

Ordering a GLWS Group or Team Report

Start by ordering the individual surveys for the team and group. To do this, go to <https://courses.glswellbeing.com/ordering-glws/>

Complete the section for the individual surveys for the team / group. Below are screenshots of the appropriate sections of the form to help you if needed.

Important Note: Do not alter the .csv file (no need to add columns, format etc., just send back with the required information). Update and save as a csv file.

How many respondents are you registering? *

One
 More than one

Please download our .csv template, fill it out for each respondent and upload below.

No file chosen

IMPORTANT NOTE: Some organisations have IT security settings that may block the survey from being received. Please ask your respondents to request the following domains be whitelisted: www.glswellbeing.com and www.formationsystems.com.au to avoid delays and problems with receiving their survey link. The survey link will be sent from: admin=glswellbeing.com@formationsystems.com.au

Report ordering *

I am ordering a Team Report for these respondents
 I am ordering a Group Report for these respondents
 I will decide later on a Team/Group Report

Invitation wording customisation

You may want to customise the wording to reflect your project's aims and other details by downloading the word template below. This can then be uploaded to the GLWS invitation wording section in the order form.

GLWS invitation wording *

How would you like the invitation to be worded? Please view the standard wording [here](#).

I'd like to use the standard wording
 Please use previously provided template for this accredited user
 I'd like to customise the invitation

Please make amendments to the Word document save it to your computer and upload the amended file below. *

You can download the Word document [here](#).

No file chosen

Complete the rest of the form and submit. You will get a screen to confirm that this has been submitted. If you do not see this screen, then please scroll back through the form and make any changes needed (these will be marked in red).

What happens after this?

- GLWS Client Services will confirm that the individual surveys have been sent.
- The surveys are completed and the reports are sent directly to you (or your nominated person)
- The individual debriefs are conducted.
- Alert the GLWS Client Service team (by emailing support@glswellbeing.com) that you are ready for the team / group report to be generated.
- Work through the team / group report and assess key themes and approach to take with your team / group debrief.
- Deliver the project.

If you have any questions, please contact the GLWS Client Services team on support@glswellbeing.com