

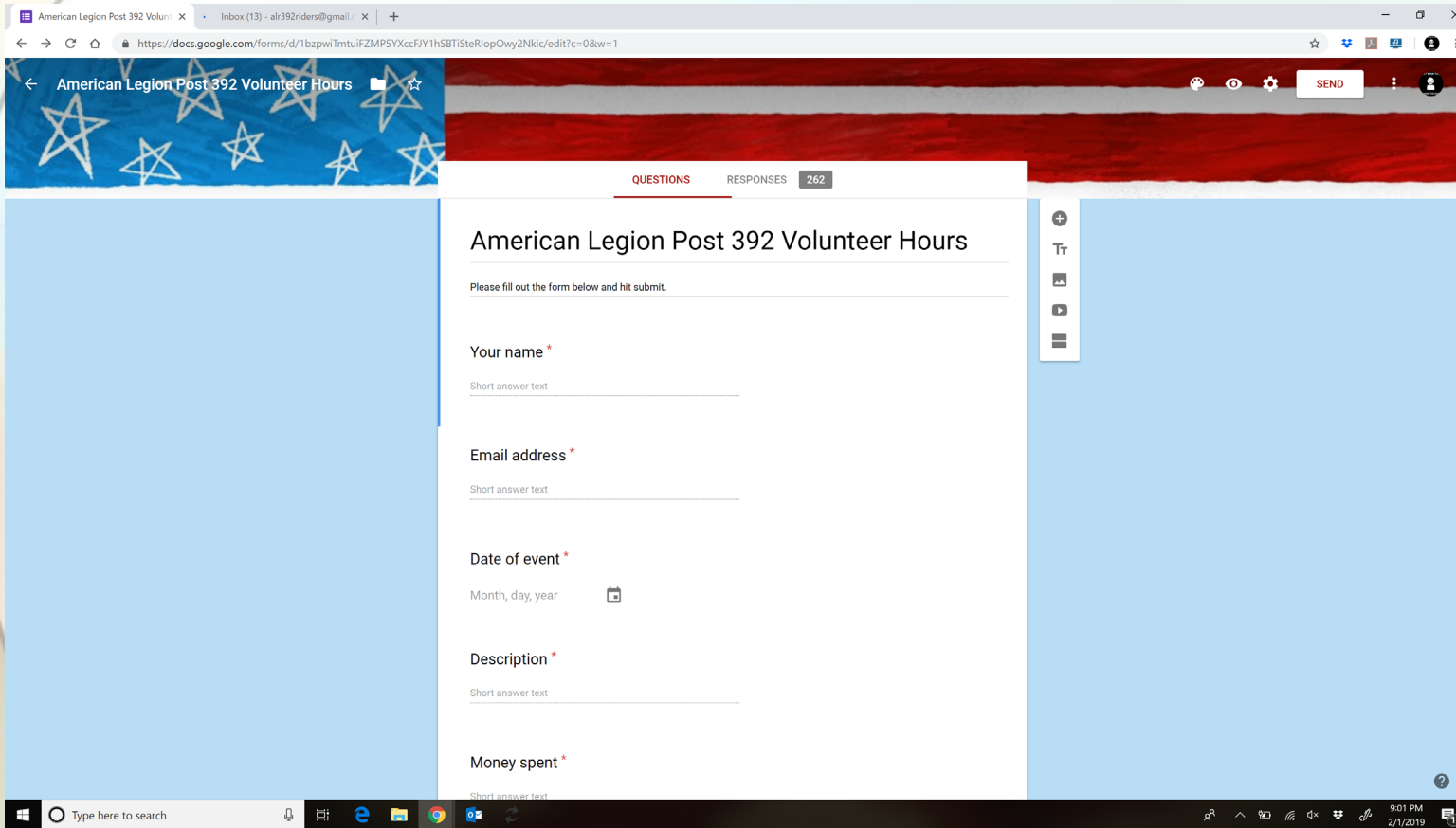
AMERICAN LEGION RIDERS

How To Get Started with Google Sheets

CORY “SQUIRREL” YORK



Share Your Volunteer Hours Form



The screenshot shows a Google Form titled "American Legion Post 392 Volunteer Hours" in a web browser. The form has a blue header with white stars. The main content area is white with a blue sidebar on the left. The form fields are:

- QUESTIONS** (selected tab) | **RESPONSES** (262)
- American Legion Post 392 Volunteer Hours**
- Please fill out the form below and hit submit.
- Your name *** (Short answer text)
- Email address *** (Short answer text)
- Date of event *** (Month, day, year)
- Description *** (Short answer text)
- Money spent *** (Short answer text)

The browser address bar shows the Google Forms URL. The Windows taskbar is visible at the bottom.

- 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

The screenshot shows a web browser window with a Google Forms page titled "American Legion Post 392 Volunteer Hours". A "Send form" dialog box is open in the center. The dialog box has a red header and contains the following options:

- ☐ Collect email addresses
- Send via: ☒ Email ☐ Link ☐ QR code
- To:
- Subject: American Legion Post 392 Volunteer Hours
- Message: I've invited you to fill out a form:
- ☐ Include form in email
- [Add collaborators](#)
- CANCEL SEND

The background form is partially visible and includes the following fields:

- Date of event *
- Month, day, year
- Description *
- Short answer text
- Money spent *
- Short answer text

- 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

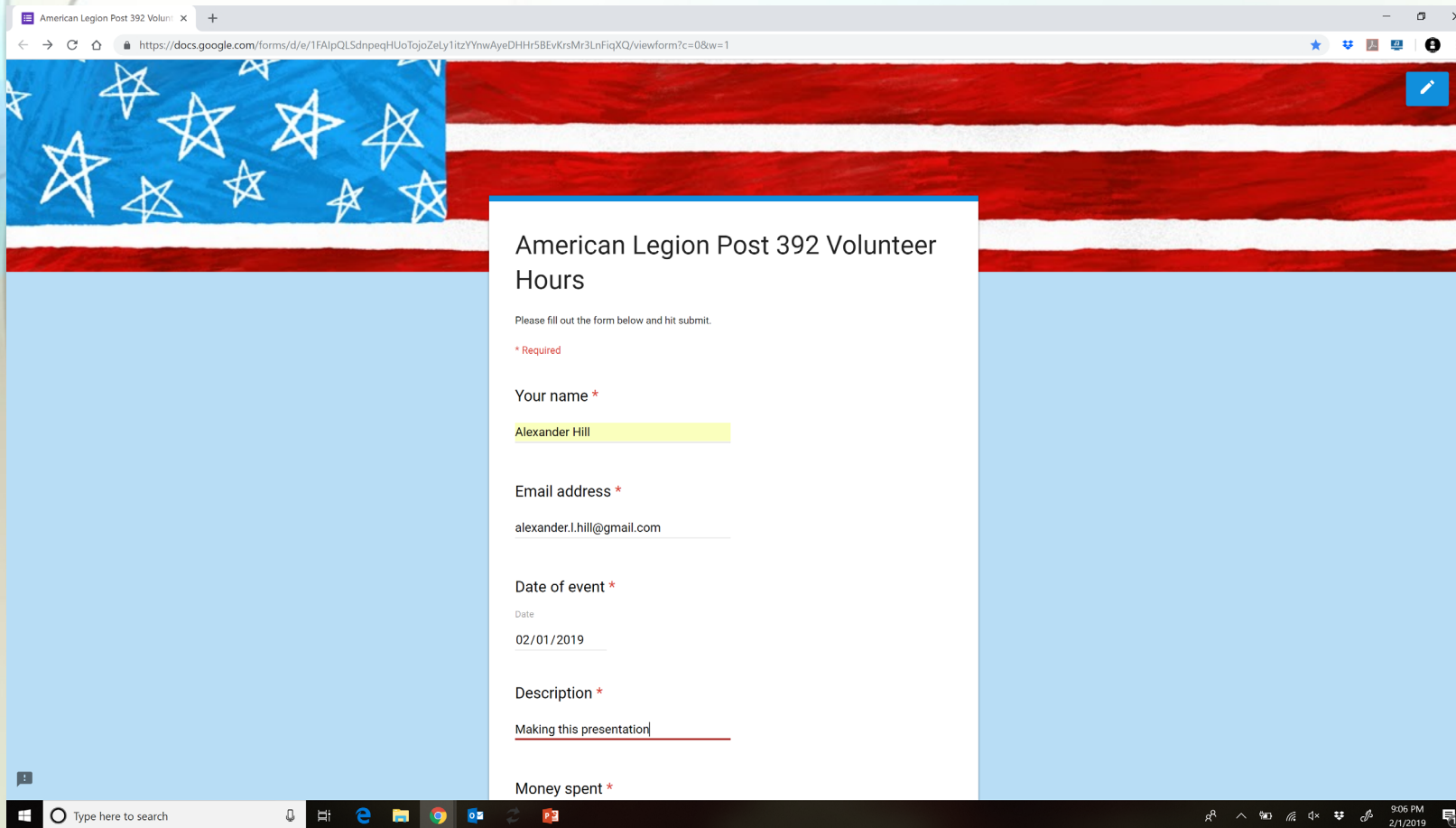
The screenshot shows a Gmail interface with an email from alexander.l.hill@gmail.com. The email subject is "American Legion Post 392 Volunteer Hours". The email body contains a Google Form titled "American Legion Post 392 Volunteer Hours". The form has the following fields:

- Having trouble viewing or submitting this form?
[FILL OUT IN GOOGLE FORMS](#)
- I've invited you to fill out a form:
American Legion Post 392 Volunteer Hours
- Please fill out the form below and hit submit.
- Your name *
- Email address *
- Date of event *
Month: Day: 2019
- Description *
- Money spent *
- If any, what were the expenses for this event?
- Miles driven
- What category of event? *
- What groups are you in *
 - ☐ American Legion
 - ☐ Sons of the American Legion
 - ☐ American Legion Riders

- 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



American Legion Post 392 Volunteer Hours

Please fill out the form below and hit submit.

* Required

Your name *

Alexander Hill

Email address *

alexander.l.hill@gmail.com

Date of event *

Date

02/01/2019

Description *

Making this presentation

Money spent *

The screenshot shows a Google Form titled "American Legion Post 392 Volunteer Hours" displayed in a web browser. The form has a background featuring a stylized American flag. The form fields include: "Your name" (filled with "Alexander Hill"), "Email address" (filled with "alexander.l.hill@gmail.com"), "Date of event" (filled with "02/01/2019"), "Description" (filled with "Making this presentation"), and "Money spent". A blue pencil icon in the top right corner indicates that the form is not in edit mode. The browser's address bar shows the Google Forms URL.

- 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

American Legion Post 392 Volunteer Hours

QUESTIONS RESPONSES 262

American Legion Post 392 Volunteer Hours

Please fill out the form below and hit submit.

Your name *

Short answer text

Email address *

Short answer text

Date of event *

Month, day, year

Description *

Short answer text

Money spent *

Short answer text

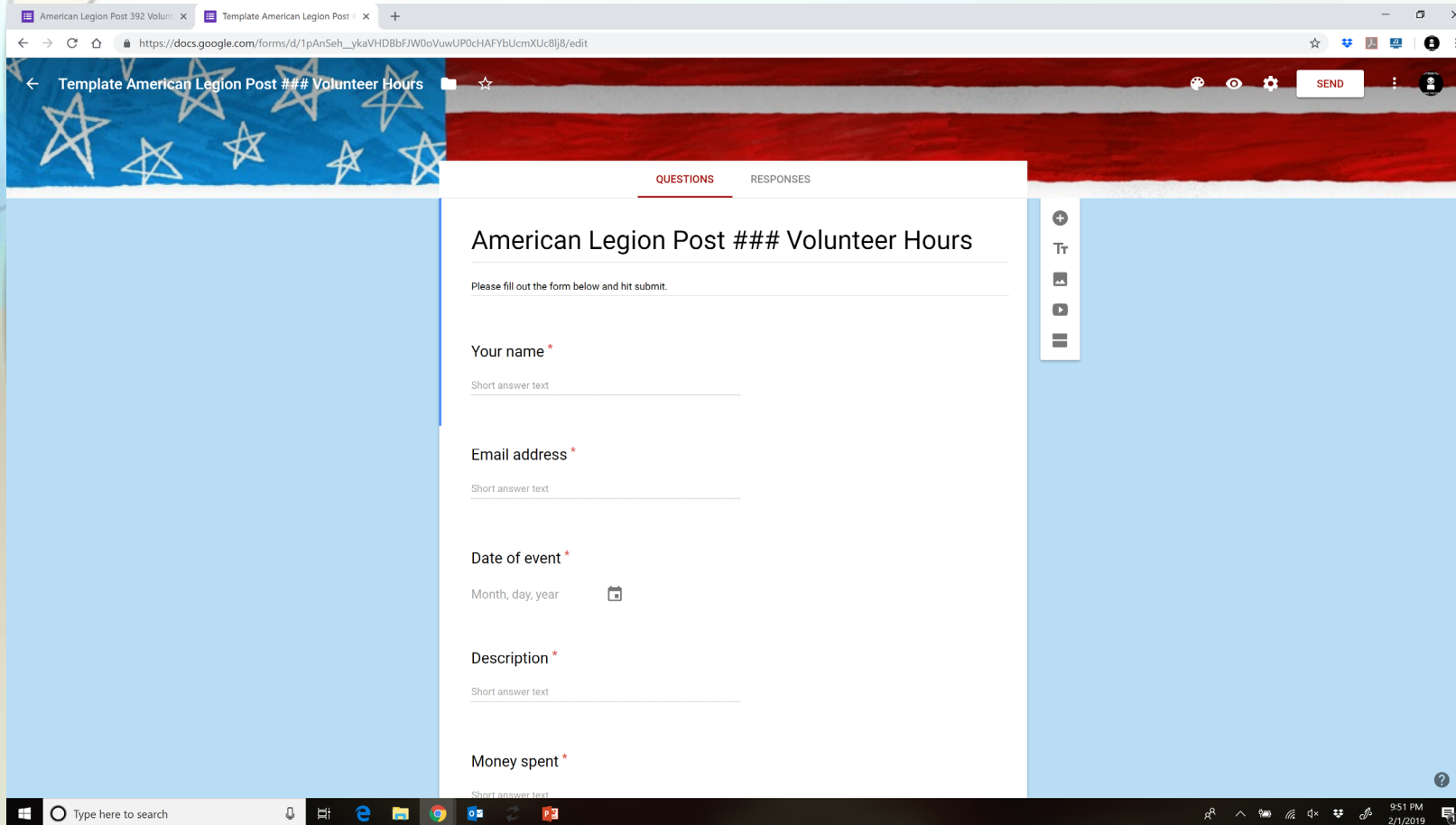
SEND

- Undo
- Make a copy
- Move to trash
- Get pre-filled link
- Print
- Add collaborators...
- Script editor
- Add-ons...
- Preferences...

- 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



The screenshot shows a Google Form titled "American Legion Post ### Volunteer Hours" in a web browser. The form has a header with a blue background and white stars. The main content area is white with a red header bar. The form includes the following fields:

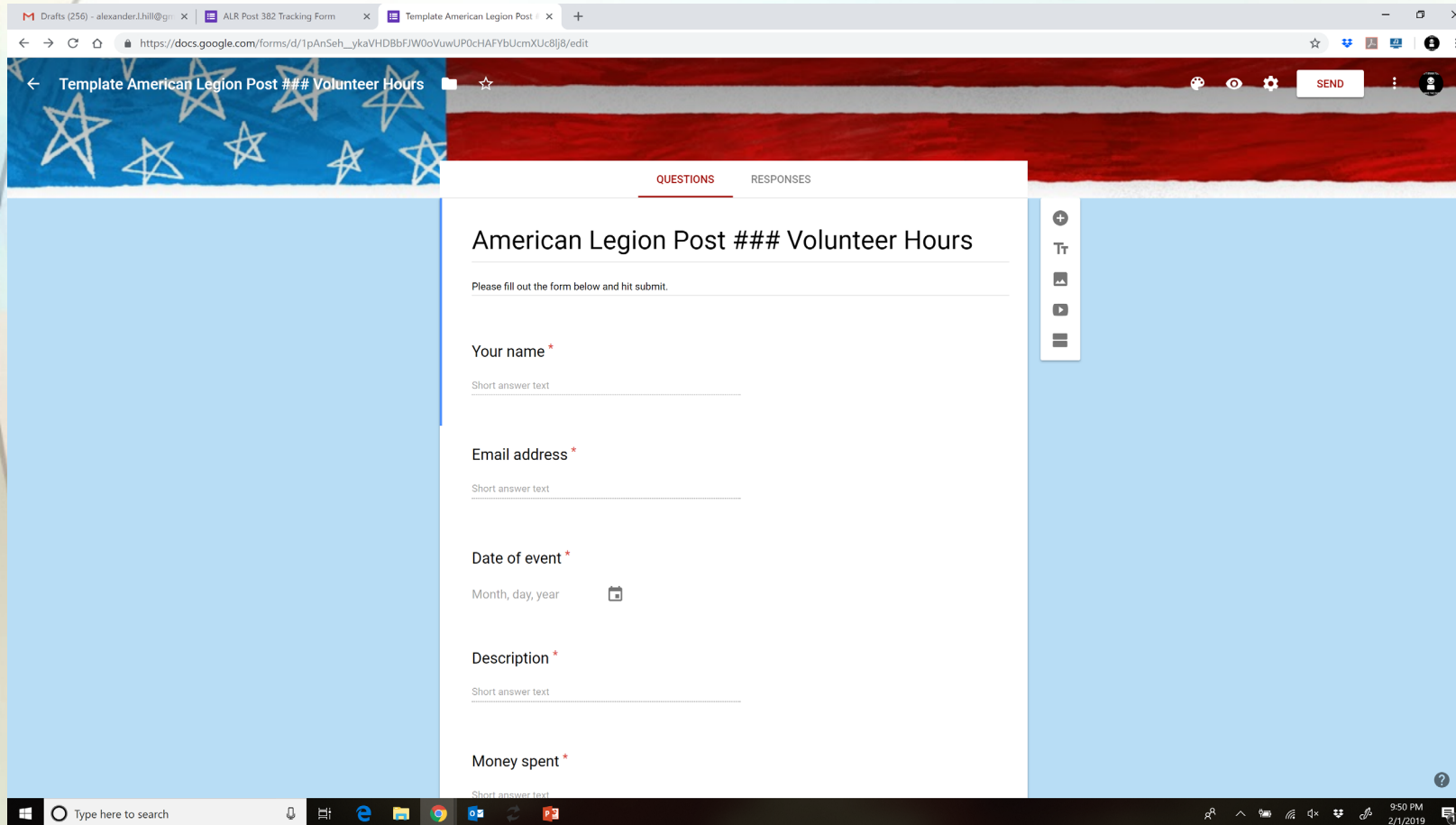
- QUESTIONS** (selected tab) | **RESPONSES**
- American Legion Post ### Volunteer Hours**
- Please fill out the form below and hit submit.**
- Your name *** (Short answer text)
- Email address *** (Short answer text)
- Date of event *** (Month, day, year)
- Description *** (Short answer text)
- Money spent *** (Short answer text)

The form is displayed in a web browser window with the URL https://docs.google.com/forms/d/1pAnSeh_ykaVHDBbFJW0oVuwUP0cHAFYbUcmXUc8lj8/edit. The browser's address bar shows the URL. The form is titled "Template American Legion Post ### Volunteer Hours". The form is titled "American Legion Post ### Volunteer Hours". The form is titled "American Legion Post ### Volunteer Hours".

- 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)



Template American Legion Post ### Volunteer Hours

QUESTIONS RESPONSES

American Legion Post ### Volunteer Hours

Please fill out the form below and hit submit.

Your name *

Short answer text

Email address *

Short answer text

Date of event *

Month, day, year

Description *

Short answer text

Money spent *

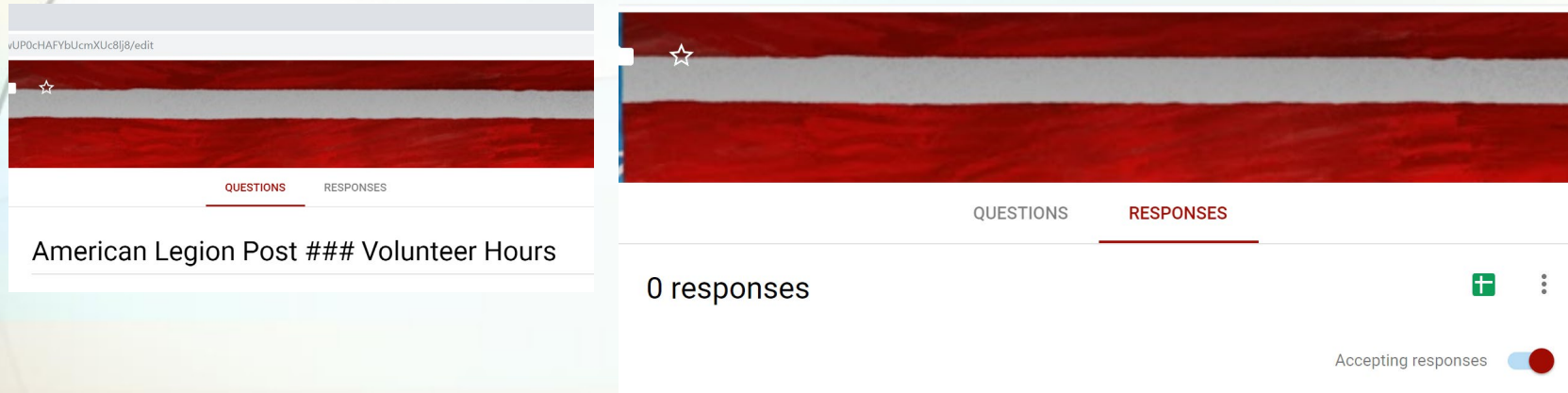
Short answer text

SEND

- 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.

Select response destination

☒ Create a new spreadsheet Template American Legio... [Learn More](#)

☐ Select existing spreadsheet


CANCEL CREATE



Response Spreadsheet

[illegible]

Share with others

Get shareable link 

Link sharing on [Learn more](#)


Anyone with the link **can edit** ▾

Copy link

<https://docs.google.com/spreadsheets/d/1b2Jrs9cr7wEXerCILb4NLgCL5hmcv-AW>

People

Enter names or email addresses...

 ▾

☒ Can edit

☐ Can comment

☐ Can view

Done

- 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

AL Volunteer Hours (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

100% \$ % .0 123 Arial 10 B I A

fx =SUM

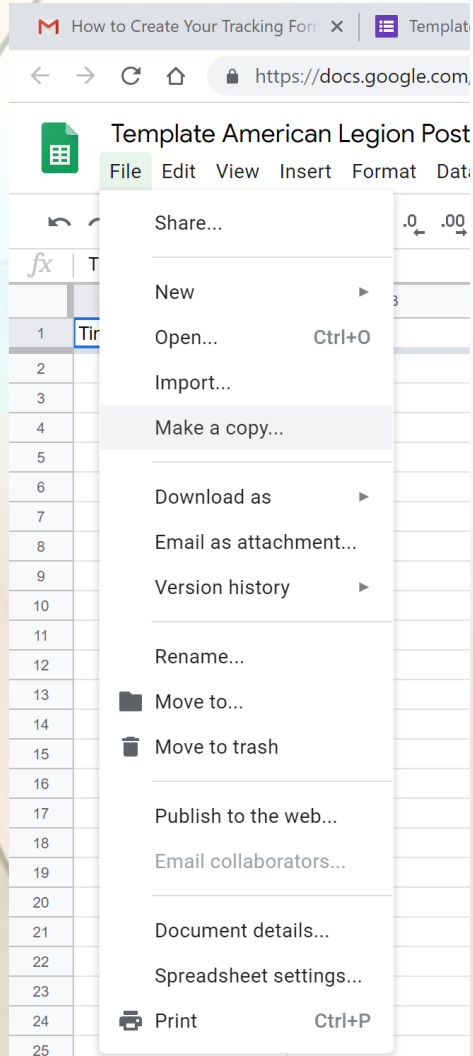
	A	B	C	D	E	F	G	H	I	
1	Timestamp	Your name	Date of event	Description	Money spent	If any, what were the exp Miles driven	What category of event?	What groups are you in	Email address	
280	6/22/2018 16:45:00	Gwen Doyle	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
281	6/22/2018 16:45:00	Duffy Redmiles	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
282	6/22/2018 16:45:00	Tina Redmiles	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
283	6/22/2018 16:45:00	Darryl Luna	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
284	6/22/2018 16:45:00	PT Moore	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
285	6/22/2018 16:45:00	Joe Ezell	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
286	6/22/2018 16:45:00	Lorri Tucker	6/22/2018	4 Posts Ride to 402	4		52 Community Activities - Ve American Legion Riders			
287	6/11/2018 19:00	Darlene Brock	6/11/2018	Dinner Ride to Front Porc	2		16 Community Activities - Ve American Legion Riders			
288	6/11/2018 19:00	Alexander Hill	6/11/2018	Dinner Ride to Front Porc	2		16 Community Activities - Ve American Legion Riders			
289	6/11/2018 19:00	Mitch Brock	6/11/2018	Dinner Ride to Front Porc	2		16 Community Activities - Ve Sons of the American Legion, American Legion Riders			
290	6/11/2018 19:00	Suzanne Patterson	6/11/2018	Dinner Ride to Front Porc	2		16 Community Activities - Ve American Legion Riders			
291	6/11/2018 19:00	Emily Wood	6/11/2018	Dinner Ride to Front Porc	2		16 Community Activities - Ve American Legion Riders			
292	6/11/2018 19:00	PT Moore	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
293	6/11/2018 19:00	Frank Quarles	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
294	6/11/2018 19:00	Catherine Quarles	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
295	6/11/2018 19:00	Mark Worrill	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
296	6/11/2018 19:00	Matt Salvo	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
297	6/11/2018 19:00	Brian Dietz	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
298	6/11/2018 19:00	Rebecca Smith	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
299	6/11/2018 19:00	Joey Sowell	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
300	6/11/2018 19:00	Rodney Rivera	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
301	6/11/2018 19:00	Dwayne Montieth	6/11/2018	Dinner Ride to Front Porc			16 Community Activities - Ve American Legion Riders			
302										
303										
304										

SUMPRODUCT
SUMX2PY2
SUMX2MY2
SUMXMY2
SUMIFS
SUMSQ
SUMIF
SUM
SUM(E2:E301)
Suggested based on the data.
=SUM

- 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



Email as attachment

Attach as
PDF

To (required)

Subject
Template American Legion Post ### Volunteer Hours (Responses)

Message

☐ Send a copy to myself

Send Cancel

- 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?

