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
5) Rename the Google Form with your group’s 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 or QR Code to contacts through your URC/DRC, social media, a flyer or welcome letter or by the command’s instruction.

***See below for “How to create a QR code”

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

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

![Google Sheets Icon](image)

3. Click on the 3 dots to the right of the Google Sheets Icon and in the dropdown, click “Get email notifications of new responses”.

![Settings Icon](image)

**SOCIAL ROSTER EXAMPLE-** Google Sheets provides a spreadsheet of Contact Information output as demonstrated below:

<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>15:25:31</td>
<td>Public</td>
<td></td>
<td>4</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>14:40:23</td>
<td>Public</td>
<td></td>
<td>4</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>0:48:11</td>
<td>Public</td>
<td></td>
<td>4</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>
<tr>
<td>8:36:15</td>
<td>Public</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>
How to Create a QR Code:

★ Select a QR Code generator such as https://www.qrcode-monkey.com/
★ Paste the Link/URL into the designated place on the website
★ Customize your QR code if you want
★ Test the QR code to make sure it works
★ Share with your group