



EVERY MEAL
FIGHTING CHILD HUNGER

How to Use Every Meal's Electronic Enrollment Form

The purpose of this form is to send to families to sign up for the weekend food program online.



Editing the form:

1. First, click on this [link](#) to access the Enrollment Form through Google Forms.
2. Click on "**Make a Copy**" so that you will have your own form and control over the responses.

Copy document

Would you like to make a copy of **Every Meal Electronic Enrollment Form**?

3. On the top left side, rename your copy to something that makes sense to you.

 Copy of 19-20 Electronic Enrollment For 

4. You can use the form as is or customize it to fit your needs. The site coordinator owns this document and information gathered will be for your records only. Every Meal can't see the responses. We will only need information on the number of students enrolled and types of meal bags requested.

First click this symbol to open up editing options

Click here to add another question

Toggle to the right to make a question required

Click here to delete a question

School Name

Short answer

Short answer text

Required

Every Meal

2723 Patton Road, Roseville, MN 55113 | www.everymeal.org | 612-568-4003

5. To ensure that people can open the form, go to **“Settings”** and find **“Requires sign in.”**
Note: Make sure the first box is unchecked.



Requires sign in:

- ☐ Restrict to users in Every Meal and its trusted organizations ?
- ☐ Limit to 1 response

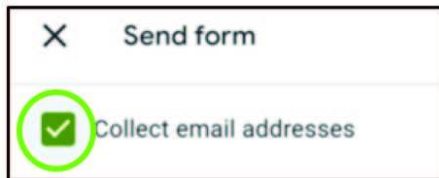
Editing the form:

Note: Parents will have to fill out one form per child

6. When the Enrollment Form is ready to go out, click the **“Send”** button at the top right corner.



7. Check “Collect email addresses” if you would also like to receive respondents’ email contact info.



8. You have three options for sending the form – through email via Google Forms, as a link, or Embed HTML. We recommend the second option. Click on the link icon to copy the link, which can be pasted in school emails and/or school website.

Optional: Select “Shorten URL” to get a shorter link



Send form

☒ Collect email addresses

Send via

Link

https://docs.google.com/forms/d/e/1FAIpQLScknsJogRWdhHvtR0npodfQowLR4FWxA2z1GCG-y98zA6QRQ/viewform?usp=sf_link

☐ Shorten URL

Reviewing responses:

9. After the form has been emailed out, you can review responses by clicking on “**Responses**” on the top of the form. You will be able to see the total number of responses. The site coordinator will need to transfer student information from the Google Form into the distribution list template.

Note: Every Meal will only ask for the total number of students enrolled for each meal bag type.

