



West Virginia Soccer Association

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## How-To: Covid-19 Screening Form on Google Forms

Google Forms is a great tool to create fillable forms and surveys. The responses can be outputted to a Google Sheets spreadsheet for further analysis. Best of all it's free. This how-to will show you how to create a Covid-19 Screening Form to track practice/event attendance.

### Step 1: Go to Google Forms

The address for Google Forms is <https://forms.google.com>. If you have a Google account, sign in with it or create a new account if you don't.

### Step 2: Create the Form

When you first sign in to Google Forms, there may be a popup that wants to show a tour of Google Forms. It's probably not a bad idea to take the tour.

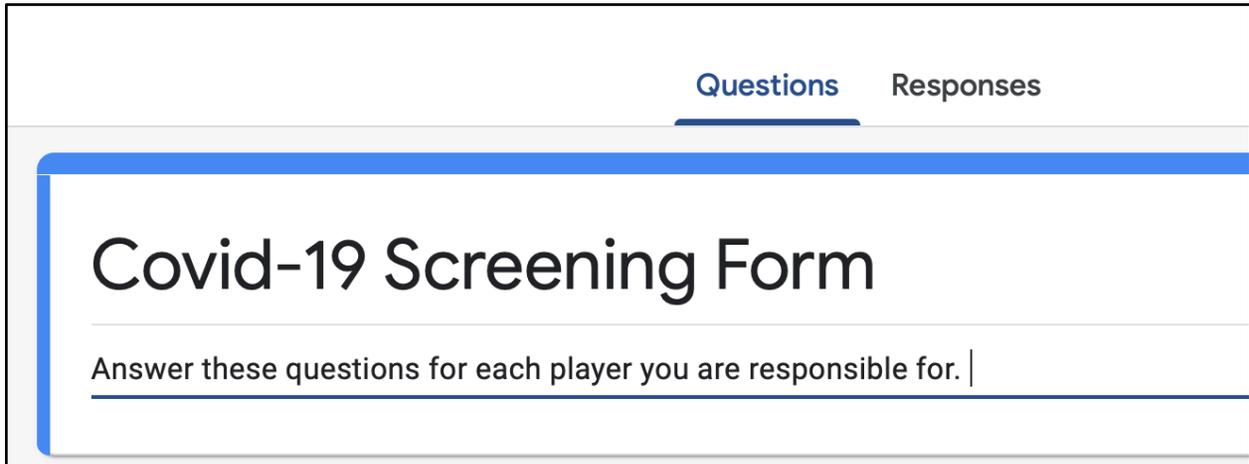
When you get signed in, you'll see something like this:

A screenshot of the Google Forms editor interface. At the top, it says "Untitled form" with a star icon, a "Send" button, and a profile icon. Below that are tabs for "Questions" and "Responses". The main area shows a form titled "Untitled form" with a "Form description" field. Below the title is a question field labeled "Untitled Question" with a dropdown menu set to "Multiple choice". There are two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom of the question field, there is a "Required" toggle switch and a three-dot menu. On the right side, there is a vertical toolbar with icons for adding questions, deleting, duplicating, and other actions.

## How-To: Covid-19 Screening Form on Google Forms

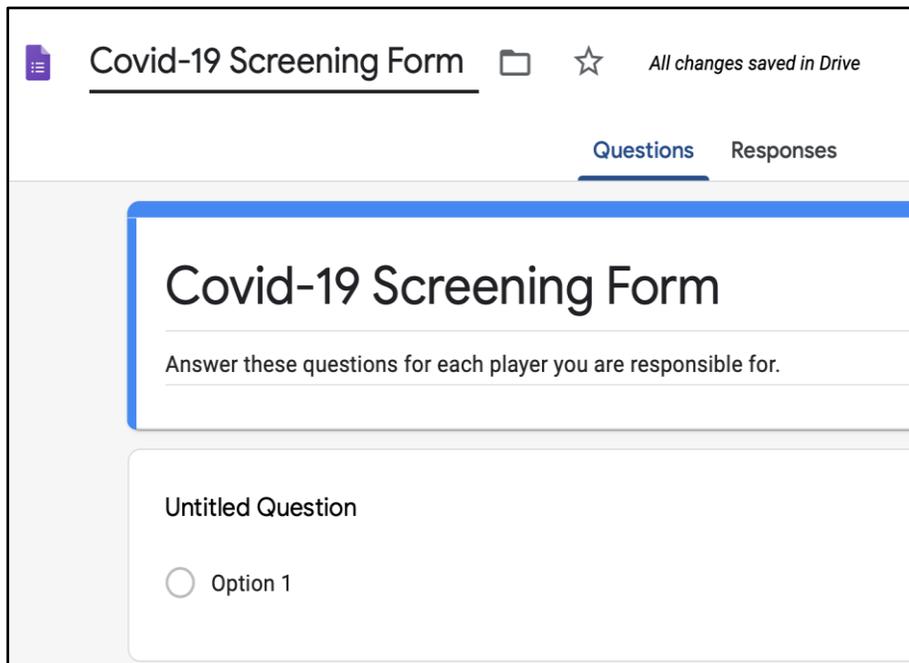
The first thing you probably want to do is change the colors from that default purple. Click the artist's palette icon  to set up the Theme Options. Choose colors that suit you.

Next, add a title to the form like "Covid-19 Screening Form" by clicking the "Untitled Form" and typing over it. You can add a form description to give a little information about the form.



The screenshot shows the top portion of a Google Form. At the top, there are two tabs: "Questions" (which is selected and underlined) and "Responses". Below the tabs is a large white box with a blue border on the left and top. Inside this box, the title "Covid-19 Screening Form" is displayed in a large, bold, black font. Below the title is a horizontal line, and underneath that is the description "Answer these questions for each player you are responsible for." followed by a vertical bar cursor.

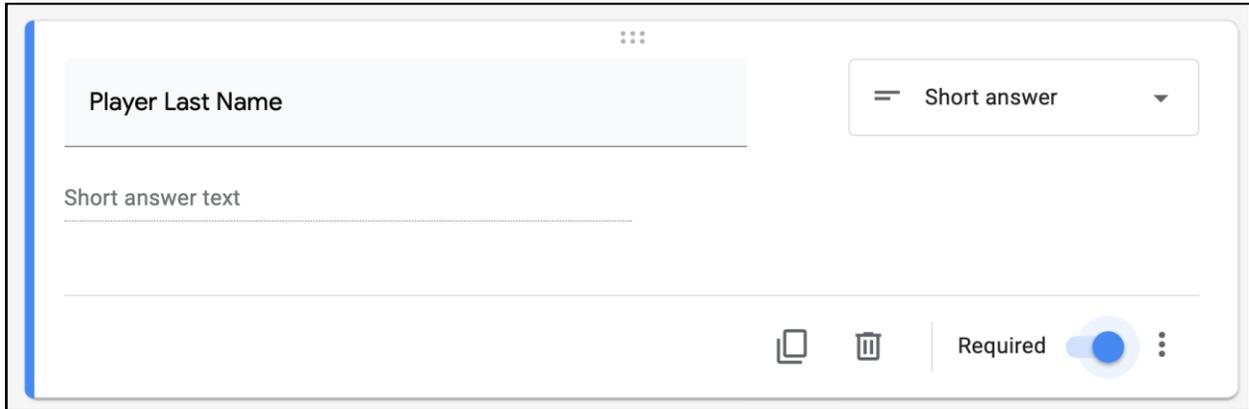
Now is a good time to give the form a name. Click in the top left where it still says "Untitled form" and it will change to the title you just added. Google will automatically save the form as you update it. If you want go to back to the Google Forms home page, click the purple document icon at the top-left.



The screenshot shows the full Google Form interface. At the top left, there is a purple document icon, the title "Covid-19 Screening Form" (underlined), a folder icon, a star icon, and the text "All changes saved in Drive". Below this is the "Questions" and "Responses" tabs, with "Questions" selected. The main content area contains the title "Covid-19 Screening Form" and the description "Answer these questions for each player you are responsible for." Below this is a question box titled "Untitled Question" containing a radio button and the text "Option 1".

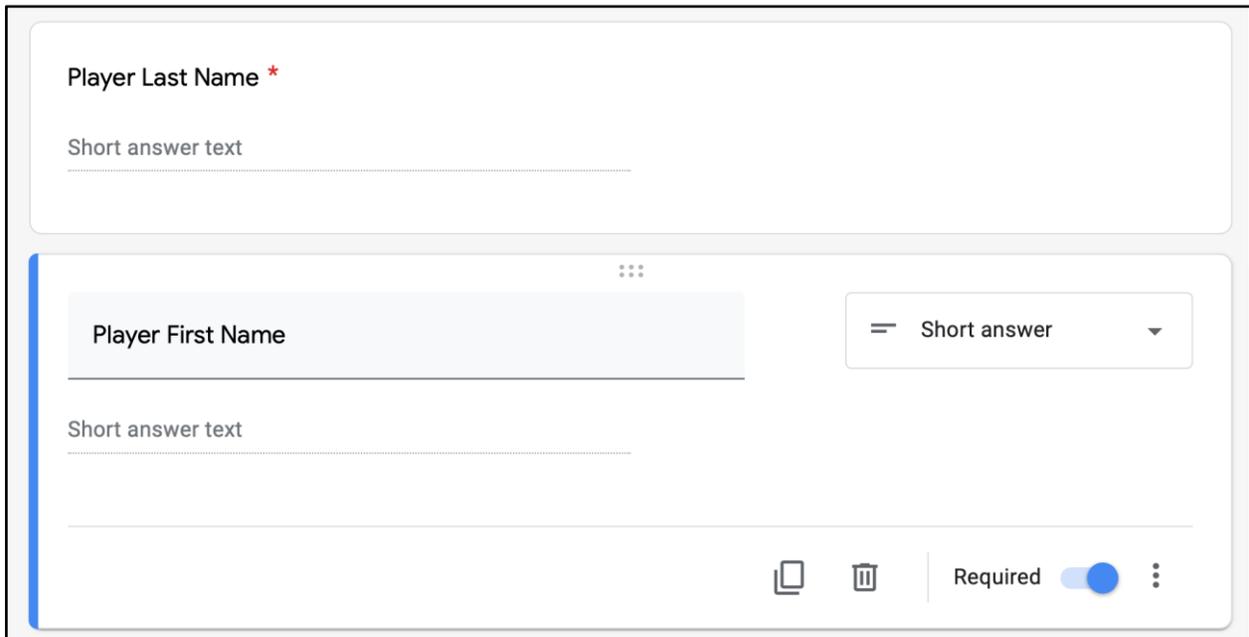
## How-To: Covid-19 Screening Form on Google Forms

Now, it's time to start adding questions. The first question is "Player Last Name" so change the "Untitled Question" to "Player Last Name." When you do that, Google Forms will "magically" switch from a multiple choice to a short answer text. Click the "Required" slider to make this question required.



A screenshot of a Google Form question. The question title is "Player Last Name" in a light blue header box. To the right of the header is a dropdown menu set to "Short answer". Below the header is a text input field with the placeholder "Short answer text". At the bottom right of the question card, there are icons for "Duplicate" (two overlapping pages), "Trash" (trash can), "Required" (a toggle switch that is turned on), and a three-dot menu.

Now, click the "Duplicate" icon beside the trash can, to duplicate this question for the "Player First Name."

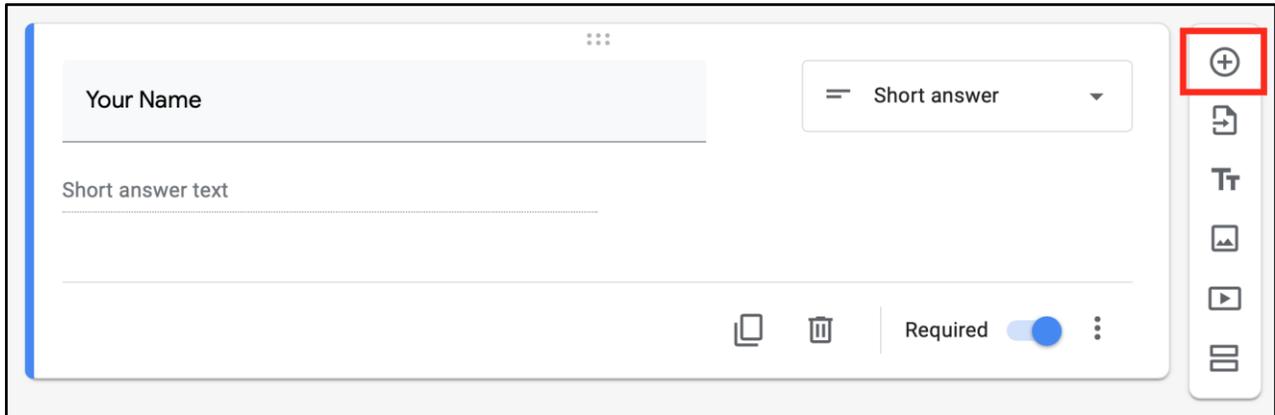


A screenshot of a Google Form showing two questions. The top question is "Player Last Name" with a red asterisk indicating it is required. Below it is a text input field with the placeholder "Short answer text". The bottom question is "Player First Name" in a light blue header box. To the right of the header is a dropdown menu set to "Short answer". Below the header is a text input field with the placeholder "Short answer text". At the bottom right of the question card, there are icons for "Duplicate" (two overlapping pages), "Trash" (trash can), "Required" (a toggle switch that is turned on), and a three-dot menu.

Duplicate that question to make the "Your Name" question for the person filling out the form.

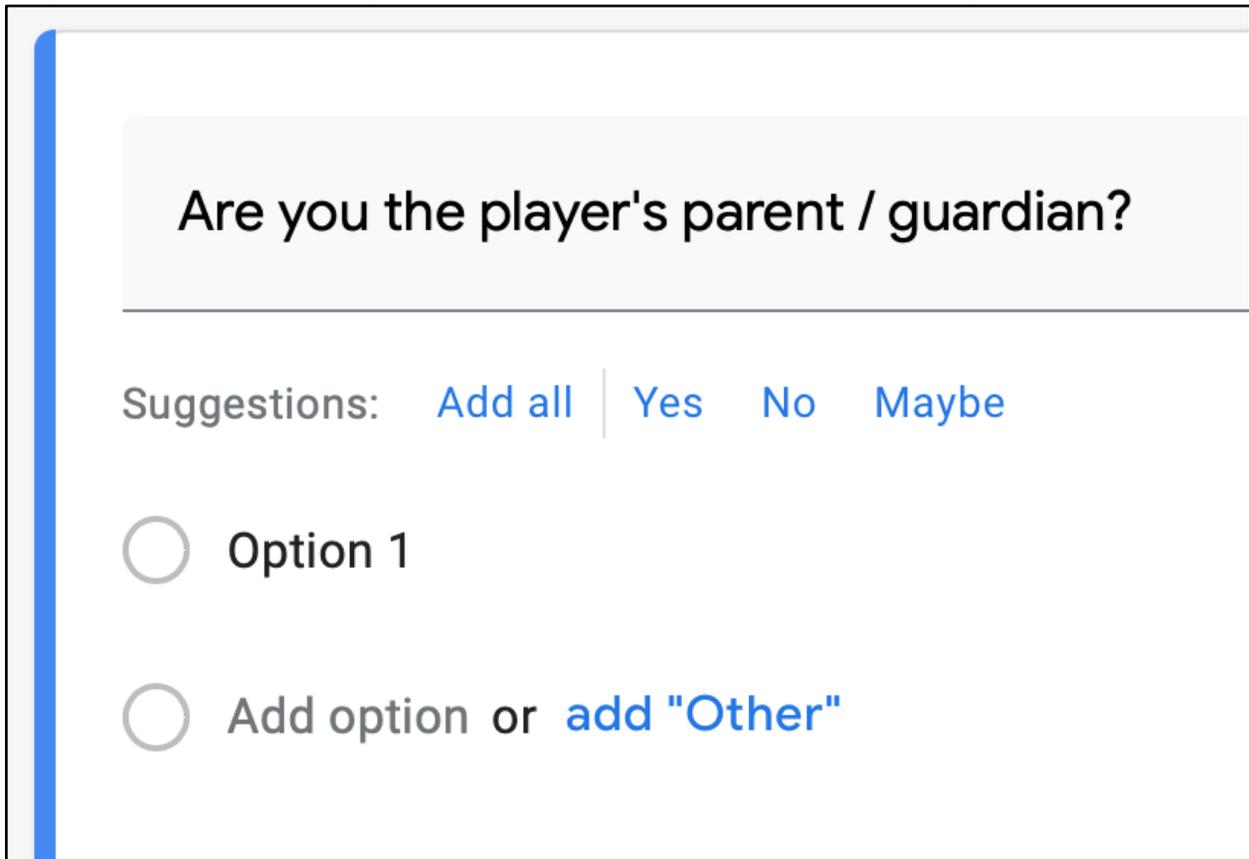
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Now, we need to create a “Yes/No” question so click the “Add question” icon to the right of the “Your Name” question.



The screenshot shows the Google Forms editor interface. A question titled "Your Name" is displayed as a "Short answer" type. To the right of the question, a vertical toolbar contains several icons. The top icon, a plus sign inside a circle, is highlighted with a red square, indicating it is the "Add question" icon. Below the question, there is a "Short answer text" input field. At the bottom right of the question card, there is a "Required" toggle switch which is currently turned on (blue).

This will add a new question below “Your Name.” The question here will be “Are you the player’s parent / guardian?” Notice that as you type, Google Forms will give you suggestions for possible answers to the question. Click “Yes” and “No” to add those as possible answers.



The screenshot shows the Google Forms editor with a new question: "Are you the player's parent / guardian?". Below the question, there are suggestions for possible answers: "Add all", "Yes", "No", and "Maybe". The "Add all" link is highlighted. Below the suggestions, there are two radio button options: "Option 1" and "Add option or add 'Other'".

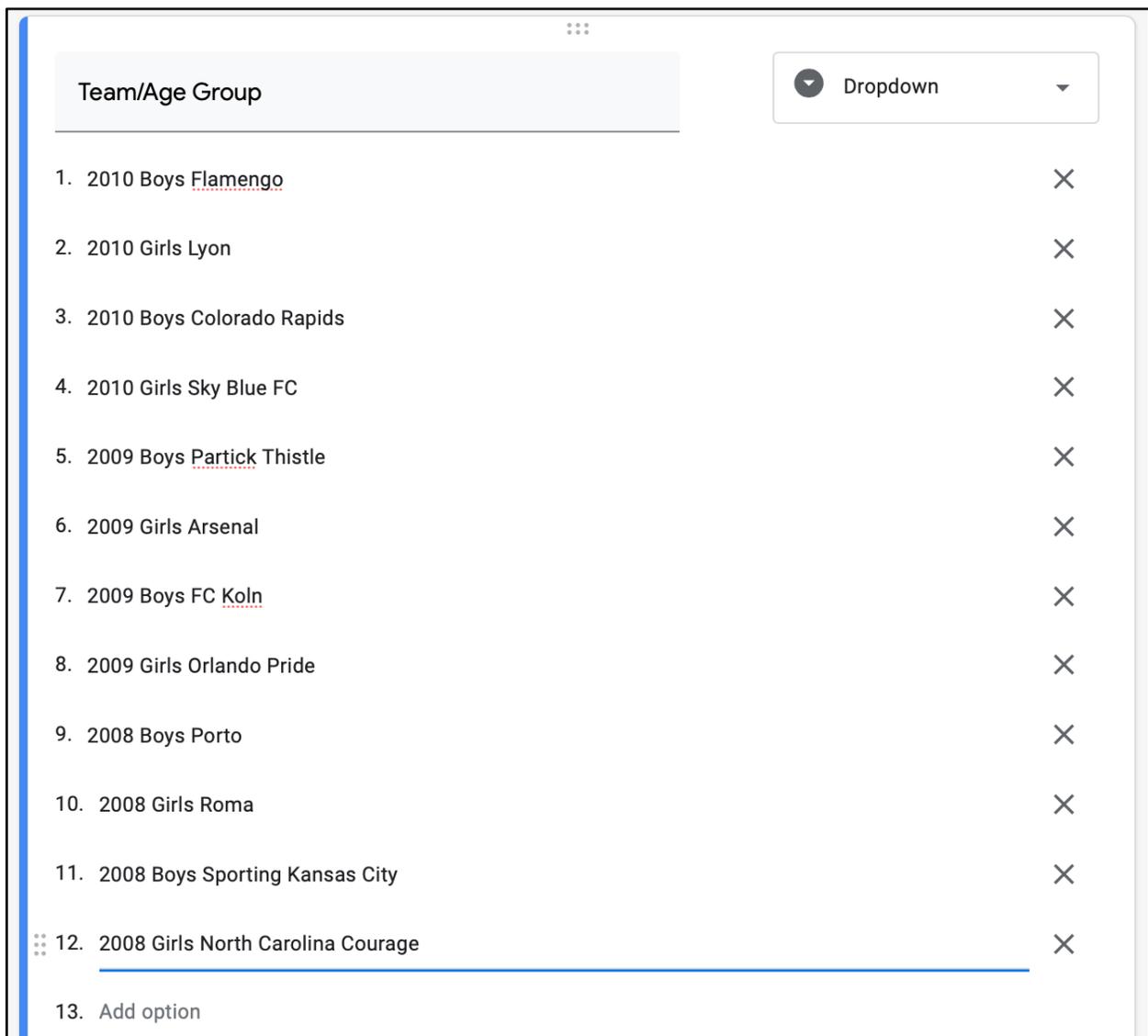
Don't forget to click the “Required” slider.

## How-To: Covid-19 Screening Form on Google Forms

At any point, you can test out the form by clicking the eye icon  at the top of the page. That will open the form in “fill” mode in another tab. You can switch back to the tab you’re designing the form in at any time.

Add another new question below parent/guardian. This one will probably be specific to your club, but a suggestion is to add a question for the Team or Age Group. This will help identify which players were least socially distanced during the practice/event.

To ensure standardized input, you can make this question a “Dropdown” with defined answers. To do that, click the “Multiple choice” and choose “Dropdown.” Add an option for each team/age group. This will seem like a lot of work because it is, but it will save time if you ever have to filter out a team in case of a positive test. Don’t forget to click the “Required” slider.



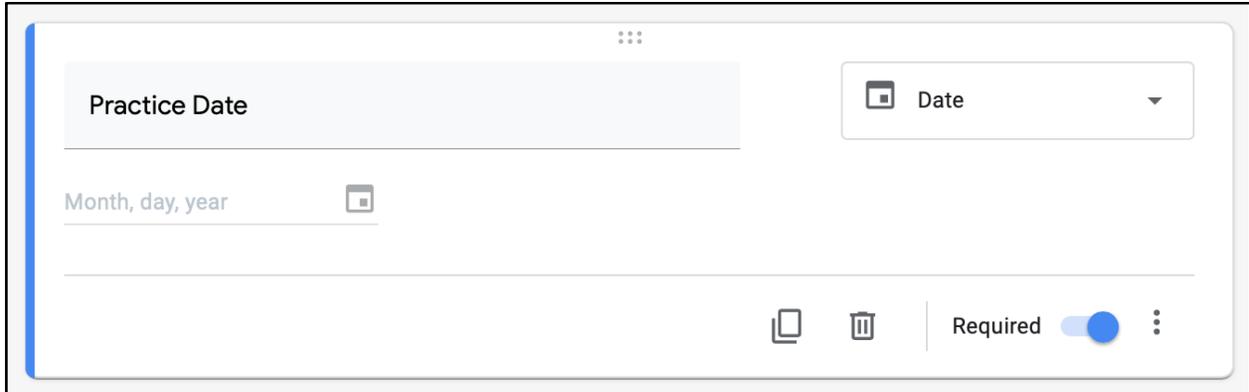
The screenshot shows a Google Form editor interface. At the top, there is a question title "Team/Age Group" and a dropdown menu set to "Dropdown". Below the title, there is a list of 12 options, each with a corresponding "X" icon to its right. The options are:

1. 2010 Boys Flamengo
2. 2010 Girls Lyon
3. 2010 Boys Colorado Rapids
4. 2010 Girls Sky Blue FC
5. 2009 Boys Partick Thistle
6. 2009 Girls Arsenal
7. 2009 Boys FC Koln
8. 2009 Girls Orlando Pride
9. 2008 Boys Porto
10. 2008 Girls Roma
11. 2008 Boys Sporting Kansas City
12. 2008 Girls North Carolina Courage

At the bottom of the list, there is a blue horizontal line and the text "13. Add option".

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Add a question after the “Team/Age Group” question called “Practice Date.” Change the answer type to “Date” if it doesn’t automatically switch. Click the “Required.”



The screenshot shows a Google Form question titled "Practice Date". The question type is set to "Date", indicated by a calendar icon and the text "Date" in a dropdown menu. The input field contains the placeholder text "Month, day, year" and a calendar icon. At the bottom right, the "Required" toggle is turned on, indicated by a blue circle.

Add another question called “Practice Time” and make sure the answer type is “Time.” Click “Required.”



The screenshot shows a Google Form question titled "Practice Time". The question type is set to "Time", indicated by a clock icon and the text "Time" in a dropdown menu. The input field contains the placeholder text "Time" and a clock icon. At the bottom right, the "Required" toggle is turned on, indicated by a blue circle.

At this point, you have a decision to make regarding how the form is laid out. You can just keep the questions going or you can create sections with like information. The next group of questions are ones where a “Yes” answer means the player must not be allowed to participate.

To create a section, click the “Add section” icon .

## How-To: Covid-19 Screening Form on Google Forms



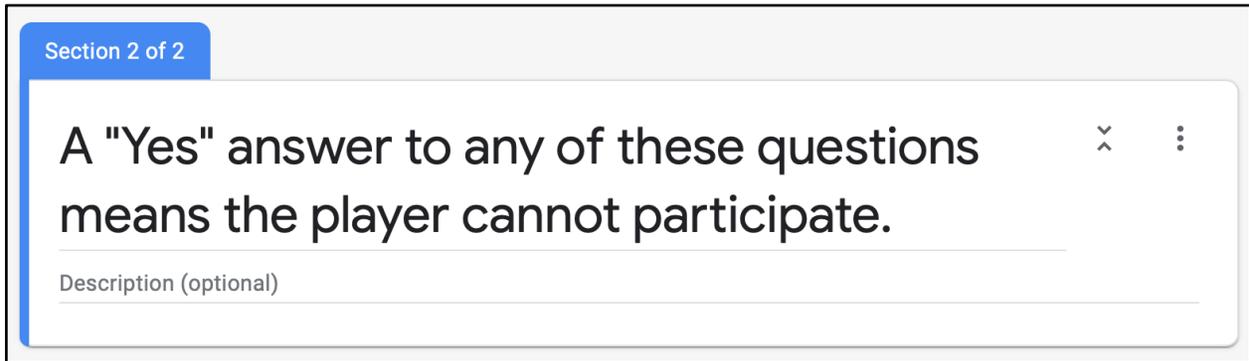
Section 2 of 2

### Untitled Section

Description (optional)

This screenshot shows a new section in a Google Form. The section is titled "Untitled Section" and has a description field labeled "Description (optional)". There are icons for deleting the section (an 'x') and a menu (three dots) in the top right corner.

Give the section a title and/or description. Since these are the questions where a “Yes” means the player cannot participate, I’ve put that in the title.



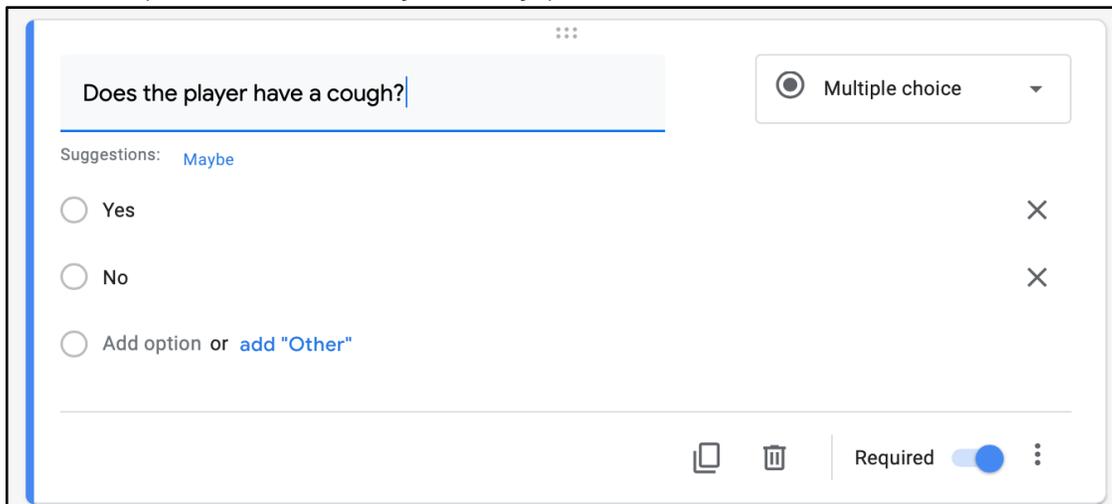
Section 2 of 2

### A "Yes" answer to any of these questions means the player cannot participate.

Description (optional)

This screenshot shows the same section after it has been edited. The title is now "A 'Yes' answer to any of these questions means the player cannot participate." The description field is still present and labeled "Description (optional)".

Click the “Add question” icon to begin adding questions.



Does the player have a cough?

Multiple choice

Suggestions: [Maybe](#)

- Yes
- No
- Add option or [add "Other"](#)

Required

This screenshot shows a question being added to the form. The question is "Does the player have a cough?". The question type is set to "Multiple choice". There are suggestions for "Maybe". The options are "Yes", "No", and "Add option or add 'Other'". The "Required" checkbox is checked. There are icons for copying, deleting, and a menu in the bottom right corner.

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Does the player have shortness of breath?

Multiple choice

Suggestions: [Maybe](#)

- Yes
- No
- Add option or [add "Other"](#)

Required

This screenshot shows a Google Form question titled "Does the player have shortness of breath?". The question type is set to "Multiple choice". A suggestion of "Maybe" is visible. There are three radio button options: "Yes", "No", and "Add option or add 'Other'". The "Required" toggle is turned on.

Has the player been exposed within the last 14 days to anyone with confirmed Covid-19?

Multiple choice

Suggestions: [Maybe](#)

- Yes
- No
- Add option or [add "Other"](#)

Required

This screenshot shows a Google Form question titled "Has the player been exposed within the last 14 days to anyone with confirmed Covid-19?". The question type is set to "Multiple choice". A suggestion of "Maybe" is visible. The "Yes" option is selected. There are three radio button options: "Yes", "No", and "Add option or add 'Other'". The "Required" toggle is turned on.

Does the player have a body temperature above 100.3 degrees (F)?

Multiple choice

Suggestions: [Maybe](#)

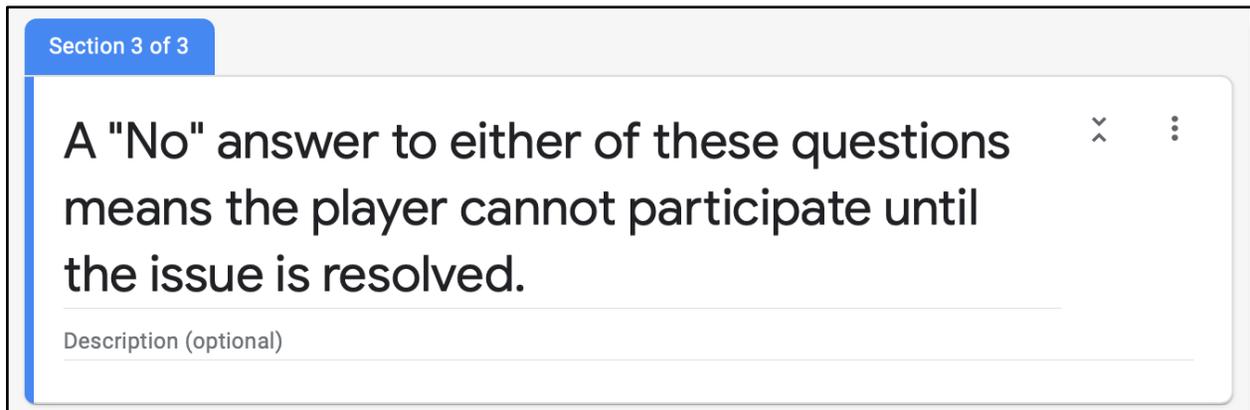
- Yes
- No
- Add option or [add "Other"](#)

Required

This screenshot shows a Google Form question titled "Does the player have a body temperature above 100.3 degrees (F)?". The question type is set to "Multiple choice". A suggestion of "Maybe" is visible. There are three radio button options: "Yes", "No", and "Add option or add 'Other'". The "Required" toggle is turned on.

## How-To: Covid-19 Screening Form on Google Forms

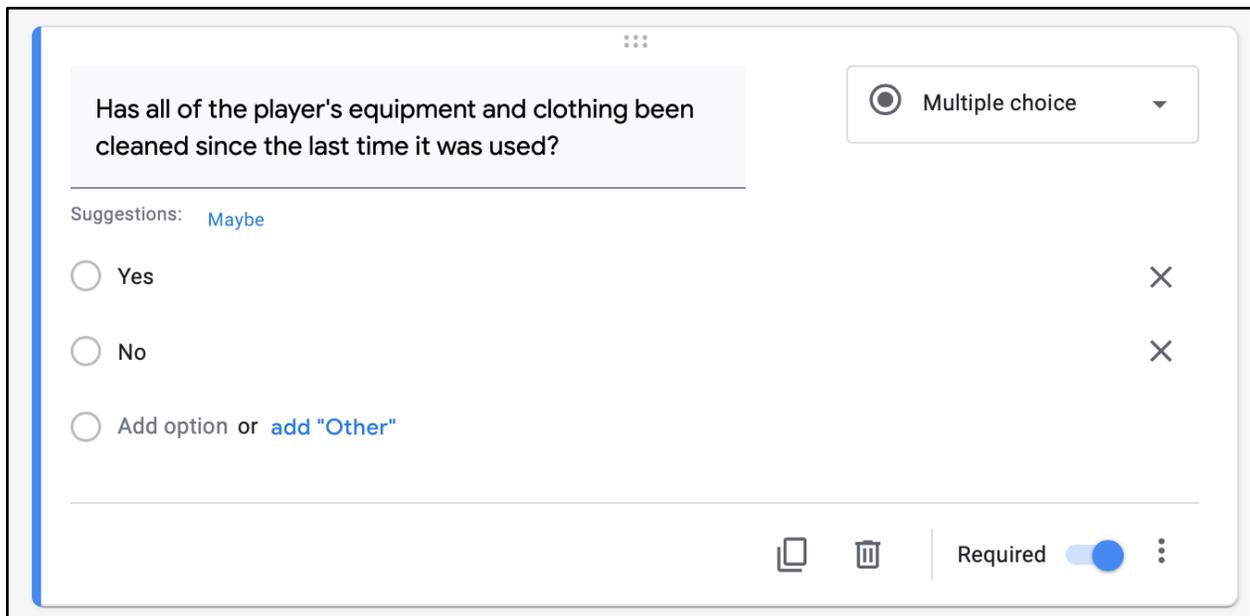
Click the “Add section” icon to add a new section for the next set of questions. These questions must have a “Yes” answer.



Section 3 of 3

A "No" answer to either of these questions means the player cannot participate until the issue is resolved.

Description (optional)



Has all of the player's equipment and clothing been cleaned since the last time it was used?

Suggestions: [Maybe](#)

Yes

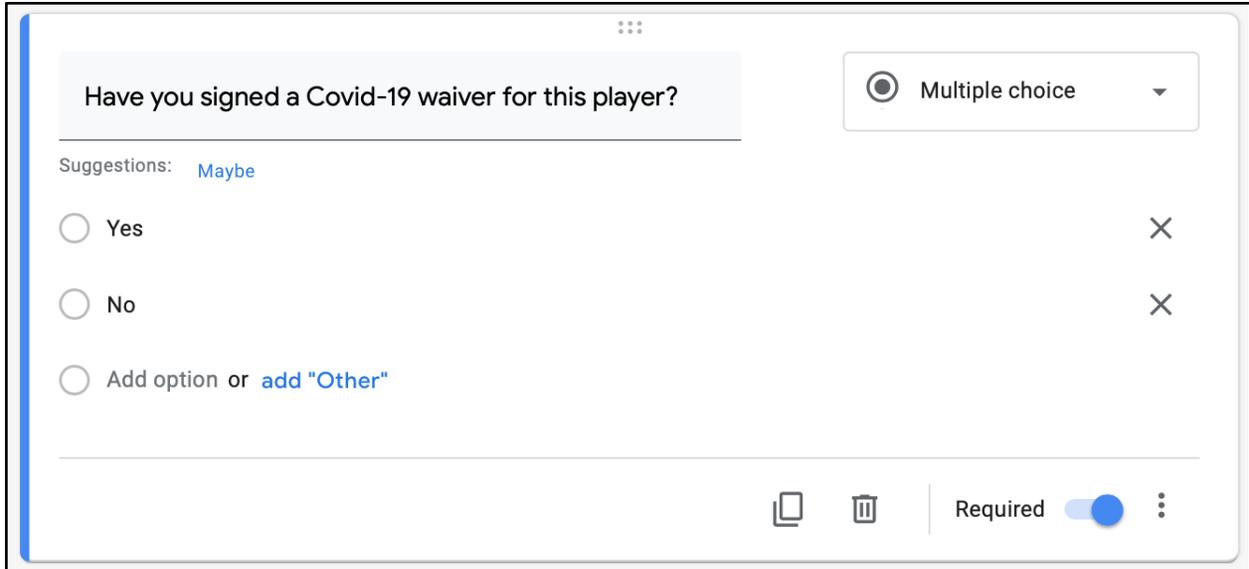
No

Add option or [add "Other"](#)

Multiple choice

Required

## How-To: Covid-19 Screening Form on Google Forms



Have you signed a Covid-19 waiver for this player?

Suggestions: [Maybe](#)

Yes

No

Add option or [add "Other"](#)

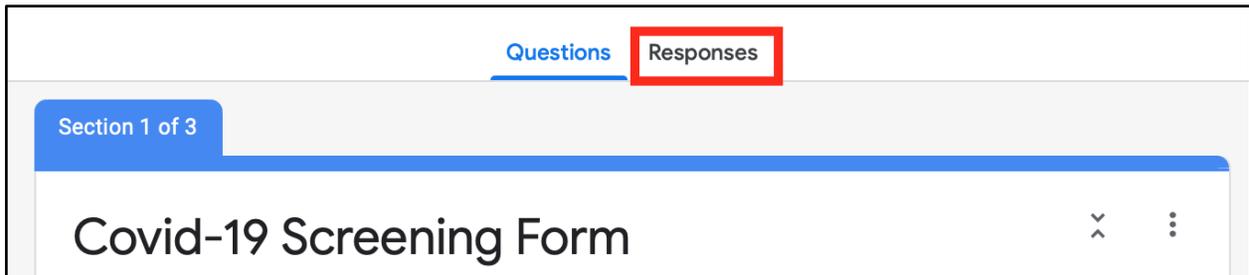
Required

These questions are required, but you may include others as needed by your organization.

### Step 3: Creating the link to the Google Sheets spreadsheet

Now that the form is complete, you can create the link to the Google Sheets spreadsheet where the responses will be stored.

Scroll back to the top of the form and click the “Responses” tab.

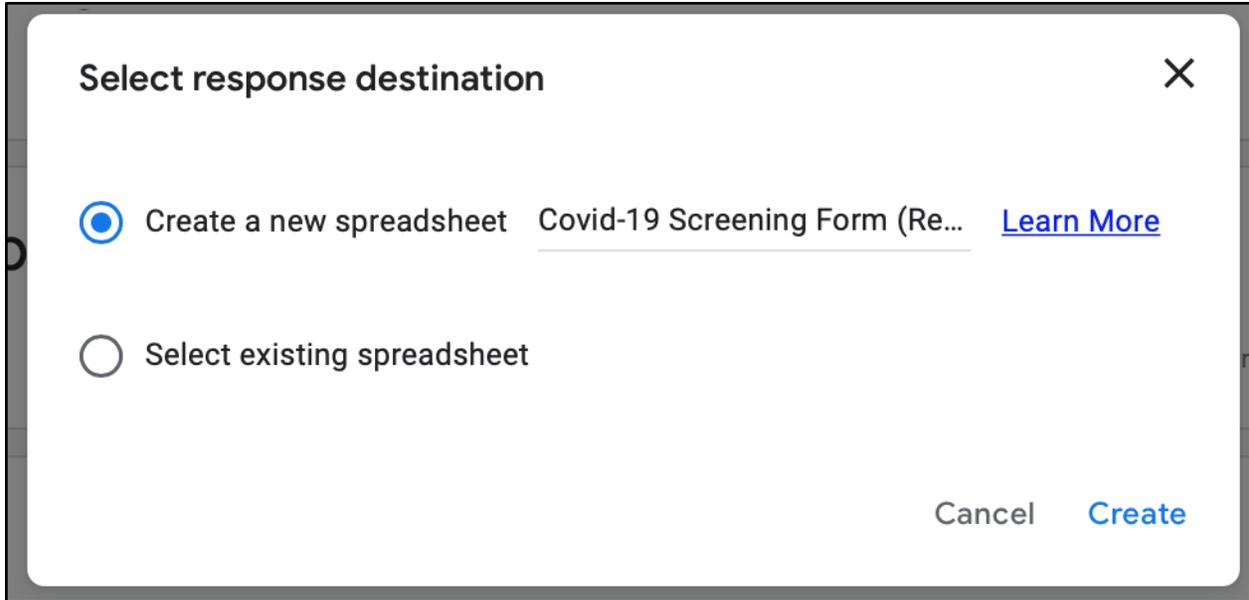


Questions Responses

Section 1 of 3

Covid-19 Screening Form

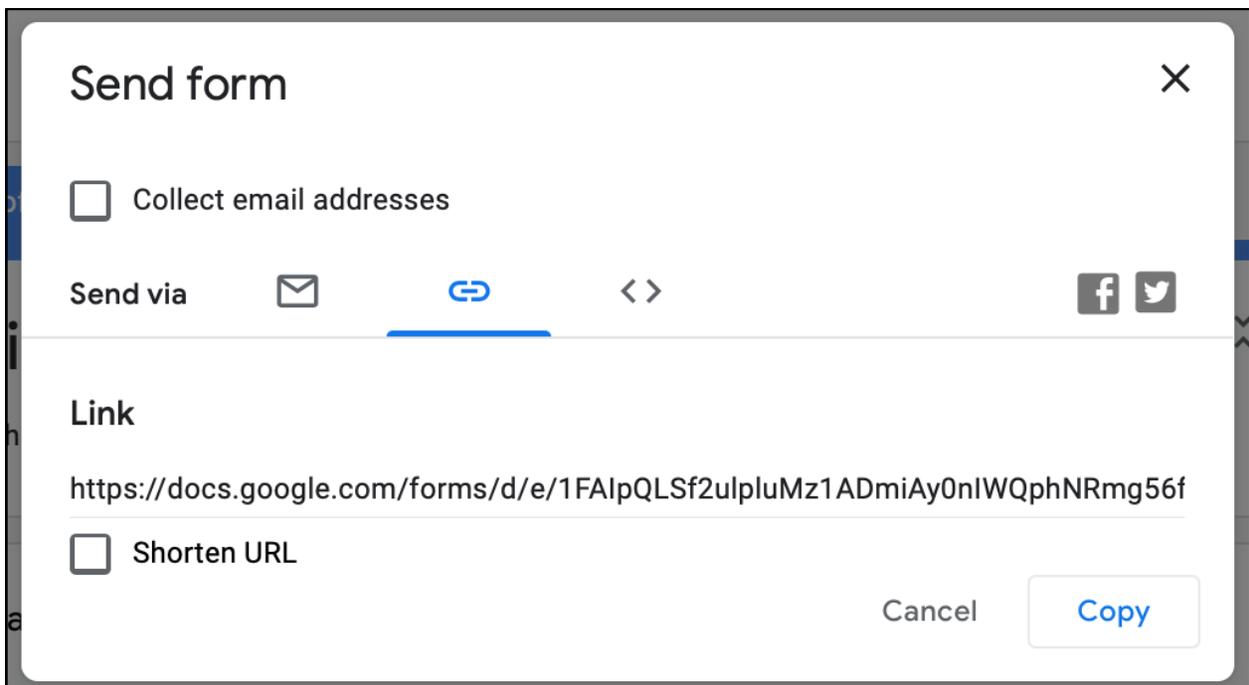
Click the “Create spreadsheet” icon  to create a new Google Sheets spreadsheet.



You can keep the default name or give a new one. Click the “Create” button and you’ll see a notification that the linking was successful.

#### Step 4: Sharing the form

To share the form with your organization, you need to click the “Send” button at top right. The Send form is a little confusing. The easiest way to share the form is to get a link so click the link icon between the letter and the angle brackets.



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As you can see the link it gives you is rather large. The better option is to choose “Shorten URL” and get a shorter link (in this case it shortened to <https://forms.gle/HxHDqcKB8L4z9JL89>). Then click Copy.

You can share that URL in an email or in something like TeamSnap so your organization will have access to it when needed.

## Step 5: Viewing the responses

Now that you have linked the form to the Google Sheets spreadsheet, you can go to <https://sheets.google.com> to view the spreadsheet. You will see the name you chose in Step 3. Click the spreadsheet to open the responses.

The first suggestion I make is to wrap the text in the header cells to make them more readable by selecting row 1 and choosing Format → Text Wrapping → Wrap.

Before:

H	I	J	K	L	M
ce Time	Does the player have a cc	Does the player have sho	Has the player been expo	Does the player have a bc	Has all of the pla

After:

H	I	J	K	L	M
he	Does the player have a cough?	Does the player have shortness of breath?	Has the player been exposed within the last 14 days to anyone with confirmed Covid-19?	Does the player have a body temperature above 100.3 degrees (F)?	Has all of the player's equipment and clothing been cleaned since the last time it was used?

There are a few things to note. You can add a column to the spreadsheet which won't be affected by the form. If you want to have someone check players in, you add a "Checked in" column that will only be accessible from the spreadsheet.

You can create filters on columns in the spreadsheet by selecting the columns and then choosing Data → Create a Filter. Filters allow you only show specific teams, dates, etc.

The next thing to note is how to share the spreadsheet with others. There's a green "Share" button where you can choose a couple different methods. You can add email address to share the spreadsheet with or you can choose to share the spreadsheet with "Anyone with the link." Choosing the "Anyone with the link" option will show you a gargantuan link. You can copy this link and share it with others who need access. A suggestion is to share via email address with people who need to be editors. And share by the "Anyone with a link" option for those who just need to view the data.

You can download the spreadsheet in Excel format from the File → Download menu.

## How-To: Covid-19 Screening Form on Google Forms

If you'd like to test out the form created while making this document and see the responses, here are the links:

Covid-19 Screening Form: <https://forms.gle/HxHDqcKB8L4z9JL89>

Covid-19 Screening Responses:

[https://docs.google.com/spreadsheets/d/1T4BYUK32e25fn\\_vBtWvv\\_wS6dNEY-CNCIzONqxhbcPs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1T4BYUK32e25fn_vBtWvv_wS6dNEY-CNCIzONqxhbcPs/edit?usp=sharing)