Basic Instructions for using Google Forms to collect data for your Firewise Community

Hazard/Risk Assessment

Annual Reporting (Risk Reduction Investment)

- Being a Google product, using these forms work best with the Chrome browser and you must have a Gmail account. (Responders to the Form do not need a Gmail account)
- Go to the FireSafe Nevada County Coalition website www.firesafenccoalition.org
- On the top menu click on Leader's Toolbox
- · Locate the page: Using Google Forms for reporting.
- The first bullet is a pdf of the instructions.
- The second and third bullet points are links to downloading either the Hazard/Risk Assessment or the Annual Reporting Choose the one you want to work with.
- · Click on the either one of the links and you should be prompted to make a copy.
- · Click on Make a Copy This is critical, you want to own this document.
- This will make a copy of the Form and save it to your Google Drive. It will also immediately open the form.
- You should see a menu across the top that looks something like this:

E Copy of Generic FWC Self Assessment Form 🗈 🕁				\odot	0	5	¢	Send	:	NC Coalition FWC
Qu	uestions	Responses	Settings							

- · Click on the top left name and rename it. EX: Red Dog Cross FWC
- There are two basic menus
- Across the top and along the right side of the questions see red arrows below.

Red Dog Cross FWC		¢	Send	 NC Coalition FWC
	Questions Responses Settings			
	Generic FWC Self Assessment - Put FWC Name Here This is a generic self assessment form. Add any needed text/instructions here.	+ + + TT		
	Name - optional Short answer text			

- The top menu allows you to add some graphics, view the form, add collaborators and get the link to send to your constituents (Send)
- The side menu allows you to add questions along with some other advanced options. You only need to add questions if you want to adjust for your specific FWC.
- If you add a question (plus sign), there will be options for the type of question. (Short answer, Multiple choice etc)

 When your Form is com 	pleted the best pr	ractice is to make a copy. This is	D Other Bookmarks
not required but if som	ething goes wrong	, you have a backup. Click on the	5 ♂ Send : Contine
Flipsis (three dots) and	drag to make a co	ony This is the one you will use	
to share with your const	lituents		Make a copy
 When you are ready to s 	send to your cons	tituents you will need to get the	Move to trash
link for the form that you	l can copy and pa	aste into an email.	G Get pre-filled link
 Getting the link: 			Drint .
 Click on the purple S 	end button. You v	vill see the menu below.	
Click on the link icon (see red arrow bel	ow)	Add collaborators
That will bring up a m	enu with a link, be	est practice is to click on the	
shorten URL - makes	it easier to handle	9	< > Script editor
Press the copy button			5 Get add-ons
At this point you can p	baste it into an em	hall to your constituents or put it on	
a webpage.			E Keyboard shortcuts
	,		
Send form	×		
		P	
Collect email addresses	Do not collect	Send form	×
Sandvia M G ()			
		Collect email addresses	Do not collect 🛛 👻
Email			
То		_	
Enter names or email addresses		Send via 🗠 🖙 <>	f y
Subject		x	
		Link	
message I've invited you to fill out a form:		https://docs.google.com/forms/d/e/1FAlpQLSeLcDZB	gnQ3rQPDYQIu06KNmcvpUrm
Include form in email		Shorten URL	
			Cancel Copy
음+ Add editor	Cancel Send		Cancel Copy

Collection of Data

- Once you have sent the email or put it on the website, you will need to view the data after people start responding
- Log in to your Gmail account, click on the waffle (grid of nine small grey boxes that you find in the top right corner of your browser)
- Locate the App: Drive





- You should be able to locate your Form in the Drive app
- Open your Form, across the top you will see **Responses.**
- Click on Responses



 On the next window you can manually view the individual responses and also Link/View in Sheets, this will transfer the data to a spreadsheet in Google Docs, which you can then download as an Excel Spreadsheet for tallying and further manipulation.

371 responses	Not accepting responses
	Not accepting responses
Maria Companya dan ta	
Message for respondents	
This form is no longer accepting respons	nses