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 Musmc-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

<table>
<thead>
<tr>
<th>Timestamp</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/12/2021</td>
<td>Susie Q.</td>
<td><a href="mailto:susie@yahoo.com">susie@yahoo.com</a></td>
<td>858-555-123</td>
</tr>
<tr>
<td>2/13/2021</td>
<td>Mary P.</td>
<td><a href="mailto:mary@gmail.com">mary@gmail.com</a></td>
<td>808-555-123</td>
</tr>
<tr>
<td>2/14/2021</td>
<td>Molly T.</td>
<td><a href="mailto:mollly@gmail.com">mollly@gmail.com</a></td>
<td>910-555-123</td>
</tr>
<tr>
<td>2/16/2021</td>
<td>Paul M.</td>
<td><a href="mailto:lea@aol.com">lea@aol.com</a></td>
<td>703-555-123</td>
</tr>
</tbody>
</table>

***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!!***