**Community Academy - Creating a Registration Form**

As a means to ensure all of the info shared at the community academy is captured we recommend the use of Google Forms for registration. Using google forms allows you to create a registration form which can later be converted into a google sheet (i.e. spreadsheet) where all of the information you collect as part of the registration will live and can serve as the de-facto resource map.

To create a google form:

1. Go to: [forms.google.com](https://forms.google.com/)
2. Be sure to change the name of your form from “untitled form” to a name that will be easy to find in your google drive
3. Copy and Paste the Completed Detailed info below into the “form description” box

Do you ever feel like your agency/organization doesn’t have enough resources to help the folks in your community that you are working with? Do you want to know more about what resources are available in your community for the persons your agency/organization serves? What about in light of COVID-19? Have your services or the way you deliver services and resources changed? Come share how your programs are working during the Pandemic and learn what others are doing at the same time. Make connections with others who are working with the same or similar populations.

Join us for a Community Academy! As part of the Community Academy, please come prepared to share in three minutes or less (No PowerPoint Allowed) the following information about your agency/program:

Eligibility

Services provided

Goals of the program

This event is open to people from any potential or current community partner organizations and/or agencies. Additionally, it should be noted, that any agency, organization or community group who works with people who are living at or below the poverty line should participate in this event. While this event does include disability, it is not to the exclusion of poverty.

**What:**

A Community Academy

**Who:**

Any entity/persons who are providing any type of social services and/or resources to support persons in attaining a better future

**When:**

**Where:**

1. Change the initial question to a short answer be selecting the drop down arrow to the right of where it says multiple choice**.** Once you have changed it to short answer, click on the “untitled question” text box and change to “name”. Make sure to select the toggle button to make the question required
2. Click the “+” button (vertical menu bar to the right of the question) to add a new question and repeat steps above (change to short answer, and select toggle for required) completing the “untitled question” text. You should have one question on the form for each of the following:

* Name
* Email
* Position Title
* Name of Program/Agency
* Population your program/agency serves
* Services/Resources your program/agency provides
* Outcomes your program/agency is looking to achieve
* Accommodation Request

1. Once you have added all your questions, click on the gear icon (upper right hand side) and double check the settings for your form. Make sure the form is able to be completed by an entity with the link.
2. Once you have confirmed the settings, click on the send button and select the link tab (center) to obtain the link which you can then copy and paste into your invite