HOW TO CREATE AND USE A FORM TO COLLECT PARTICIPANT INFORMATION
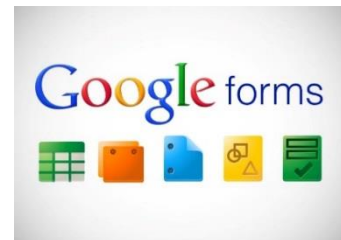
YOUTH ART MONTH®
— Art Connects Us —

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.

- Doodle Forms is another option with free and premium alternatives

Google forms

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
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
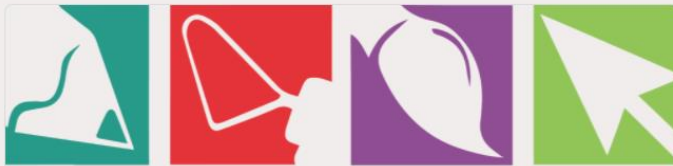
(Instructions from Google Docs Editor Help)

Survey in Edit Mode

Survey in Preview Mode