

HOW TO MAKE A GOOGLE FORM

GETTING STARTED

- To start you can search for “google forms” in your browser. Find the site that’s from “google.com” then click on “Go to Google Forms.” This will take you to the form creation site.
- Notice: If you don’t already have an account, you will have to make one. We recommend setting one up in the name of your church.
- When you get to Google Forms, click “Blank” to start a new form.
- At the top of the form is the “Title.” This is where you can name the form to whatever we want. You can call it something similar to “Religious Education Registration.”
- Directly underneath the title is the “Form Description” field. You can put any extra information that you would want parishioners to know upon filling out the form.

CREATING QUESTION FIELDS

- Underneath the Title and Form Description are all the editable fields that parishioners will fill out. Let’s create our first field. Now we need to add more questions.
- First, click on this plus sign icon to add a question field.
- Then name the question. The form automatically updates the question type
- The box to the right of the question name will allow you to choose the style of response you want.
- You can “require” this question. This just means that in order for a parishioner to complete the form, they must fill out this question.

MOVING QUESTIONS AROUND

- Hovering over each field, at the top of each field 6 dots appear. If you click and drag those dots we can rearrange the order of the question fields.
- Example: If you want to ask the student’s date of birth, simply name the field “Child’s date of birth.” Then click on the question type dropdown to change the kind of response you’re looking for to “date”.
- Notice: When asking for emails, a prompt talking about email collection will pop up. You don’t need to worry about it. It’s off by default.
- When asking for a phone number, the form automatically adds a “Response Validation.” You can just click on Remove.
- In order to give parishioners information but don’t want them to have to fill out a question, click the option underneath the Plus Sign Icon that looks like two T’s to add a Title and Description. This will allow you to put a comment in the form that parishioners will see but not have to answer.

FORM THEME OPTIONS

- Click on the paint palette up near the top of the screen. This will open the form theme options. You can add a header image to your Google form.
- If you don’t have one picked out, you can use one of the premade headers, or head on over to comcenter.com/forms and download it.
- Once you know which header you want, click “choose image” under the Header options.
- Then click on “Upload” and find the downloaded header image in your folders.
- Then click “Done.”
- Google Forms will automatically change its colors based on the header image you choose.

FORM PREVIEW AND RESPONSES

- Next to the paint palette is the picture of an Eye. This is the “Preview” tool. Clicking on this will let you see what the parishioners who are filling out the form will see.
- You can fill out the form here as if you were a parishioner.
- Going back to Google Forms, there’s now a “1” in the responses tab!
- To see your response to the form you can go to the “Responses” tab at the top of the form.
- You can also print or download the responses.

EMAILING THE FORM

- To send the Form out, hit the purple “Send” button on the top right of the screen.
- You can send the form directly via email to specific emails or you can copy the link and email it out and share it on your parish website.
- You can even shorten the URL so it’s not quite as intimidating.

QUESTIONS?

- And now we’ve created a Google Form! If you have any questions, feel free to ask them on our forms page at comcenter.com/forms.

EXAMPLE FORM



Let the children come to me.

MATTHEW 19:14

Religious Education Registration Form

Welcome to St. Michael Religious Education! Classes meet for one hour on Sundays at 9:15 AM and begin September 15. Use this form to register you child. If you are registering more than one child, please submit additional forms.

*** Required**

Contact us

If you have questions or if you prefer to register by phone, please call Susan Jones, Director of Religious Education at 234-5678. Religious Education office is open Monday through Thursday, 9 to 5. We're here to help.

Family name *

Your answer

Primary address *

Your answer

Father's name *

Your answer

Father's phone number *

Your answer

Father's email *

Your answer

Mother's name *

Your answer

Mother's phone number *

Your answer

Mother's email *

Your answer

Child's name *

Your answer

Grade in school *

Your answer

Baptized? *

☐ Yes

☐ No

Is this child preparing to receive a sacrament this year? *

☐ First Reconciliation and First Eucharist

☐ Confirmation

☐ No sacrament preparation this year

Allergies? *

Your answer

Special learning needs? *

Your answer

Child lives with *

- ☐ Both parents
- ☐ Father
- ☐ Mother
- ☐ Joint custody with two addresses
- ☐ Guardian

If necessary, provide the second address

Your answer _____

Emergency contact name *

Your answer _____

Emergency contact phone *

Your answer _____

Do you give permission for your child's name and image to be included in publicity releases about parish events in the bulletin, parish website, and local or diocesan newspaper? *

- ☐ Yes
- ☐ No

Payment

\$25.00 per child to cover the cost of the textbook and supplies. Due October 1. Send payment to religious education office at St. Michael Parish 123 Church St. Your town, ST 12345 or drop your payment in the collection basket using a separate envelope. If you pay in cash, make sure we know who it's from and that it is for religious education fees. Your child can also bring the payment the first day of class. Financial aid is available. Call Susan Jones, DRE, for assistance: 234-5678.

Submit

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