

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

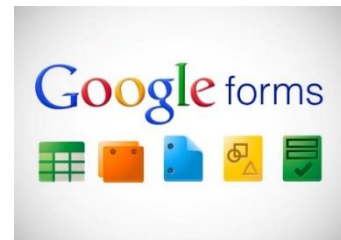
Capture and summarize information about students, artwork, district representatives, and more using a form!



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
- Survey Teachers

- 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 or survey](#)

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)

← Untitled form ☆ All changes saved in Drive

QUESTIONS RESPONSES

## 2019/2020 Youth Art Month Survey


Collect information about events around the state

**Email address \***

Valid email address

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

Image title



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Survey in Edit Mode

## 2019/2020 Youth Art Month Survey

Collect information about events around the state

\* Required

**Email address \***

Your email



How many art pieces do you have?

Your answer

Survey in Preview Mode