


# Using Google Forms to Manage Officials Signups

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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).

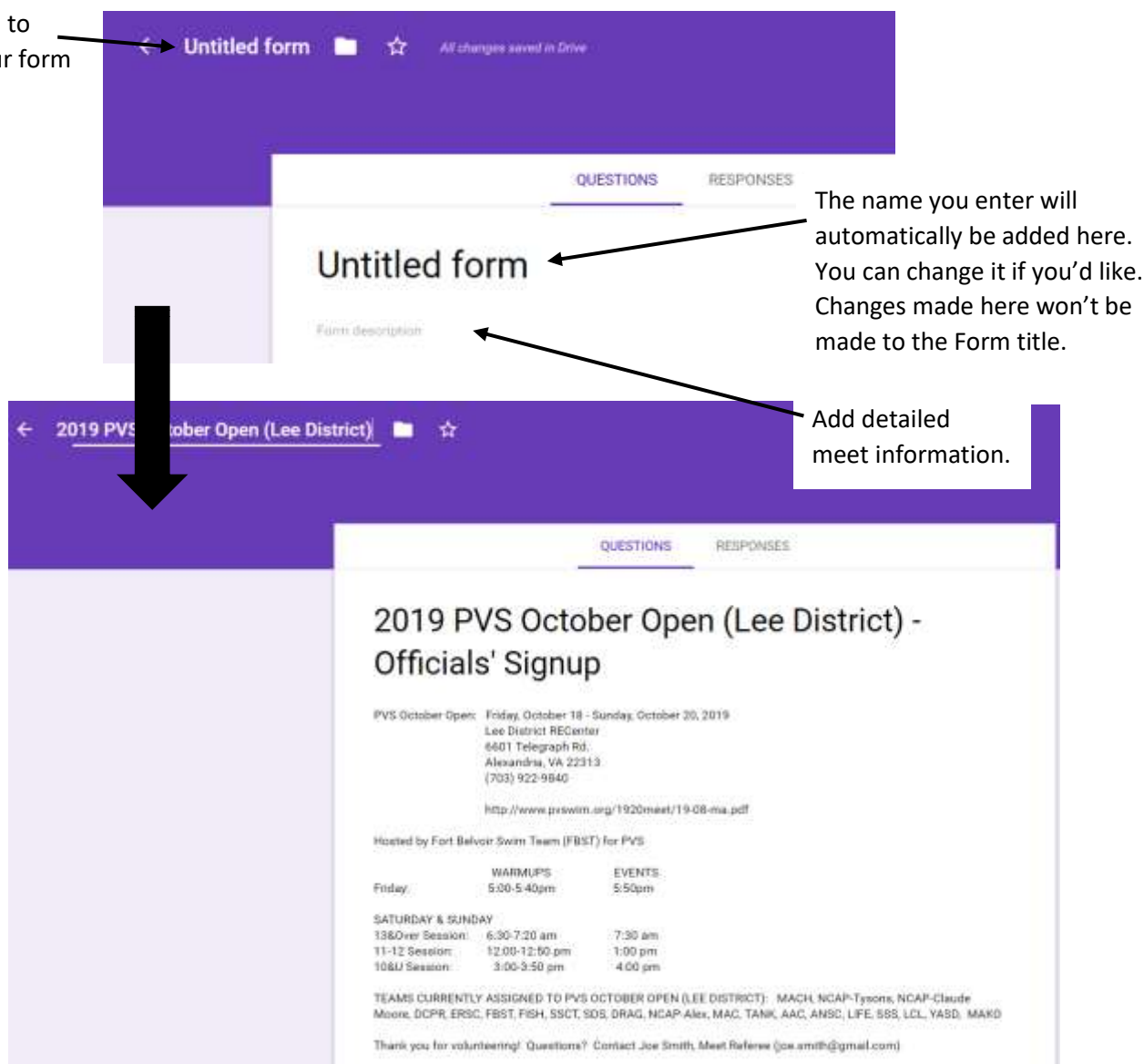
The first step is to [create a Google account](#) if you don't already have one, or log in to your Google account if you do. Once logged in to your Google/Gmail account, [launch the Google Forms app](#). Once you've created the form, you can choose to have the responses sent to a Google Sheet.

## 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 image shows two screenshots of the Google Forms interface. The top screenshot shows a form titled 'Untitled form' with a 'Form description' field. The bottom screenshot shows the same form after editing, with the title '2019 PVS October Open (Lee District) - Officials' Signup' and a detailed description of the event.

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.

**2019 PVS October Open (Lee District) - Officials' Signup**

PVS October Open: Friday, October 18 - Sunday, October 20, 2019  
Lee District REC Center  
6601 Telegraph Rd.  
Alexandria, VA 22313  
(703) 922-9840  
<http://www.pvswim.org/1920meet/19-08-ma.pdf>

Hosted by Fort Belvoir Swim Team (FBST) for PVS

	WARMUPS	EVENTS
Friday:	5:00-5:40pm	5:50pm
SATURDAY & SUNDAY		
13&Over Session:	6:30-7:20 am	7:30 am
11-12 Session:	12:00-12:50 pm	1:00 pm
10&U Session:	3:00-3:50 pm	4:00 pm

TEAMS CURRENTLY ASSIGNED TO PVS OCTOBER OPEN (LEE DISTRICT): MACH, NCAP-Tyson, NCAP-Claude Moore, DCPR, ERSC, FBST, FISH, SSCT, SOS, DRAG, NCAP-Alex, MAC, TANK, AAC, ANSC, LIFE, SSS, LCL, YASD, MAKD

Thank you for volunteering! Questions? Contact Joe Smith, Meet Referee ([joe.smith@gmail.com](mailto:joe.smith@gmail.com))

## 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!

The screenshot shows the 'Settings' menu with three tabs: GENERAL, PRESENTATION, and QUIZZES. The PRESENTATION tab is selected. Below the tabs are three checkboxes: 'Show progress bar', 'Shuffle question order', and 'Show link to submit another response'. A 'Confirmation message:' section is highlighted with a text box containing the following text: '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.'

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.

The screenshot shows a vertical menu on the right side of the form builder. The menu contains six icons: a plus sign, a document with an arrow, a title and description icon, a picture icon, a video icon, and a section icon. Arrows point from each icon to a corresponding instruction:












- 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.

The screenshot shows the configuration for a 'Multiple choice' field. The field is labeled 'Question'. Below the label are two radio buttons: 'Option 1' and 'Add option or ADD "OTHER"'. In the top right corner, there is a dropdown menu labeled 'Multiple choice'. In the bottom right corner, there is a 'Required' toggle switch. Arrows point from the dropdown menu and the 'Required' toggle to instructions:

- 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"/>

**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

**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

Annotations:

- Multiple Choice Grid (points to the Certification table)
- Multiple Choice (points to the Session Availability section)
- Dropdown (points to the Shirt Size dropdown menu)

## 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? It's 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

Specify email address(es) to send form to

Specify Subject of email

Add a message to include in your email

Click to include the form in your email

Click to send email

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 'RESPONSES' being the active tab and showing a count of '1'. Below the tabs, it says '1 response'. There are two buttons: 'SUMMARY' (highlighted in purple) and 'INDIVIDUAL'. To the right, there is a toggle switch for 'Accepting responses' which is turned on. Below this, the section 'Who has responded?' is visible. It contains a table with one row under the 'Email' header, showing a redacted email address. At the bottom, it says 'Waiting for 1 response' and there is a 'SEND EMAIL REMINDER' button.

### 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. Below, there is a checkbox 'Collect email addresses' which is checked. Under 'Send via', there are three options: an email icon, a link icon (which is selected and underlined), and a code icon. To the right of these are social media icons for Facebook and Twitter. Below the 'Send via' section, there is a 'Link' section containing the URL 'https://forms.gle/n6YATAC4GPzmj6gb8'. There is a checkbox 'Shorten URL' which is checked. At the bottom right, there are two buttons: 'CANCEL' and 'COPY'. Two arrows point to the interface: one from the text 'Click to get a shortened link' pointing to the link icon, and another from the text 'Click to copy the link' pointing to the 'COPY' button.



## 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.

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.

View individual form responses.

Send responses to a Google sheet.

Turn responses on/off

Response Menu



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.

**Select response destination** X


☒ Create a new spreadsheet 2019 PVS October Open (... [Learn More](#))

☐ Select existing spreadsheet

CANCEL CREATE


Filename of the spreadsheet to create

Click to create the spreadsheet

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.

Get email notifications for new responses

Select response destination

Unlink form

Download responses (.csv)

Print all responses

Delete all responses

Select to specify a Google Sheet to send responses to.

Select to receive an email each time the form is submitted.

Select to unlink the form from a Google Sheet.

Select to print all responses.

Select to download responses to a comma separated file (which is easily imported into MS Excel)

Select to delete all responses.

**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.).

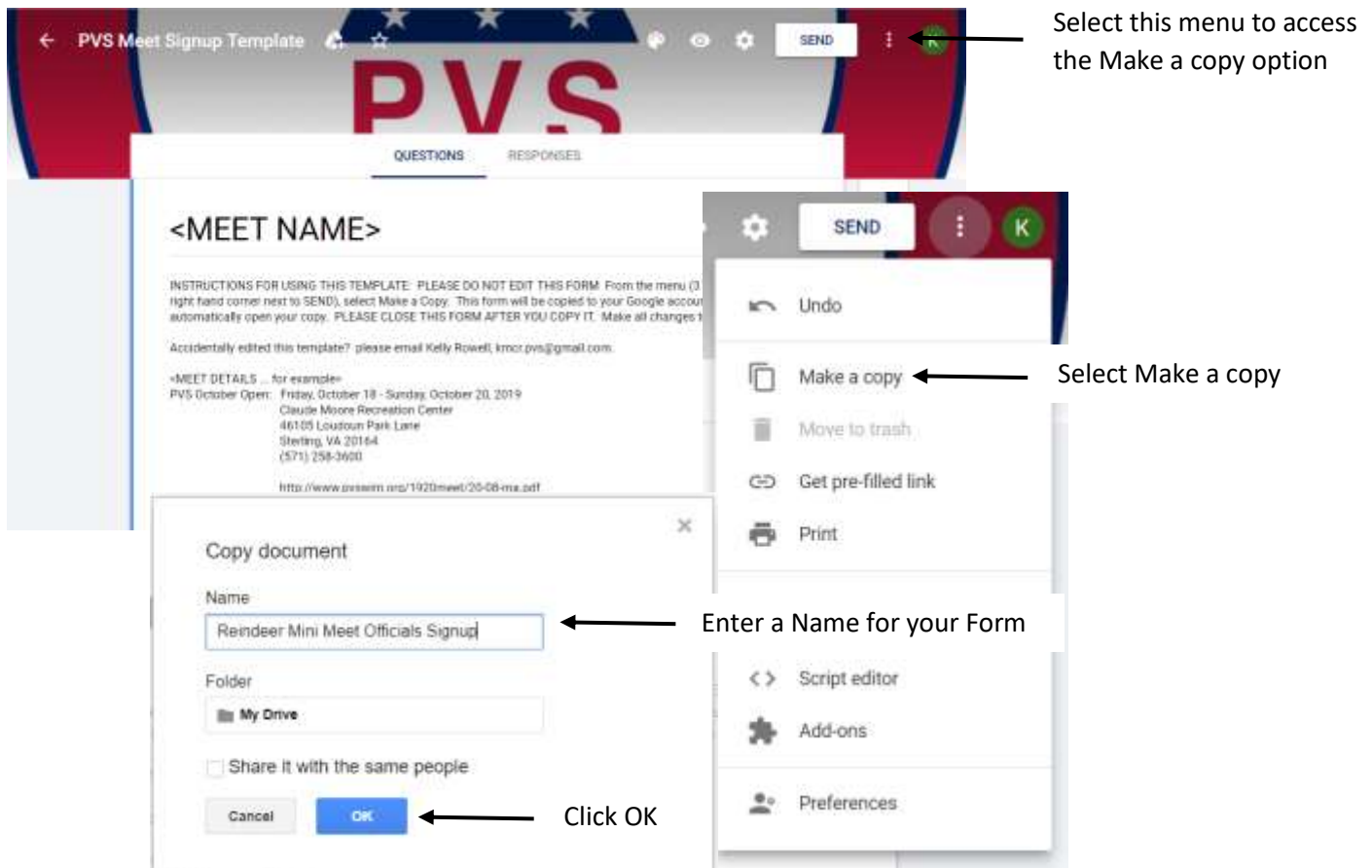
## PVS Meet Signup Template

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. In the top right corner, 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 'Copy document' dialog box is open. It has a 'Name' field containing 'Reindeer Mini Meet Officials Signup', a 'Folder' dropdown set to 'My Drive', and a 'Share it with the same people' checkbox. An arrow points to the 'Name' field with the text 'Enter a Name for your Form'. At the bottom of the dialog are 'Cancel' and 'OK' buttons. An arrow points to the 'OK' button with the text 'Click OK'. To the right of the dialog, a 'More actions' menu is open, showing options like 'Undo', 'Make a copy', 'Move to trash', 'Get pre-filled link', 'Print', 'Script editor', 'Add-ons', and 'Preferences'. An arrow points to the 'Make a copy' option with the text 'Select Make a copy'.

## Edit Your Form

Name of your new form

← Reindeer Mini Meet Officials Signu

SEND

QUESTIONS RESPONSES

<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 EVENTS

Enter your meet name

Enter the details of your meet