

# How to set up an online Sign-up Sheet for JROTC Events:

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1. Go to [gmail.com](https://gmail.com)
2. Sign in as **utah20061** - get the password from a staff member who knows, or one of the cadre
3. Go to **DRIVE** on the top line menu
4. Click on the **CREATE** button on the left-hand margin and choose FORM
5. Give your Form a Title, and choose a Theme that fits the event (there are several to choose from)
6. Click the **CHOOSE RESPONSE DESTINATION** button at the top
7. Select **NEW SPREADSHEET** (should already be selected)
8. Name the response form the same as the title you gave the form in step 5 above
9. Under **FORM DESCRIPTION**, include FULL detail of the event, using headers such as:

DATE:

TIME:

LOCATION:

UNIFORM:

COST:

PURPOSE:

WHO'S INVITED:

Basically, **answer the questions:** *Who? What? Where? Why? When? How?* etc.

Also include name of the CIC  
on the sign-up sheet itself

10. Create the questions to be asked in the Form - make all questions REQUIRED by checking the box:
  - a. Last name
  - b. First name
  - c. Cell phone
  - d. Email
  - e. Flight
  - f. School (ex. DHS, DHHS, HHS, PVHS, SCHS, etc.)
  - g. **I certify that my grades are all passing** (Yes / No) If no, DO NOT SUBMIT this form, as you are not qualified to sign up! (*This item to be included for overnight trips only*)
  - h. Pull-down list with participation type::
    1. Armed Team
    2. Unarmed Team
    3. Color Guard
    4. Spectator
    5. Chaperone
11. **DESELECT** the option to "Show line to submit another response." We only want ONE response from each person!
12. **DO NOT select** "Publish and show a link to the results of this form." We cannot publish last names publicly on the web!
13. Allow responders to edit their responses by clicking that box
14. Select **DONE**
15. Select **SEND FORM**; in the dialog box that opens, type in Col's and SMSgt Hager's [email addresses](#) where it says "Send form via email;" this is how the form will be linked to the web page