



HOW TO: Use and Create Google Forms

Google forms are an easy-to-use and free resource to gather RSVPs, surveys, evaluations, and other “form” uses. To use Google Forms, you must have a Gmail address. This can be an Embassy or PAS generic Gmail account, an America.gov account from IIP, or, though not recommended, a personal Gmail address.

The YALI Network team has created a [generic form template](#) that we can duplicate, customize and share with your team - please use the form at yali.state.gov/emailrequest to request a copy of the RSVP template for your next event.

YALI NETWORK

YALI Network Event RSVP

Description of the event
Reminder of event date and RSVP deadline.
Information on whether people must be selected/approved, not just RSVP, to attend the event.
Travel and lodging expenses will not be covered.

* Required

First (Given) Name *

Last (Family) Name *

Email address *

City *

Country *

Gender *

Male
 Female
 Prefer not to disclose

Age

Tell us about your experience or interest in [the topic of this event]:

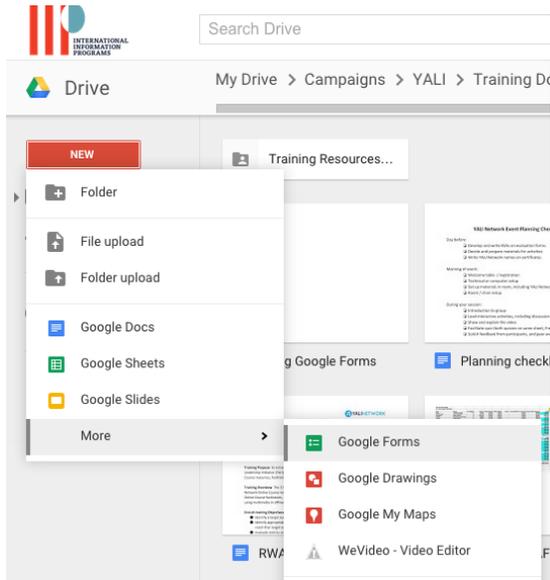
Submit

Never submit passwords through Google Forms.

If you would prefer to create your own form, or want to modify the generic RSVP template, here are additional instructions on using Google Forms:

Creating a Form

To create a form, log into your Google Drive Account. In the upper left corner, choose Google Forms from the New menu.



You can create a new form, and save it in Google Drive to the appropriate location.

The new Untitled Form will have options to add many question types, like multiple choice, text boxes, check boxes, and a “scale.”

There are also more complex sorting options, like sending the responder to a different page based on their answer to a question. For example, if you answer “Yes” or “No” to a particular question, you can ask them for different information on a different page.

Create questions, adding as many items as necessary. Do not make a form too long, but ask for the information you need. Make questions required or not, as necessary.

Untitled form

Form Description

Question Title:

Help Text:

Question Type: **Multiple choice** Go to page based on answer

Option 1

Click to add option [or Add "Other"](#)

Advanced settings

Required question

Add Item

Confirmation Page

Show link to submit another response

Publish and show a public link to form results [?](#)

Allow responders to edit responses after submitting

Ask for necessary information like:

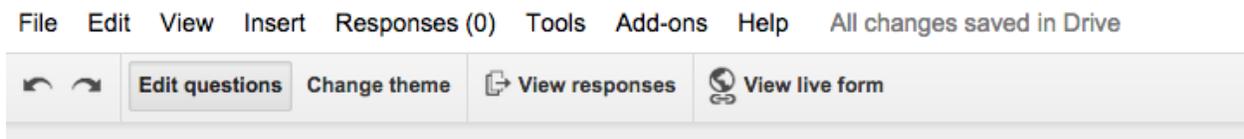
- Name
- Email
- Mobile number
- Location (City/Country)
- Organization/affiliation
- Interests
- Language or other needs
- Their level of knowledge on the topic
- Why they should be chosen to attend the event

Close the form with thanks, information about future confirmation about the event, etc.



Collecting Responses

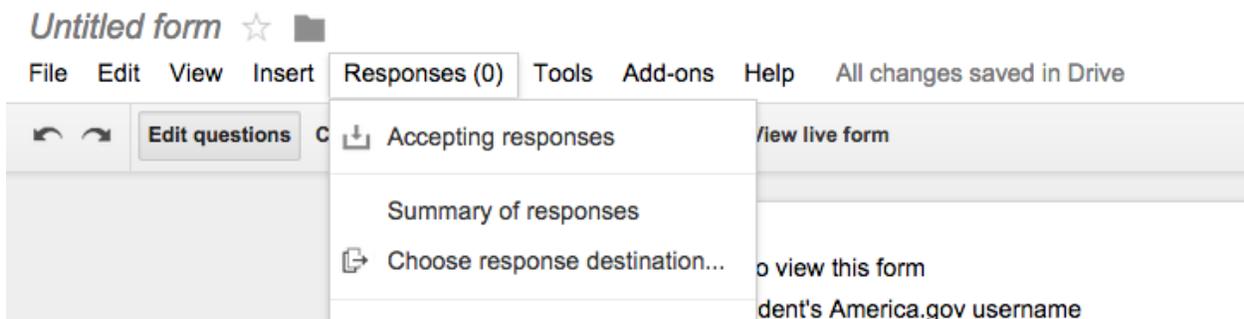
To have respondents submit information, use the “View Live Form” button to get the link to share or submit info.



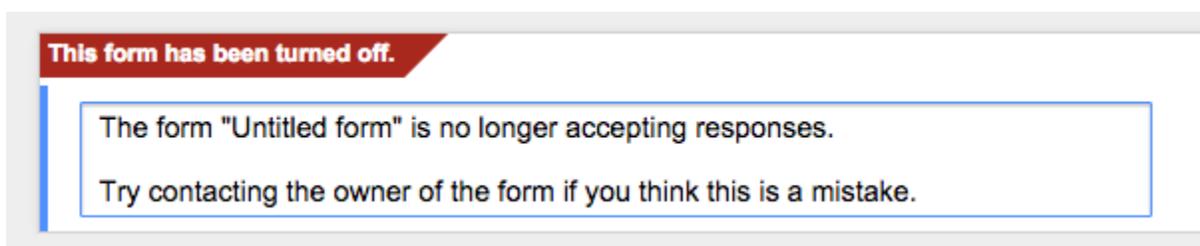
Click “View Responses” to save a Google Spreadsheet where responses will be collected.

In the Google Spreadsheet, you can edit and reorder information to select participants, rate responses, or collect information.

To close the RSVP form when you no longer want to collect responses, choose “Accepting Responses” from the “Responses” tab.



You can edit the response the viewer will see if they click on the link.



For more in-depth info on using Google Forms, visit the [GoogleApps Learning Center](#).