Creating a custom Public Survey Link and Short Public Survey Link

The standard REDCap public survey link is quite long and hard for participants to enter in if they do not receive it by email, REDCap enables you to be able to create a Custom Survey Link to enable easier access to your survey for participants and for Researchers to remember. Alternatively you can get a short survey link if you prefer to not create your own custom link. These instructions are only for the public survey link and cannot be used for the participant list.

Get a Short Survey Link

1. Log into REDCap
2. Select your required project from the ‘My Projects’ tab
3. On the menu tree on the left hand side under ‘Data Collection’ select ‘Manage Survey Participants’

4. You will be taken to the ‘Manage Survey Participants’ page, on the ‘Public Survey Link’ tab, under ‘Link Customizations’, select the ‘Get Short Survey Link’ button.
5. This will create a new system generated ‘Short Public Survey URL’ under the ‘Public Survey URL’, that can be copied and pasted into emails, letters and social media, or other required media to distribute the link to participants.

**Manage Survey Participants**

Using a public survey link is the simplest and fastest way to collect responses for your survey. You may obtain the survey link below to email it to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a single survey link for all participants, it allows for the possibility of participants taking the survey multiple times, which may be necessary in some cases.

To obtain the survey link, copy the URL below and paste it into the body of an email message in your own email client. Your email recipient(s) can then click the link to begin taking your survey.

**Public Survey URL:**  
https://redcap.healthinformatics.unimelb.edu.au/...

**OR Short Public Survey URL:**  
http://j.mp/2p5F4cl

**Link Actions**  
- Open public survey  
- Send me URL via email  
- Survey Access Code or QR Code

**Link Customizations**  
- Get Short Survey Link  
- Create Custom Survey Link  
- Get Embed Code
Create Custom Survey Link

1. Log into REDCap
2. Select your required project from the ‘My Projects’ tab
3. On the menu tree on the left hand side under ‘Data Collection’ select ‘Manage Survey Participants’
4. You will be taken to the ‘Manage Survey Participants’ page, on the ‘Public Survey Link’ tab, under ‘Link Customizations’, select the ‘Create Custom Survey Link’ button.
5. A new window will open. The first part of the URL is not able to be changed, in the textbox following the ‘http://is.gd/’ enter in required name you want to use i.e. TrainingEval, select the ‘Submit’ button.

6. A ‘Success’ message with your new URL will be displayed to advise it was successfully created, select the ‘Close’ button.

7. This will display ‘Custom Public Survey URL’ under the ‘Public Survey URL’, that can be copied and pasted into emails, letters and social media, or other required media to distribute the link to participants.