

Using Google Forms to Manage Officials Signups

CREATING THE FORM	1
Add a Title and Description	1
Customize the Look and Behavior of Your Form	2
Choose Colors or Custom Header	2
Customize Your Form's Behavior	2
Add Fields to Your Form	3
Field Types	4
Preview and Revise Your Form	6
GETTING RESPONSES	6
Share Form via email	6
Share Form via Link	7
Share Form via Embedded HTML	8
MANAGING RESPONSES	8
Google Responses Sheet	9
Other Options	9
RE-USING YOUR FORM	10
PVS MEET SIGNUP TEMPLATE	10
Copy the PVS Meet Signup Template to Your Google Account	10
Edit Your Form	11

Tired of keeping (or losing) track of dozens of emails from officials volunteering to work at a meet you're staffing? Google Forms can be a great way to save your Inbox! Instead of your Inbox being flooded with emails, officials signup via a link and responses are collected in a dedicated location and can be sent directly to a Google Sheet (Google's spreadsheet application).

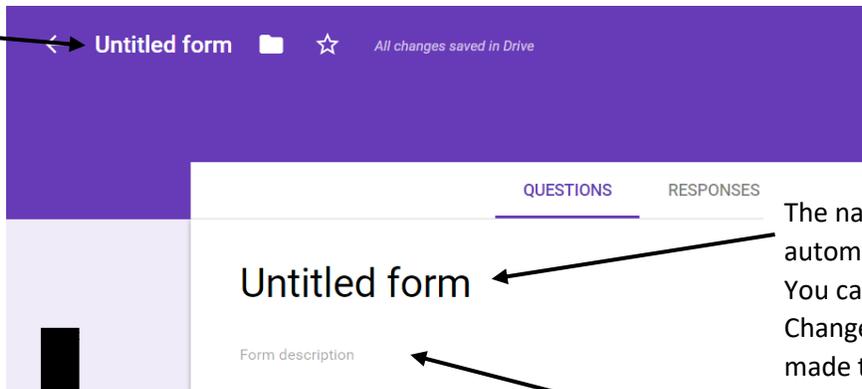
The first step is to [create a Google account](#) if you don't already have one, or log in to your Google account if you do. Once logged in to your Google/Gmail account, [launch the Google Forms app](#). Once you've created the form, you can choose to have the responses sent to a Google Sheet.

Creating the Form

To create a new form, click on the plus sign  in the lower right corner.

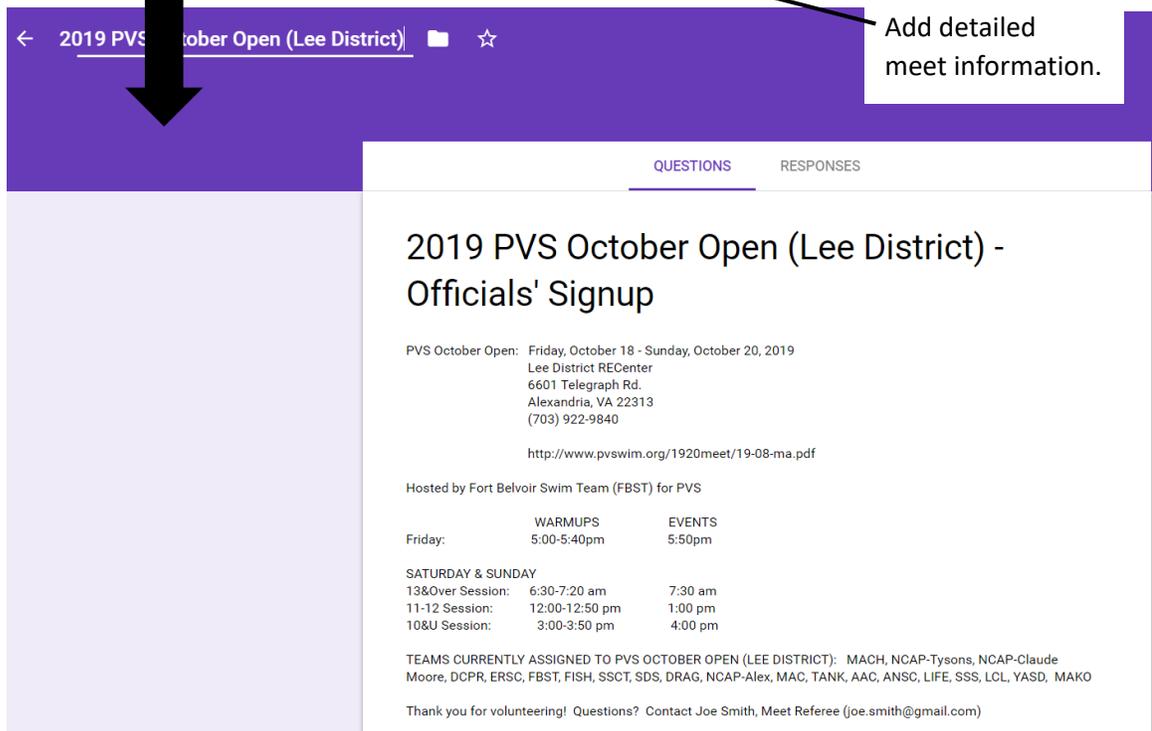
Add a Title and Description

Click here to name your form



The name you enter will automatically be added here. You can change it if you'd like. Changes made here won't be made to the Form title.

Add detailed meet information.

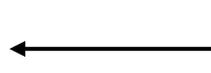


Customize the Look and Behavior of Your Form

Choose Colors or Custom Header



To customize the colors of your form – or even add an image for the header if you want (the PVS signups have the PVS logo on them, for example) click on the paint palette icon in the upper right corner.



Click to select a custom header. You can select one of Google's images or upload your own by choosing Upload Photos. NOTE: Pictures must be at least 800 pixels wide and at least 200 pixels

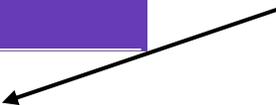


Select the colors you'd like your form to use.

Customize Your Form's Behavior



Set the Settings for your form using the wheel icon in the upper right corner. The Settings window has 3 tabs: GENERAL, PRESENTATION, and QUIZZES.



Select to collect email addresses. **This is highly recommended.** If you choose to collect email addresses, a required email field will automatically be added as the first field on your form. The field will include validating that the entry is in the form of a valid email address.



Choosing to collect email addresses also enables you to send a copy of the form to the email address entered. This can be done for all submissions or only by request.

Select PRESENTATION to add a confirmation message to display when the form is submitted.

Be sure to SAVE your Settings!

Settings

GENERAL PRESENTATION QUIZZES

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Thank you for volunteering! If your availability changes, please complete the form again, the most recent response will be used. If you have any questions please contact Joe Smith, Meet Referee (joe.smith@gmail.com). Assignments will be emailed during the week prior to the meet!

SAVE

Enter the confirmation message you'd like to display

Add Fields to Your Form

Use the menu on the right side to build your form.

- Click to add fields to the form.
- Click to copy questions from an existing form.
- Click to add a Title and a description. Titles can be used to help group fields.
- Click to add a picture.
- Click to add a video.
- Click to add a section. This will put the following fields on a separate page and add a NEXT button. You can specify what section to go to next or if the form should be submitted.

When you add a field, a Multiple choice field is automatically created. Clicking the drop down menu in the right corner provides a list of possible field types.

Question

Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

Required

Click to change the field type.

Click to make the field required.

Field Types

 Short answer	← Short, user-entered text. Good for fields like First Name, Last Name, Club, etc.
 Paragraph	← Longer, user-entered text. Good for fields like comments.
 Multiple choice	← Displays a list of choices; only one may be selected.
 Checkboxes	← Displays a list of choices; multiple options may be selected.
 Dropdown	← Like Multiple choice, allows a single selection from a list. List is displayed when the field is clicked. Saves screen space; better for longer lists.
 File upload	← Allows for a file upload.
 Linear scale	← Choose an option from a list of numbers (1-5, 1-10, etc.). Can add captions to low and high end (i.e., Not Likely, Highly Likely)
 Multiple choice grid	} Table versions of Multiple Choice and Checkboxes. Multiple Choice allows 1 selection/row; Checkbox grid allows more than 1 selection/row. Option to require a response in each row.
 Checkbox grid	
 Date	← Specify a date.
 Time	← Specify a time.

Many of your fields will likely be Short answer. Short answer is the best method to collect First Name, Last Name, and Club. If you choose to have a "Comments" field, paragraph is the best field type. Multiple choice, drop down, and multiple choice grid may all be used to collect input that has a discrete list of values – like shirt size, certifications, and availability. Google Forms gives you the flexibility to collect the information you need in a way that you want – and that is easy for your respondents. A few examples:

Certifications *

Please indicate your certification status (None, Apprentice, Certified) for each position.

	None	Apprentice	Certified
Stroke & Turn Judge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Starter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chief Judge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer Operator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic Timing System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative Official	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sessions Available (check all that apply) *

Please select "Not Available" if you are unavailable for a session. Note, Friday Distance Session, Friday Evening Finals, and Saturday Evening finals will be swum on one course.

	Boys	Girls	No Preference
Friday 11&O Prelims	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday Distance (one course)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday Finals (one course)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday 13&O Prelims	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday 11-12 Prelims	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday 9-10 Timed Finals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday Finals (one course)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday 13&O Timed Finals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday 11-12 Timed Finals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday 9-10 Timed Finals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Session Availability

Please enter your session availability below.

Thursday Timed Finals *

Warm-up 4:00 - 4:50 PM -- Events @ 5:00 PM

- Boy's Course
- Girl's Course
- No Preference
- Not Available

Friday AM Prelims (13&O) *

Warm-up 7:30 - 8:30 AM -- Events @ 8:40 AM

- Boy's Course
- Girl's Course
- No Preference
- Not Available

Shirt Size *

Choose

- Choose
- Men's Medium
- Men's Large
- Men's XL
- Men's XXL
- Option 5
- Women's Small
- Women's Medium
- Women's Large
- Women's XL

Multiple Choice Grid

Multiple Choice

Dropdown

Preview and Revise Your Form



After you've added fields to your form, preview what it looks like using the eye icon in the upper right corner. Your form will open in a separate tab in the format a user will see. Return to your form by returning to the original tab or clicking the pencil icon  in the upper right corner.

You can change the field type of any field by selecting a different option from the Field Type Dropdown. You can reorder your fields by dragging them to a different order. Google Forms does not offer many layout options – each field goes on a different line.

Be sure to review the fields you have made **Required**. Required fields have a ***** next to their name. Most of the fields on your form should be required (e.g., Name, Club, Certifications, and Availability fields).

Getting Responses

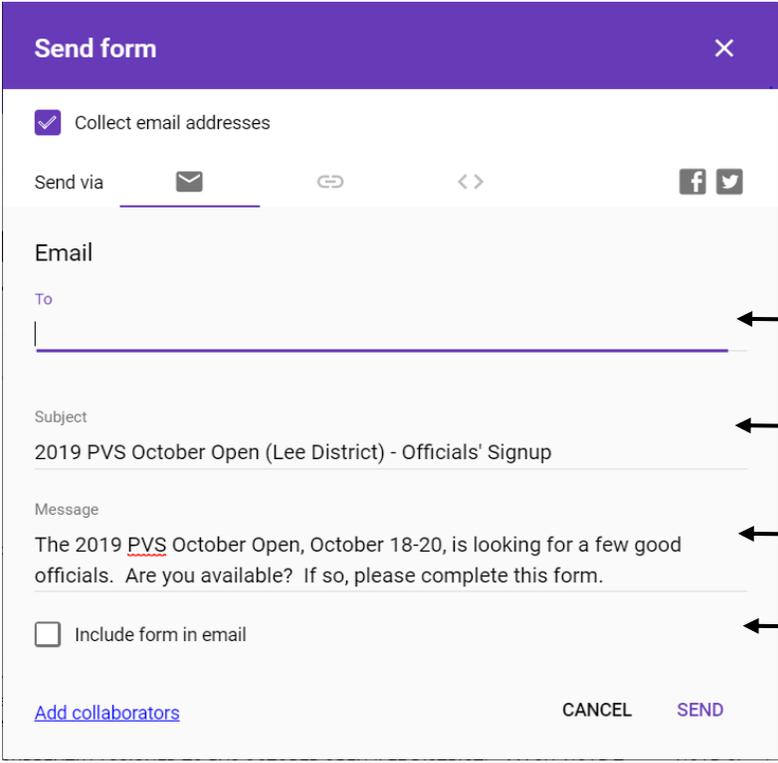


You've added all the fields you want, gotten them in the order you want, customized the look and settings of your form, now what? Its time to share your form so you can start collecting responses.

Click the SEND button in the upper right corner to select how you want to share your form. You can share your

form via email , link , or embedded in HTML .

Share Form via email



The screenshot shows the 'Send form' dialog box with the following elements and annotations:

- Send form** (Title bar)
- Collect email addresses
- Send via:  (selected), , , , 
- Email** (Section header)
- To:
- Subject: 2019 PVS October Open (Lee District) - Officials' Signup
- Message: The 2019 PVS October Open, October 18-20, is looking for a few good officials. Are you available? If so, please complete this form.
- Include form in email
- [Add collaborators](#)
- CANCEL SEND

Annotations with arrows pointing to the corresponding fields:

- Specify email address(es) to send form to (points to the 'To' field)
- Specify Subject of email (points to the 'Subject' field)
- Add a message to include in your email (points to the 'Message' field)
- Click to include the form in your email (points to the 'Include form in email' checkbox)
- Click to send email (points to the 'SEND' button)

The message you specify is included at the beginning of the email that is sent. The Form title and Form description are also included in the email following the message. If you choose **Include form in email**, the form is embedded in the email and recipients may submit the form directly from the email; they are also given an option at the beginning of the email to fill out the form in Google forms. If you don't include the form in the email, users are given an option at the end of the email to fill out the form.

If you share the form via email, google keeps track of who you have emailed it to, who has responded, and who hasn't responded. It also gives you the ability to send an email reminder to people who haven't responded.

The screenshot shows the 'RESPONSES' tab of a Google Form. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES' (with a '1' in a purple box). Below the tabs, it says '1 response'. There are two buttons: 'SUMMARY' (highlighted in purple) and 'INDIVIDUAL'. To the right, there is a green plus icon, a vertical ellipsis, and a toggle switch labeled 'Accepting responses' which is turned on. The main content area is titled 'Who has responded?' and contains a table with one row. The 'Email' column has a redacted email address. Below the table, it says 'Waiting for 1 response' and there is a purple button labeled 'SEND EMAIL REMINDER'. Another redacted email address is visible at the bottom of the table.

Share Form via Link

Sharing your form via a link is the easiest, most flexible way to share your form. You can include the link in a meet announcement, in an email, or on a web page. When the link is clicked, the form is opened.

The screenshot shows the 'Send form' dialog box. At the top, it says 'Send form' with a close button. There is a checked checkbox for 'Collect email addresses'. Below that, there are three options for 'Send via': 'Email' (with an envelope icon), 'Link' (with a link icon and underlined), and 'Code' (with a code icon). There are also social media icons for Facebook and Twitter. The 'Link' option is selected, and the URL 'https://forms.gle/n6YATAC4GPzmj6gb8' is displayed. There is a checked checkbox for 'Shorten URL'. At the bottom, there are two buttons: 'CANCEL' and 'COPY'. Two arrows point to the 'Link' option and the 'COPY' button with the text 'Click to get a shortened link' and 'Click to copy the link' respectively.

Share Form via Embedded HTML

Google provides the code needed to embed the form on your web page.

Specify the Width and Height of the frame in your HTML

Copy the HTML to paste into your source code. The form will be displayed on your webpage in the specified size.

Embed HTML

```
<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSf1cIRdWESHs-sV" width="640 px" height="1297 px"></iframe>
```

Width 640 px Height 1297 px

CANCEL COPY

Managing Responses

RESPONSES 1 The Google form automatically collects responses to your form. Click **RESPONSES** to see individual responses. You can choose to view a summary of responses or each individual response.

View a summary of responses by question.

Send responses to a Google sheet.

View individual form responses.

Turn responses on/off

Response Menu

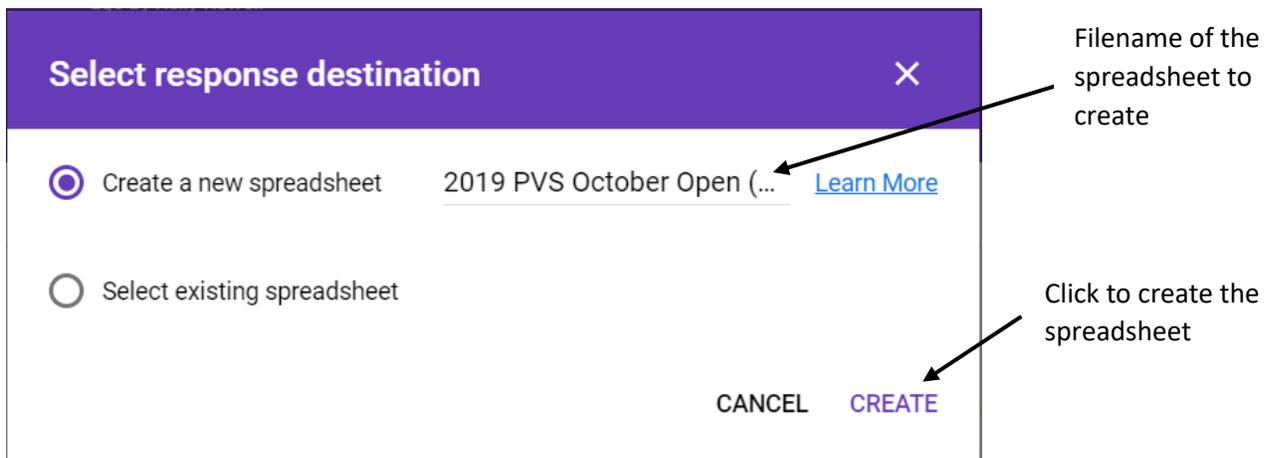
1 response

SUMMARY INDIVIDUAL

Accepting responses



The true power of the Google form for Officials Signups lies in the ability to send responses to a Google Sheet. To send responses to a Google Sheet, click the Spreadsheet icon.



When you click CREATE to create a new spreadsheet, Google links the Form with the spreadsheet. Responses already submitted and future responses will be sent to the Spreadsheet. **NOTE: if you store responses in Google Sheets, deleting a response from the form or sheet will not affect the other.** Once the Google Form is linked to a Google Sheet, clicking on the  spreadsheet icon will open the linked Google Sheet.

Google Responses Sheet

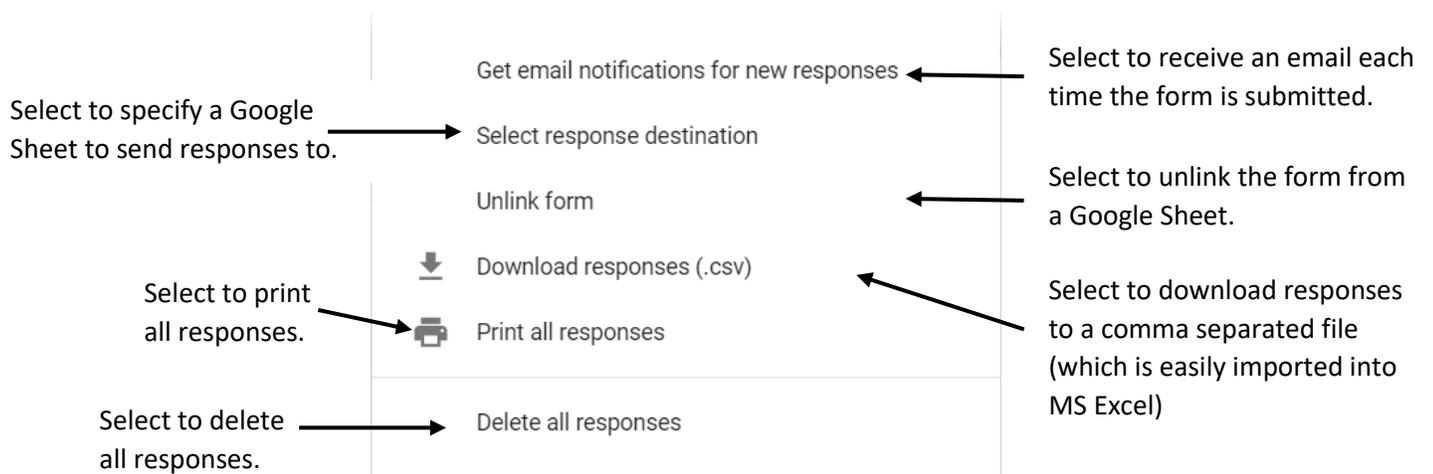
Google automatically creates and populates the spreadsheet, but you can make changes. For example, you can change the values in the header rows [NOTE: If you make changes to the original form, Google will update the spreadsheet, including returning the values in the header rows to their values on the form]. You can replace values in the spreadsheet, for example, changing Not Available to blank can make the responses easier to read. You can add columns to the spreadsheet, for example a column to indicate if the official has been added in OTS. You can also add officials who email you directly.

 **Share** If you are working with someone else to staff the meet, it is good practice to share the response sheet with her/him. You can even add a tab to the spreadsheet for assignments – then you and anyone with whom you’ve shared the spreadsheet with can work on and review assignments as officials sign up.

You can also specify that you’d like to receive an email when changes are made to the spreadsheet or when a user submits a form (**Tools | Notification Rules**).

Other Options

- Clicking the Response Menu provides additional options to manage responses to your form.



Select response destination allows you to create a new Google sheet or select an existing Google sheet to send responses to. If your form is already linked, a link to that form is provided.

Delete all responses deletes all responses from the form. It **does not** make any changes to the linked Google sheet.

Re-Using Your Form

Do you look for volunteers for the same meet year after year? Your form can be re-used!

- Delete all responses from your form
- Either delete all responses from your linked Google Sheet or link to a new Google Sheet
- Update your form with the changes (year, dates, etc.).

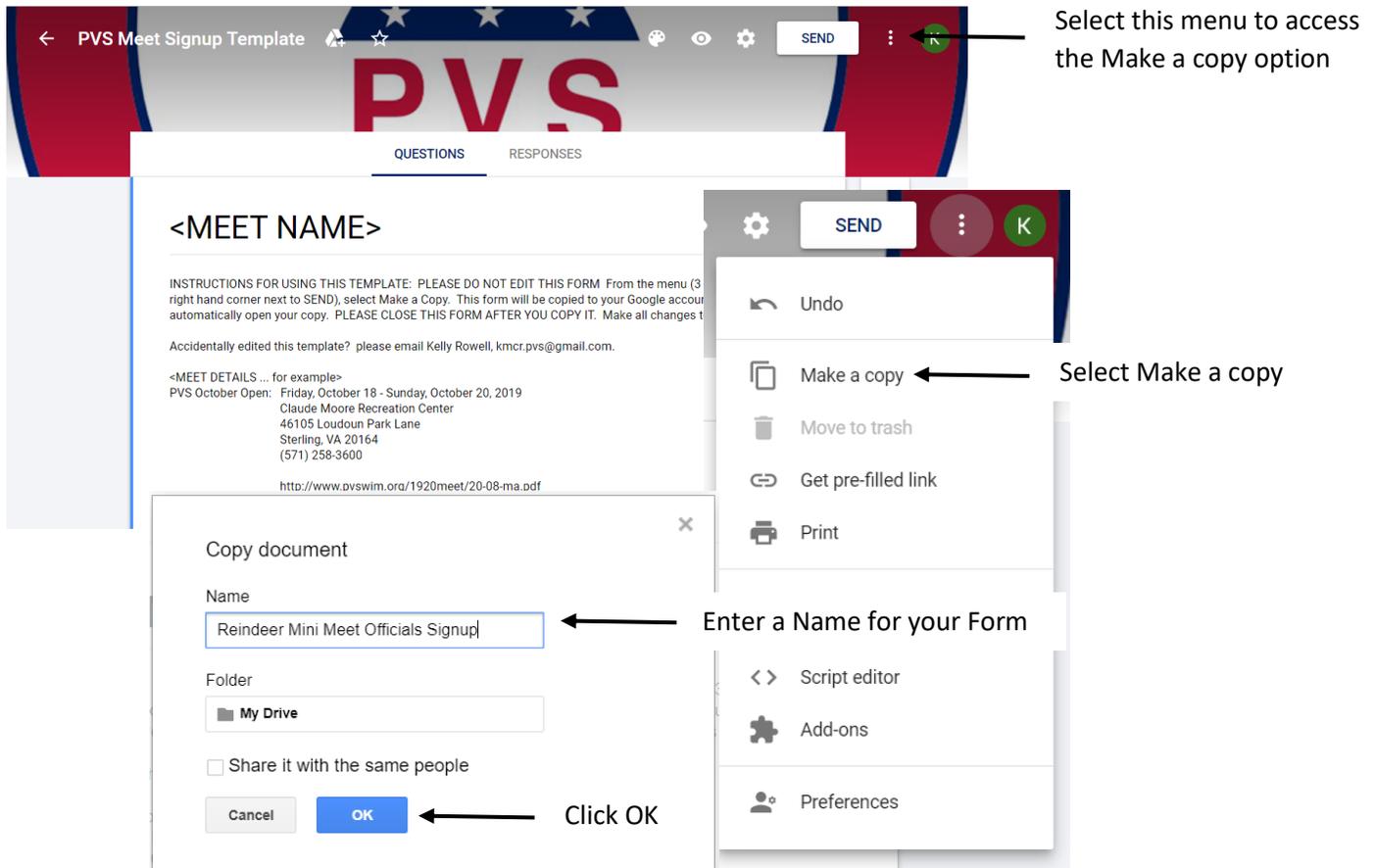
PVS Meet Signup Template

You can get a headstart on your form by opening and copying the [PVS Meet Signup Template](#) to your Google account. Please note, this is a public form; please be careful not to edit the template, but to edit the copy in your Google account.

Copy the PVS Meet Signup Template to Your Google Account

While logged into your Google account, open the [PVS Meet Signup Template](#). Select the menu () from the upper right hand corner. Select  **Make a copy** Enter a name for your new form and Click OK. Google will open your new form.

Please close the PVS Meet Signup Template window to avoid accidentally editing it.



The screenshot shows the 'PVS Meet Signup Template' form. At the top right, there is a 'SEND' button and a three-dot menu icon. An arrow points to this menu icon with the text 'Select this menu to access the Make a copy option'. Below the form, a context menu is open, showing options: 'Undo', 'Make a copy', 'Move to trash', 'Get pre-filled link', and 'Print'. An arrow points to the 'Make a copy' option with the text 'Select Make a copy'. Below the context menu, a 'Copy document' dialog box is open. The 'Name' field contains 'Reindeer Mini Meet Officials Signup'. An arrow points to this field with the text 'Enter a Name for your Form'. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons. An arrow points to the 'OK' button with the text 'Click OK'. The form content includes instructions for using the template, contact information for Kelly Rowell (kmcr.pvs@gmail.com), and meet details for Friday, October 18 - Sunday, October 20, 2019, at the Claude Moore Recreation Center.

Edit Your Form

Name of your new form

← Reindeer Mini Meet Officials Signu

SEND

QUESTIONS RESPONSES

Enter your meet name

<MEET NAME>

INSTRUCTIONS FOR USING THIS TEMPLATE: PLEASE DO NOT EDIT THIS FORM From the menu (3 vertical dots, upper right hand corner next to SEND), select Make a Copy. This form will be copied to your Google account and Google will automatically open your copy. PLEASE CLOSE THIS FORM AFTER YOU COPY IT. Make all changes to your copy.

Accidentally edited this template? please email Kelly Rowell, kmcr.pvs@gmail.com.

<MEET DETAILS ... for example>
PVS October Open: Friday, October 18 - Sunday, October 20, 2019
Claude Moore Recreation Center
46105 Loudoun Park Lane
Sterling, VA 20164
(571) 258-3600

<http://www.pvswim.org/1920meet/20-08-ma.pdf>

Hosted by Nations Capital Swim Club (NCAP) for PVS

WARMUPS EVFNTS

Enter the details of your meet