1. Sign up for ArcGIS 60 day trial
   1. Go to arcgis.com
      1. Click on ‘Try ARcGIS’ in the middle of the screen
      2. Enter the required info on the right side of the screen
         1. Click ‘Start Trial’
   2. Check your email for an activation link
      1. Click the activation link
   3. Create a username, password, and enter the other info.
      1. Accept terms and conditions
      2. Click ‘create my account’ at the bottom
2. Open Survey123 website in a new tab
   1. Go to: survey123.arcgis.com
      1. if not signed in already do so with your new login
   2. Click ‘My Surveys’
   3. Hover your mouse over ‘Create New Survey’
      1. Click ‘From Survey123 Web’
      2. Choose a name for your survey
      3. Choose one or more tags to describe your survey
      4. You may also write a short summary but it’s not required
3. Create Survey
   1. The editing menu for the survey will now open.
      1. You can now click and drag the common questions from the right to build your survey.
      2. If you select the question in the main window, you can edit the content, set character count limits, and more.
      3. We would recommend at least 1 text field and the geo-point for all surveys but add whatever makes sense for you.
      4. Remember that you can preview the survey appearance with the ‘Preview’ button
   2. Once you are finished editing, click Publish.
      1. You can now share the URL for your survey to your data collection team.
         1. You will have to update sharing preferences by click ‘collaborate’ before this can happen
4. Connect to Survey123 mobile App
   1. Search for Survey123 in your phone’s app store and install it.
      1. Sign-in with your account credentials
      2. Click ‘Get Surveys’ and a download surveys window will open
      3. Click the download button on the right side of the screen
      4. GO back to my surveys and click on your downloaded survey
5. Collect a point with survey
   1. Click ‘Collect’ at the bottom of the screen.
   2. You will now collect whatever data you set up in your survey.
   3. After each data point, click the check mark at the bottom right of the page
   4. You can then send that data point right away, send it later, or continue editing the current ‘survey’
   5. Once finished collecting points, click Send Now and all your points will be uploaded
      1. This is important to remember if you’re working offline. Your survey points will upload when you reconnect to WiFi.
6. Examine data on Survey123 website and download