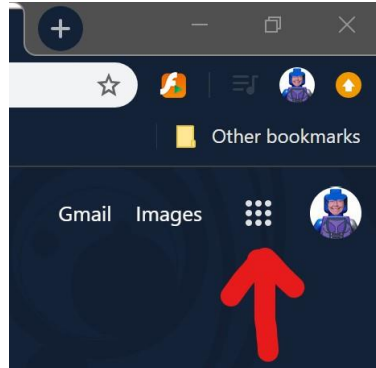
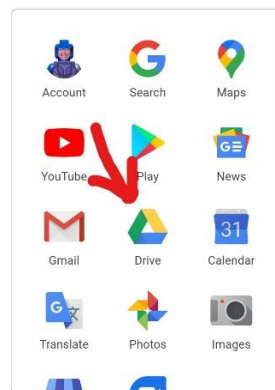


# How to make a Google Form

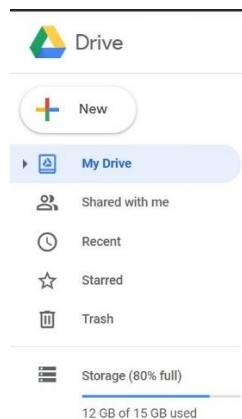
1. Sign into Google (you will need a free Gmail account).
2. In the upper right hand corner click on the “9 Dots”



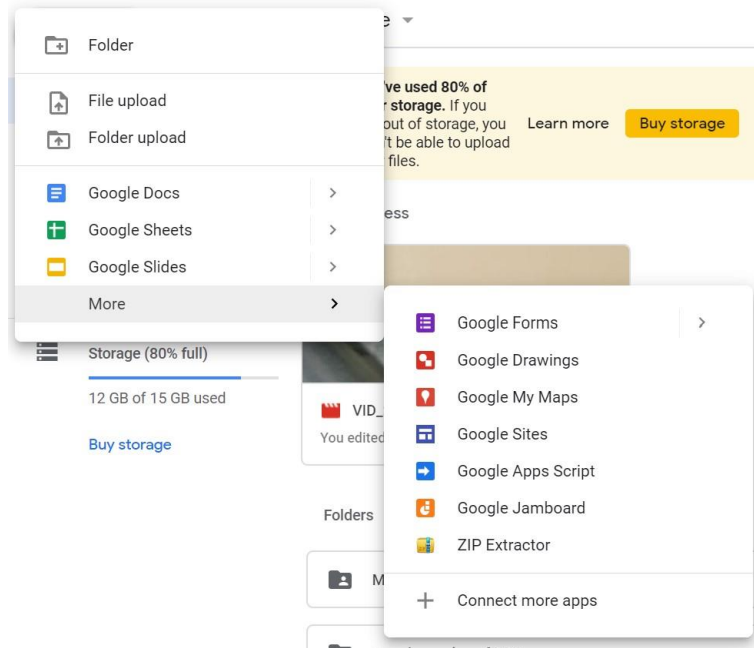
3. Click on “Google Drive”



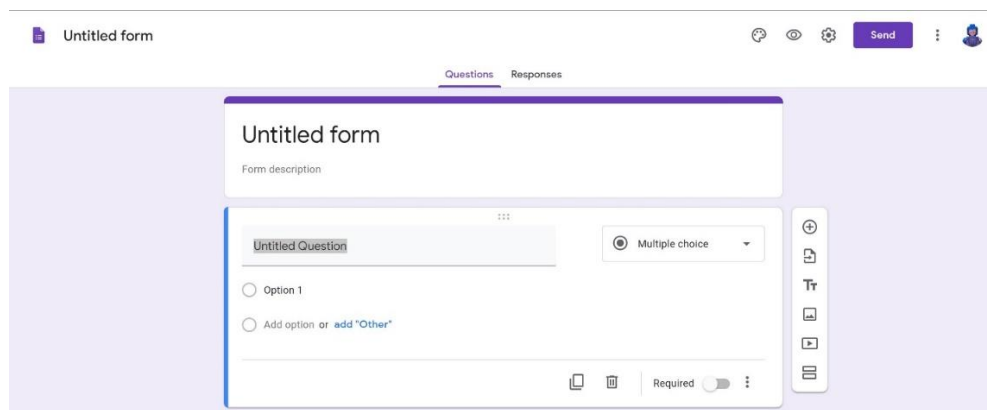
4. On the upper left hand side click on “New”



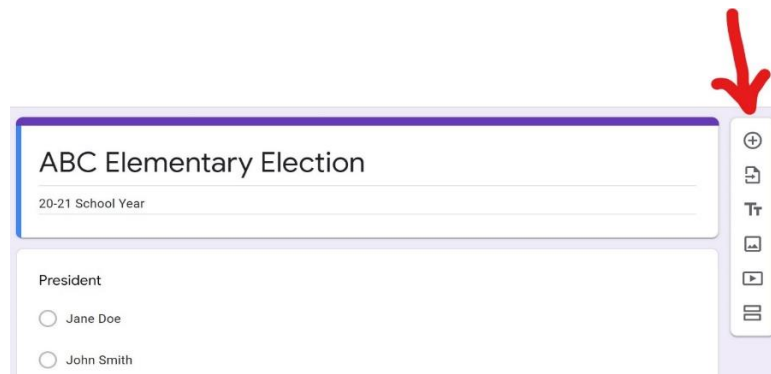
5. From the drop down click “More” then “Google Forms”



6. You will get this screen:

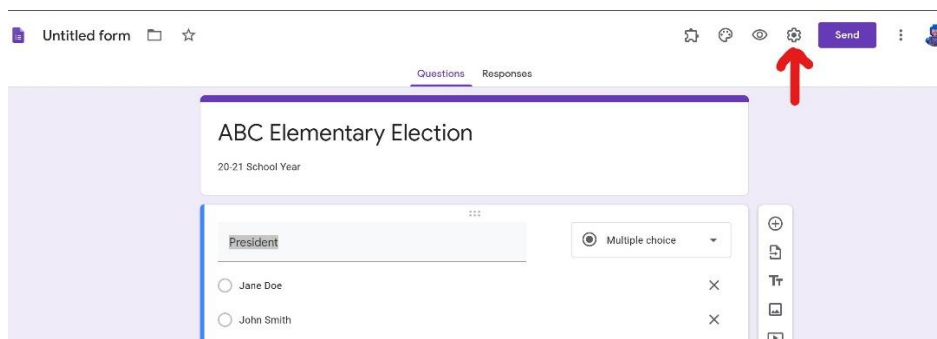


7. Click on the word “Untitled Form” and change it to the name of the form
8. Click on the words “Untitled Question and put in the name of the position
9. Make sure it is on “Multiple choice” if not click on the drop down menu
10. Click on “Option 1” and put in the name of the slated person
11. Click on “Add option” and put in the name of the person running from the floor, you can add multiple people if you have more people nominated.
12. To add another position to the ballot, click on the circle with a + sign button

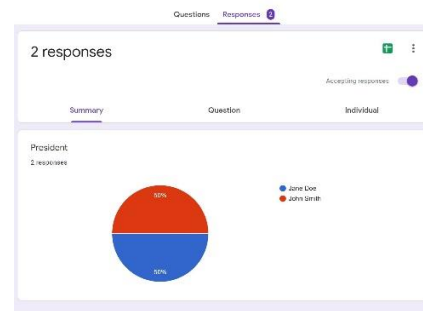
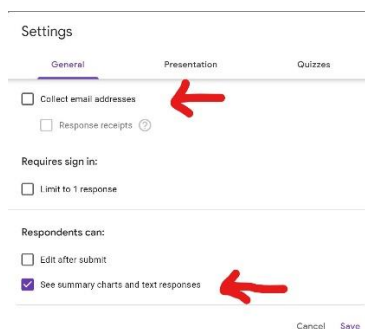


13.Repeat until all positions are entered.

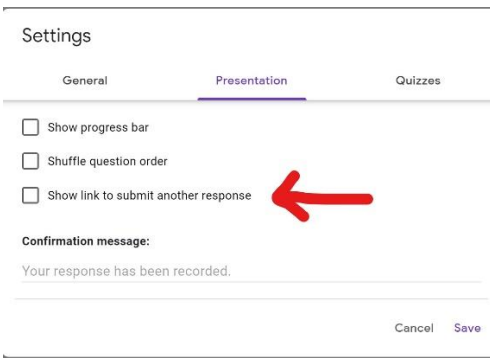
14.Click on the gear shaped icon next to the send button.



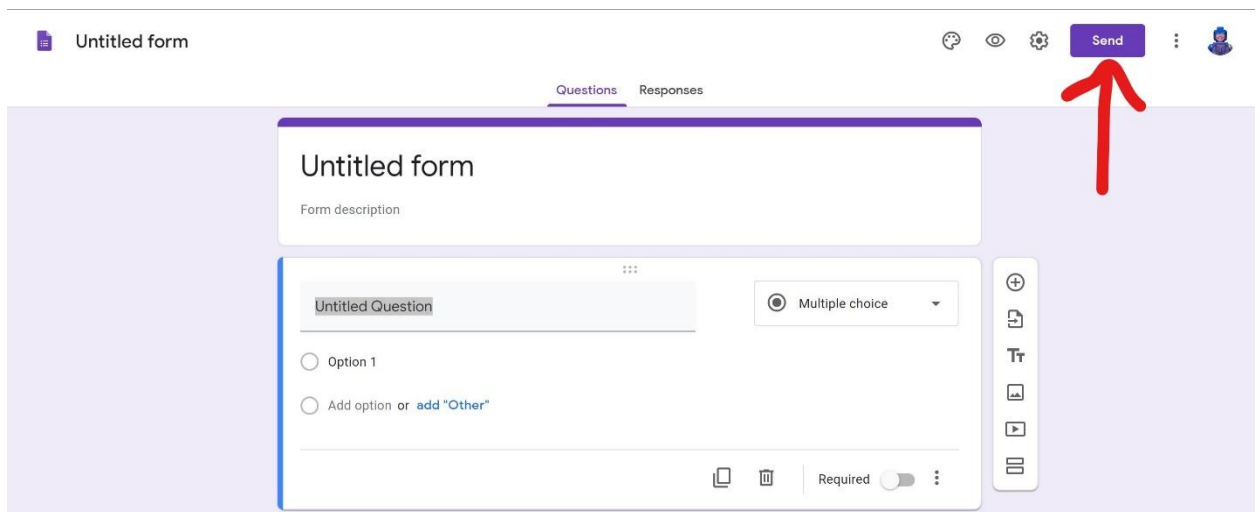
15.Make sure the button that says “Limit to 1 response” is **NOT CHECKED**. If it is checked it won’t let people who don’t have Gmail accounts vote. Make sure the “See summary charts and text responses is **CHECKED**. This will allow the voters to see the results for themselves so they can’t claim foul play (will look similar to picture 2).



16. Still on Settings, click on “Presentation”. Make sure that “Show link to submit another response” is **NOT CHECKED**. This will discourage people from voting more than once. Click “Save”

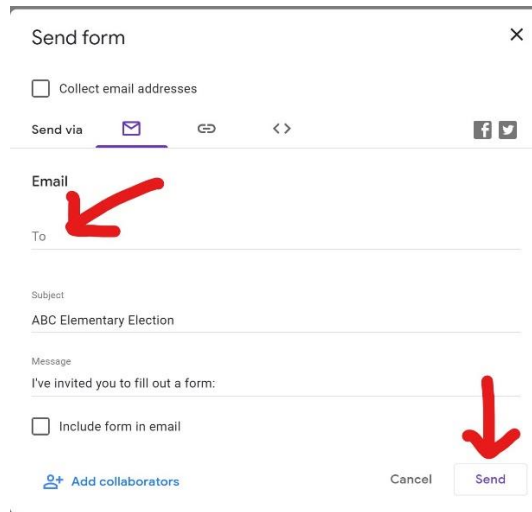


17. Click "Send"

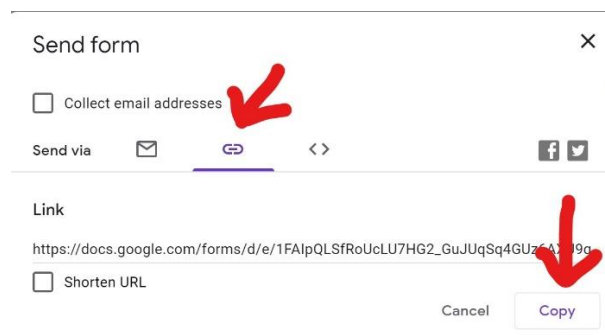


18. At this point, you have three options that you need to make a decision that works best for your unit. Regardless of which you choose, you need to let the attendees know that they will be receiving a Google form in their email shortly and that they will have a set amount of time to answer. Only members present at the meeting will receive the form.

- a. Option 1: Does not blind copy the email addresses so everyone receiving it will be able to see everyone else's email addresses. Responses will still be anonymous. Fill in the email addresses of attendees, separated by commas. Click "Send".



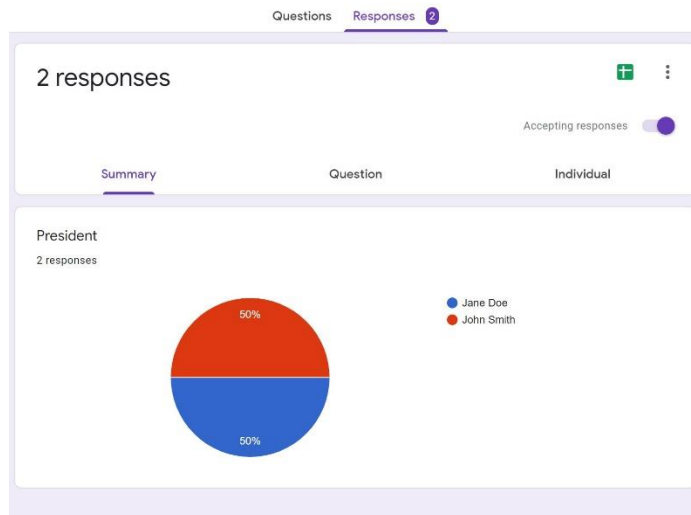
- b. Option 2: Google Premium users (it's a service you pay extra for and you need to know how to install the extension) can do the same process but they are able to blind copy the emails.
- c. Option 3: On the line that says "Send via" click on the picture of the link. **This will give you the option to send the form in a regular email so that you can blind copy the email addresses.** Click "Copy" and then paste and send the link through your regular email system.



- 19. Once you have sent the email in whichever form you chose, let the attendees know that they need to check their email and they have 5 minutes (or so) to submit their ballot.
- 20. After the time has elapsed, you will click on the word "Responses" at the top of the form. It should tell you how many people responded at the top so you can compare the number of responses received vs how many were

expected. If the number of responses is more than the number of voters you should question it.

21. Each question will have a box with all the responses. You will just need to add up the votes for each person. Here is a sample of what the response will look like. It might show up as a bar graph or a list but it should only be showing you the anonymous results.



22. I would print the results for the minutes so that there is a paper trail.

For Council or District Officers:

Assuming you have been called in because they anticipate a contested election, I would pre-fill the form with the slated people, that way you just need to add in the nominations from the floor.

You could also make a generic version of this form and send it to your units so they could have it just in case they suddenly needed it without you knowing ahead of time.