

# HOW TO CREATE AND USE A FORM TO COLLECT PARTICIPANT INFORMATION

It's easy to capture and summarize information about students, artwork, district representatives, etc. using a form!



There are many ways you can use a form for Youth Art Month:

- Capture contact information from Teachers
- Online Registration for Art Shows/Exhibits
- Student Art or Photography Release
- Track Expenses, Donors, Sponsors, Media Events

If you are not familiar with Form creators, there are multiple options available – for free!

One of the easiest to use is Google Forms.



Any data collected through a Google Form can be saved in a spreadsheet, making it easy to keep track of information.

For complete instructions on creating a Google Form, click [here](#), or above on the Google forms image.

Here are some brief instructions to help you get started:

## STEP 1

### Set up a new form

Go to [forms.Google.Com](https://forms.google.com)

Click Blank +

A new form will open

## STEP 2

### Edit and format a form

Add, [edit](#), or format text

Add, [edit](#), or format images

Add, [edit](#), or format videos

## STEP 3

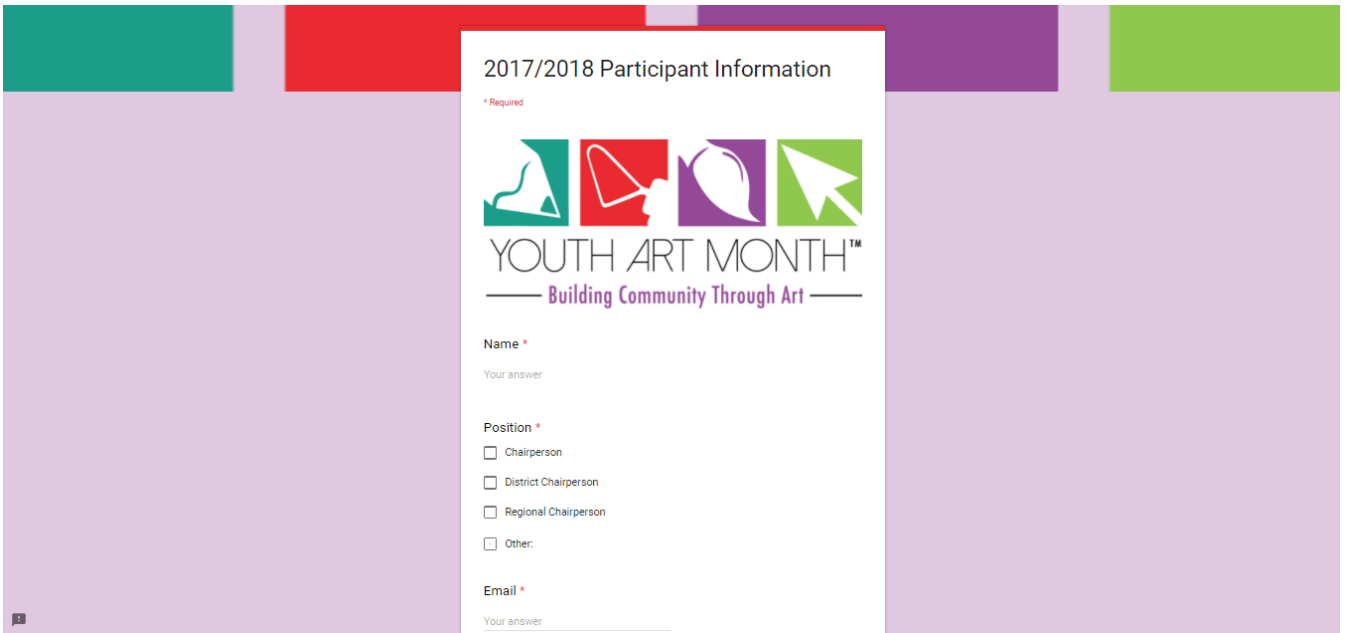
### Send or share your form

[Send your form](#) to others and collect their responses

(Instructions from Google Docs Editor Help)



Survey in Edit Mode



Survey in Preview Mode