Detailed Instructions for the RELATE Web-Based Research Project

Thank you for participating in this project. If you follow Step 1 described below (go to the RELATE website), you will likely be able to work out what to do from there. Regardless, we provide detailed instructions for completing RELATE, in case you want to know the steps ahead of doing the questionnaire, and to help you if you get stuck.

The steps to participate in the research are as follows:

Step 1. First, access the website: www.couplestudy.org

Step 2. The Couple Research Study homepage shown below should appear. You will need to type in your access code that your relationship educator has given you. Please click on “Enter” at the bottom of the screen, once you have entered the access code.

Step 3. This should bring up a new screen, where you can select your gender. As this questionnaire is meant to be completed by both partners in a couple, one partner will first need to complete the questionnaire in privacy, then the other partner, before the report based on your questionnaire results can be generated.
Step 4. Providing consent: Following your selection, you will be directed to a “RELATE Consent” page (shown below). Please read the disclaimer in its entirety, and then if you agree click on the “I Agree” link. If you do not agree, please click on the “I Disagree” link, which will return you to the “Access Code” page and at this point you can exit the site.
Step 5. If you clicked on “I Agree”, you will be presented with a new page (shown below) that asks you for some “Demographics” information. Please fill in the requested details and click on “Next”.
Structure of the questionnaire: You will be directed to a new page (see below), which is the first part of the COUPLE RESEARCH STUDY evaluation. Each page of the questionnaire (Sections “A” through “G”) has a number of common features as explained below.
Step 6. Please complete all items on each page of the questionnaire. When you have answered all the questions on a page, please press the “NEXT” button at the bottom of the page.
Correcting missed responses: If you should happen to miss answering a question and you press the “NEXT” button you will be presented with the following confirmation dialog:

If you choose to correct the missing answer/s, click on “Cancel” and you will be returned to the page to make your changes. If you do not want to complete the missing answer/s click on “OK” and you will be directed to the next page of the evaluation.

**NOTE:** We encourage you to answer all the questions as this will ensure that the questionnaire results generated at the end will be the most comprehensive for you and your partner.

Navigating to previous sections: You can go back to a previous section if you want to change or correct any of your answers, by clicking on the navigation menu on the top left-hand side of each page. Note that when you point to the active part of the navigation menu, your cursor will change into a pointing hand (as shown below). In the image below, the person completing the questionnaire is going from Section “C” back to Section “A”: 
When you have made all the changes, use the same navigation menu to take you back to where you left off.

Step 7. **Logging out:** Once you’ve completed all the questions through to Section “G” and pressed the final “Next” button, you will be presented with the following screen:

![RELATE Evaluation](image)

When you have made all the changes, use the same navigation menu to take you back to where you left off.

Step 8. Click on the “Log Out” button (see above), and you will be returned to the initial COUPLE RESEARCH STUDY homepage shown on Page 1 of these instructions.

Step 9. It is now your partner’s turn to complete the questionnaire. He or she will use the same “Access Code” that you have used to complete your part of the questionnaire,
except that when the second screen is shown, he or she will select his or her gender, to begin the same process that you have just completed.

Step 10. Once your partner has completed his or her questionnaire, the following screen will be shown:

![Log Out Screen]

Step 11. When you click on the “Log Out” link (above), you will again be returned to the initial COUPLE RESEARCH STUDY homepage shown on Page 1 of these instructions. At this point, because you and your partner have completed the questionnaires, you can exit your browser.

If you have any questions regarding this project, or the detailed instructions above, please feel free to contact me (Kim Halford) on K.Halford@psy.uq.edu.au.

Yours sincerely

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