

Instructions & FAQ's

1 Choose A Questionnaire

See samples in this kit or get more at www.Data-Match.com

2 Make Copies Of The Questionnaire

Use **WHITE PAPER ONLY!**

3 Have Students Fill Out The Questionnaires

Make sure all required information is filled in.

4 Choose a Program

See page 3.

5 Fill Out the Control Sheet

See page 7.

6 Send completed Questionnaires and Control Sheet to Data Match

IN ONE PACKAGE ONLY!

We will not accept faxes of late forms. Forms sent in more than one package are subject to a surcharge if the order has to be reprocessed.

7 Sell Printouts

You choose the price, but we suggest at least \$2 if this is a fundraiser.

8 Pay Data Match

When your sale is over. See Program Choices, page 3.

FAQ's

How do we get the questionnaires?

A: 2 are included in this brochure. You can also download all 6 on our website, and even create your own! After you choose the one you want, make copies to pass out to the students.

Can teachers participate?

A: YES! And teachers are FREE! But teachers must use the **Frenzied Faculty** questionnaire (downloaded from our website), and we will not match teachers with students.

How do we place an order?

A: There is **NOTHING** to order. Just make copies of the questionnaire you want to use, and follow the instructions, above.

What does it cost?

A: See 3 Program Choices on the previous page.

When do we pay?

A: After your sale is over. There are **NO** up-front costs.

How long does it take to get the results?

A: Program 3 results will be available to the students just **one business day** after we receive your order. For Programs 1 & 2, you need to allow at least **10 days** (and sometimes more) from when you mail your order.

Since Program 3 reports are download only, what do we give to the students?

A: Student login IDs will be emailed to the advisor and can be printed onto peel-off mailing labels (Avery #5160).

How much should we charge the students?

A: Whatever you want, but most schools charge \$2 if they are using Data Match as a fundraiser.

Are we supposed to return the unsold Printouts?

A: No!