Sending ID Follow-up 1 & 2 Batteries to Participants

1. Use own credentials to log into Qualtrics and select the **‘ID Followup 1 & 2 Battery – RISK’**.
2. Select the ‘**Distributions**’ tab near the top left corner of the page.
3. From the panel on the left, select ‘**Personal Links**’.
4. On the upper right-hand corner of the page, select the button ‘**+ Generate Links**’
   1. This will generate a small pop-up screen that has a ‘**To**’ and ‘**Link Expiration**’ field with dropdown menus.
      1. Under ‘**To**’, select ‘**+ New Contact List**’
         1. Enter the participants email address found in the **Enrollment Database**
         2. Leave the First and Last Name, External Data Reference, and Language cells blank
         3. Select ‘Create’
      2. Under ‘**Link Expiration**’, select ‘**Expires in 3 Days**’
   2. Select ‘**Generate Links**’
5. An Excel spreadsheet should be generated from the steps above and can be found in the Downloads folder with the name ‘**ID\_Followup\_1\_\_2\_Battery\_\_RISK-Distribution\_History**’
6. Open up an Incognito tab in Google Chrome and go to <https://wiscmail.wisc.edu> to compose an email to the participant from the ARL4 account
   * 1. Login: arl4\_psych
     2. Password: Curtin@rl
   1. Copy the email address found in the Excel document and paste in the ‘**To**’ line
   2. Add ‘**Survey Link**’ as the Subject Line
   3. Using the template found in the Admin folder, compose an email to the participant
      1. Template: **RISK\Administration\Participants\Emailing Followup 1&2 ID Battery**
   4. Paste the link found in the generated Excel document into the email; make sure everything is spelled correctly and the participants name is included in the greeting and send to participant.
7. Follow steps 1 and 2 and make sure ‘**Distribution Summary**’ is selected. This will show how many of the personalized links have been started or completed. To identify if the participant is still working on the survey, select the ‘**Data and Analysis**’ tab and view ‘**Responses in Progress**’