Creating a Online Form using Google Documents
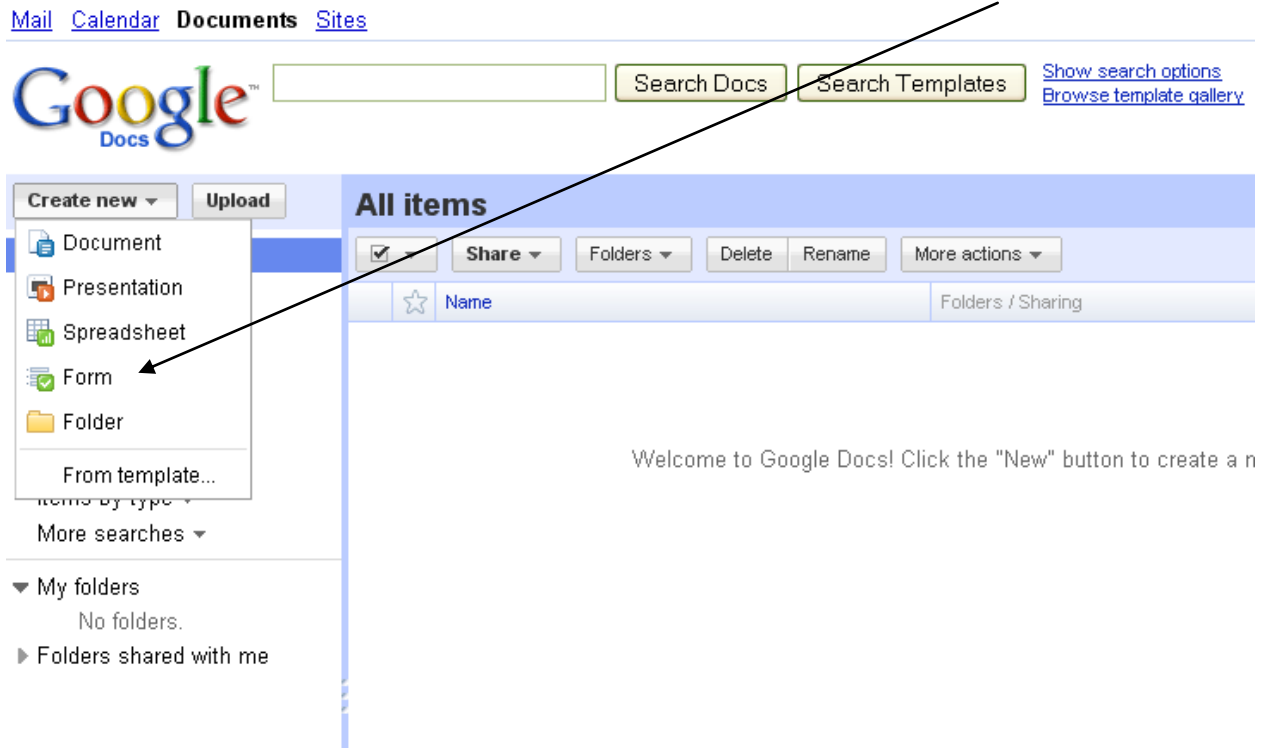
If you would like to create an embeddable form using Google Documents please follow the steps below.

1. Sign into your Google Apps email account. (example XXXXX@teamunify.com)
2. At the top left of the page should be 4 headings: Mail, Calendar, Documents, Sites
3. Click on the Documents Heading.
4. This will take you to the Google Docs Page for your Domain
5. Located on the left is the Create New Button click on the pull down and select the FORM heading.

6. This will take you to the Form creation screen.

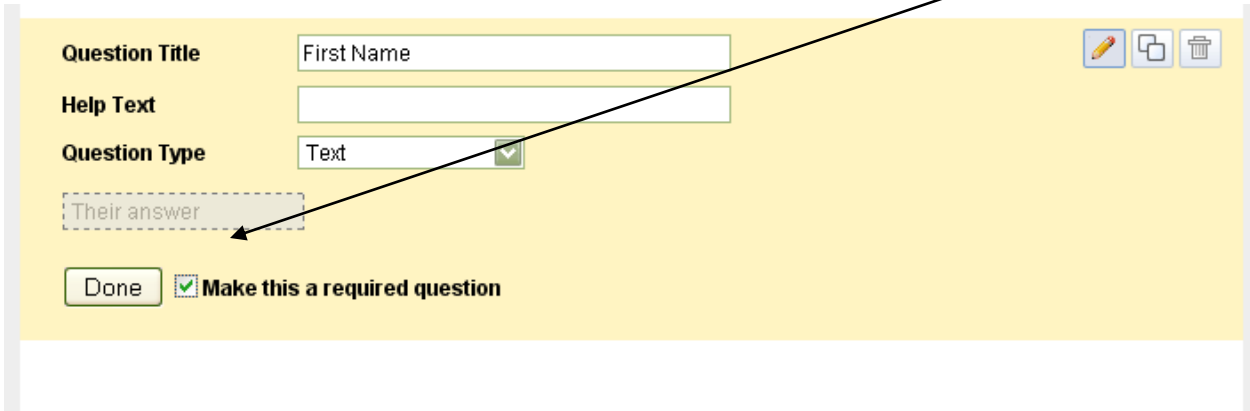7. At the top of the form you will be able to enter in the Title of the form and a description or Instructions.

8. From here you will have several options on the type of format you would like to gather information with. Click on the **Add Item** button and you should be able to select these questions choices.
   a. Text
   b. Paragraph Text
   c. Multiple Choice
   d. Checkboxes
   e. Choose from a List
   f. Scale
   g. Grid
   h. Section Header
   i. Page Break

9. Use the different question types to create a form that collects the information you desire. See different examples below.

Text- This is a basic text box. Notice that you can require a Question by check marking this Box Click done when correct.
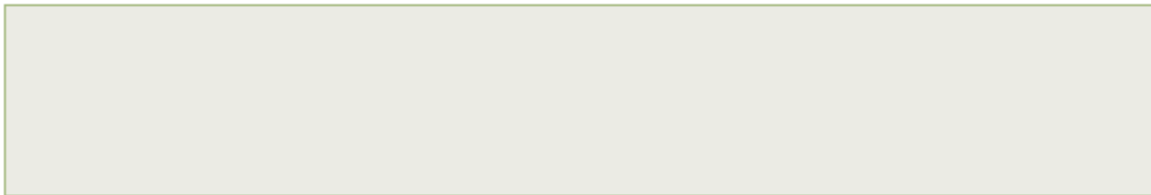
Question Title	First Name	✏ 🗗 🗑
Help Text		
Question Type	Text ▾	
Their answer		
[Done] ☑ **Make this a required question**		
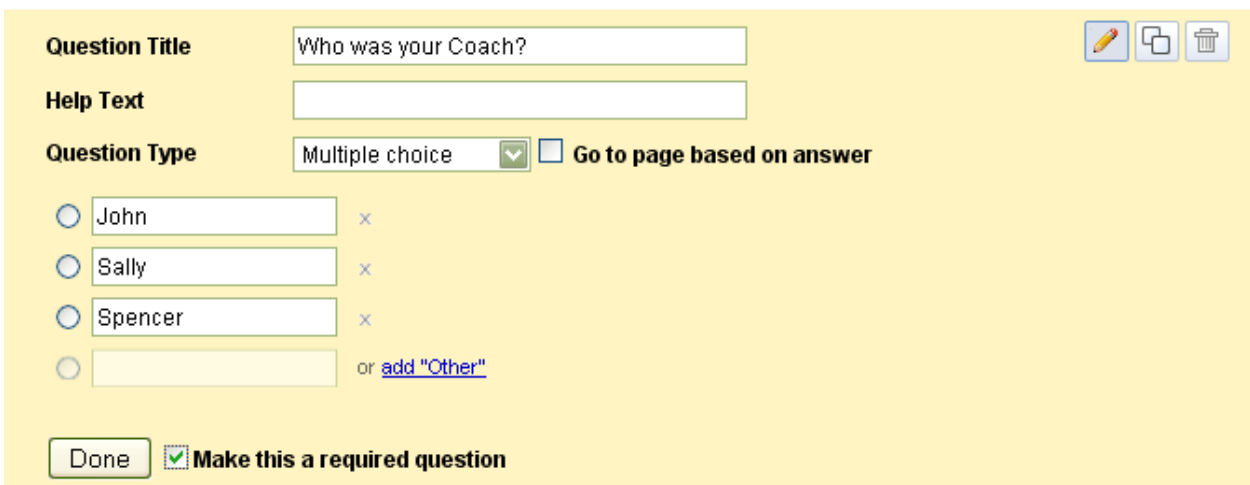
Paragraph Text

How was your Swim Team Experience?

Multiple Choice

Question Title	Who was your Coach?	✏ 🗗 🗑
Help Text		
Question Type	Multiple choice ▾ ☐ **Go to page based on answer**	
○ John	x	
○ Sally	x	
○ Spencer	x	
○	or add "Other"	
[Done] ☑ **Make this a required question**		

Checkboxes

Question Title	Please Select any programs you are interes
Help Text	
Question Type	Checkboxes ⌄

☐ Masters   x
☐ Age Group   x
☐ Lessons   x
☐ Water Polo   x
☐ Syncro Swimming   x
☐   or add "Other"

[Done] ☐ **Make this a required question**

Choose From List

Question Title	Please select any that pertain to you?
Help Text	
Question Type	Choose from a list ⌄

1.   Male   x
2.   Female   x

[Done] ☐ **Make this a required question**

Scale

Question Title	Please rate you experiene on a scale of 1-1(
Help Text	
Question Type	Scale ⌄

Scale 1 ⌄ to 10 ⌄

Labels - optional

1: Bad

10: Tremondous

[Done] ☐ **Make this a required question**

Grid

Question Title	Please rate each program?
Help Text	
Question Type	Grid
Columns	5
Column 1 label	Stars
Column 2 label	Gold fish
Column 3 label	Rays
Column 4 label	Salmon
Column 5 label	Sharks
Row 1 label	Great ✕
Row 2 label	Greater ✕

Done ☐ Make this a required question

10. Once you have the form created you have a couple options for getting it to your audience. Email or embedding.
11. If you want to embed the form in your site her e is how.
    a. Go to the Edit form Screen and find the more actions key then select embed

➕ Add item ▾   Theme: Plain   Email this form   See responses ▾   More actions ▾   Saved

Embed
Edit confirmation

Please Select any programs you are interesed in?
☐ Masters
☐ Age Group
☐ Lessons
☐ Water Polo
☐ Syncro Swimming

Please select any that pertain to you?
Male ▾

12. This will bring up a new screen from here copy the embed code

Embed ☒

Paste this into your blog or website:

`<iframe src="http://spreadsheets.google.com/embeddedform?formkey=dDBKelNqdzRHTVZtQ`

Cancel

13. Go Back to your site and login

14. Go to the Page you want the online form to appear on and click the edit key

15. This will take you to the editor screen click on the source button located in the top left corner

Source   B I U abc X₂ x²
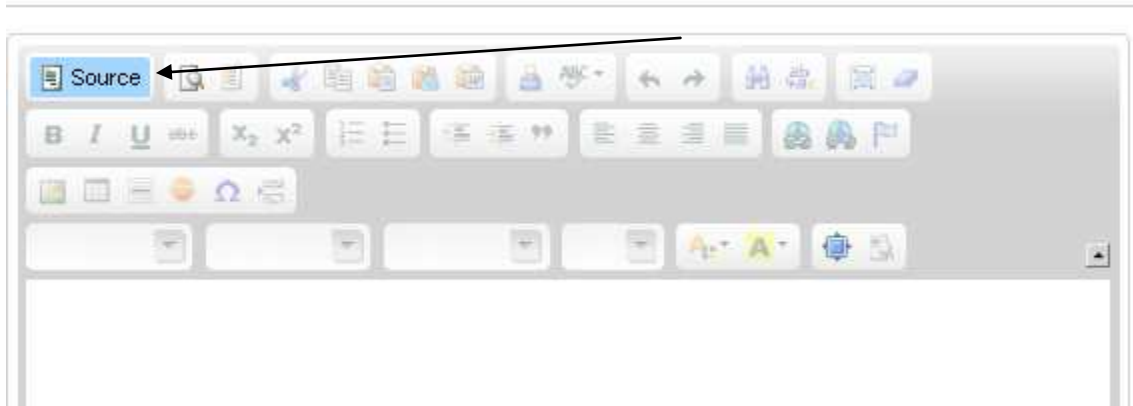
16. Now paste in the code you copied and save changes.

Editor

Source   B I U abc X₂ x²

```
<iframe src="http://spreadsheets.google.com
/embeddedform?formkey=dDBKelNqdzRHTVZtQTAzSHBveWdraUE6MA" width="760"
height="1201" frameborder="0" marginheight="0" marginwidth="0">Loading...
</iframe>
```
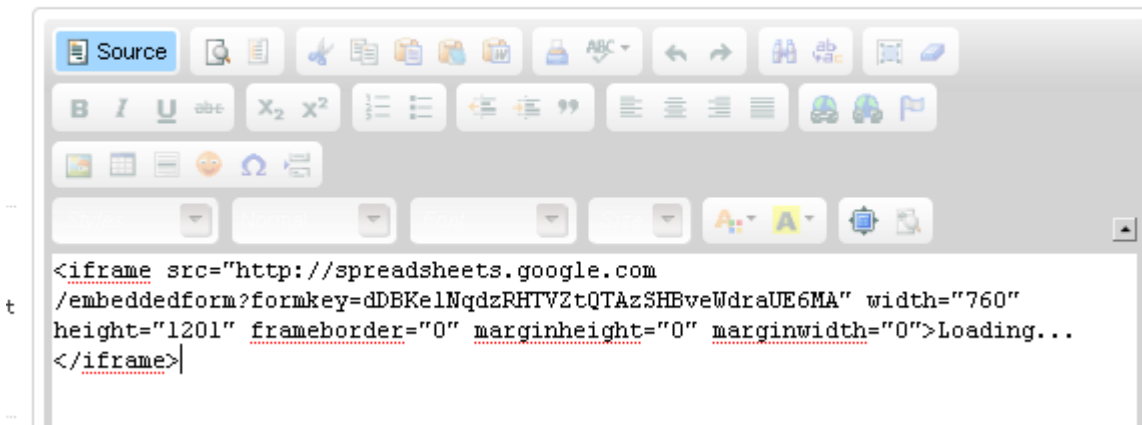
17. The form should appear on that page

Swim Team Survey

Please take a moment and fill in the below fields.

* Required

First Name *

[   ]

Last Name *

[   ]

How was your Swim Team Experience?

[   ]

18. The other option is to email the form, to do this go to the form and select Email form and enter in the desired email addresses.

19. If you want to track responses to the form you can view the results in the edit form area and click see responses and selecting either the summary or spreadsheet version.

| ✚ Add item ▾ | Theme: Plain | | Email this form | See responses ▾ | More actions ▾ | Saved |

☐ Require **bendvolleyball.com** sign-in to view this form.
☐ Automatically collect respondent's **bendvolleyball.com** username.

Swim Team Survey

Please take a moment and fill in the below fields.

First Name *

[   ]