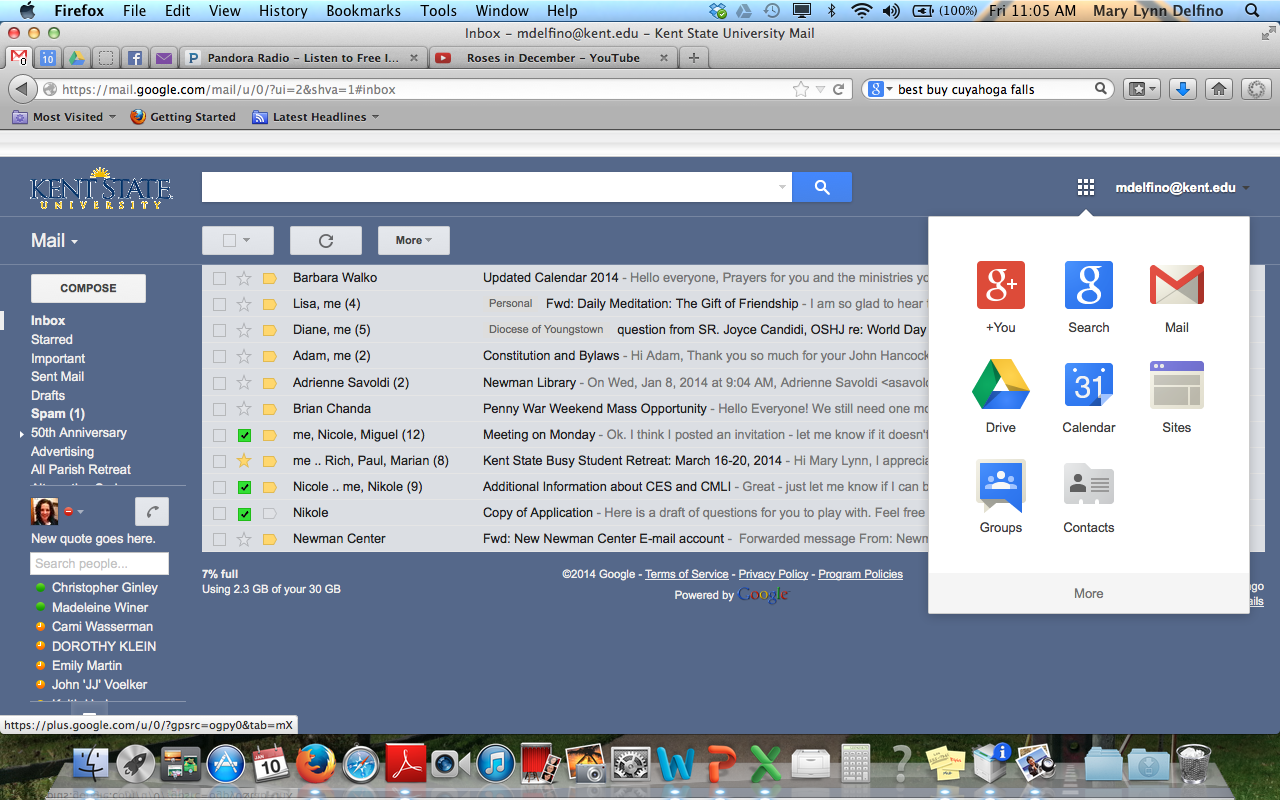
**Creating a Public Form on Google Drive**

Diocesan Technology Seminar • 16 January 2014

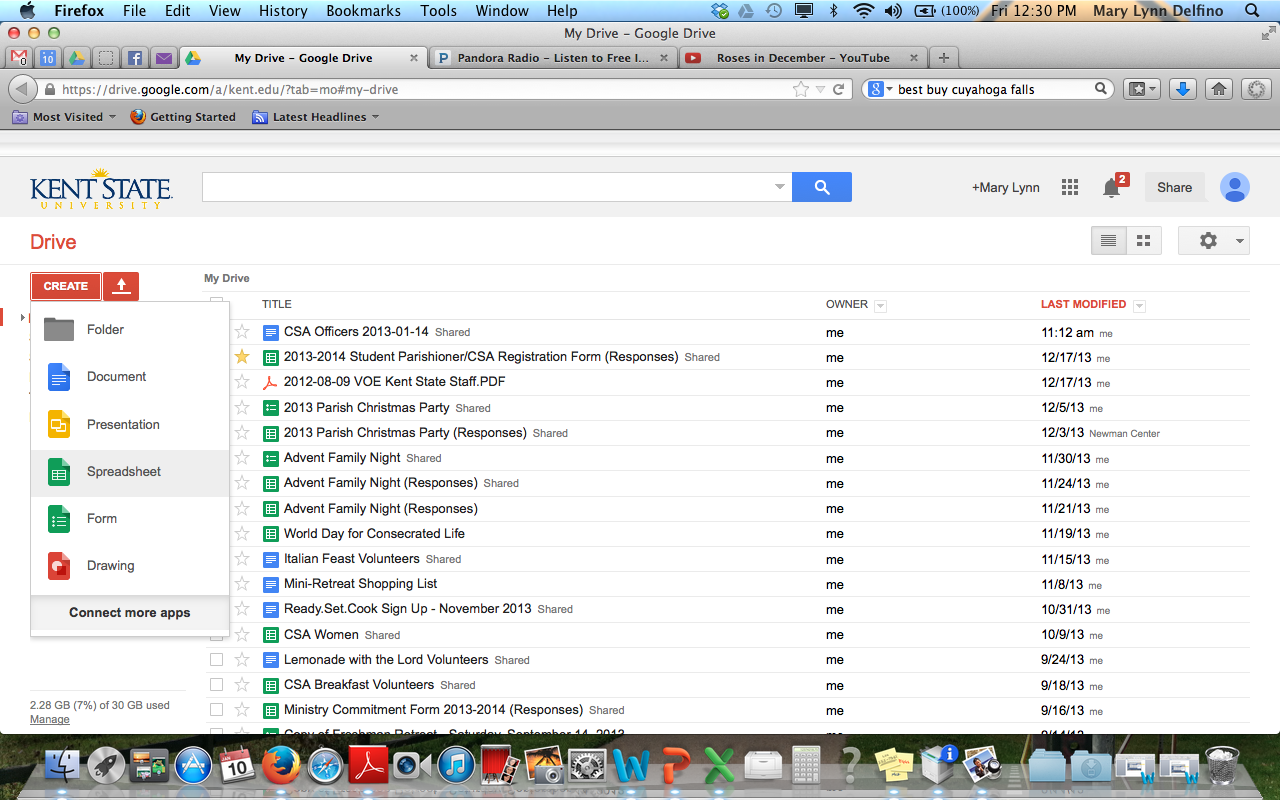
Mary Lynn Delfino • mdelfino@kent.edu

**Step 1**

Sign in to your Gmail account and access Google Drive. Decide what format you would like to use for your form (a document, a spreadsheet or a Google form). For this example, we will use a spreadsheet. You can use a word document but spreadsheets are easier for getting quick numbers.

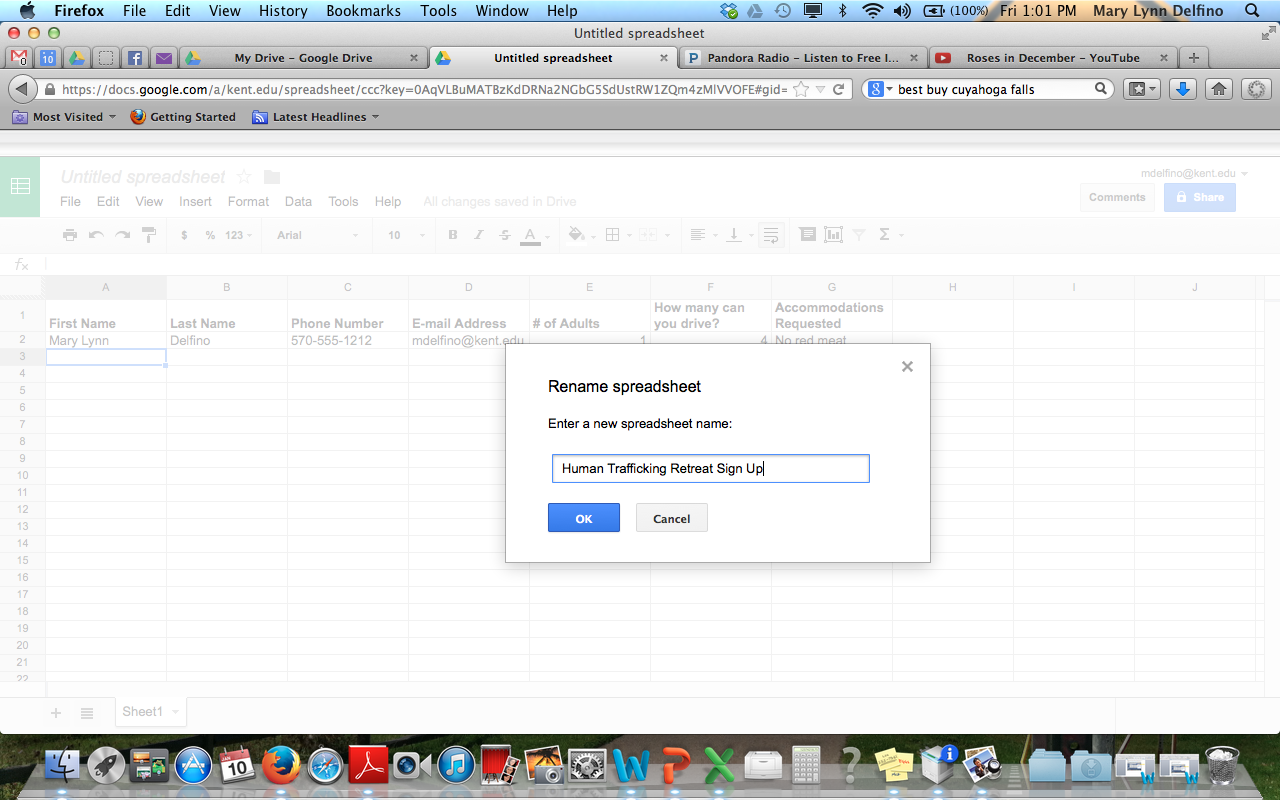
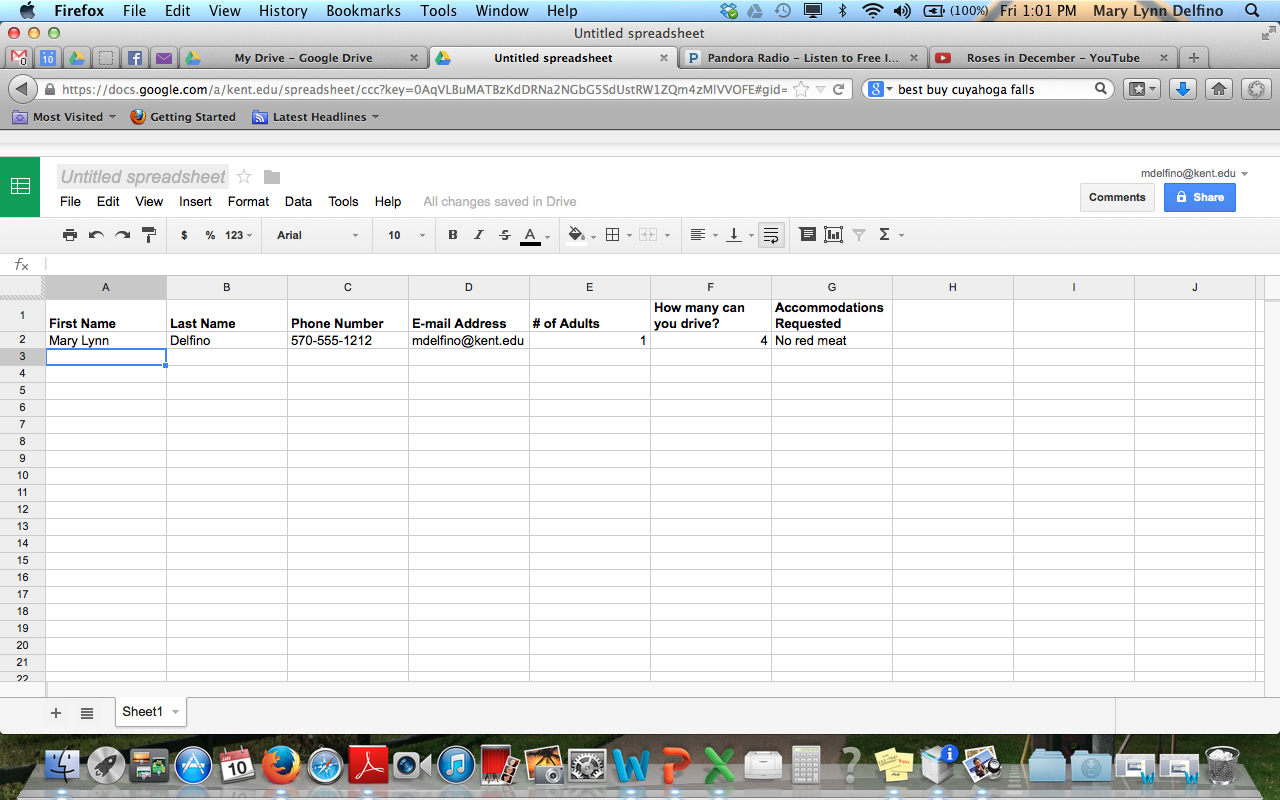


On the left side of the page, click **Create** and select **Spreadsheet** from the drop down menu.



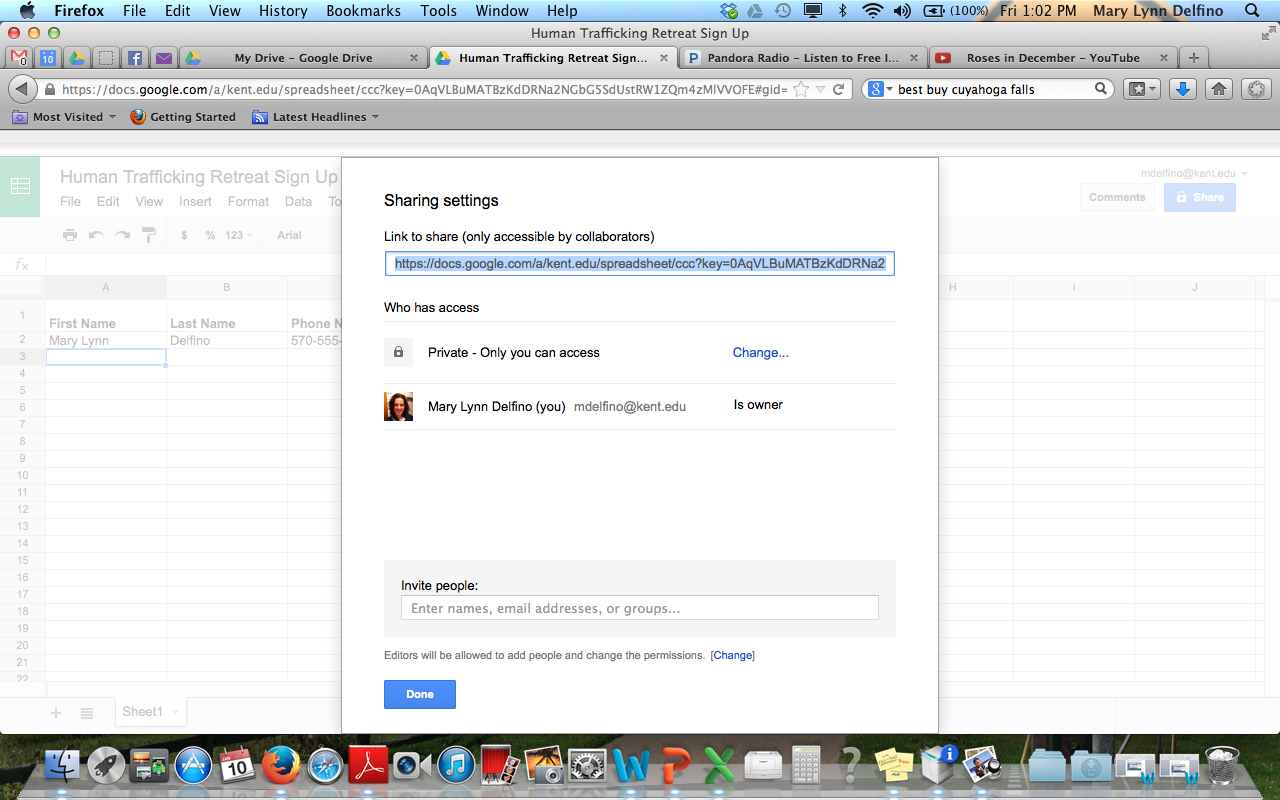
**Step 2**

Type the body of your document. To name your document, click the grayed out box *Untitled Document* in the upper left side of the screen.



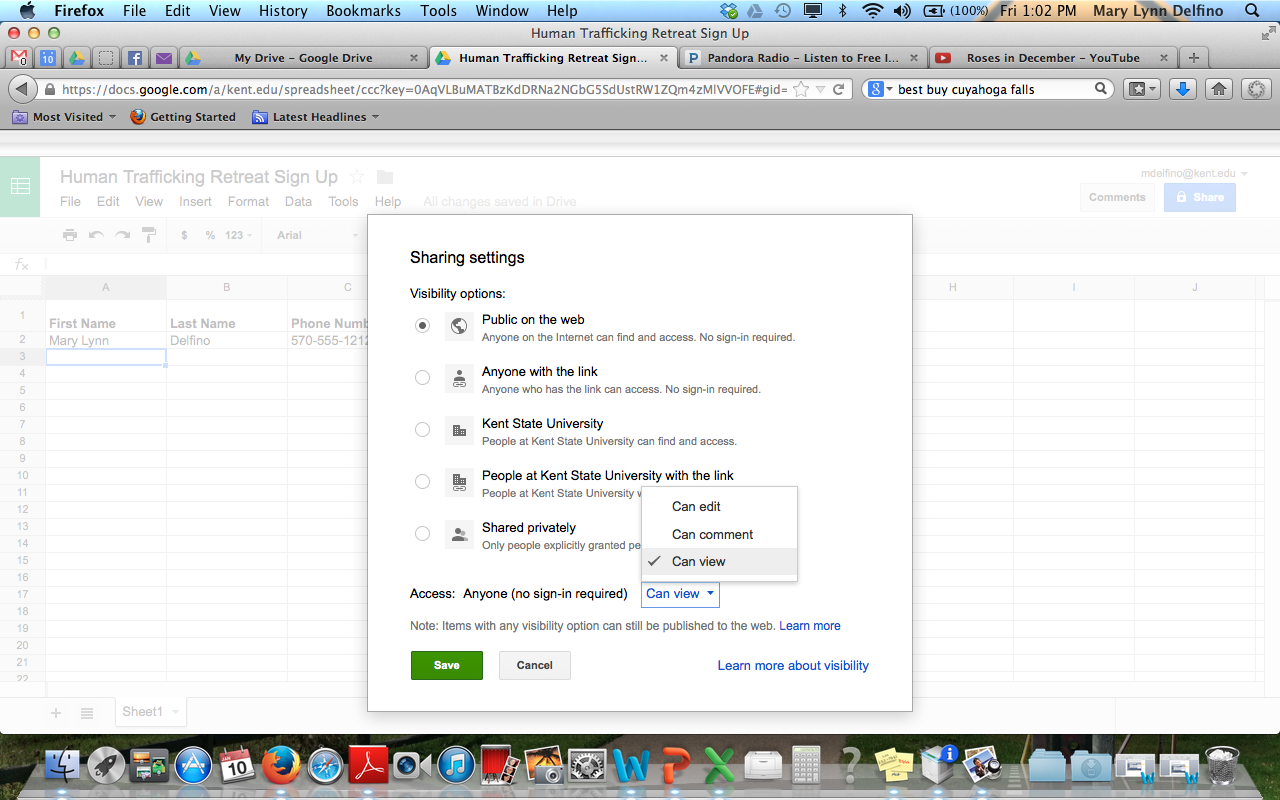
**Step 3**

To share the document with others, click **File**🡪**Share**. The following dialog boxes will appear.



Because we would like anyone to be able to add their name to our registration list, we   
need to change **Who has access** from Private to Public (note: your list may look slightly   
different if you are not a Kent State user). We also need to change the **Access to** Can edit.

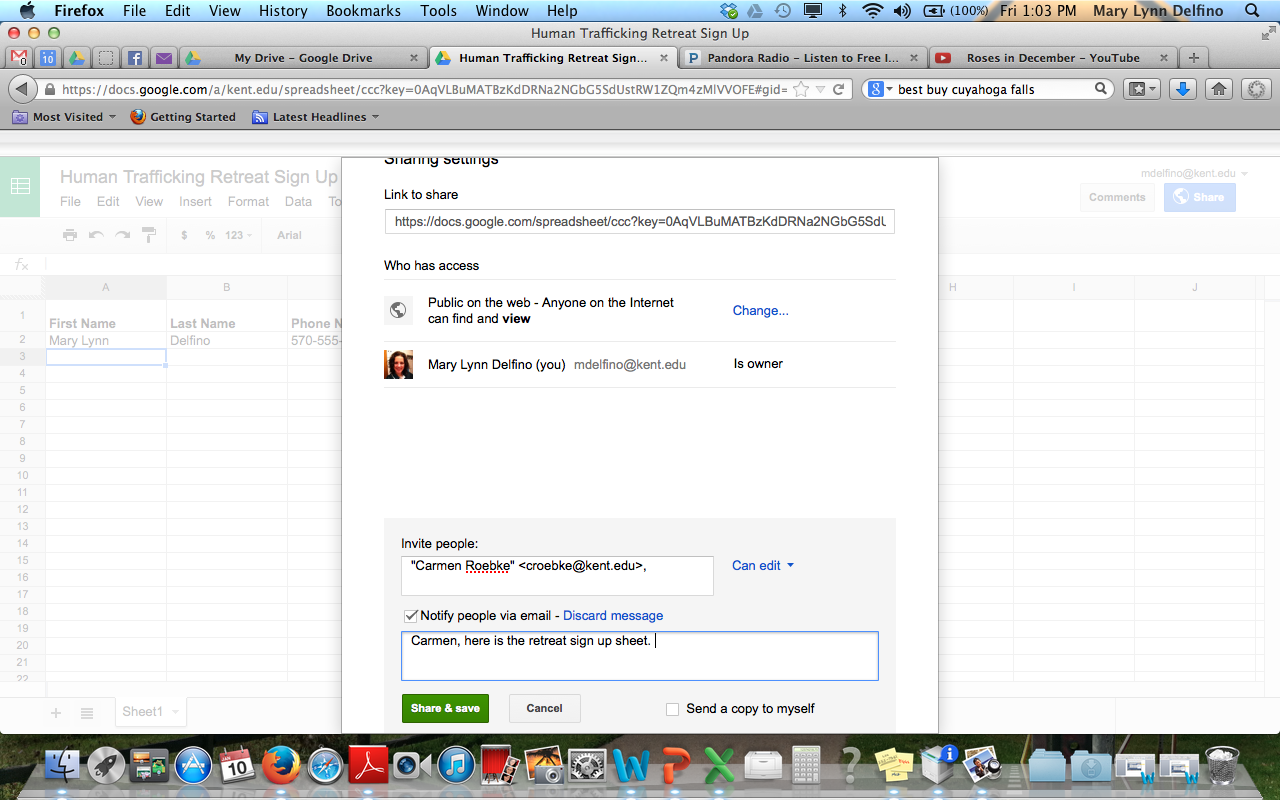
Troubleshooting tip: If you do not change this setting from Private, no one will be able to access your document. These settings can be changed at anytime by clicking File 🡪 Share.



**Step 4**

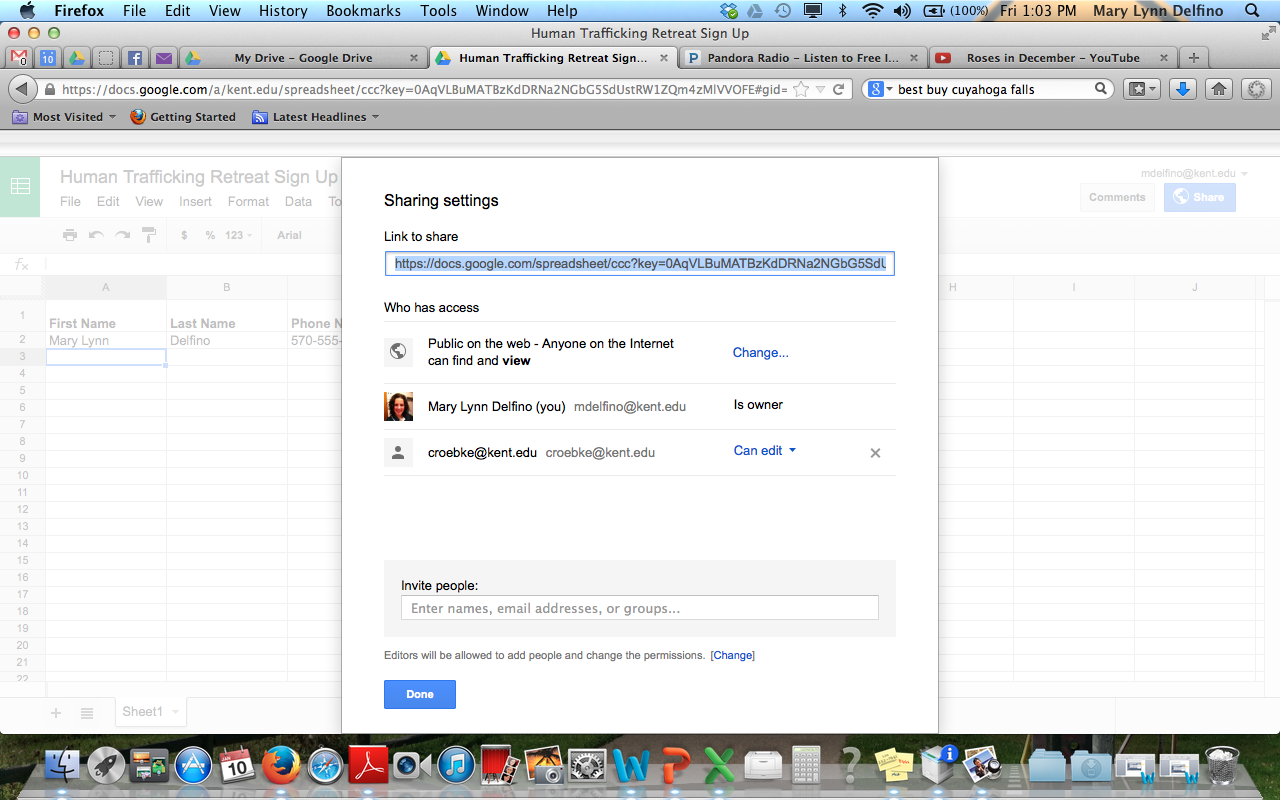
Next, we would like to include another staff person who would like to keep track of participants. We do this by inviting people using the dialog box at the bottom. **Notify people via e-mail** and type a message (optional). This message will appear in their e-mail with a link to the document, so it’s a good way to tell people why they should open the file. Click **Share & save** to complete this process.

**Drive will populate names from your Contacts.**



**Step 5**

Review privacy settings and make changes to individuals (if needed) and click **Done**.



**Step 6**

In order for people to sign up, we need to send them the link. This link can be shared via e-mail, website or social media. Simply copy the Link to share at the top of the dialog box (Ctrl + C in Windows or Command + C in Mac) and paste (Ctrl + V or Command + V) in an e-mail, on your website or on your Facebook page.

