashboard. However, while possible we do not recommend this in the absence of a fully integrated API between the two systems as there are risks. However, to make this possible we must ensure that:

1. The exact survey structure and questions of the S4D pre populated survey have to be used in the exact same format and order (no variation)
2. Output it as a CSV file from the survey page - this is the format we need the upload to be in. You will need to make sure the survey answers match up with the survey answers in the dashboard.
3. Please email CSV to [support@impactreporting.co.uk](mailto:support@impactreporting.co.uk) for bulk upload.



## 9. Comparing your data to national averages

The Sport for Development Collective Survey Tool has been built using questions that have comparisons in large national data sets. For certain key outcomes the national average is displayed in the dashboard.

If you observe a strong, positive impact within your group over time - it may be worth more detailed analysis to understand how this compared to the national picture for the same demographic group. If for example, your project saw a significant positive rise in confidence and the national average remained flat over the same time period - you can be even more confident that it was your intervention that produced the rise in confidence (rather than, for example, lockdown easing over the same period).

At the moment, this analysis and reporting will need to be bespoke and manual but can be undertaken by many organisations (you do not have to use State of Life) as the data sets are UK open data sets.

## 10. FAQs

### 1. Is there an open website where I can view the tool first?

You need a log-in first (check out how to in the [State of Life S4D User guide - FINAL](#)) then you can view the tool here <https://app.impactreporting.co.uk/>

### 2. Do I need to download an app to use the PWA (Progressive Web App)?

No, the PWA is a website that looks and acts like an app, so there's no need to download anything. Example of the publicly available survey: <https://app.impactreporting.co.uk/pwa/a5rEKm>

### 3. What age is the survey for? Can anyone complete it?

The survey is designed for people aged 14 and over as the questions have been tested and validated for that age group. If you do collect data from those younger than 13 you need to seek parental consent (see no. 5 below)

### 4. Are there any GDPR issues we need to be aware of?

No. The portal has been designed to ensure your data is stored in compliance with GDPR regulations without you needing to worry.

### 5. Do we need to ask for parental consent before children/young people complete the survey?

The survey is designed for people aged 14 and over so we recommend you use it for that age group. The Data Protection Act states anyone aged 13 or over can give their own consent to provide data. Parental consent should be sought for those younger than 13.

### 6. At some of our sessions we don't have access to Wifi /poor mobile signal – can we use the tool offline?

Yes, data can be entered whilst offline so it isn't a problem if you're not connected. The data will be temporarily stored locally and automatically uploaded to the system once the device connects back to WiFi. The PWA must be open at the time of reconnection for the submission to work.

### 7. How do we upload data if people complete the surveys on paper?

You can enter the survey responses using the preview survey/public survey link. You enter the data as if just completing the survey online.

### 8. At some of our sessions we only work with small groups e.g. 10-20 young people – can we still use the survey with this sample of young people?



Yes, you can use the survey to collect data from any sized group - the dashboards will show results for the data that you have. The main thing is to collect data from as many of your participants as possible as the more data you have the more meaningful it becomes.

**9. Can we add any additional questions to the survey?**

The Sport for Development Coalition can add questions to the survey if the coalition agrees on the questions they'd like to add.

**10. Can we remove any of the standard questions included in the survey?**

We recommend you don't remove any questions from the survey. The survey was developed and agreed by the Sport for Development Coalition to capture the impact sport can have on individuals and communities. Your activity might have benefits you may not expect and if everyone collects the same data it will enable the sector to speak with one voice.

**11. How quickly can I see the results of the surveys from my sessions in the dashboard?**

As long as the device is online when the data is entered, as soon as the survey is completed the data will appear on the dashboard. If the device is offline, once it is reconnected to the WiFi the data has uploaded it will appear on the dashboard.

**12. Is it possible to do some simple cross-tabs of results – for example can I see how results for males compare with results for females?**

You can compare answers that have the same response options (e.g. 'how many days in the past week have you...') by creating a widget in the dashboard. You are not currently able to compare results for different demographic groups in the dashboard but you can download your data as a CSV file anytime and do this analysis yourself. You just need to hit the [Download filtered responses CSV](#) at the top of the selected survey page.

**13. How do I import data?**

Data collected using the same survey structure and questions as the S4D survey can be imported assuming the exact same format and order. Send us an email at [support@impactreporting.co.uk](mailto:support@impactreporting.co.uk). If the data isn't in exactly the same format/order one option is to re-enter the data into the system (if you have a manageable number of responses).

**14. How do I export data?**

You just need to hit the [Download filtered responses CSV](#) at the top of the selected survey page.

**15. We use another system, is it compatible with Impact?**

If you use an alternative survey technology then it is possible to bulk upload your results into the S4D Reporting Dashboard. However, as there's not a fully integrated API between the two systems there are risks. For it to be possible we must ensure that the exact same survey

structure, questions, and responses of the S4D survey have been used, and in the same format and order. Send us an email at [support@impactreporting.co.uk](mailto:support@impactreporting.co.uk) for more information.

**16. My import isn't working, why?**

We will help you to import data if it's in the right format (see Q15) so will deal with any problems.