AMERICAN LEGION RIDERS

HOW TO CREATE YOUR ONLINE TRACKING FORM

Go To https://docs.google.com/forms

CORY “SQUIRREL” YORK
Create New Form – Select Start New Form
Click on “Untitled Form” to Name Your Form & Form Description

Suggested Title – ALR Chapter # or ALR District #
Suggested Form Description: Volunteer Tracking – Miles & Hours
Adding Fields

Ensure that ALL fields are marked REQUIRED
Use Drop Down Option
SUGGESTED CATEGORIES

Event *

1. VETERAN'S AFFAIRS & REHAB
2. NATIONAL SECURITY
3. AMERICANISM
4. CHILDREN & YOUTH
5. ROUND ROBIN
6. MERRY-GO-ROUND
7. COMMUNITY
8. CHARITY RIDE
9. MEETINGS/POST ACTIVITIES
After your Ride or Event, Fill out the Volunteer Tracking Form and SUBMIT!
Email

To

Subject
ALR - Chapter 138

Message
I've invited you to fill out a form:

Include form in email

Add collaborators

CANCEL    SEND