

## **BetaRandomizer Instructions**

### **Version 0.1**

To randomize a population for the first time, follow these steps:

1. Download the zip file "BetaRandomizer Version 0.1".
2. Open the application "BetaRandomizer".
3. Click "New Randomization Scheme".
4. Click "Browse" and open the population file. The first row should be category labels, and each row should be an observation, as in the file "BetaRandomization Example Data."
5. Click "Go".
6. Enter the percentage of individuals to be assigned to the control group. For example, for 50% in the control group and 50% in the intervention group, enter "50". For 40% in the control group and 50% in the intervention group, enter "40".
7. Choose the population characteristics that you would like to balance (e.g., age, race, risk level). These options are drawn from your original data file.
8. Click "Generate Sample". This will create a new file in the folder with your original file with the group assignment. The file name will include the variables that were balanced, the percent in the control group, and "\_RCT".
9. To see the population balance, click "See resulting balance".

To add new population members to a previously randomized population, follow these steps:

1. Download the zip file "BetaRandomizer Version 0.1".
2. Open the application "BetaRandomizer".
3. Click "Update Existing Randomization Scheme".
4. Click "Browse" under the first box and open the population file that the randomizer previously created. This file should end in "\_RCT".
5. Click "Browse" under the second box and open the file with new population members to be added to the existing randomization. This file should be set up as the previous file and should not include any population members that were previously randomized.
6. Click "Go". The BetaRandomizer will automatically balance over the same characteristics and maintain the same percentage in the control group.
7. The previous randomization file, ending in "\_RCT" will be replaced with the new randomization file.
8. To see the population balance, click "See resulting balance".