

# PublicInput Best Practices

# Enable or Disable Live Results for Public-Facing Surveys

Viewing real-time results can drive engagement, but in some cases, you might prefer to not show those results to discourage unintended bias that leads to a survey taker changing their answer.

It's always important to remember that surveys aren't statistically accurate unless a sample size is achieved and all community members are represented, which often require in person surveying, as everyone doesn't have access to an online survey.

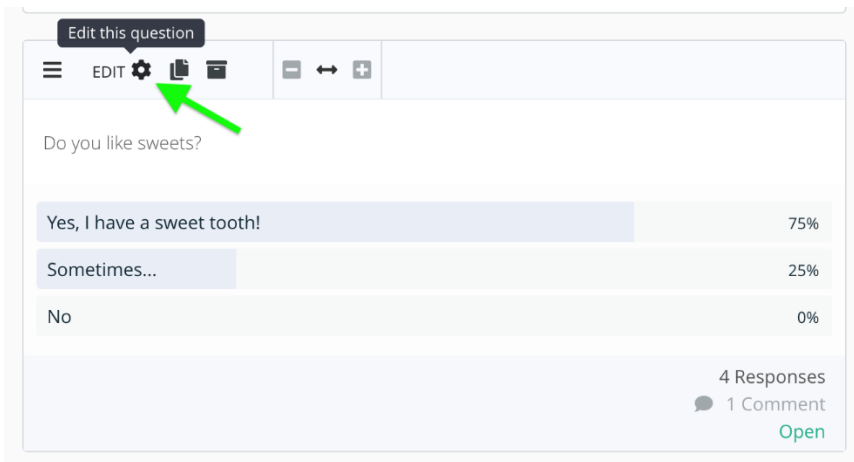
Please Note: You will not be able to see what survey takers changed their answers from. Data collected by participant entries are final submissions. PublicInput does not record changes to entries.

To turn on or off the live results display for a question, **open the project** and **select the Page & Survey** tab of the project:

VIEWS	PARTICIPANTS	RESPONSES	COMMENTS	SUBSCRIBERS	SOCIAL VIEWS
134	53 Ⓞ Details	218	34	29	0

Page & Survey | Email | Text | Phone | Social | Meetings & Offline | Comments | Subscribers | Participants | Results & Data | Settings

Scroll to the question you'd like to enable/disable results for and click the **gear icon** (View Results and Edit):





You can then toggle public results display on and off by clicking the **"Show vote counts and results to voters"** switch:

*Please Note:  
Changes will save automatically. You can return to the public survey to preview the appearance of this question and its real-time display.*

## *Participant Anonymity*

*Participant anonymity allows you to choose what personal information is required to participate in your survey. There are a few different options available to choose from: Allow Anonymous, Light Login, and Require Login.*

 <b>Allow Anonymous</b>	Allows participants to participate anonymously, with controls in place to avoid <a href="#">ballot box stuffing</a>
 <b>Light login</b>	Participants must sign in with an email or social account (Facebook, Google, etc.)



## Require Login

Participants must provide name and email, but does not require password or authentication.

You can edit this setting at any time on the **Page & Survey** tab of your project page:

The screenshot shows the 'Page & Survey' settings page on PublicInput.com. The 'Participant Anonymity' section is highlighted with a green box, and a green arrow points to the 'Require Login' option. The page includes a search bar, a navigation menu, and various settings for the survey, such as 'List on Sandbox home', 'Feature on Sandbox home', and 'Close at a specific time'.

*Please Note: You can anonymize comments, but without a contact information question or asking for/requiring name and email, you will not receive participant data in the CRM, unless they've provided feedback for other initiatives and are already in the system.*

**Tip:** *To enable anonymous comments but still collect contact information select Allow Anonymous or Fully Anonymous and add either mandatory or optional contact information directly to your survey.*

# Secure Your Meeting and Prevent Meeting Bombing

PublicInput.com is designed to [prevent meeting bombing](#) by keeping the WebEx link private - meaning you will only share the WebEx link amongst your staff or other panelists. This ensures there's a safe "bubble" around the meeting panelists. **Do not post the direct WebEx link on the site.**

The public will be directed to the publicinput.com meeting page, where they can view the live stream of the meeting without interfering with the meeting's cadence or interrupting on video. Participants who wish to speak on agenda items can call in to the meeting line and request to speak using the speaker queue.

This allows them to "raise their hand" to speak, but they will remain muted until given permission to speak by a PI admin (meeting moderator.) Participants can be muted at any time if the call gets out of hand or if they try to go over the allotted speaking time.

**Tip:** If you want people in your virtual meeting we suggest sending the meeting link to them separately prior to the event, do not post on the

website.

## *Moderating Public Comments During Virtual Meetings*

*Allowing public comments during a meeting is a great way to engage with the virtual audience but it can also become the wild, wild west.*

**Please use public comments with great care.**

**Tip:** *While you can only choose to have them on or off, if you do have them on, OCTO recommends having a staff person monitor the site and immediately hide any defamatory or insensitive posts.*

**Tip:** *Always post your guidance on your meeting page and before you start your meeting so that attendees know what will and will not be tolerated.*