



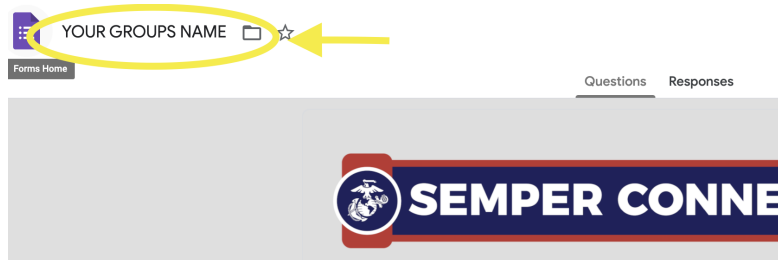
USING GOOGLE FORMS TO CREATE A SOCIAL ROSTER

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.

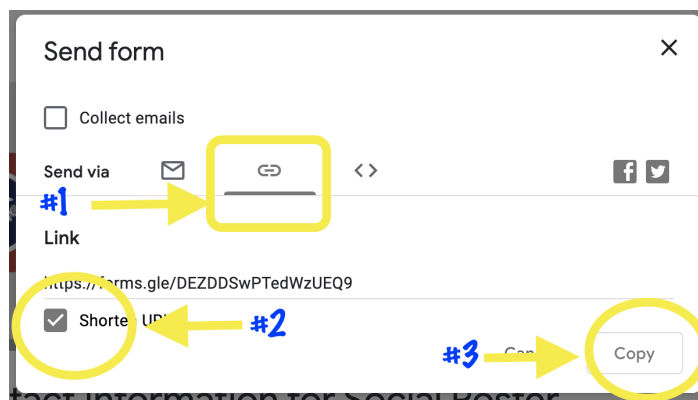
USING THE SEMPER CONNECTED CONTACT INFORMATION FORM

- 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**”

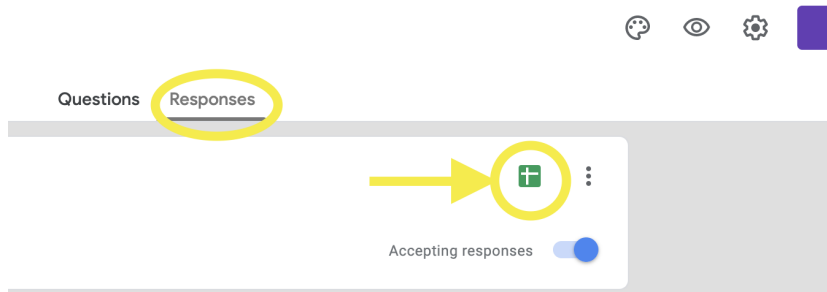


3. Send the link or QR Code to contacts through your URC/DRC, social media, a flyer or welcome letter or by the command's instruction.

***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



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".



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

<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>



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