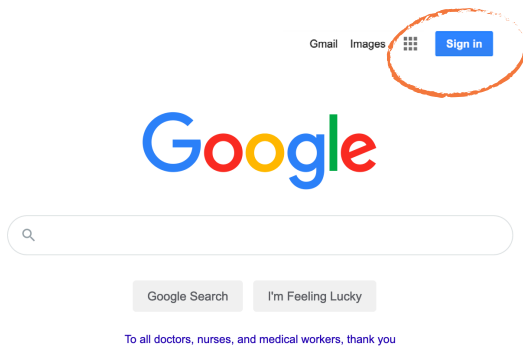


CREATING A DIGITAL CONNECT CARD

Set up a FREE Google form to collect information for online worship attendance.

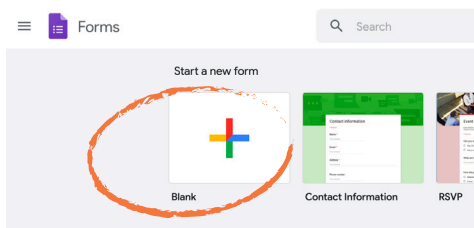
STEP ONE:



- If you don't already have one, set up a Google account.
- Go to: **www.google.com** and in the upper right corner, you will be instructed on how to sign up. If you already have a Google account, feel free to sign in.

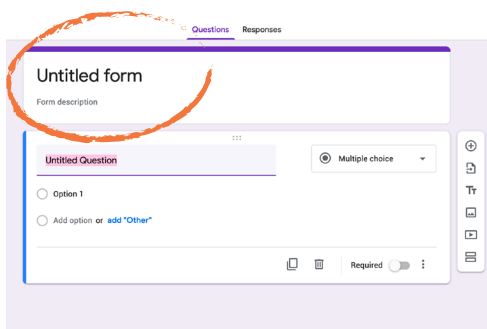
Note: Setting up a Google account provides many features such as an email account, login for YouTube and much more!

Step Two:



- Go to: **www.docs.google.com/forms**.
- On the upper left side of the page, click **Start a new form**.

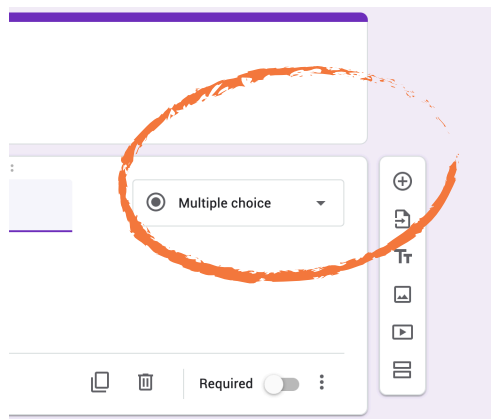
Step Three:



- By default, your form will look like the image to your left. **Begin by giving your form a title.** Example title: *Weekly Connect Card*. You should include your church name in the title.
- **Give the form a description**, letting the user know the purpose. Example: *Let us know you've worshiped with us online or connected with us in another way this week!*

Tips for Success:

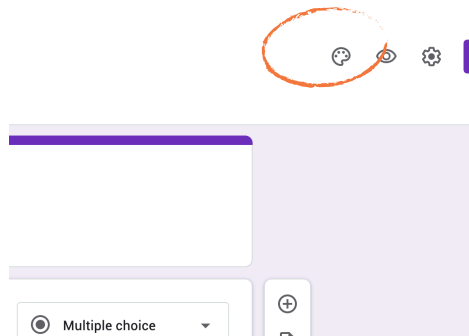
1. Keep the title short. 2. Simplify the description. These tips ensure the user will know exactly how to interact with your form.



Step Four:

- **Click the plus sign** to add a new content field to your form.
- Then, **click the down arrow** next to multiple choice. This will display different field types to collect data.

Note: The options under the plus sign include some more advanced features such as: sections for larger forms, image embed and YouTube links. For the purpose of this form, simple is better.



Step Five:

- **Make it yours** and customize your form.
- Click the paint palette icon to customize the theme, background color and font.

Step Six:

- Once you have customized your form, you should have something like the image on the left.
- Here are the fields we suggest using for your form:
 - **Short Answer Field:** Name of Persons in household who participated
 - **Short Answer Field:** Email & Phone Number
 - **Long Answer Field:** Prayer Requests
 - **Multiple Choice:** Request for pastoral care from leader this week

Step Seven:

- Once you have completed your form, it's ready to share.
- **Click the Send button** at the top right of your page. This will allow you to copy the link, share directly to social media and email.

Tips for Success:

1. Share the link after your online worship service to collect attendance.
2. This is a great time to engage volunteers to follow up and pray.
3. Share this link in you digital newsletters and pin in the comment section of your live worship.
4. Feel free to **check out our Google Form example here:** <https://forms.gle/rJzeQjyHhuqM7Wxe7>