




How to Use Google Forms to Collect Participants' Information during Virtual Events

Sharing form with Volunteers

1. Each coordinator has a master copy of a google form that can be used to collect participants' contact information during virtual public education events.
2. Coordinators have editing privileges and can share the form with volunteers.
 - a. Only share the form with volunteers who facilitate qualifying public education events in your county.
3. To share the form with Volunteers:
 - a. In the top right of form, click Send.
 - b. At the bottom of page, click Add Collaborators.
 - c. Add email addresses for all volunteers you wish to have access to the form. Volunteers will also have editing privileges.
 - d. I recommend leaving the Notify people checked. This way, volunteers will receive an email to notify them of their access to the form.
 - You can write in the Message section prior to the sending the notification email.
 - e. Click Send.


Instructions for Collecting Participants' Information during Virtual Events

1. Prior to virtual event, edit the google form to include the title of event
 - a. Only make edits to Event Title in the form.
 - Click on Add Option under Event Title.
 - Type the title of the public education event.
 - You might also include some other identifying information, if necessary. Sometimes, events have the same title but may occur on different days.
 - Your information is automatically saved. At the top of the file you will see *All changes saved in Drive*. There is no actual save button.
2. Obtain a link for participants to provide information during public education event
 - a. In the top right of form, click Send.
 - b. On the row with Send Via click on the .
 - c. Click copy to copy the link that appears
 - I recommend checking the box for Shorten URL before clicking copy. This will provide a shorter link.
 - d. During the virtual event put this link into the zoom chat.



- Ask participants to copy and paste the link from the zoom chat into their internet browser. The link will automatically take them to the short survey to collect their contact information.
- The required IRB language is also included in the form already.
- e. Include time during virtual events for participants to fill out the form. It should only take a couple of minutes to complete. Most participants will not fill out the form once they have logged off from the virtual event.

Instructions for Downloading Responses

1. To download responses, access the google form.
2. At top of page, click on Responses.
 - a. Click  and then, Download responses (.csv).
 - b. Responses will be downloaded into an excel file.
 - c. In excel file, highlight participants' information from your event (first name, last name, email address) and copy and paste it into the appropriate section of the contact sheet that is sent to the evaluation coordinator.
 - You will recognize participants from your event by the Event Title.

Please Note: Fill out the remaining information on the contact sheet and submit to the evaluation coordinator. Please try to submit the contact sheet within 1 week after the event occurs.

How to Use UC ANR Survey Tool to Collect Participants' Information during Virtual Events

Please Note: Volunteers are not able to obtain access to this tool. Therefore, coordinators will need to make any edits to the survey and share links with volunteers.

Prior to Event

1. Log in to the survey from your UC ANR portal. Surveys are located on the right side of portal.
 - a. Survey is named UC Master Gardener Program Public Education Sign-in
2. Prior to each event, edit the Event Title information in the survey.
 - a. Under Survey Options scroll down to Create Your Survey and click Edit Survey.
 - b. Next, click Edit Survey Questions.
 - c. Then, click on Event Title.
 - Toward the bottom of the page add event names.
 - d. Click Save Information. Be sure to save edits.
3. Create a link to be shared with the facilitator of the public education event.



- a. At top of page, click Create --> Survey Link
- b. Copy the survey link and send it to the event facilitator. They will share this link in the zoom chat during their event. Participants will be able to copy and paste the link into their internet browser and complete sign-in.

To Download Responses After Event

1. Log in to the survey from your UC ANR portal. Surveys are located on the right side of portal.
2. Under Survey Options click on View Survey Results (in blue).
3. Click Create Excel Document
 - a. Information can be shared with volunteers. But, only share participants' information who attended the event facilitated by the specific volunteer.

Please Note: I recommend using the ANR Survey Tool if the coordinator submits the contact sheets that are sent to the evaluation coordinator.