**Creating your own Menti check-in tool**

**Step 1:** Go to [https://www.mentimeter.com/signup.](https://www.mentimeter.com/signup) and sign-up for your free account using your Facebook profile, Google account or an email address.

**Step 2:** Once you have created your account, you can create a new presentation (blue button on the top left of the dashboard).

Once you start a new presentation you can decide from a variety of question types.

**Feelings Option:**

If you would like to use the spider web format that we have used in our RTIC meet-ups the question type is called “Scales”.

The question is: How are you feeling?

The responses are called “Statements” for this question type are listed in this order:

Happy

Calm

Confident

Exhausted

Sad

Frustrated/Angry

Anxious/Fearful

Energetic

The Result Layout is: Spider Chart

The Dimensions (default)

Strongly disagree 1

Strongly agree 5

Another display option that you may want to use for displaying your result is the “Sliders”. The sliders provide the averages in a stacked format that may be easier to interpret. The responses (statements) for this format are the same but we suggest the following order:

Energetic

Calm

Confident

Happy

Sad

Anxious/Fearful

Frustrated or Angry

Exhausted

**Behaviors Option:**

The Behaviors Option asks about areas of our life that are important to our overall health and mental health.

The question is: How would you rate the following areas of your health?

The responses are called “Statements” for this question type are listed in this order:

My Sleep

My Appetite

My Motivation

My Concentration

My Hopefulness

My Mood Stability

My Self Care

The Result Layout is: Sliders

The Dimensions (default)

Very Poor 1

Very Good 5

**Step 3:** The Menti Code that you will give your participants is generated automatically when you finish your slide and press the Present button on the top right.

To use your new Menti check-in tool, you will log in to your mentimeter account, open your presentation and ask your participants to go to Menti.com. Have your participants use the code at the top of the slide. Your Mentimeter will save your poll and the results. Please note that Menti codes do expire if they are not used. If you go back to a previously used slide and there is no menti code at the top of the slide your code has expired! Simply re-create your slide to get a new code.