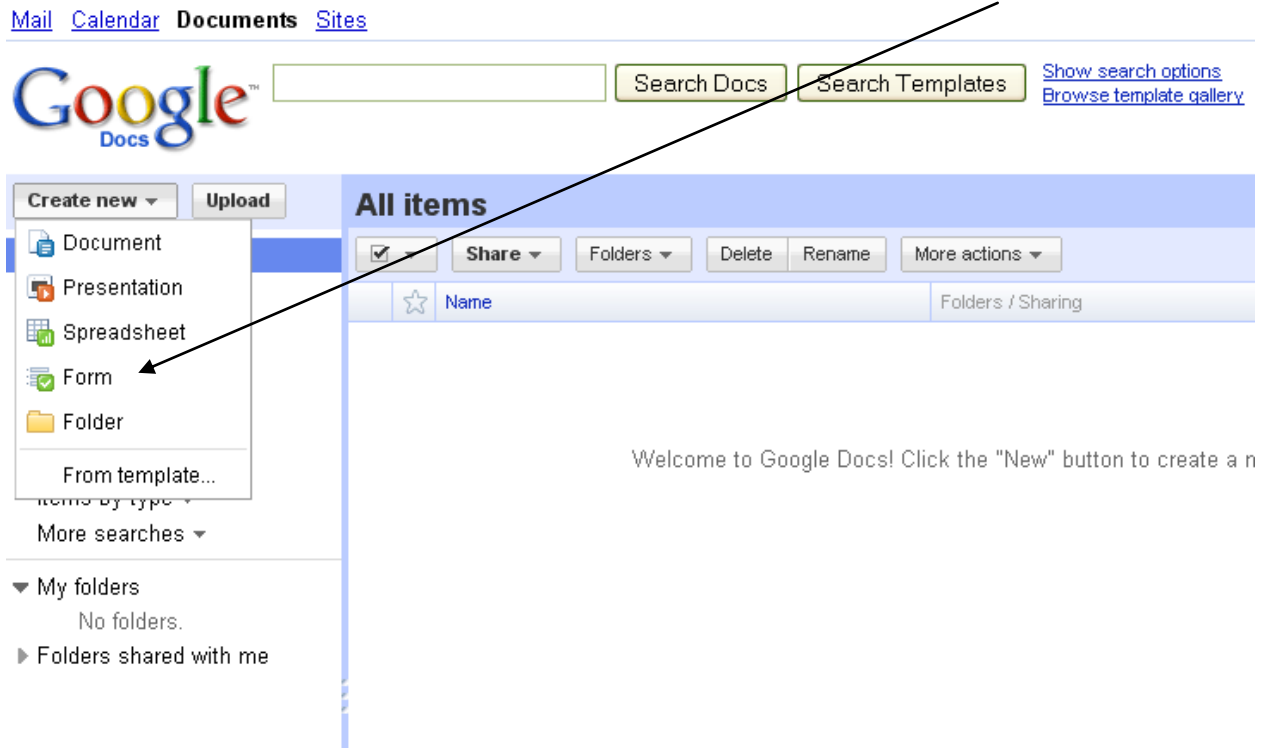


Creating an Online Form using Google Documents

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.

A screenshot of the Google Forms creation screen. At the top, there is a blue header bar with buttons for '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the header, there are two checkboxes: 'Require bendvolleyball.com sign-in to view this form.' and 'Automatically collect respondent's bendvolleyball.com username.'. The main area contains a text input field with the placeholder text 'Untitled form' and a larger text area below it with the placeholder text 'You can include any text or info that will help people fill this out.'

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

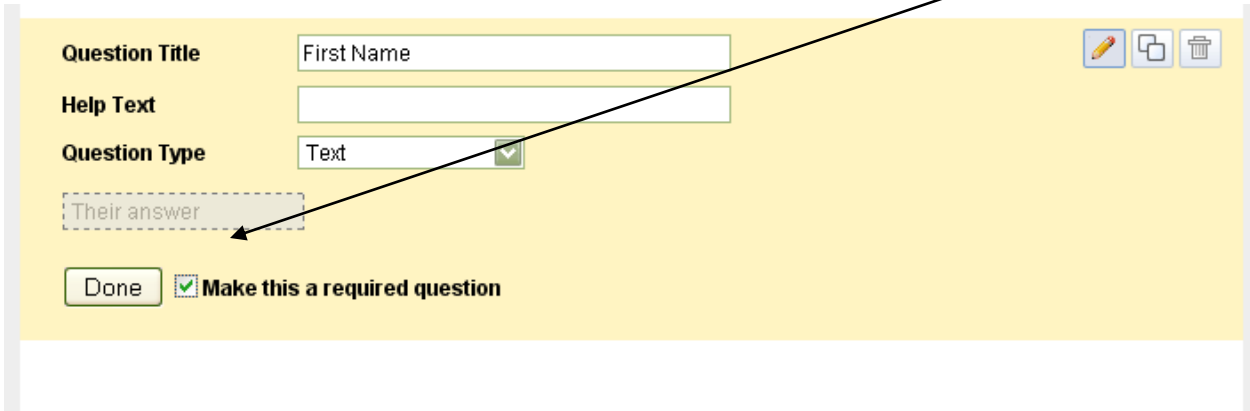
The screenshot shows the top portion of a form editor. At the top, there is a blue header bar with several buttons: '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the header, there are two checkboxes: 'Require bendvolleyball.com sign-in to view this form.' and 'Automatically collect respondent's bendvolleyball.com username.'. The main content area contains a text box with the title 'Swim Team Survey' and a larger text box with the instruction 'Please take a moment and fill in the below fields.'

- 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.
 - Text
 - Paragraph Text
 - Multiple Choice
 - Checkboxes
 - Choose from a List
 - Scale
 - Grid
 - Section Header
 - Page Break

This screenshot shows the same form editor interface as above, but with the '+ Add item' button clicked. A dropdown menu is open, listing various question types under the heading 'Questions': Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, and Grid. Below this, under the heading 'Other', are 'Section header' and 'Page break'. An arrow points from the 'Text' option in the dropdown menu to the 'Add item' button. The background shows the form content from the previous screenshot, including the title 'Swim Team Survey' and the instruction 'Please take a moment and fill in the below fields.'. At the bottom, there is a yellow bar with a text box labeled 'Untitled Question' and three icons: a pencil, a copy icon, and a trash icon.

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.

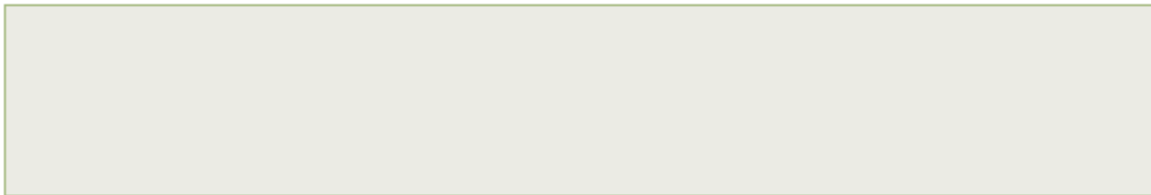


The screenshot shows a form editor interface for a text question. It has a yellow background. At the top right, there are three icons: a pencil, a document, and a trash can. The form fields are as follows:

- Question Title:** A text input field containing "First Name".
- Help Text:** An empty text input field.
- Question Type:** A dropdown menu set to "Text".
- Placeholder:** A dashed box containing the text "Their answer".
- Buttons:** A "Done" button and a checkbox labeled "Make this a required question" which is checked.

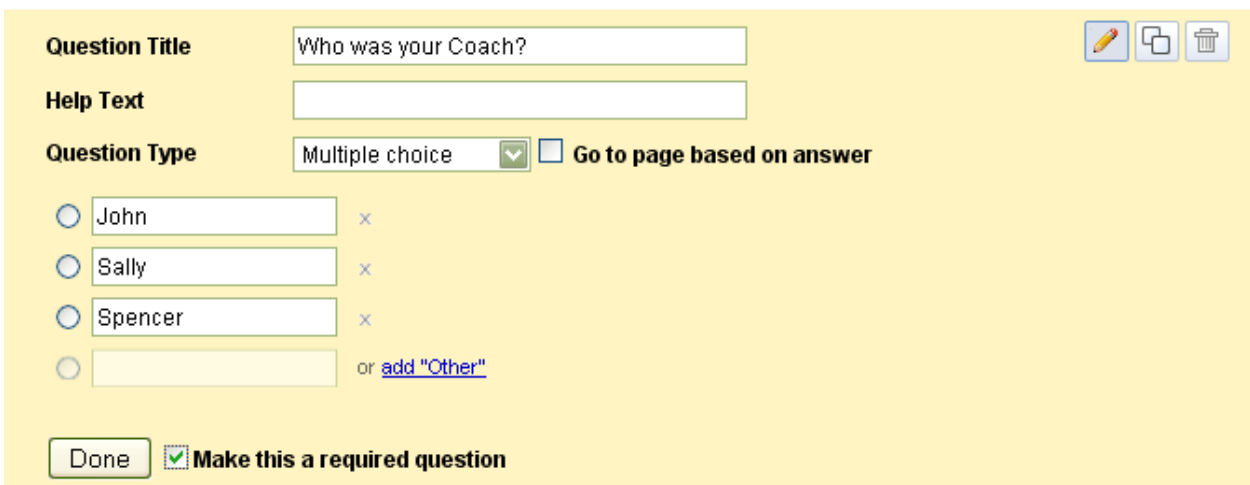
Paragraph Text

How was your Swim Team Experience?



A large, empty rectangular text area with a light gray background and a thin border, intended for a paragraph text question.




Multiple Choice




The screenshot shows a form editor interface for a multiple choice question. It has a yellow background. At the top right, there are three icons: a pencil, a document, and a trash can. The form fields are as follows:

- Question Title:** A text input field containing "Who was your Coach?".
- Help Text:** An empty text input field.
- Question Type:** A dropdown menu set to "Multiple choice".
- Option:** A checkbox labeled "Go to page based on answer" which is unchecked.
- Choices:** Three radio button options, each with a text input field and a delete 'x' icon:
 - John
 - Sally
 - Spencer
- Other:** A radio button option with a text input field and the text "or [add 'Other'](#)".
- Buttons:** A "Done" button and a checkbox labeled "Make this a required question" which is checked.

Checkboxes

Question Title   

Help Text

Question Type 

x

x

x




x

x


or [add "Other"](#)

Make this a required question

Choose From List

Question Title   

Help Text




Question Type 

1. x


2. x



Make this a required question

Scale

Question Title   

Help Text

Question Type 

Scale  to 




Labels - optional

1:

10:

Make this a required question

Grid

Question Title   

Help Text

Question Type

Columns

Column 1 label

Column 2 label

Column 3 label

Column 4 label

Column 5 label

Row 1 label

Row 2 label

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 here is how.

a. Go to the Edit form Screen and find the more actions key then select embed

Theme: Plain

Please Select any programs you are interested in?

- Masters
- Age Group
- Lessons
- Water Polo
- Syncro Swimming

Please select any that pertain to you?

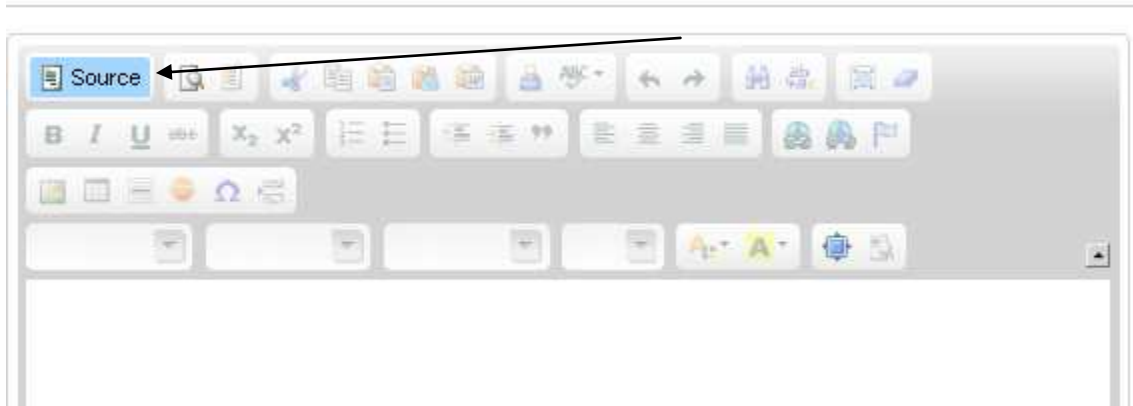
12. This will bring up a new screen from here copy the embed code



13. Go Back to your site and login

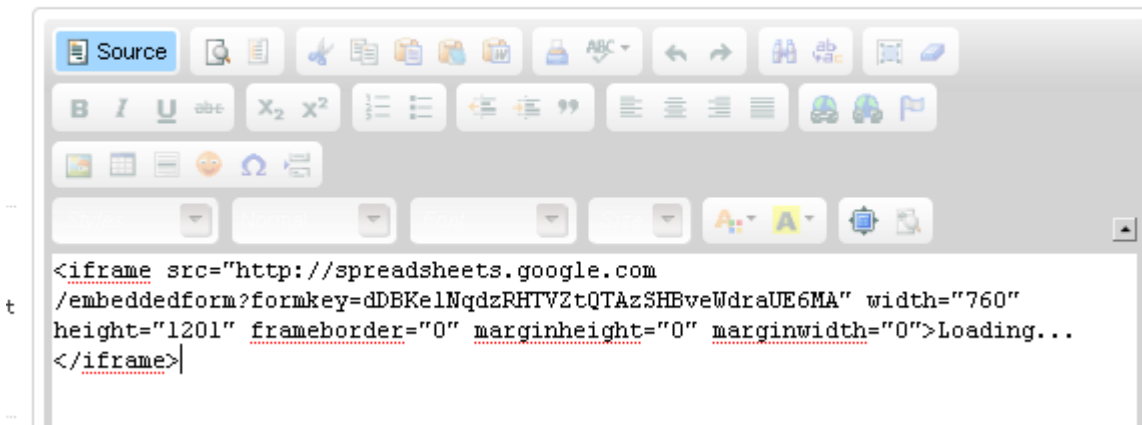
14. Go to the Page you want the online form to appear on and click the edit key

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



16. Now paste in the code you copied and save changes.

Editor



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 *

ir **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.

The screenshot shows a form editor interface. At the top, there is a blue header bar with several buttons: '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Saved'. Below the header, there are two checkboxes: 'Require bendvolleyball.com sign-in to view this form.' and 'Automatically collect respondent's bendvolleyball.com username.' The main content area displays the form preview for 'Swim Team Survey'. It includes the title 'Swim Team Survey', the instruction 'Please take a moment and fill in the below fields.', and a 'First Name *' field. An arrow from the 'See responses' button in the header points to the 'See responses' button in the preview area. At the bottom right of the preview area, there are three icons: a pencil (edit), a document (print), and a trash can (delete).