

Using Google Forms to collect GSL, DC, CC, RC search nominations

Google Forms offer a quick and easy way to collect search nominations and in some areas the use of an online form has resulted in a higher number of responses, mainly from young volunteers (who may not have bothered with filling in a paper form or sending via email).

An example of a DC Search Nomination form can be found [here](#)

Google Forms can be connected to spreadsheets in Google Sheets. If a spreadsheet is linked to the form, responses will automatically be sent to the spreadsheet. Otherwise, users can view them on the “Summary of Responses” page accessible from the Responses menu.

How to create a form:

1. Go to Google Drive at drive.google.com sign into your Google account or create an account.
2. Click **New** in the top left, hover over **More**, and choose **Google Forms**.
3. In the form template that opens, you can add any questions you'd like. You can also organize your form by adding headers and dividing your form into several pages. [Learn more about editing your form.](#)
4. If you'd like those who complete your form to see a progress bar indicating how much of your form they've completed, check the box labelled “Show progress bar at the bottom of form pages.”
5. After you've created your form, you can [add and edit questions, headers, and page breaks](#). You can also [choose how to collect responses to your form](#).
6. Once your form is ready, click **Send form** where you are given the option to copy the link, share via social media, embed into a website, send form via email and invite others to edit the form.