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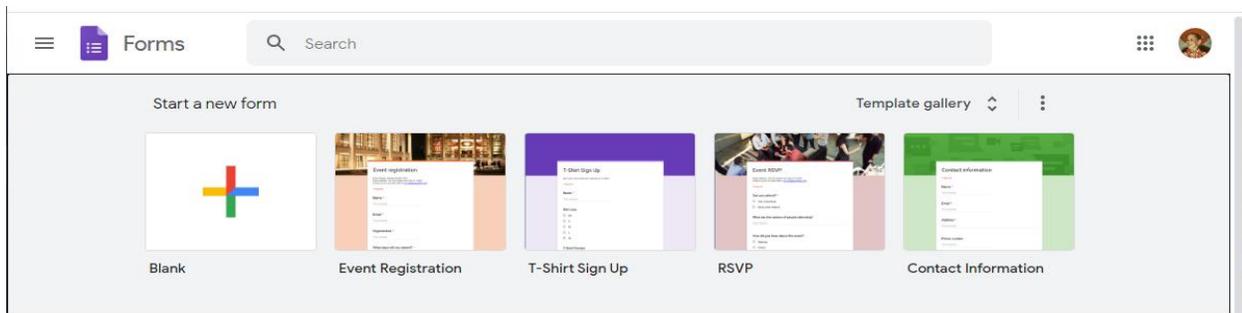
STEP 2 Change UNTITLED FORM to your own title In the next line you can add instructions.

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

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
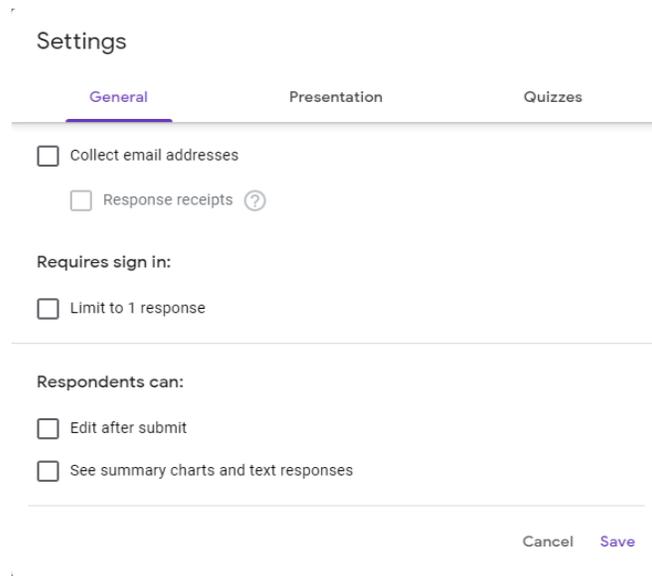
Settings

General   Presentation   Quizzes

☐ Collect email addresses

   ☐ Response receipts ⑦

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

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