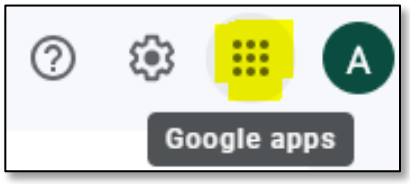
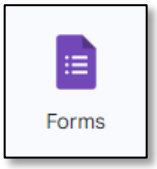
How to Create a Survey using Google Docs/Forms

1. Create a Google account.

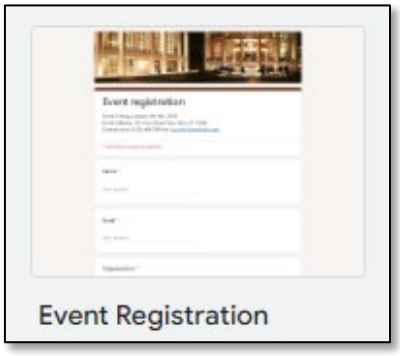


2. After creating the account, login and click on Google app logo (top right of screen)

3. Scroll down the apps shown and click on Forms icon.



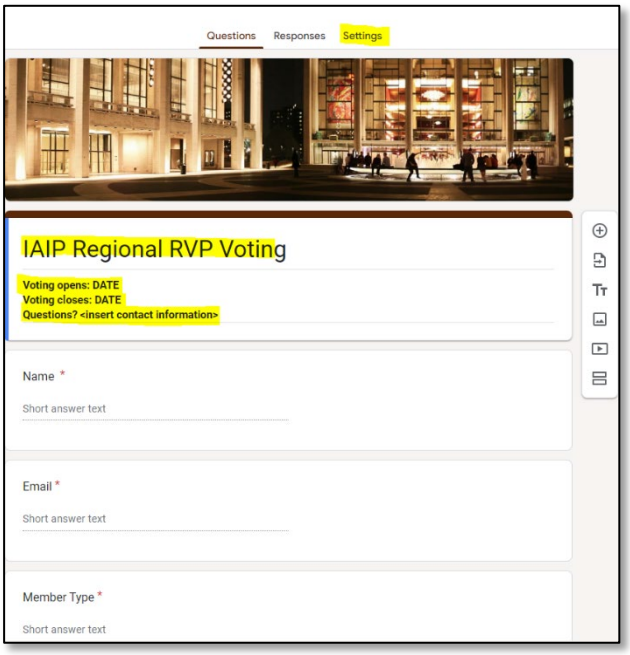
4. A new window will open titled Forms. Select *Event Registration*. Don't worry, you're not creating an event registration, you're creating a survey using this form.



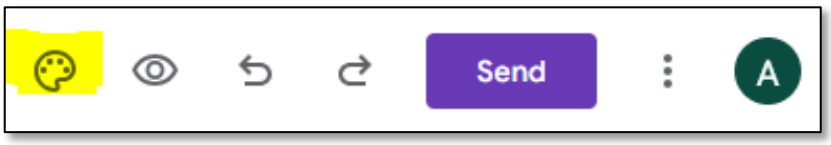
5. Edit the form to contain the information you would like in the survey.

   IMPORTANT: Click on settings to update who can access this survey.

   - On the Settings tab, toggle the Allow Response Editing to OFF.
   - Make sure the Limit 1 response is toggled OFF. You do not want your members forced to sign into Google to complete the survey.
   - Confirmation Message: add a message the member will receive after completing the survey.

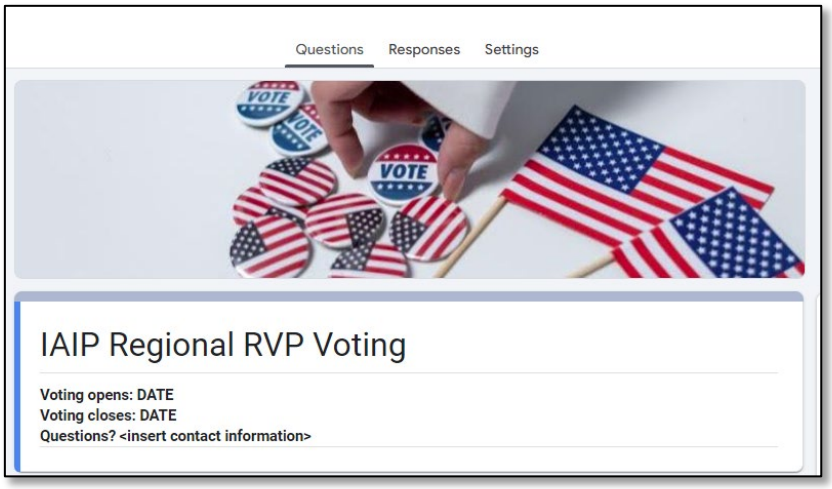


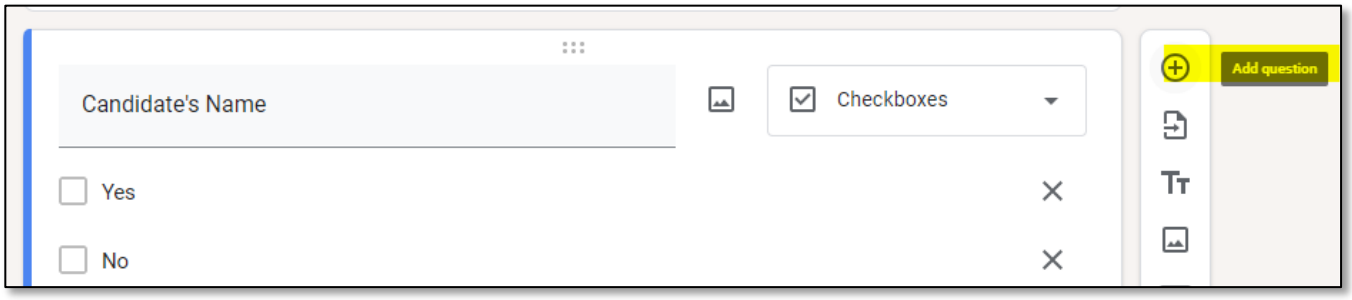
6. To update the header image, click on the *paint icon* at the top right of the page. Here you can adjust the colors and add a new header image. If you do not like the header images shown, you can upload an image. I did a Google search for *Voting Images* to find a photo then downloaded it to the desktop and added to the header choices.



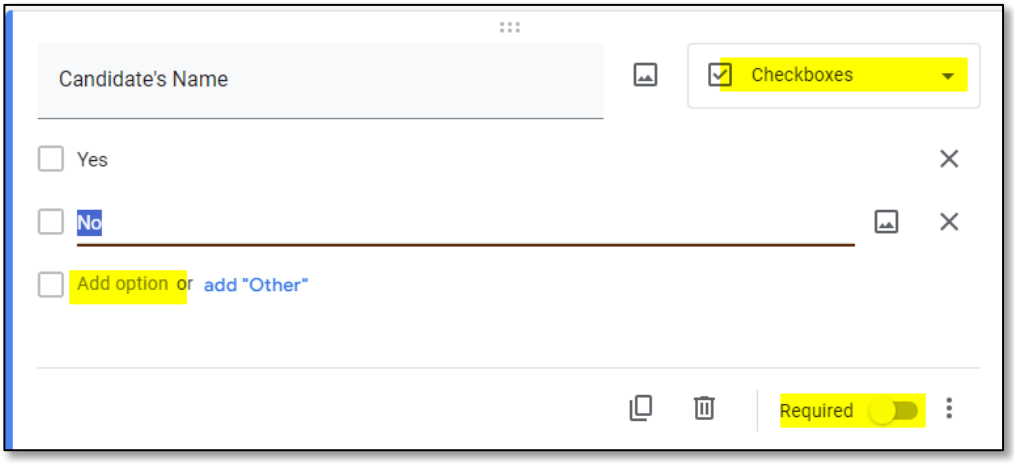
7. To edit the question, click on the text.

8. To add a new survey question box, click on the *plus sign*.





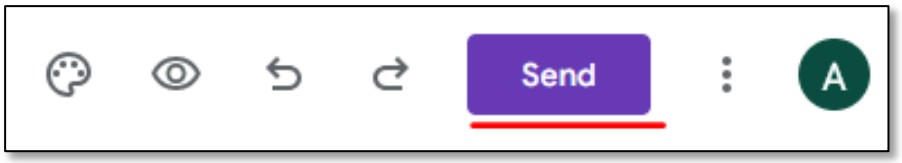
9. Once the new question box has been added, adjust the answer selection to *Checkboxes*. To add a second checkbox, click on *Add Option*. A second-choice checkbox should appear, and you can adjust the choice. You also can make the questions a required question.



10. To add a write-in option, add another question box then adjust the question selection to *Short Answer*.

11. To delete a box, click into the box, then click the *trash can icon* to delete.

12. Once the form is completed, generate the link to share by clicking on the purple Send button at the top right of the screen.



13. A pop-up window will appear. Click on the hyperlink icon.

14. Once you have clicked on the *hyperlink icon*, you'll see the link that can be shared. Be sure and check the box to shorten the URL then click *Copy*. Now the link has been copied and is ready to share.