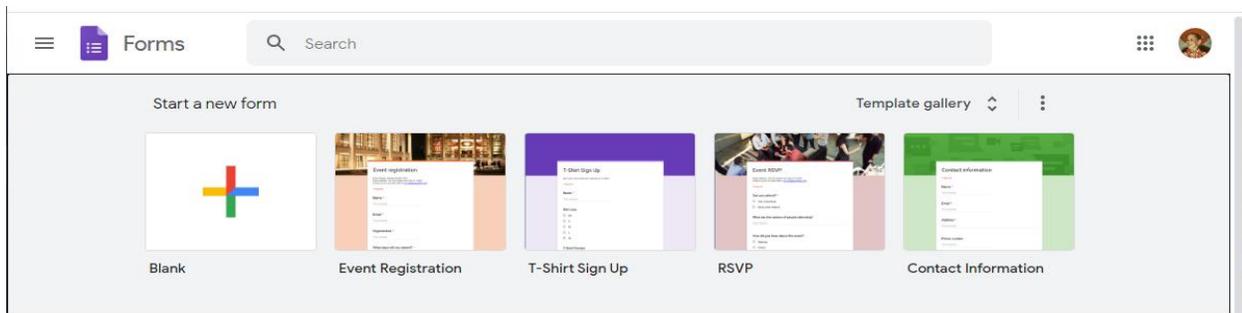


CREATING A GOOGLE FORM

STEP 1 Log into your gmail account, then go to this URL: <http://forms.google.com>

Choose a form template (blank, event, etc)



STEP 2 Change UNTITLED FORM to your own title In the next line you can add instructions.

STEP 3 Add your first question. (multiple choice or checkbox) you can mix multiple choice and checkbox questions

Change “untitled question to your question.

Then change Option 1 to your first choice,

For choice click “add option (not other) and type next choice, repeat for more choices

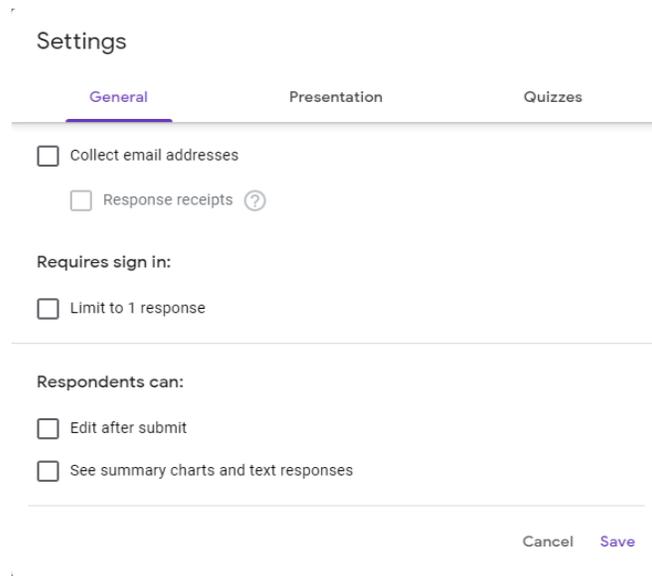
For next question click the + icon on the right and repeat

A screenshot of a Google Form titled 'Test form'. The form is set to 'Questions' mode. It contains three questions: 1. A text question 'Email address' with a red asterisk and a validation message 'Valid email address'. 2. A multiple-choice question 'Club President' with radio buttons for 'Washington', 'Monroe', 'Madison', and 'Other...'. 3. A checkbox question 'Are you a club member' with a 'Yes' option. The form is displayed on a light purple background with a sidebar on the right containing icons for adding questions, deleting, and other actions.

STEP 4 Click on the cog wheel at the top right corner

Click to check the first line “collect email addresses” so you can crosscheck the addresses with your membership.

Leave the other options blank



Settings

General Presentation Quizzes

Collect email addresses

Response receipts ?

Requires sign in:

Limit to 1 response

Respondents can:

Edit after submit

See summary charts and text responses

Cancel Save

STEP 5 Click the SEND button, upper right corner.

In the 2nd line, click the link icon 

Under LINK there will be a very long address, click the box under that SHORTEN URL

This will create the same link but with less

Click COPY and you can paste the invitation into emails to the people you want to attend the meeting

All they have to do is click the link to open the internet form, or paste the address into the internet browser to open the form

Send form ✕

Collect email addresses

Send via     

Link

<https://forms.gle/aEA9WH49U5YeZmPX9>

Shorten URL

Cancel Copy

STEP 6 After the forms have been send out return to <http://forms.google.com> and click RESPONSES to see the results

Instructions by Eugene Mitofsky