Basic Instructions for using Google Forms to collect data for your Firewise Community

Hazard/Risk Assessment

Annual Reporting (Risk Reduction Investment)

Being a Google product, using these forms work best with the Chrome browser and you must have a Gmail account (responders to the Form do not need a Gmail account).

Access & Set-up the Form for Your Community

- Go to the Nevada County Coalition website - https://www.nccoalitionfwc.com/
- On the left sidebar menu click on **For FWC Admins** (might need to click on "More").
- Locate: ***Using Google Forms to digitally capture the Hazard/Risk Assessment and Annual spending (Risk Reduction Investment).***
- The first bullet point gives you the option to download these instructions.
- The second and third bullet points are links to downloading either the Hazard/Risk Assessment or the Annual Reporting - choose the one you want to work with.
- Click on either one of the links and you should be prompted to make a copy.
- Click on Make a Copy.
- This will make a copy of the Form and save it to your Google Drive. It will also immediately open the form.
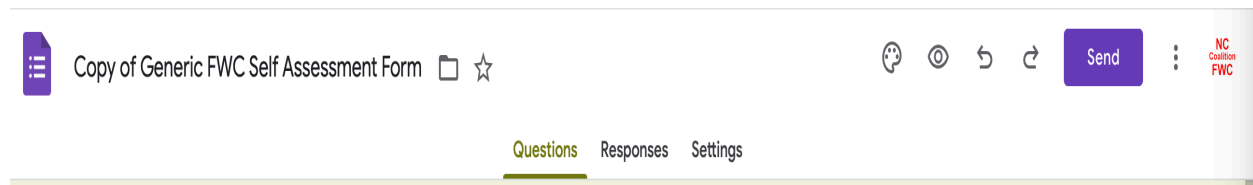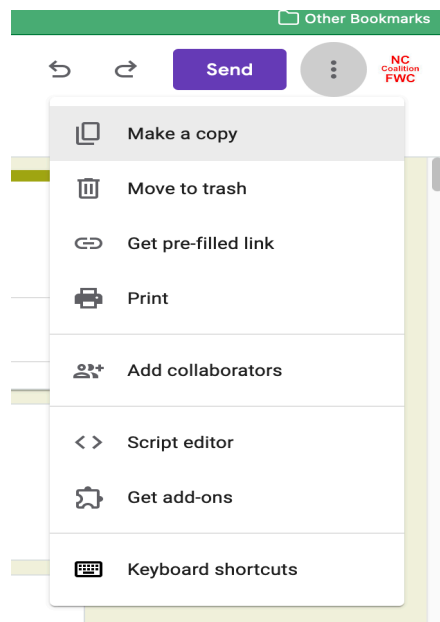
Edit Your Form

- You should see a menu across the top that looks something like this (bellow).
- Click on the top left name and rename it. EX: Red Dog Cross FWC.
- There are two basic menus: across the top and along the right side of the questions - see red arrows below.
- The top menu allows you to add graphics, view the form, add collaborators and get the link to send to your constituents (Send).
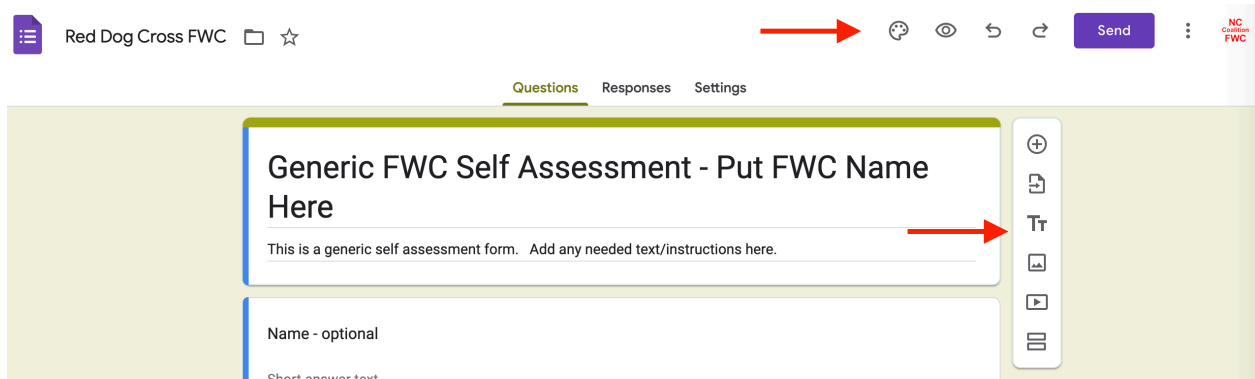

- The side menu allows you to add questions along with some other advanced options. You only need to add questions if you want to adjust for your specific FWC.
- If you add a question (plus sign), there will be options for the type of question (short answer, multiple choice etc).
- When your Form is completed the best practice is to make a copy. This is **not required** but if something goes wrong, you have a backup. Click on the Ellipsis (three dots) and drag to make a copy. This is the one you will use to share with your constituents.

Share Your Form

- When you are ready to send to your constituents you will need to get the link for the form that you can copy and paste into an email.
- Getting the link:
  - Click on the purple Send button. You will see the menu below.
  - Click on the link icon (see red arrow below).
  - That will bring up a menu with a link, best practice is to click on the shorten URL - makes it easier to handle!
  - Press the copy button.
  - At this point you can paste it into an email to your constituents or put it on a webpage.
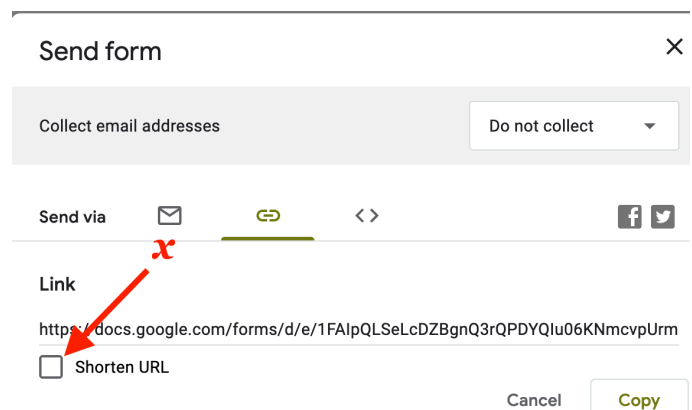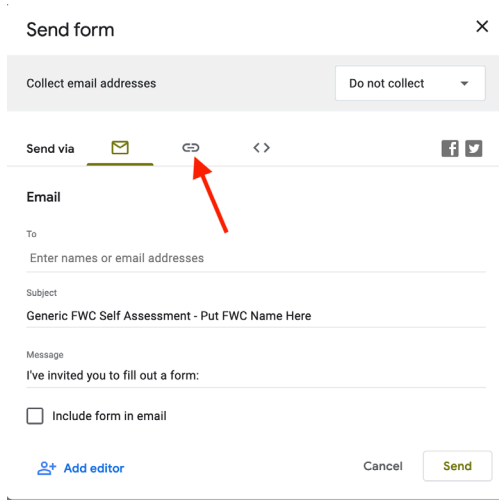
View & Review Data

- Once you have sent the email or put it on the website, you will need to view the data after people start responding.
- Log in to your Gmail account, click on the waffle (grid of nine small grey boxes that you find in the top right corner of your browser).
- Locate the App: Drive.
- You should be able to locate your Form in the Drive app.
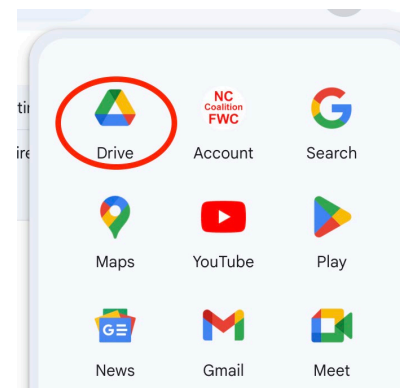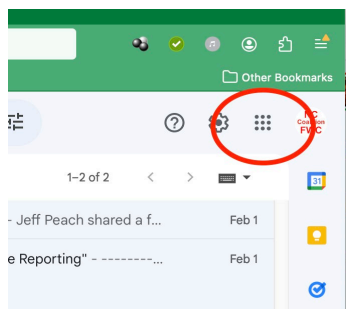
- Open your Form; across the top you will see **Responses.**

- Click on Responses.
- On the next window you can manually view the individual responses and also **Link/View in Sheets,** this will transfer the data to a spreadsheet in Google Docs, which you can then download as an Excel Spreadsheet for tallying and further manipulation.