How to have a no cost, online Summer Reading Program sign-up sheet:

1. Go to https://forms.google.com
   If you don’t have a free account, sign up for one using one of your library email addresses. You can use whatever email account you already have, it does not have to be a Gmail account.

2. Click on the Start a New Form “Blank” button.

3. Add a Title for your form in the Untitled Form box. If you want to write instructions or information like dates or times you can write these in the Form Description box.

4. The first “Untitled Question” is ready to be filled in. I chose “Last Name” for that question, and short answer as the question type. There are many options for question type that you may adjust, depending on what information you are asking for from patrons. (Red circled area)

5. Make sure and check the “Make this a required question” box (red circle below). You can duplicate question types (blue circle), or delete unneeded questions (green circle). You can also
insert media and files into questions if needed using the toolbar to the right of the question (turquoise circle). All changes are automatically saved when working in Google Drive.

**AY Testing Instructions**

This is a walk-through of setting up a Google Form for SRP Registration Purposes.

6. To add a new question, click on the “+” icon to the right of your current question.

   Last Name
   
   Short answer text

   ![Image](https://via.placeholder.com/150)

7. I continued to add items like age, address, phone number, school, email address and reader type (family or self-reader). I (Amanda) would also suggest adding a yes/no photo release question in your form. (You can later view your responses in either spreadsheet or graphic form. Great tool for evaluations after the program OR marketing the next program to missed demographics!)

8. To give your form some pizazz, go to the “Color Pallette” button near the top right and choose a nice look for your form. You can choose a free preexisting theme OR upload your own photo to use. A photo of your library or a summer reading specific image.

Created by Cynthia Julian Carmack, updated for 2017 use by Amanda Yother.
9. You can preview the form before publication using the top right menu (blue circle). Once you are happy with the form, you can send or copy the link (red circle) and add it to your website, newsletter, Facebook, etc. to advertise that you now have an easy way to sign up for summer reading program.

The finished product should look something like this:
There are many more advanced features now available in Google Forms, if you are interested in doing more with your online registration. If you run into questions, please don’t hesitate to contact the Falling Water River Regional Library (ask for Amanda) and I’d be happy to help you work through any issues. Good luck and great reading!