How To Get Started with Google Sheets
Share Your Volunteer Hours Form

- Click Send to email the Google Form to another address, such as your fellow riders or another post organization that wishes to use your form as a template.
Email Your Form

- Insert into the “To” field any addresses you wish to send this to. You may send to a distro list if you are logged into an account with the list.
- Check Include form in email if you wish to have it fillable in the email.
- You may Add collaborators to enable others to view/edit the form.
Access the Emailed Form

- If accessing the emailed form from a Google email account, it will appear like this.
- If shared from another organization it should also appear like this.
Filling Out the Google Form

• Riders can fill out the form here.
• Certain fields require different types of input, i.e. Dates, email addresses. Some of the fields may have pre-determined fields and cannot be edited by a user such as Categories.
• The Blue pencil icon indicates that you are not in an edit mode.
Copying the Google Form

- Once in edit mode, you have a different set of icons.
- You can modify the questions, the title, and the pre-recorded responses for categories,
- To make a copy for your organization click the three dots and select Make a copy.
- Make a copy also as a backup incase the working copy is altered.
Customizing the Google Form

• If accessing the emailed form from a Google email account, it will appear like this.
• If shared from another organization it should also appear like this.
Customize the Google Form (cont)

• Click the paint pallet to change the Themes, add a Header Picture, color scheme, background colors, fonts.
• The Icons to the right of the form will allow you to modify individual items of the form, but this is very risky and can cause you to lose entire sections.
• To undo any changes, click Ctrl+Z
Create the Response Spreadsheet

- Click the Responses Tab
- Click the Green Square with the cross inside to create a new Spreadsheet
- In the Select response destination window you can create a new spreadsheet or Select an existing spreadsheet you may already have or have uploaded.
Response Spreadsheet

- Here’s where all entries from the Google Form will be recorded.
- Click Share to allow others to be able to view/edit the spreadsheet. This is useful for reporting.
Using the Spreadsheet

- Directly in the form you can use formulas to find out totals of your mileage, hours, or money spent.
- Best practice is to copy the working document and perform the calculations on a copy.
- Adding entries directly in the spreadsheet is not recommended as new responses will overwrite the ones you added eventually.
Using the Spreadsheet

• Make a copy of the spreadsheet to backup your progress often. Perhaps once a month
• You can also Download the spreadsheet in different formats.
• You can also email the form as an attachment.
QUESTIONS?

That's all Folks!