

Using Google Forms for Village New Neighbor Welcome Package

A Google Form has been created to collect information on Welcome Packages. This is an online form (link below). When you complete the form, the info automatically fills into a Google spread sheet. The spread sheet will be used by Villages New Neighbor Package organizers.

Requirements: Click on link to complete the form. A Google Account is needed to view the spread sheet (instructions below).

[Link to Form](#)

[Link to Spreadsheet](#)

Instructions to fill in the New Neighbor Welcome Package delivery form:

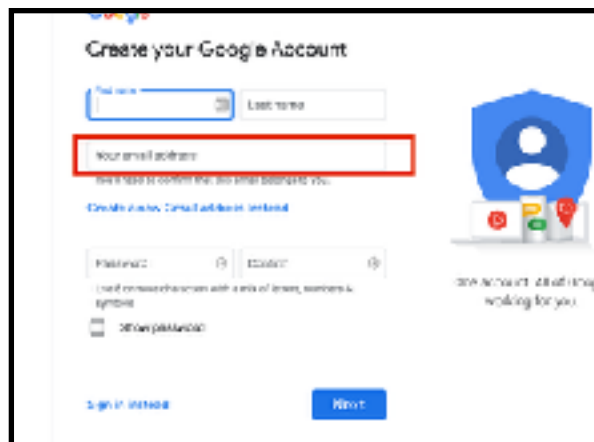
1. **Open a new form by clicking on link above.** The form will open as a web page in your internet browser (e.g., Chrome, Firefox, or Edge. Clicking on this link will open a new form each time you click.
2. **Fill in the form.**
3. **Click submit when done.**

Tip: Bookmark the webpage that opens after you click on the link above so you can get back to the form easily next time you need it. The form will also be in your Google Drive. If you need help, email Pam@tech-moxie.com

Instructions to view/edit the spreadsheet

1. **A Google account is required.** (If you currently use Google Drive, you can use that email/account - no further action is needed.)
2. **If you have a gmail address, you are all set.** Your gmail address is your Google account
3. **If you do not have an gmail address OR you would prefer to use a non-gmail email address (e.g., AOL):**

- Set up a Google account by clicking [here](#).
- Be sure to put your preferred email address in the box shown in red below. Again, it doesn't need to be gmail.



The image shows a screenshot of the Google Account creation interface. At the top, it says "Create your Google Account". Below this, there are input fields for "First name" and "Last name". The "Your email address" field is highlighted with a red border. Below the email field, there is a link that says "Create a new, unused address instead". There are also fields for "Password" and "Confirm password" with a note: "Your password should contain a mix of letters, numbers & symbols". At the bottom left, there is a link "Sign in instead" and a blue "Next" button. On the right side, there is a blue shield icon with a person silhouette and a laptop icon with the text "One account. All of things working for you."