



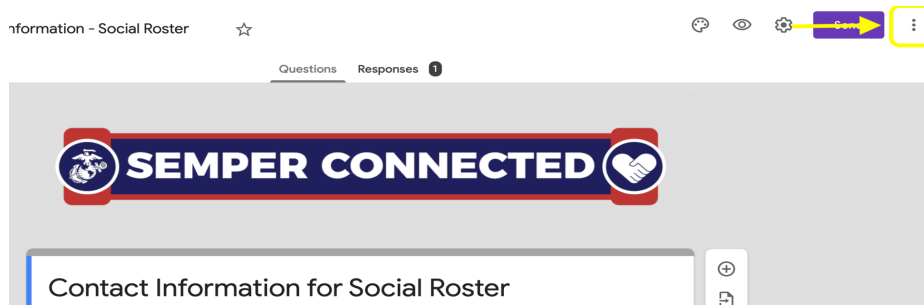
USING GOOGLE FORMS TO CREATE A SOCIAL ROSTER

Creating a social roster through google forms is easy using the following steps. For questions and assistance go to “ask the expert” on usmc-mccs.org/connected or email our team at semperconnected@gmail.com.

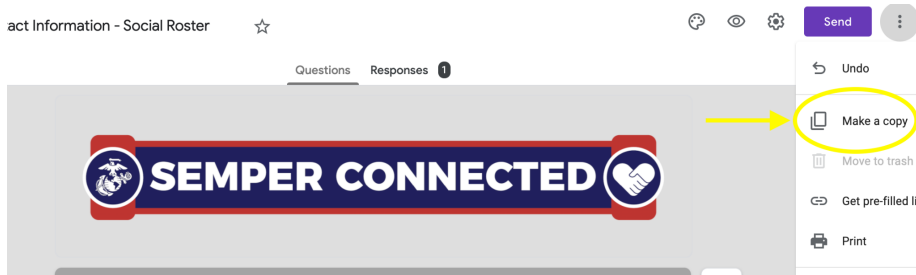
Important note: Protect your Marines and families. **DO NOT** alter the **Semper Connected Contact Information form**. This form is OPSEC (operational security) approved by Marine and Family Programs.

USING THE SEMPER CONNECTED CONTACT INFORMATION FORM

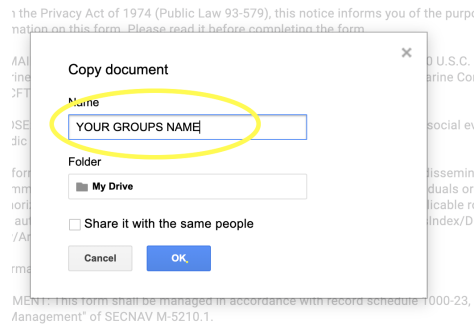
- 1) Click: **GET SEMPER CONNECTED** button on usmc-mccs.org/connected.
- 2) Click: **Create a Social Roster**.
- 3) Click on “[Semper Connected Contact Information Google Form](#)”
- 4) **Make a copy** by:
Clicking the 3 dots in the Upper Right Hand Corner of the screen.



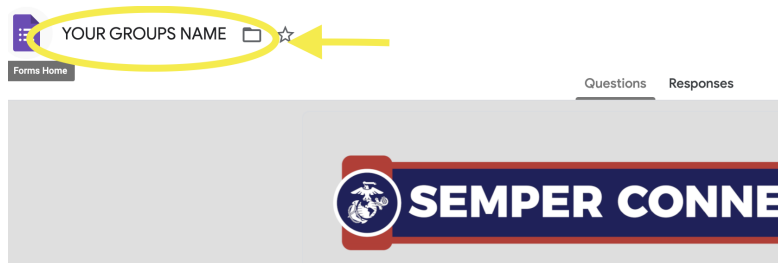
1. Click “Make a Copy”



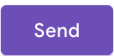

2. **Rename** the Google Form with your group’s name.

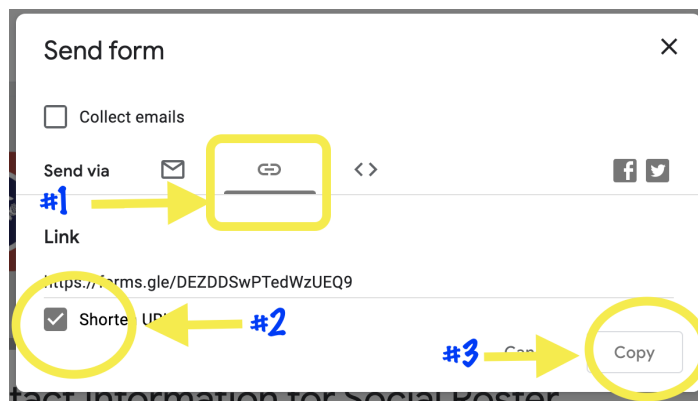


4.. Click **“OK”** (Make sure banner in the upper left corner reflects your group name.)



4) **Share your form so people can sign up for your group!**

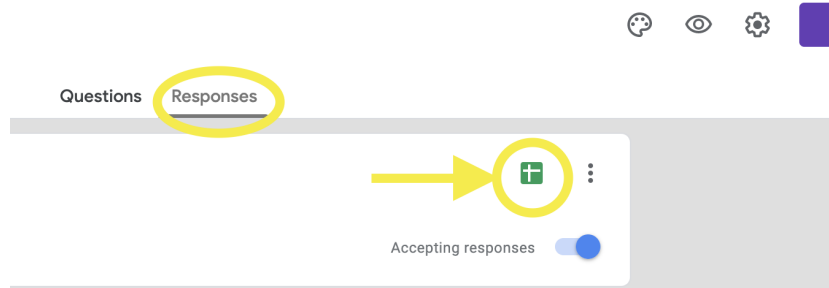
1. Click  in the upper right corner of the screen.
2. In Send Form:
 - a. Click  (link)
 - b. Click **“Shorten URL”**
 - c. Click **“Copy”**



3. Send the link to contacts through URC/DRC, Facebook, welcome letter or by the command's instruction.

5. **Download your responses to Google Sheets for easy use of contact info.**

- 1) In the Contact Form:
 1. "Responses" tab
 2. Click on the Green Google Sheets icon



SOCIAL ROSTER EXAMPLE- spreadsheet of Contact Information output

<u>Timestamp</u>	<u>Name</u>	<u>Email</u>	<u>Phone Number</u>
<u>2/12/2021</u> <u>15:25:31</u>	<u>Susie Q.</u> <u>Public</u>	<u>susie@yahoo.com</u>	<u>858-555-123</u> <u>4</u>
<u>2/13/2021</u> <u>14:40:23</u>	<u>Mary P.</u> <u>Public</u>	<u>mary@gmail.com</u>	<u>808-555-123</u> <u>4</u>
<u>2/14/2021</u> <u>0:48:11</u>	<u>Molly T.</u> <u>Public</u>	<u>molly@gmail.com</u>	<u>910-555-123</u> <u>4</u>
<u>2/16/2021</u> <u>8:36:15</u>	<u>Paul M.</u> <u>Public</u>	<u>lea@aol.com</u>	<u>703-555-123</u> <u>4</u>

*****CONSIDER...copying your link into a QR Code generator and sharing your QR code!!**
The QR code can be posted around your unit or on social media for easy sign-ups!!***

