

Setting Up the Member Alcohol Profile for Your Group

In this document, you'll find everything you need to invite your group's members to take the Member Alcohol Profile and for you to access your group's results.

THE MEMBER ALCOHOL PROFILE

The FailSafe Member Alcohol Profile does three important things:

- It gives every member of your student organization feedback that's related to being a part of your group.
- It gives you a snapshot of what's happening in your organization related to alcohol use.
- It helps you measure your group's success reducing the negative consequences associated with alcohol use.

Every member of your organization should complete the Member Alcohol Profile—even if your college or university asks all students to fill out a separate alcohol assessment tool.

The members of your organization should take the Member Alcohol Profile as early as possible in the semester.

No one—not you, a college or university administrator, or anyone other than the person taking the survey—can see each individual's results. As the student leader guiding your organization to be more FailSafe, you'll get to see your group members' survey responses in general percentages, so you'll have a sense of the group's overall responses, but you won't see any individual's responses.

THE FAILSAFE STUDENT LEADER DASHBOARD

To Log In As a New User

New users must create a password to access the Student Leader Dashboard. To create your password:

1. Navigate to the following URL: <https://survey.fail safetools.org/admin/login/>.
2. Enter your email address in the email field.
3. Leave the password field empty.
4. Click on the "Click here" link under the password field to receive a password reset email. If you can't remember your password, **enter your email in the email field above and click on "Click here" to receive a password reset email.**
5. Follow the directions in the password reset email to create a password. For security reasons, the link is only valid for a limited time. If the link expires, start over at step 1 above to request a new link.

Student Leader Dashboard

Logging In

To log in, navigate to the following URL: <https://survey.fail safetools.org/admin/login/>. Enter your email address and password. If you haven't yet created a password or you've forgotten your password, enter your email address and click on the link under the password field to receive a password reset email.

Using the Student Leader Dashboard

Student leaders have two responsibilities related to the dashboard: adding participants from their organization so they can complete the Member Alcohol Profile, and generating and viewing the aggregated feedback for their organization. Both of these functions are available in the dashboard.

Adding Participants

1. Navigate to the participant management page by clicking on “Participants.”
2. Enter either a phone number or an email address for a given student from your organization. If you provide both, the system will default to sending the participant an email message. Remember to add yourself here!

Participants who are added during an open survey window will immediately receive an invitation to complete the Member Alcohol Profile, and will have a reduced period of time to complete it (from the time of invitation to the end of the survey completion window).

3. At the top of the right column, you will see the status of the survey window. The options are Window Closed, Window Eligible to Open, and Window Open.

The system will allow a survey window to be opened in the months of September or December in the fall and February or April in the spring. During the months of September, December, February, and April, a “Send invites” button will be displayed. When you click on this button, the survey window will be opened and all participants from your organization will receive an invitation to complete the survey.

Below the status area is a list of participants from your student organization.

Generating Feedback for Your Organization

To generate feedback, select the desired survey window from the drop-down menu, using the window dates to identify the correct window. Then click on “View feedback” to generate the aggregate data for your student organization.

Logging Out

To end your current session, click “Logout” in the header.

ENCOURAGING GROUP MEMBERS TO COMPLETE THE MEMBER ALCOHOL PROFILE

Use the following strategies to motivate your group’s members to complete the Profile and receive their personalized feedback:

Talk about it. Let your entire membership know that because your organization is participating in FailSafe, you need *every* member to respond to the email invitation to take the survey and then read their feedback. When you talk about the Member Alcohol Profile with your group, tell your members that:

- Their email or text invitation to complete the survey is coming and they should respond right away.
- Their answers are completely confidential. They are the only ones who will see their results. You and the leader team will be able to view averages for your entire organization, but you won’t see any individual member’s results.
- The survey doesn’t take long to complete—about 10 to 15 minutes.
- Having an accurate picture of their alcohol use is really important for them and for your organization. Ask them to take the process seriously.