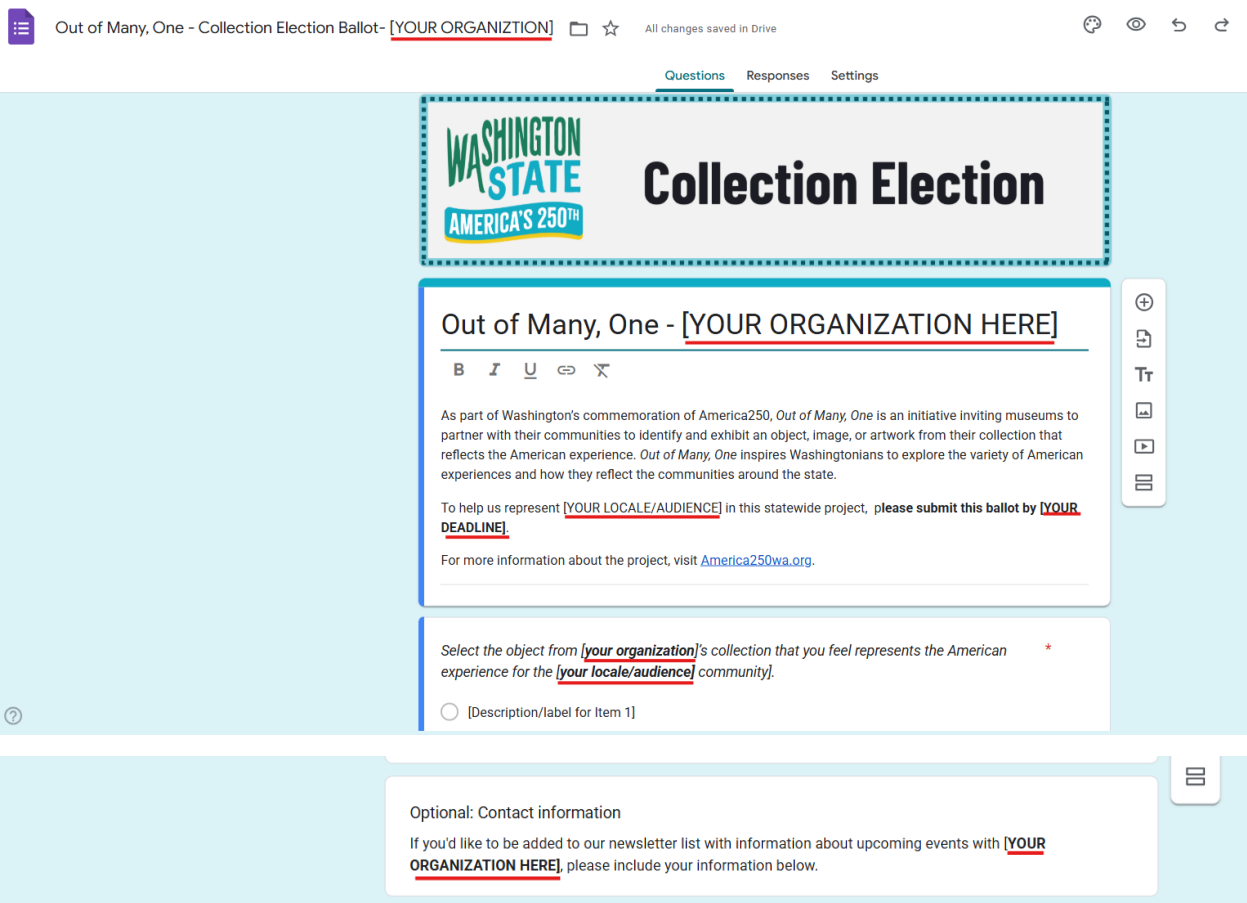
Out of Many, One – Google Form Template Editing Instructions

Template Link: https://docs.google.com/forms/d/1nzy9ODO2cVrI1U_EG6KdgIprbvc-roBFCj1xcIdrWHU/copy

Step 1: Create a Google account or login to the Google account where you want to gather for ballot responses.

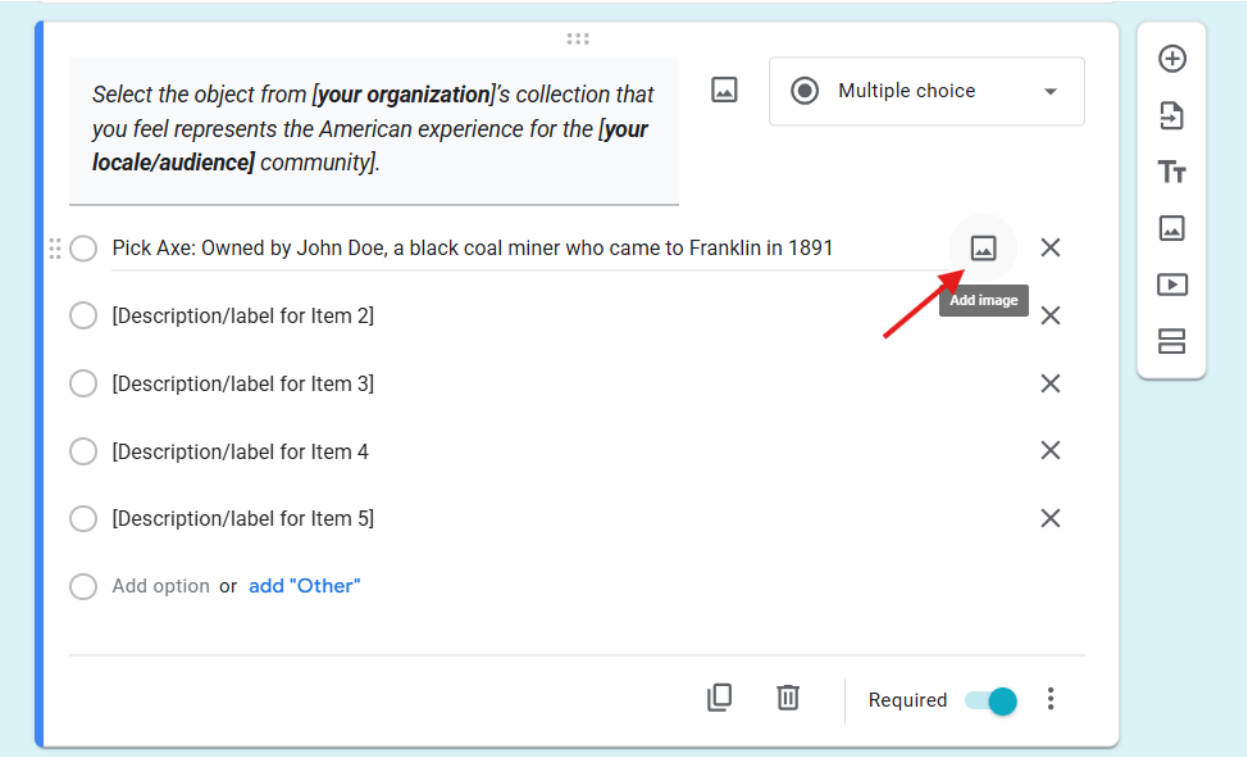
- *If you are a nonprofit and want to setup a Google workspace account for your organization for free, you can find out more about that program here.*

Step 2: Add in the name of your organization and the community/audience you serve in all the areas of the form where you see brackets [ ].

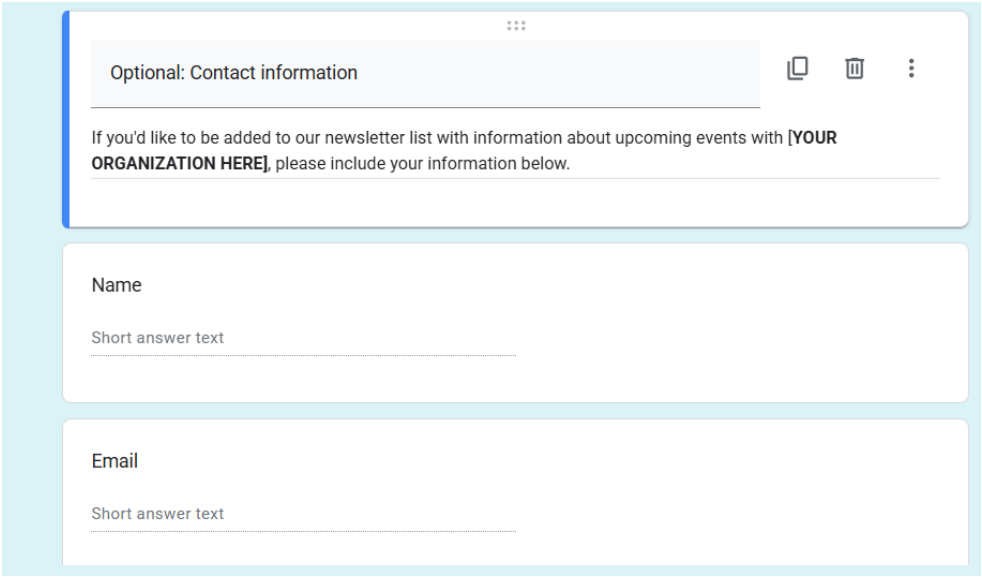


Step 3a: Add the item title and description for each of the 5 items your organization selected that represent the American experience for your community.

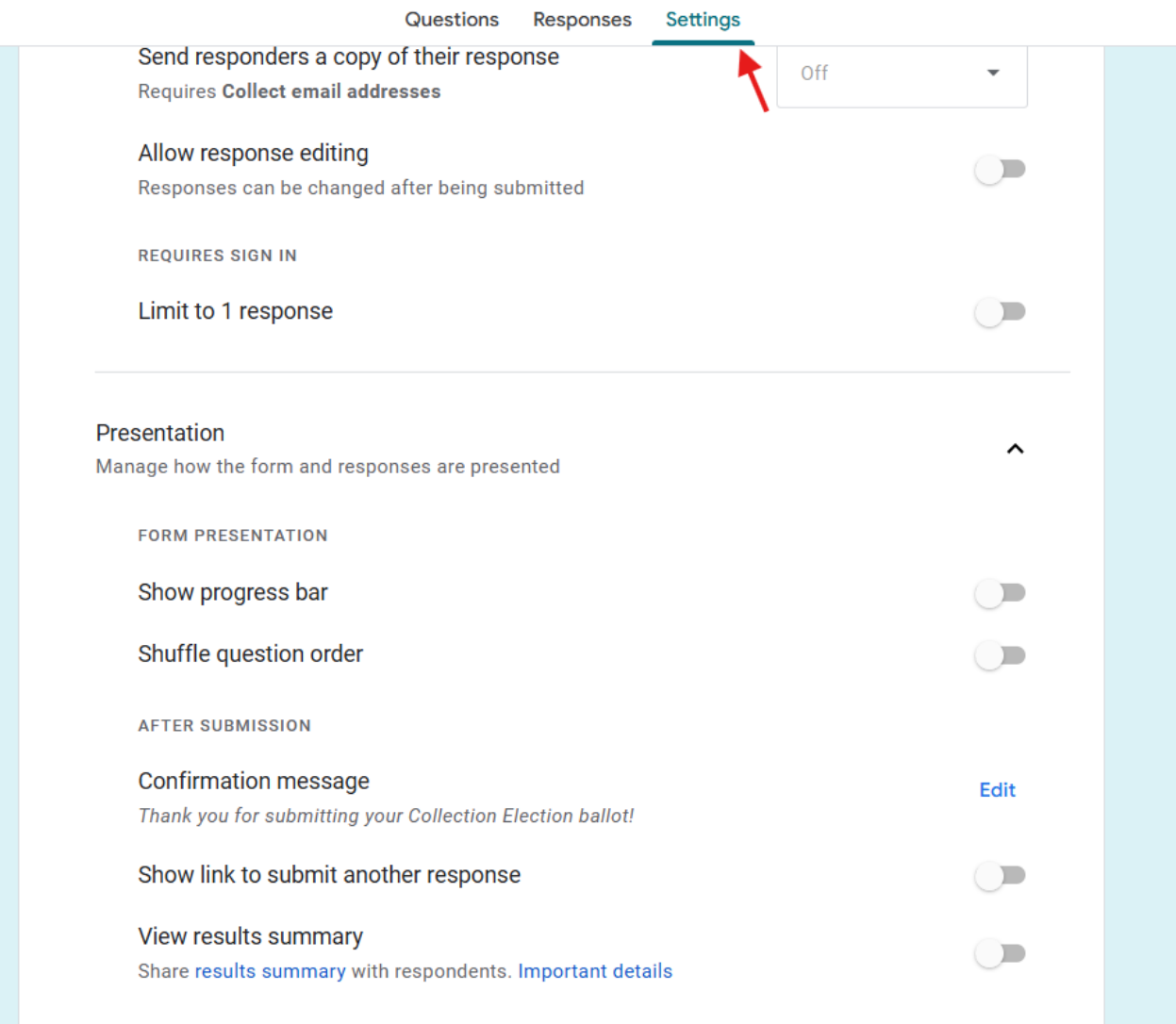
3b: Click the "Add image" icon to add an image of each of the items you selected.



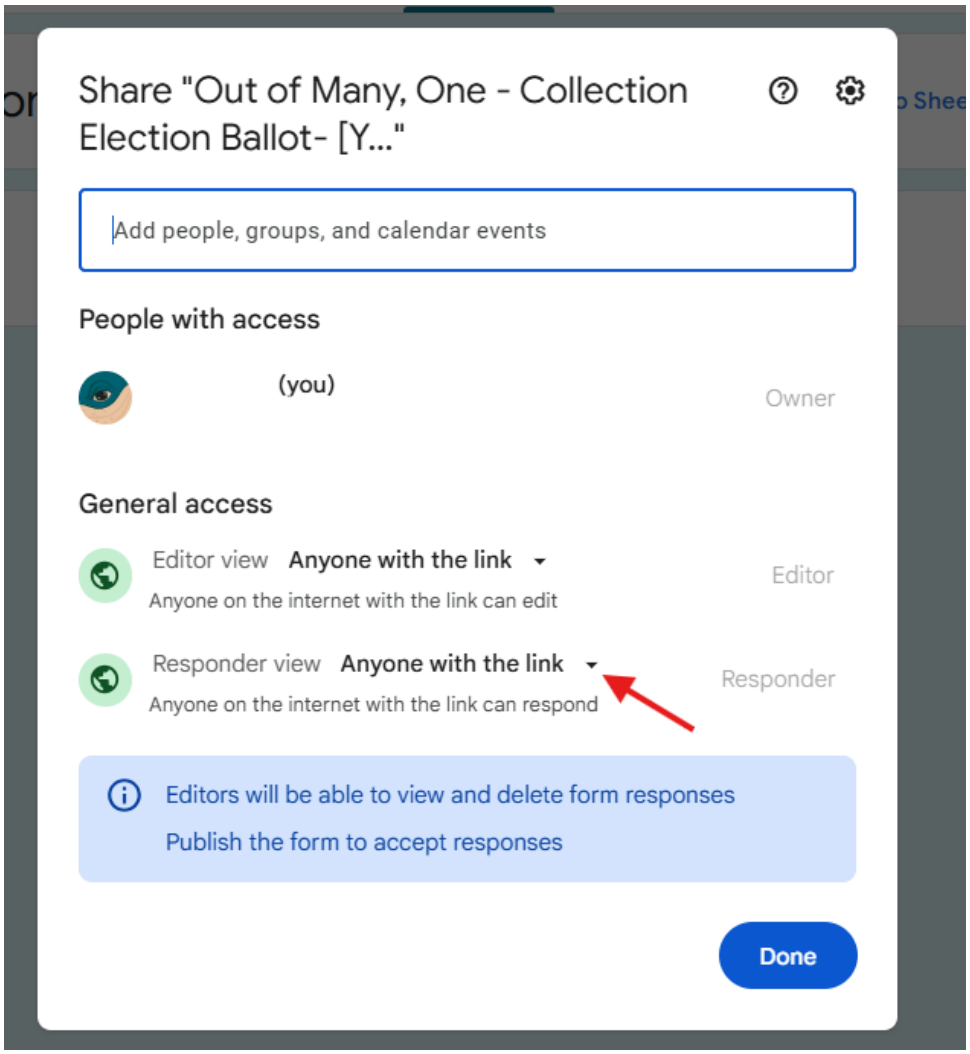
Step 4: We have added an optional section at the end of the form for people to sign-up to your organization's newsletter. You can edit that section of the form to meet your organization's requirements, or remove it if you do not wish to provide that option.



Step 5: Check the “Settings” tab and make sure all the settings are appropriate for your organization. Generally, we recommend leaving all the “Responses” and “Presentation” settings in the off position.

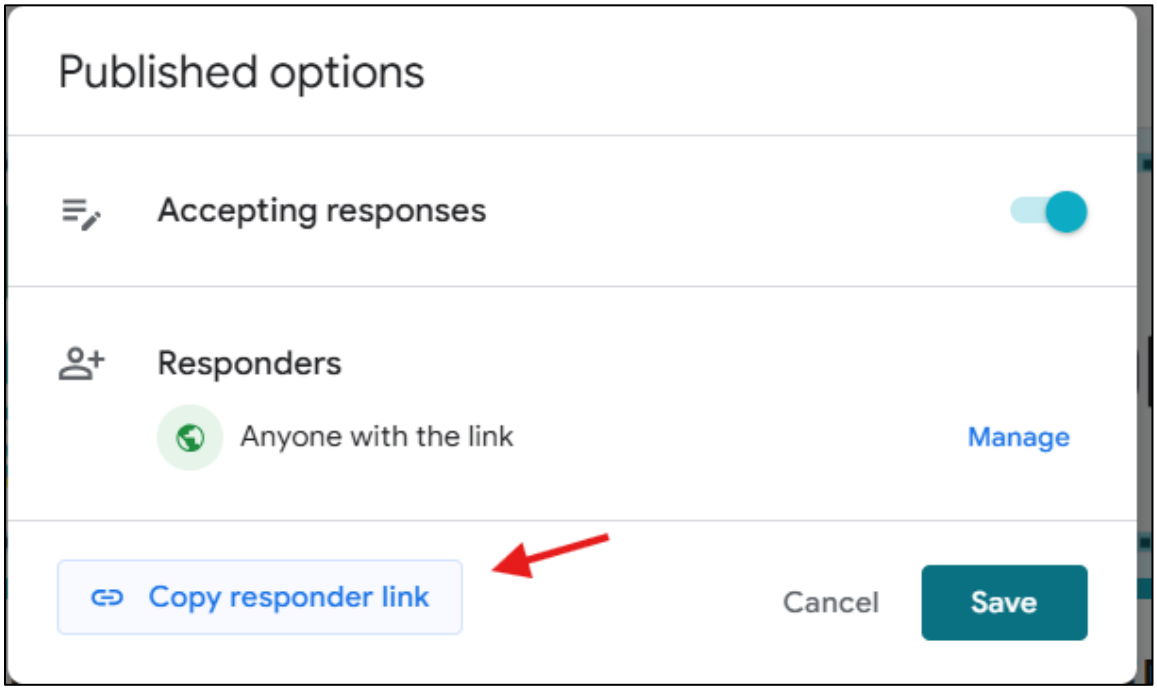


Step 6: Click the “Share” icon next to the “Publish” button and make sure the Responder view is set to “Anyone with the link.”

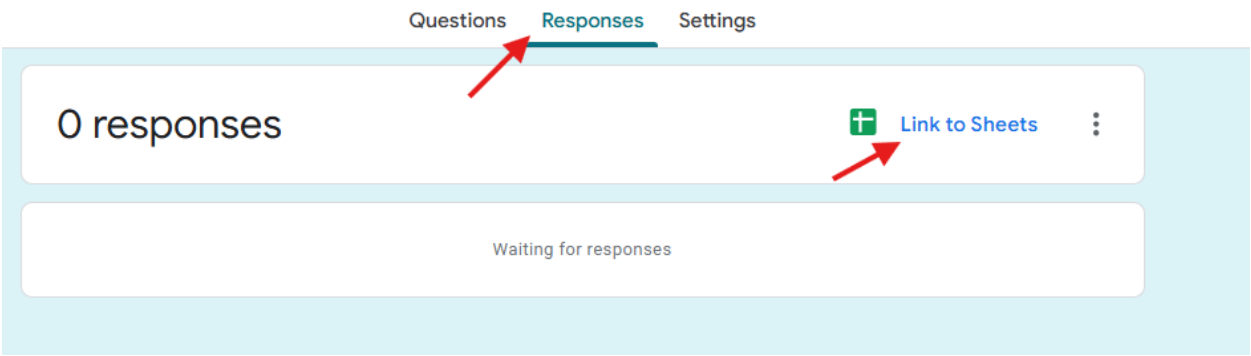


Step 7: Publish the form to make it live.

Step 8: Once the form is published, click the “Published” button and the “Copy responder link” to copy the URL you can share out.

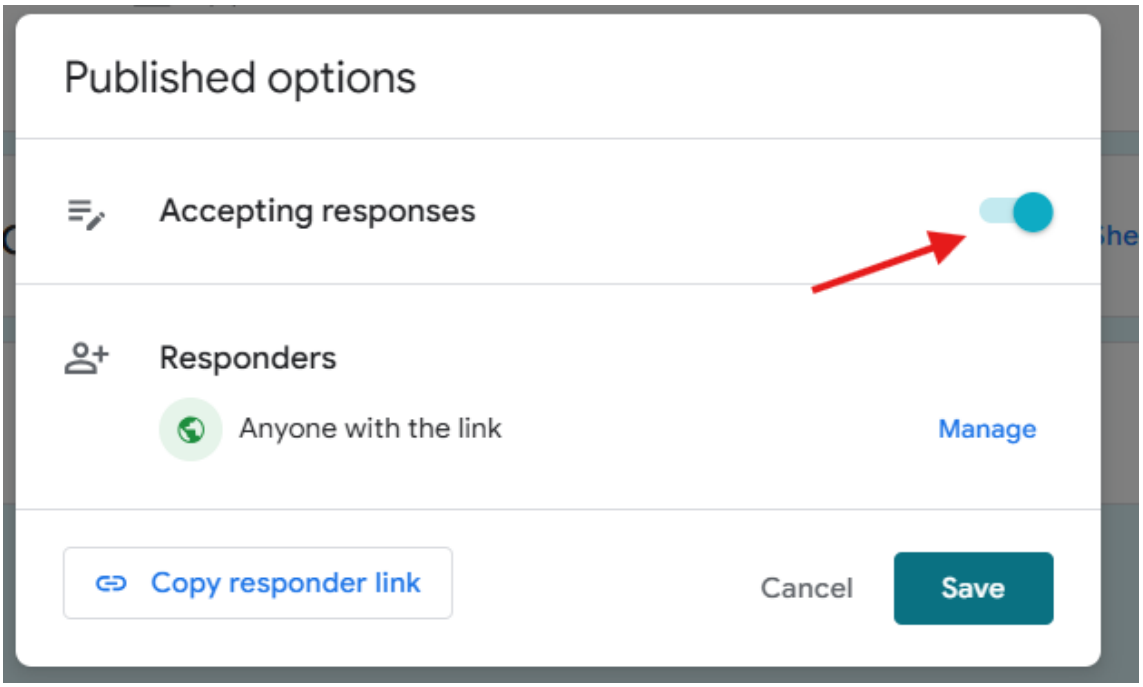


Step 9: You can track responses as they come into the form on the “Responses” tab. You can export these results into a Google Sheets document by clicking “Link to Sheets.” The document will be saved in your Google Drive.



Step 10: When you are ready to close your ballot, click the “Published” button and Toggle the “Accepting responses” button to the off position.

Published


Published options
Accepting responses
Responders
Anyone with the link
Manage
Copy responder link
Cancel
Save