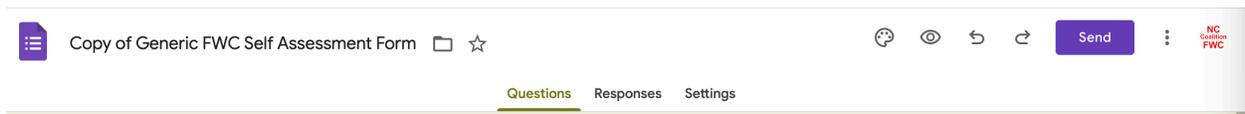


Basic Instructions for using Google Forms to collect data for your Firewise Community

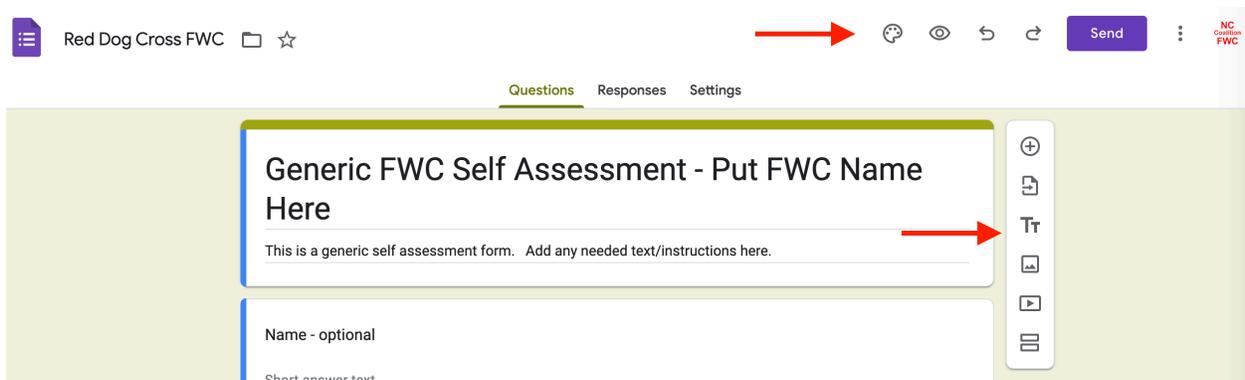
Hazard/Risk Assessment

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:

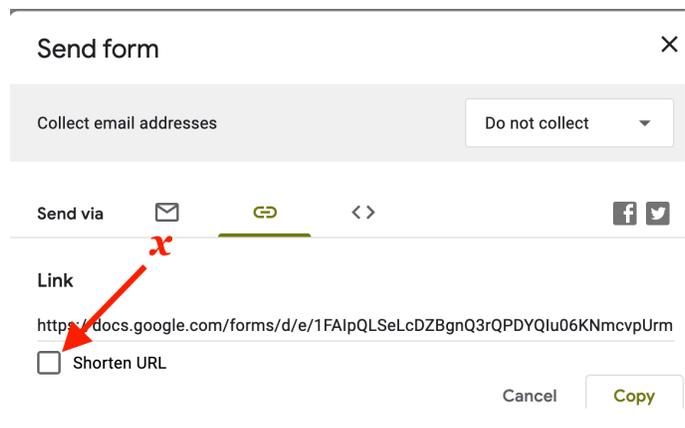
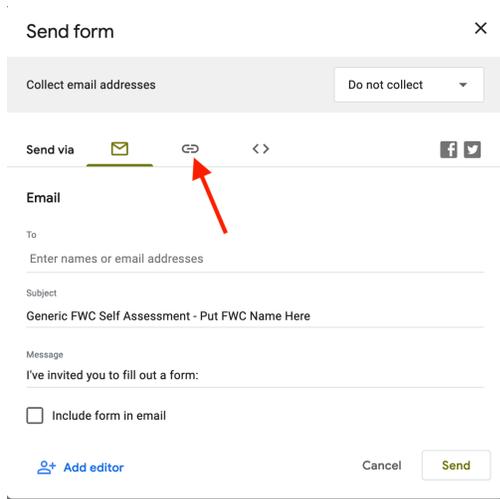
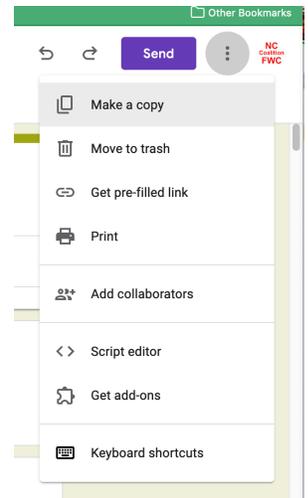


- Click on the top left name and rename it. EX: Red Dog Cross FWC
- There are two basic menus
 - Across the top and along the right side of the questions - see red arrows below.



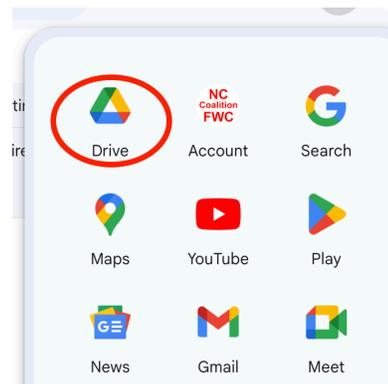
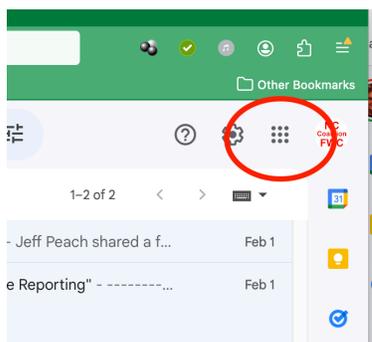
- The top menu allows you to add some graphics, view the form, add collaborators and get the link to send to your constituents (Send)
- The side menu allows you to add questions along with some other advanced options. You only need to add questions if you want to adjust for your specific FWC.
- If you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

- When your Form is completed the best practice is to make a copy. This is **not required** but if something goes wrong, you have a backup. Click on the Elipsis (three dots) and drag to make a copy. This is the one you will use to share with your constituents.
- When you are ready to send to your constituents you will need to get the link for the form that you can copy and paste into an email.
- Getting the link:
 - Click on the purple Send button. You will see the menu below.
 - Click on the link icon (see red arrow below)
 - That will bring up a menu with a link, best practice is to click on the shorten URL - makes it easier to handle!
 - Press the copy button.
 - At this point you can paste it into an email to your constituents or put it on a webpage.



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.

