

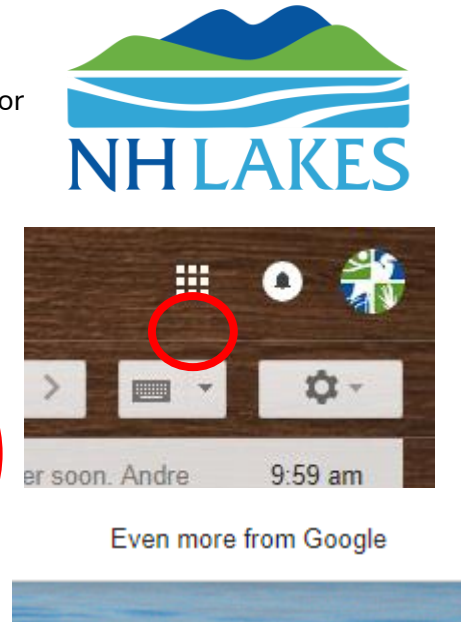
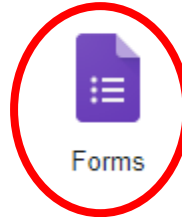
Google Forms

If you have a Google account or Gmail email address, you have access to Google Forms. To open this application, visit <https://docs.google.com/forms/> or follow the instructions below.

Log into your Gmail account. In the top right corner, click on the grid of nine squares.

A menu will appear. Click on the purple icon labeled “Forms.”

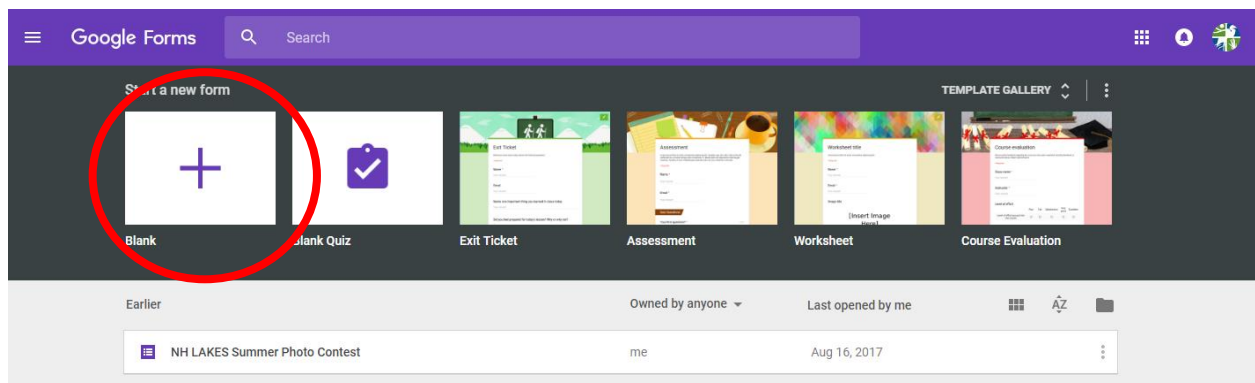
If you do not see this icon, scroll to the bottom of the menu and click on “Even more from Google.” Scroll down the new page until you see the purple icon called “Forms” and click on it.



A new page will open.

Creating a Form/Survey

You should see something like this:



Under “Start a new form,” click on “Blank” (with the plus sign) to create a new custom survey, or click on any of the templates to start creating. Name your survey, and describe the purpose of the survey.

Add your first question: click on “Untitled Question” to enter your question, and then use the dropdown menu to the right to select the type of response (multiple choice, etc.). You can add options for multiple choice questions, and if you wish to add a place for “other” responses (responses outside the provided responses), just click on “Add Other.”

Use the switch marked “Required” at the bottom right to mark the question as required.

You can use the plus sign on the right side to add questions, photos, videos, or divide your survey into sections. If you’d like to customize the color and background of your survey, click on the artist palette at the top right of the page.

Click on the eye in the top right corner to preview your survey. See below for guide.

Click here to view survey responses. → **RESPONSES**
 Change colors and background. → **Change colors and background**
 Preview survey. → **Preview**
 Send your survey. → **SEND**

Survey Title → **NH LAKES Survey**
 Survey Description → **Form description**
 Question information → **Untitled Question**

Required [toggle]
 + Add question
 T Add section title
 Add photo
 Add video
 Divide into sections

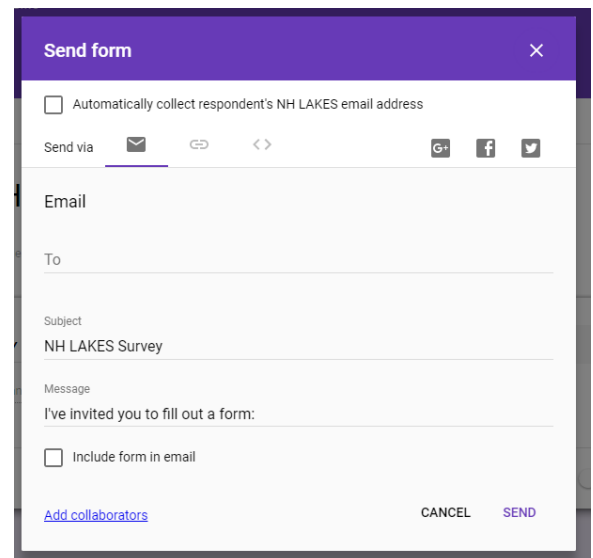
Sending your survey

To send out your survey, click the SEND button in the right hand corner. You will then have three options: send out an email directly with the survey (great for testing); get a link to your survey (recommended); and get the HTML for embedding the survey in your website.

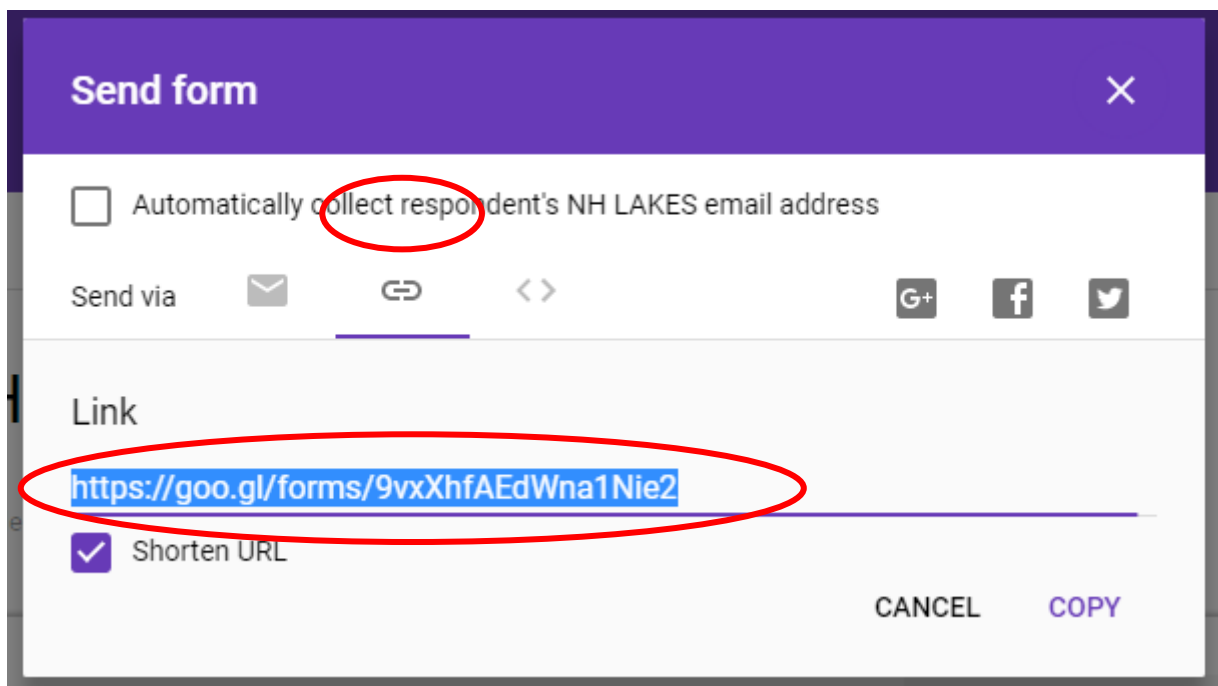
You will also have three buttons allowing you to share the survey on Google+, Facebook, and Twitter, if you choose.

If you are surveying a large group, we recommend getting the link to your survey and including it in an email to your membership. Emailing the survey directly to them using this pop up form may not include the information you wish to provide on the survey and why they are receiving it.

To get the link to your survey, click on the chain icon to the right of "Send via." You can copy the link it provides and use it in your email or e-newsletter. You can also click on the box labeled "Shorten Link" to make the link more manageable. Click "Copy" and you're ready to send it out!



The screenshot shows a 'Send form' dialog box with a purple header and a close button (X) in the top right. Below the header, there is a checkbox labeled 'Automatically collect respondent's NH LAKES email address'. Underneath, the 'Send via' section is active, showing an email icon, a link icon, and a double arrow icon. To the right of these icons are social media icons for Google+, Facebook, and Twitter. Below this, the 'Email' section is visible, with fields for 'To', 'Subject' (filled with 'NH LAKES Survey'), and 'Message' (filled with 'I've invited you to fill out a form:'). There is also a checkbox for 'Include form in email' and a link for 'Add collaborators'. At the bottom right, there are 'CANCEL' and 'SEND' buttons.



This screenshot shows the 'Send form' dialog box with the 'Link' section selected. The 'Send via' section now shows the link icon as the active option. The 'Link' section displays the URL 'https://goo.gl/forms/9vxXhfAEdWna1Nie2', which is highlighted with a blue selection bar and circled in red. Below the URL, there is a checked checkbox for 'Shorten URL'. At the bottom right, there are 'CANCEL' and 'COPY' buttons. The 'Automatically collect respondent's NH LAKES email address' checkbox is also circled in red.

Collecting and viewing responses

To view the responses to your survey, simply click on the “Responses” tab on your survey. You can view a summary of the responses, or view them one at a time. To see each response, click on “Individual.” You can also download an Excel spreadsheet of responses by clicking on the green spreadsheet button.

