

APPENDIX K

Creating a GOOGLE REGISTRATION FORM for your clean up

Here is a basic overview of how to create an on-line registration cleanup form which you can link from your website or embed in your website. This registration form will provide a location – on your existing website – to capture volunteers’ registration information (name, number of people in their party, ages, phone number, email, and anything else you want to include). Once you have this information, you can follow up with volunteers with information about your cleanup; remind them to bring their own bag or bucket, glove, and water bottle, and to thank them for their participation after the event. This will no doubt save you time and energy. Additionally, having all the information posted on the website gives volunteers all the information they needed to be prepared for the event and know what is expected of them and reduces the time you spend answering questions on the phone or via email. Here is a simple outline of the steps to take to create the registration process with samples. More information (with a video) is available here:

<https://support.google.com/drive/answer/87809?hl=en>

1. Create a Google account at <https://accounts.google.com/SignUp>
2. Go into the “DRIVE” Section
3. Click “CREATE”, then “FORM”
4. Choose your TITLE and your THEME
5. Under “QUESTION TITLE” type in your first question or field (for example “First Name”)
6. If any of your questions require an explanation, you can provide text explaining the question/field under “HELP TEXT”
7. Select the “QUESTION TYPE” (for example, “TEXT” for open text where someone can type in their name)
8. You can make a question required by clicking the “REQUIRED QUESTION” box at the bottom
9. Click “ADD ITEM” to insert another question
10. Continue in this way until you’ve created all the questions/fields you’d like to create

Here is a screenshot of what my form looks like once completed (in edit mode)

The screenshot shows a Google Form titled "Coastal Cleanup Day 2014" in edit mode. The form is titled "Page 1 of 1" and "Coastal Cleanup Day 2014". It includes a "Form Description" field, followed by text input fields for "First Name *", "Last Name *", "Phone Number *", and "Email *". There is a dropdown menu for "Preferred Cleanup Site *" and another for "Age * (if under 18, a parent or guardian must sign a waiver form)". An "Add item" button is located below the age field. At the bottom, a "Confirmation Page" section contains the text: "Your response has been recorded. Please visit our website at".

11. Click on “VIEW LIVE FORM” to see what your form will look like to the public. Hyperlink this webpage to text on your Coastal Cleanup Day website to allow the public to access, or embed the form on your website (see below for instructions).

Here is a screenshot of what my Google Form looks like live:

Coastal Cleanup Day 2014

* Required

First Name *

Last Name *

Phone Number *

Email *

Preferred Cleanup Site *

Age *

(if under 18, a parent or guardian must sign a waiver form)

Never submit passwords through Google Forms. 100%: You made it.

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12. Choose how your responses are stored. I'd recommend storing your responses in a spreadsheet. To do that, click "CHOOSE RESPONSE DESTINATION" and select your spreadsheet. You can make a new spreadsheet or store the names in an existing spreadsheet (for example, a spreadsheet where you're keeping track of people who register for the cleanup offline). More information is available here: https://support.google.com/drive/answer/2917686?p=forms_response_promo&rd=1
13. In your Google Drive account, you will see your new spreadsheet listed. You will be able to access new registrants' information in real time as they register. Use this information to plan your cleanup (ensure you have enough supplies), inform your volunteers about what to expect and what to bring (their own bucket or bag, glove, water bottle, wear closed-toed shoes, sunscreen, etc.) and anything else you'd like to include.

HOW TO EMBED YOUR FORM ON YOUR WEBSITE:

In edit mode, click on "FILE", then "EMBED". A window will pop up with html language you can embed in your website. You can customize the width and height to match specifications for your webpage.