

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 to create 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)

2018/2019 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



YOUTH ART MONTH™



Survey in Edit Mode

2018/2019 Youth Art Month Survey

Collect information about events around the state

* Required

Email address *

Your email



YOUTH ART MONTH™

Your Art, Your Story

Survey in Preview Mode