

Overview of Peer Review Online Survey Tool Process

1. GBA staff creates the surveys, creates a SurveyGizmo account for the Team Captain (TC), and sends the TC instructions to access it all.
2. TC watches for the e-mail from SurveyGizmo with the login information.
3. TC logs into the SurveyGizmo site.
4. Using instructions provided by staff, TC reviews and finalizes survey.
5. TC sends out survey link to staff/clients or sends links to CEO to send out to staff/clients.
6. TC reviews responses and can download data and create reports.
7. Staff uploads data into benchmark database.
8. TC can compare against benchmark data.