

# AMERICAN LEGION RIDERS

## HOW TO CREATE YOUR ONLINE TRACKING FORM, CREATE SPREADSHEET, AND ADD ICON TO CELLPHONE HOME SCREEN

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

Sue Nist, ALR Director, Chapter 129



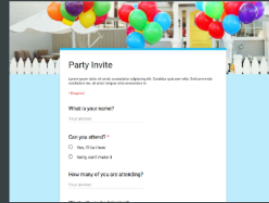
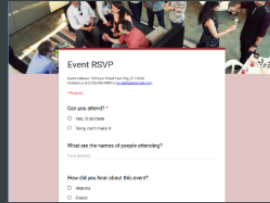
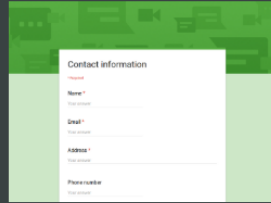

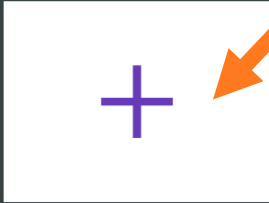
# Create New Form – Select Start New Form

← → ↻ <https://docs.google.com/forms/u/0/> ☆

Apps PowerBrief CCSN - Employee Sel MyAccess Import From IE Effortless Experience Home <https://webapps.kocc> Promapp v4.5.0.8 - ©

☰ Forms 🔍 Search

**Start a new form** **TEMPLATE GALLERY** ⌵ ⋮



Blank T-Shirt Sign Up Contact Information RSVP Party Invite

**Recent forms** Owned by anyone ⌵ ☰ ⌵ 📁

No forms yet  
Click + to create a new form.



# Click on “Untitled Form” to Name Your Form & Form Description

QUESTIONS

RESPONSES

Untitled form

Form description

Untitled Question

Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

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



# Adding Fields

QUESTIONS RESPONSES

## ALR - Chapter 138

Volunteer Tracking - Miles & Hours

...

Date

Month, day, year

📅

📅

Date

▼

📄

🗑️

Required ☒

⋮

Add New Field

Ensure that ALL fields are marked REQUIRED



# ALR - Chapter 138

Volunteer Tracking - Miles & Hours

\* Required

Date \*

Date

mm/dd/yyyy

Name \*

Your answer

Event \*

Choose

Miles Donated \*

Your answer

Hours Donated \*

Your answer

SUBMIT

Never submit passwords through Google Forms.

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time

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





# Email Newly Created Form

Untitled form   All changes saved in Drive


   **Send**

Questions Responses

**Sample Form for Summit**






ALR Miles and Hours Tracking

Date: \*

Month, day, year 

Name: \*

Short answer text



× Send form

☐ Collect email addresses

Send via



Email

To

Subject

ALR - Chapter 138

Message

I've invited you to fill out a form:

☐ Include form in email

[Add collaborators](#)

CANCEL

SEND





After your  
ride or  
activity,  
complete  
the form  
and  
SUBMIT!

## ALR - Chapter 138

Volunteer Tracking - Miles & Hours

\* Required

Date \*

Date

mm/dd/yyyy

Name \*

Your answer

Event \*

Choose

Miles Donated \*

Your answer

Hours Donated \*

Your answer

SUBMIT

Never submit passwords through Google Forms.



# Creating a Spreadsheet

The screenshot shows a web application interface for managing survey responses. At the top, there is a header bar with a purple document icon, the text "ALR CHAPTER 129", a folder icon, and a star icon. On the right side of the header bar are three icons: a speech bubble, an eye, and a gear. Below the header bar, there are two tabs: "Questions" and "Responses". The "Responses" tab is selected and highlighted with a purple underline, and it has a purple badge with the number "872" next to it. An orange arrow points down to the "Responses" tab. Below the tabs, there is a large white box with a purple border. Inside this box, the text "872 responses" is displayed. To the right of this text is a green square icon with a white plus sign and a vertical ellipsis icon. An orange arrow points to the green plus icon. Below the "872 responses" text, there is a toggle switch labeled "Accepting responses" which is currently turned on. At the bottom of the white box, there are three tabs: "Summary", "Question", and "Individual". The "Summary" tab is selected and highlighted with a purple underline.



# Total Columns for District Report

ALR CHAPTER 129 (Responses) ★ 📁 ☁

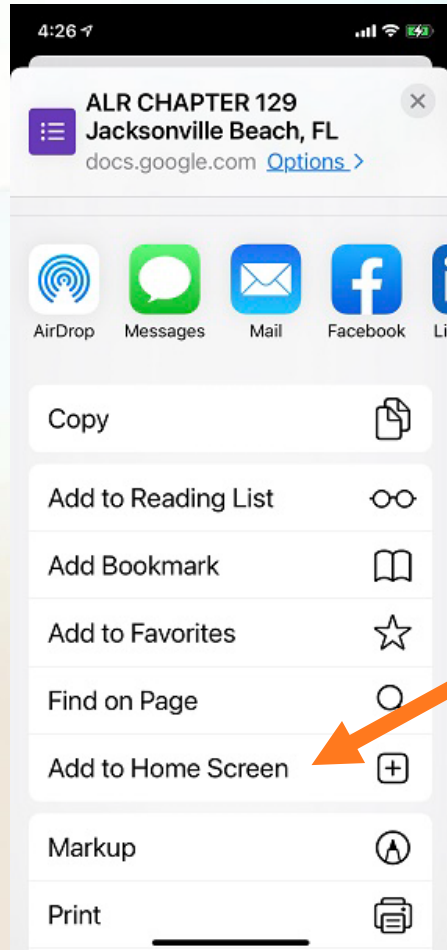
File Edit View Insert Format Data Tools Extensions Help

100% \$ % .0 .00 123 Arial 10 B I S A ↵

31	fx	Date			
	B	C	D	E	F
1	Date	Name	Activity	Miles	Hours
2	9/17/2021	Joseph Tambasco	Meetings/Post Activities	44	4.5
3	9/18/2021	Joseph Tambasco	Charity Ride/Poker Run	140	10
4	9/19/2021	Joseph Tambasco	Charity Ride/Poker Run	90	8
5	9/24/2021	Joseph Tambasco	Meetings/Post Activities	44	4
6	10/15/2021	Joseph Tambasco	Meetings/Post Activities	48	5
7	10/22/2021	Joseph Tambasco	Meetings/Post Activities	45	5
8	10/29/2021	Joseph Tambasco	Meetings/Post Activities	45	5
9	10/30/2021	Jack Russell	Community	72	33
10	11/1/2021	Bobby Greer	Meetings/Post Activities	20	4
11	11/1/2021	Sue Nist	Meetings/Post Activities	5.5	2
12	11/1/2021	Jo Ann Parrott	Meetings/Post Activities	25	2
13	11/1/2021	Wayne Parrott	Meetings/Post Activities	25	2
14	11/1/2021	Kim Russell	Community	32	2
15	11/1/2021	Ed.dellapenna	Meetings/Post Activities	23	3
16	11/1/2021	Ed.dellapenna	Meetings/Post Activities	23	2
17	11/1/2021	Jo Ann Parrott	Sunrise/sunset meetinf	25	2
18	11/1/2021	Wayne Parrott	Sunrise/sunset meetinf	25	2
19	11/2/2021	Jo Ann Parrott	Casino Night	0	4



# Add Form to Cellphone Home Screen

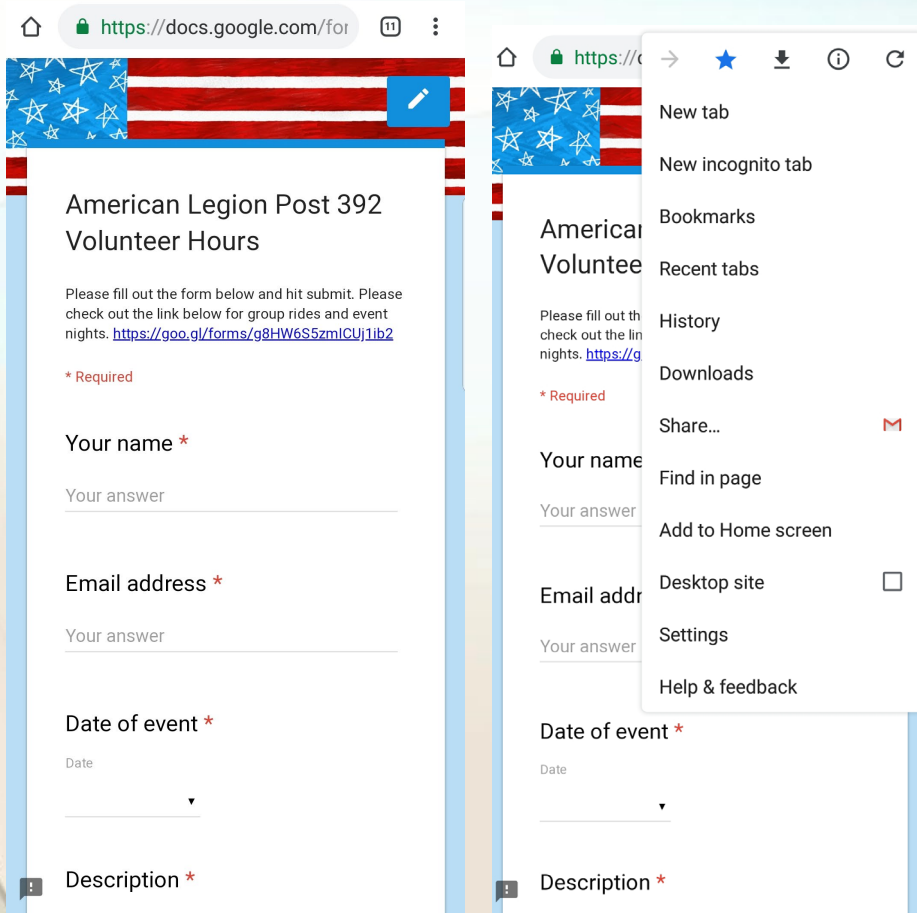


## For an iPhone:

- Open the form in your email using your phone
- Click on the Upload symbol and scroll down to Add to Home Screen



# Add Form to Cellphone Home Screen



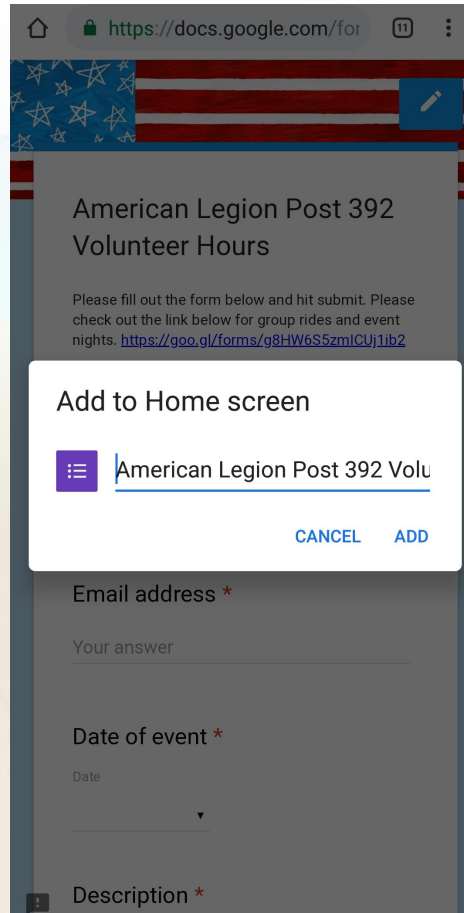
## For Android:

- Get the link to your Google Form from whoever has it...and open your internet browser of choice
- Click on the three little dots at the top of the browser to bring up the Edit menu. (Right)





# Add Form to Cellphone Home Screen



https://docs.google.com/for

American Legion Post 392 Volunteer Hours

Please fill out the form below and hit submit. Please check out the link below for group rides and event nights. <https://goo.gl/forms/g8HW6S5zmICUj1ib2>

Add to Home screen

American Legion Post 392 Volu

CANCEL ADD

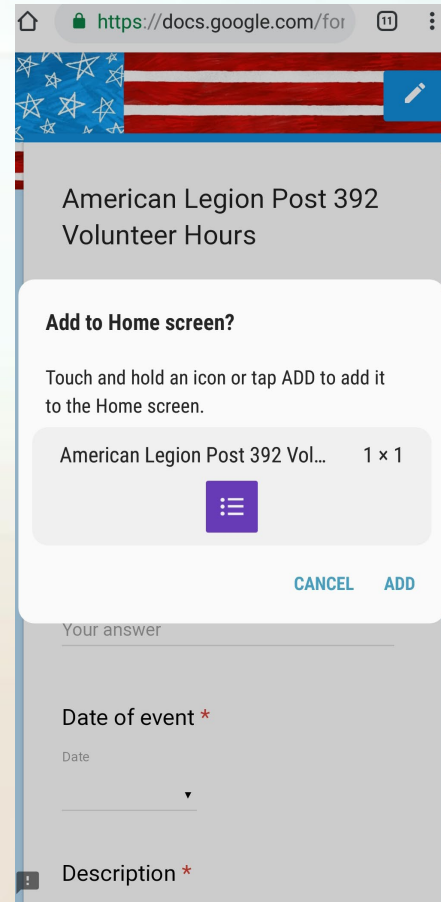
Email address \*

Your answer

Date of event \*

Date

Description \*



https://docs.google.com/for

American Legion Post 392 Volunteer Hours

Add to Home screen?

Touch and hold an icon or tap ADD to add it to the Home screen.

American Legion Post 392 Vol... 1 x 1

CANCEL ADD

Your answer

Date of event \*

Date

Description \*

- Once you click Add to Home Screen, the phone will prompt you for a name. You can leave the name the same as the name of the page, or customize it. Click Add (Left)
- Once you click Add, you can click Add again and the phone will just add that icon anywhere, or you can click and hold the icon to add it where you want it. (Right)



# Look for the Purple Icon



The icon will appear on your phone display. Click on icon, complete form, and submit.

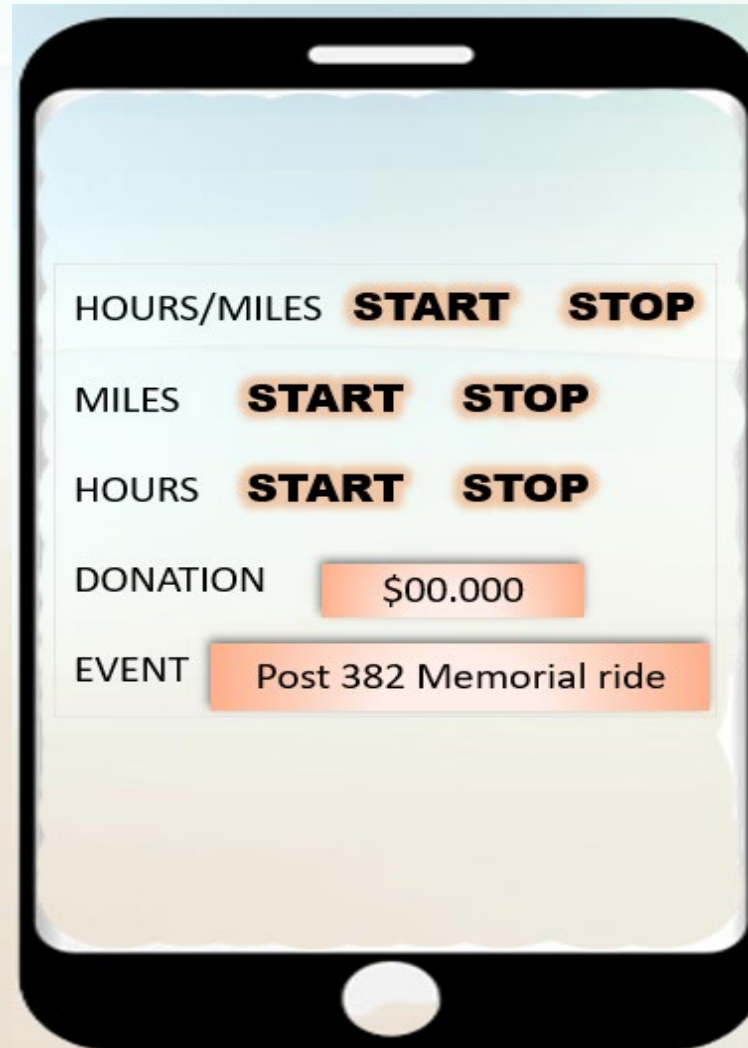
EASY PEASY!!





# COMING SOON!!

## Volunteer Hours & Miles Tracking APP



# Capturing Miles & Hours

- You can track trips/mileage as the app runs in the background on your phone. (preferably google maps API)
- Will have full control when you start and stop rides.
- Hours start automatically with trip and end when user completes trip.
- Hours will continue being tracked even when user is not driving.
- Will have a way to track hours without mileage.
- Will have a tab with preloaded location names and event type.  
(Authorized reporter will input this data)
- All tabs are optional



# Tracking APP

## **\*How it Works\***

**I'm riding to my volunteer location for the day. I will open my app and hit record from my driveway. The App will begin capturing my miles and my hours. When I arrive at my destination, the recording of mileage will automatically stop and my hours will continue to be captured. When I get back on my bike, the app starts recording my mileage once again. When I arrive at home, I select stop on the app. All the miles and volunteer hours have been recorded for the day.**



# Authorization

- **There are three tier locations with one authorized reporter each. (Each location will have 1-4 logins for their authorized reporter)**
- **Chapter level (has 4 entities)**
- **District Level (16 Districts)**
- **Department level (with 4 entities)**



# Reporting

- **Chapter level reporter will be able to automatically receive all data from the Rider members.**
- **Chapter level reporters will approve all data before it is automatically populated to District level.**
- **District must approve before it is automatically populated to Department.**

All level reporters will be able to submit their events with dates and name of event and post location (this is the data that a member will have a tab of)





# Tracking APP

- **Reporters will be able to connect a member's miles and hours to an event if member did not specify one before they submit to higher tier.**
- **Reports will be available for email or download.**
- **A backup of all data will be available to app owner daily in case of any glitches or loss of data.**



# Volunteer Hours & Miles Tracking APP

## Feedback – Questions?

### Need BETA testers 😊

- POC: Loreen Skobel
  - POST 382/District 1
  - 850-530-7567
  - [Loreenskobel@gmail.com](mailto:Loreenskobel@gmail.com)







**LET'S RIDE!!**

