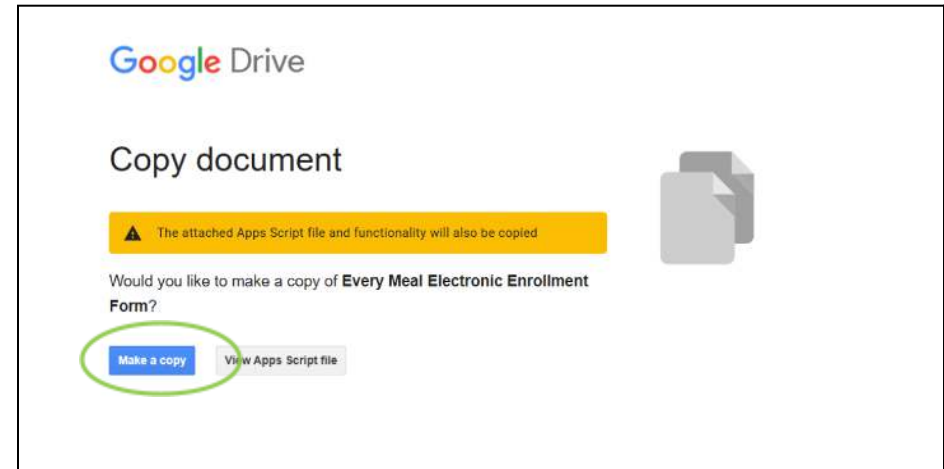# EVERY MEAL

How to Create a Copy of the Electronic Enrollment Form

The purpose of this form is to send it to families so they can sign up for the weekend food program on their electronic device.

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.

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

Every Meal will never have access to this form, and all submissions are viewable only by the creator unless it is shared with other Weekend Meal Program support staff at your site.

4. You can use the form as is or customize it to fit your site's needs.

Google Drive

Copy document

⚠ The attached Apps Script file and functionality will also be copied

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

Make a copy   View Apps Script file

First click this symbol to open up editing options

Click here to add another question

School Name

Short answer

Short answer text

Toggle to the right to make a question required

Click here to delete a question

Required

5. To ensure that people can open the form, go to "**Settings**" and find "**Responses**".

Click the dropdown arrow and where it says, "**Collect email addresses**", change from do not collect to "**Responder Input**".

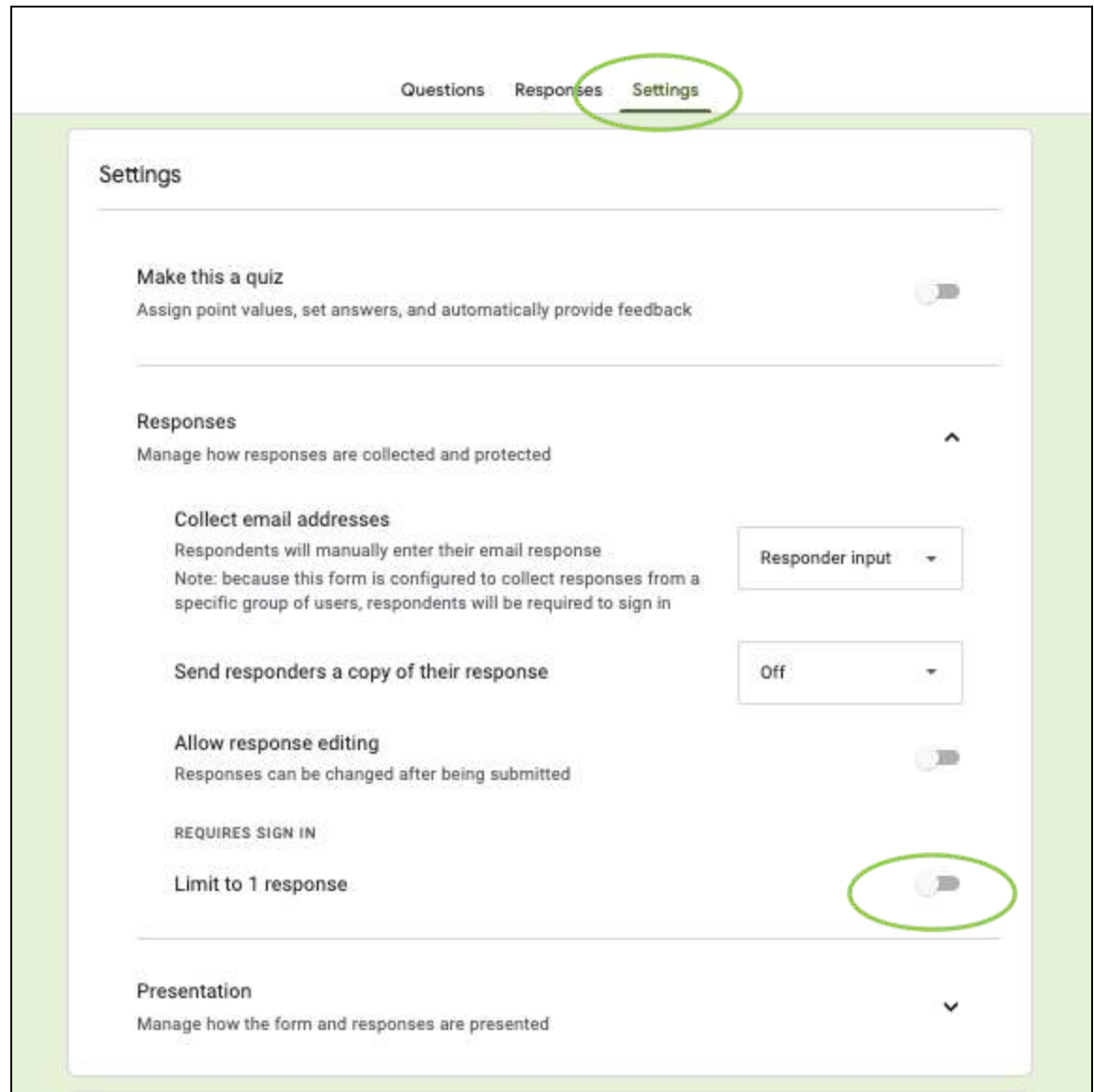**Note: Make sure "Limit 1 response" is toggled off (grey).**

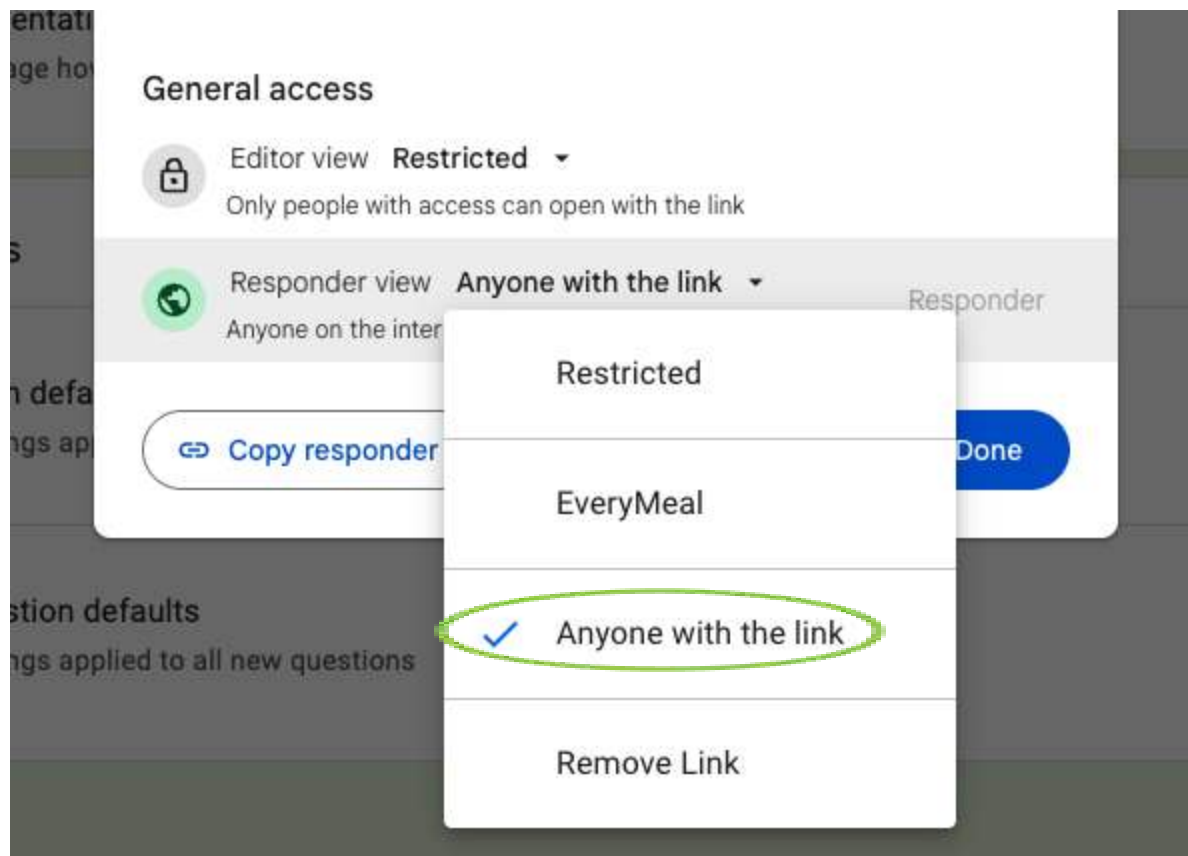**Families will have to fill out one form per child**

6. When the Enrollment Form is ready to go out, click the **"Publish"** button at the top right corner

7. Once you've clicked publish and the white box is up, click on "Manage" next to "Responders"

7. Check "Responder view" and make sure the selection is "**Anyone with the link**".
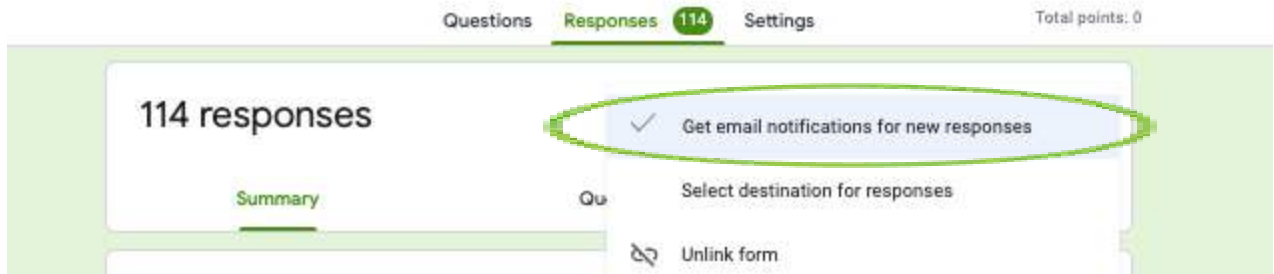
8. You have three options for sending the form – as a link, via email, or Embed HTML. We recommend the first option. Click on the link icon to copy the link, which can be pasted in school emails and/or school website.

Optional: Select "Shorten URL" to get a shorter link
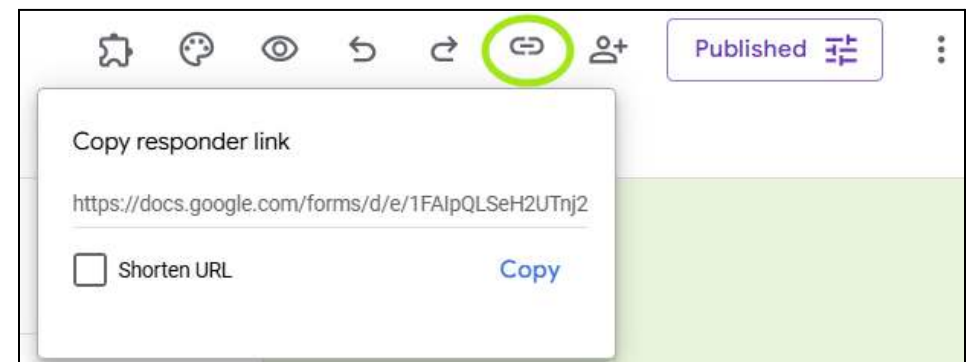
Reviewing responses:

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.

Questions | Responses 114 | Settings | Total points: 0

114 responses

Summary

✓ Get email notifications for new responses

Select destination for responses

Unlink form

PRO TIP: Under responses, click the three dots next to 'view sheets' and turn on " **Get email notifications for new responses"** so you never miss adding a student to the distribution list!

Every Meal

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