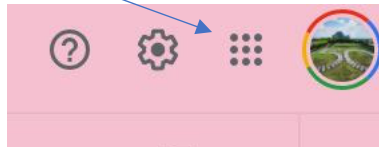
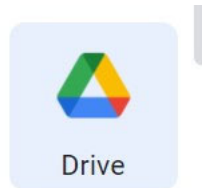


Creating a Google Form

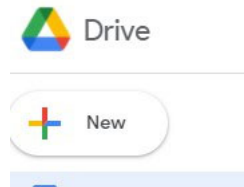
Go to the GOOGLE WAFFLE



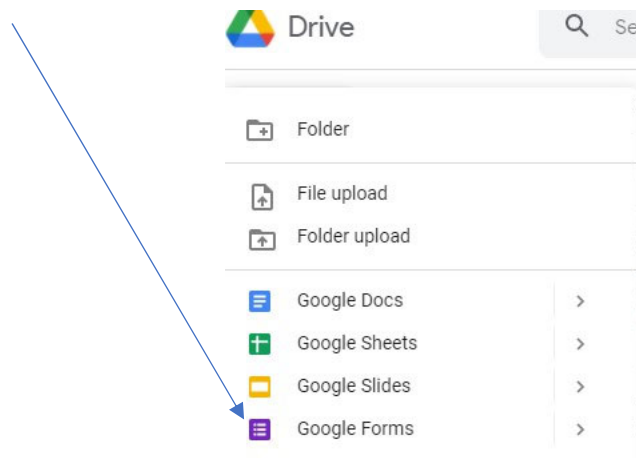
Click on GOOGLE DRIVE ICON



Click on + NEW



Select GOOGLE FORMS



Enter Information in the Form

Untitled form ☆

Questions Responses

Untitled form

Form description

Untitled Question

Multiple choice

Option 1

Add option or add "Other"

Required

After completing form Select SEND Button



Select the LINK Button

Check - Shorten the URL

Send form

Collect emails

Send via

Link

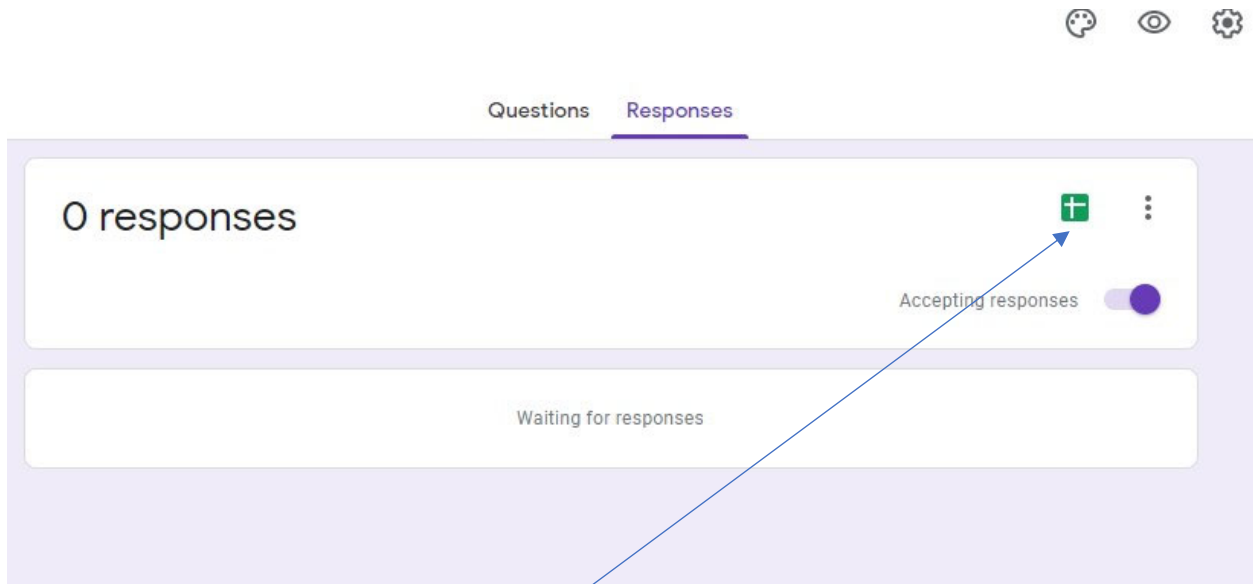
<https://forms.gle/1BazuLLjd8vbAv3eA>

Shorten URL

Cancel Copy

This shortened URL is the Link to your form – you can use it to create a QR Code, you can send it as a link, you can send as an attachment to an email, you can send as a link in an email – so many options

Go to the RESPONSES Page



Your **MUST** Select the Excel Spreadsheet to create the excel for receiving responses to activate

Sample of what your excel looks like

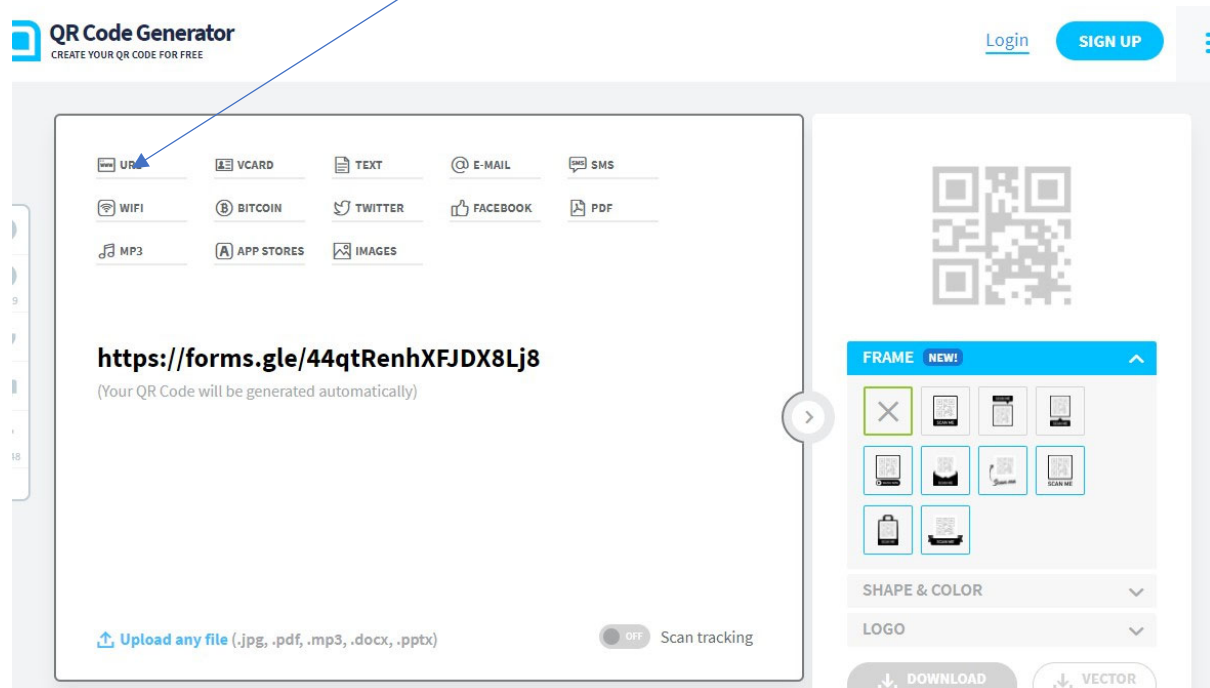
The screenshot shows an Excel spreadsheet titled 'Information Ballot (Responses)'. The spreadsheet has columns for Timestamp, Name, Cell/Text, Landline, Occupation, Email, and Can I friend you on Facebook. The first row contains the headers, and the second row is empty.

Timestamp	Name	Cell/Text	Landline	Occupation	Email	Can I friend you on Facebook

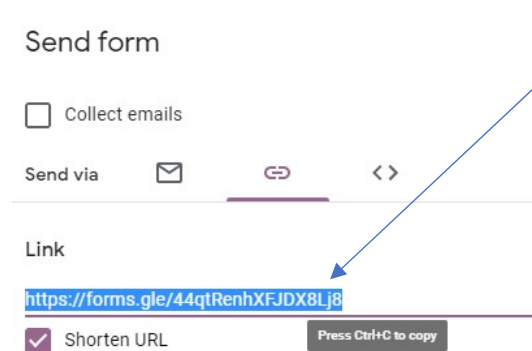
How to Create a QR Code

Go to URL : <https://www.qr-code-generator.com/>

Select the application you want the QR code for (ie: URL)



Copy your Shortened URL from your created Google Form



QR Code Generator creates your QR code (and it's FREE!)



A QR code is displayed in the center. To its right is a circular callout bubble with the text "With Logo?". To its left is a small code icon (</>).

FRAME **NEW!** ^

- X
- SCAN ME
- SCAN ME
- SCAN ME
- SCAN ME
- SCAN ME
- SCAN ME
- SCAN ME
- SCAN ME

SHAPE & COLOR ∨

LOGO ∨

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SVG/EPS](#)

