



Google Forms

SIR Webmaster Meeting

Friday, November 18, 2022

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Branch 95 Webmaster





Introduction

- Effective member communication is essential to branch operations
- Branch websites, newsletters and periodic emails are the most common means of providing [one-way] communication to members
- Oftentimes, two-way communication is required
 - Solicit member input on important topics affecting the branch through surveys
 - Member registration for upcoming meetings and/or events
- State SIR and some branches use Constant Contact for which there's a recurring cost
- Free alternatives to Constant Contact may be just as effective depending on your needs
 - MailChimp, SurveyMonkey and Google Forms are widely used alternatives

Google Forms

- Constant Contact, Google Forms and the other tools I listed are all considered marketing tools
- While Constant Contact and other “free” alternatives may be slicker and come with more bells and whistles, Google Forms checks all the boxes when it comes to the member communication needs of my branch
- One needs a Google account to use Google Forms but recipients do not need it to receive or respond to it

Google Forms versus another “free” alternative to Constant Contact

	Google Forms	SurveyMonkey
Ease of use	★★★★★ <u>Incredibly simple to get started with</u> and make the most of	★★★★★ More features to sift through but still very intuitive
Customization	★★★ <u>Basic customization</u> for layout and design	★★★★★ Advanced customization options
Analytics	★★★★ <u>Simplistic analytics</u> but useful enough for form data	★★★★★ Multiple ways to view, customize, and save your data
Pricing	★★★★★ <u>Totally free</u> to use all the features	★★★ Very limited free plan; not cheap but worth it for serious survey builders

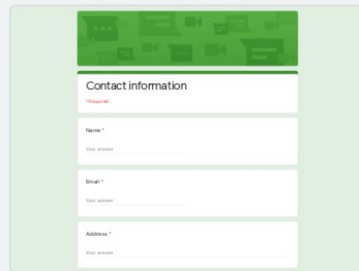


Today's presentation

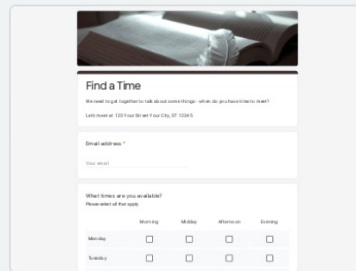
- Access Google Forms
- Show a couple of templates
- Create a simple survey, send it out and access results
- Show examples of a couple of forms including statistics, reminders and resultant Google Sheet of responses
 - Member survey
 - Meeting registration
- Time permitting, show a practical application of a Google Form – SIR Speakers Exchange

Google Forms – Partial list of Available Templates

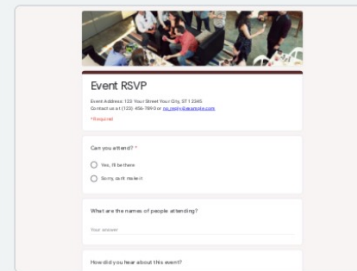
Personal

A form template for contact information. It features a green header with a grid pattern. Below the header, there are four text input fields labeled "Name", "Email", "Address", and "Phone".

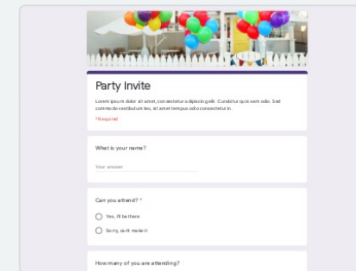
Contact Information

A form template for finding a time. It has a white header with a photo of a sofa. The form includes a text input for "Email address", a section for "What times are you available?" with a table of checkboxes for Morning, Midday, Afternoon, and Evening, and a section for "How often do you have time?" with a table of checkboxes for Weekly, Monthly, and Annually.

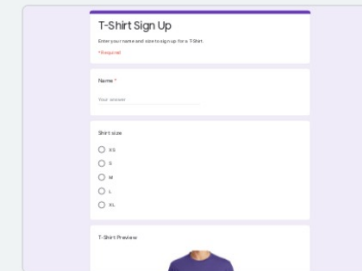
Find a Time

An event RSVP form template. It features a white header with a photo of a group of people. The form includes a text input for "Event address", a section for "Can you attend?" with radio buttons for "Yes, I'll be there" and "Sorry, can't make it", and a section for "What are the names of people attending?" with a text input.

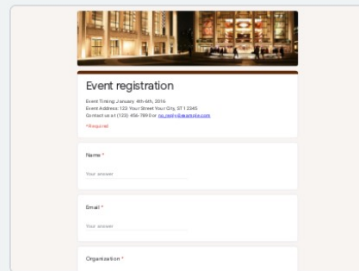
RSVP

A party invite form template. It has a white header with a photo of a party with balloons. The form includes a text input for "What is your name?", a section for "Can you attend?" with radio buttons for "Yes, I'll be there" and "Sorry, can't make it", and a section for "How many of you are attending?" with a text input.

Party Invite

A T-shirt sign up form template. It features a white header with a photo of a person wearing a blue t-shirt. The form includes a text input for "Name", a section for "What size do you want?" with radio buttons for XS, S, M, L, and XL, and a section for "T-Shirt Preference" with a radio button for "I don't know".

T-Shirt Sign Up

An event registration form template. It has a white header with a photo of a building at night. The form includes a text input for "Name", a text input for "Email", and a text input for "Organization".

Event Registration

Click on a template to open it
Edit the form to your needs
Add email addresses and send

Creating a form is very intuitive. If you need help, there's a lot of online help available – just Google "Google Forms user guide"

A Simple Activities Interest Survey

SIR Activities Survey

SIR's mission is to enhance the lives of our members through fun activities, luncheons and events while making Friends for Life. A branch can go a long way to meet that mission by offering a wide variety of activities that its members have an interest in. Golf is a popular activity within our Branch as it is in most other branches. But what other activities are our golfers and non-golfers alike passionate about? With our Branch resuming all of its normal functions soon, I want to ensure we are providing the activities that interest you most. I envision some of these activities also being of interest to our spouses/significant others. With enough interest, it's easy for the Branch to sponsor a new activity. Let your voice be heard. Please take a few minutes to complete the survey by clicking on the button below.

Email *

Valid email

This form is collecting emails. [Change settings](#)

Requesting an email address from responders is optional depending on whether it's the type of survey where you want to reassure responders that their responses are anonymous (e.g., when voting)

Potential Branch-Sponsored Activities (check all that interest you)



Checkboxes

Classic Cars



Backgammon

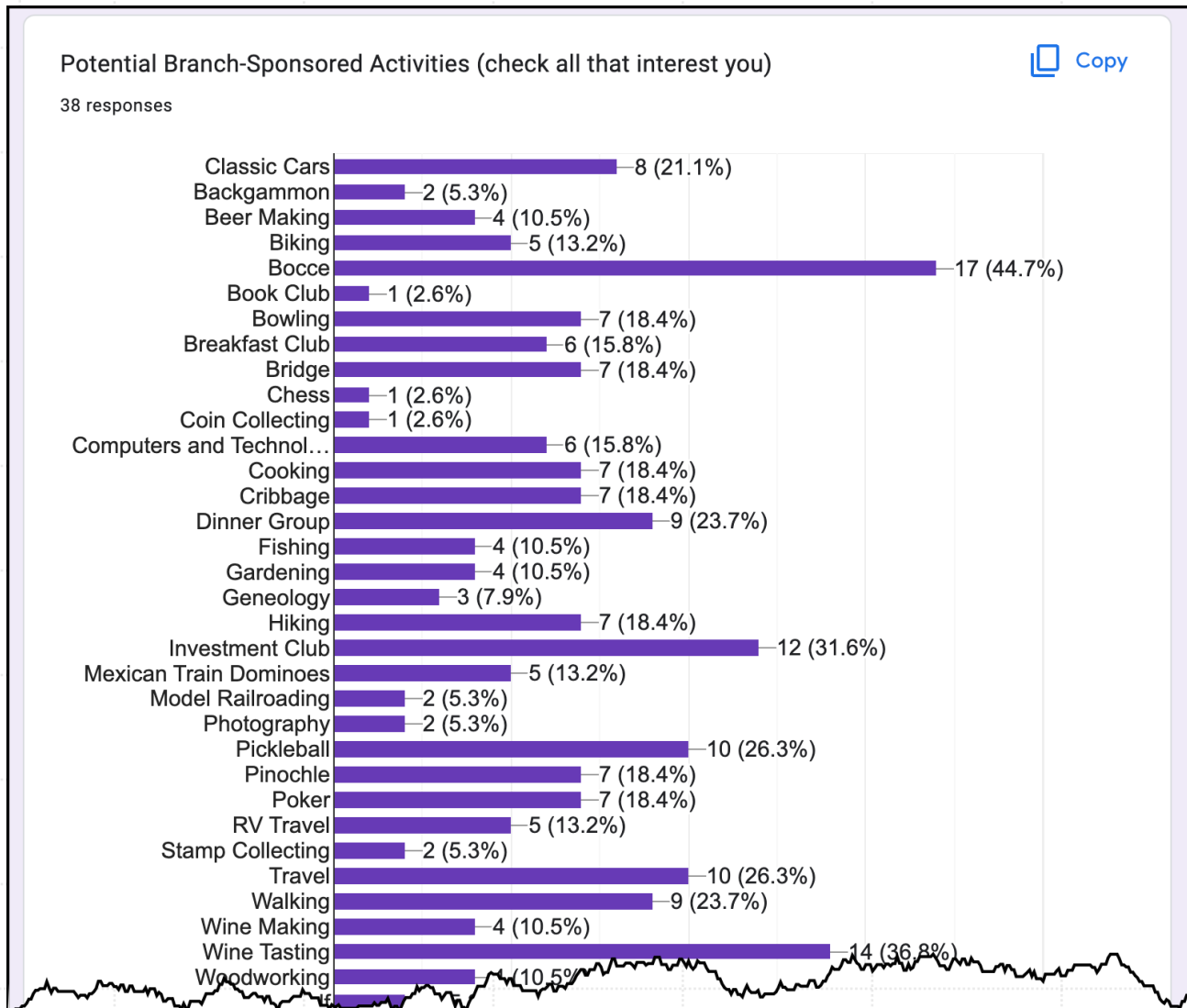


Beer Making

List of possible activities to include

- | | | |
|-----------------|--------------------------|------------------|
| Classic Cars | Computers and Technology | Photography |
| Backgammon | Cooking | Pickleball |
| Beer Making | Cribbage | Pinochle |
| Biking | Dinner Group | Poker |
| Bocce | Fishing | RV Travel |
| Book Club | Gardening | Stamp Collecting |
| Bowling | Genealogy | Travel |
| Breakfast Club | Hiking | Walking |
| Bridge | Investment Club | Wine Making |
| Chess | Mexican Train Dominoes | Wine Tasting |
| Coin Collecting | Model Railroading | Woodworking |
| | | Other... |

Example of How Google Forms Displays Survey Responses



Checking with your membership periodically tells the BEC and Activities Chairman where members' interests lie

Provides a roadmap for developing and introducing new branch activities

Lunch Registration Form

SIR Branch 95 November Meeting

The window to register to attend our November meeting is now open. Following are the details:

WHAT: SIR Branch 95 November Meeting

WHERE: Cameron Park Country Club
3201 Royal Drive
Cameron Park, CA 95682

WHEN: Wednesday, November 9, 2022
Check-in: 11:00am - 12:00pm
Lunch and Meeting: 12:00pm - 2:00pm

COST FOR BUFFET LUNCH: \$30

To make your reservation, simply click on the button below to enter the Google Form. When you've completed the form, be sure to click on the Submit button. If you're uncomfortable using Google Form, please email me at kmking00@gmail.com and let me know if you plan to attend. Registration deadline is Thursday, 11/3.

Email *

Valid email

This form is collecting emails. [Change settings](#)

To allow Google Forms to keep track of responses in order to send reminders, make sure the "Collect emails" option is selected

Adding member's name allows one to easily create a check-in sheet for the lunch

Member's name Short answer

Short answer text

Are you able to attend the lunch meeting on 11/9?

Yes

No

Do you plan to bring a guest?

Yes

No

Guest name(s)

Short answer text

Do you or your guest(s) have any dietary restrictions?

Short answer text

Required

Those branches having meal options would simply add two questions listing the choices – one for members and another for a guest



Questions

- YouTube and other online resources are available to help you as you're starting out
- For other questions or assistance, send an email to Kevin King at kmking00@gmail.com