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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.

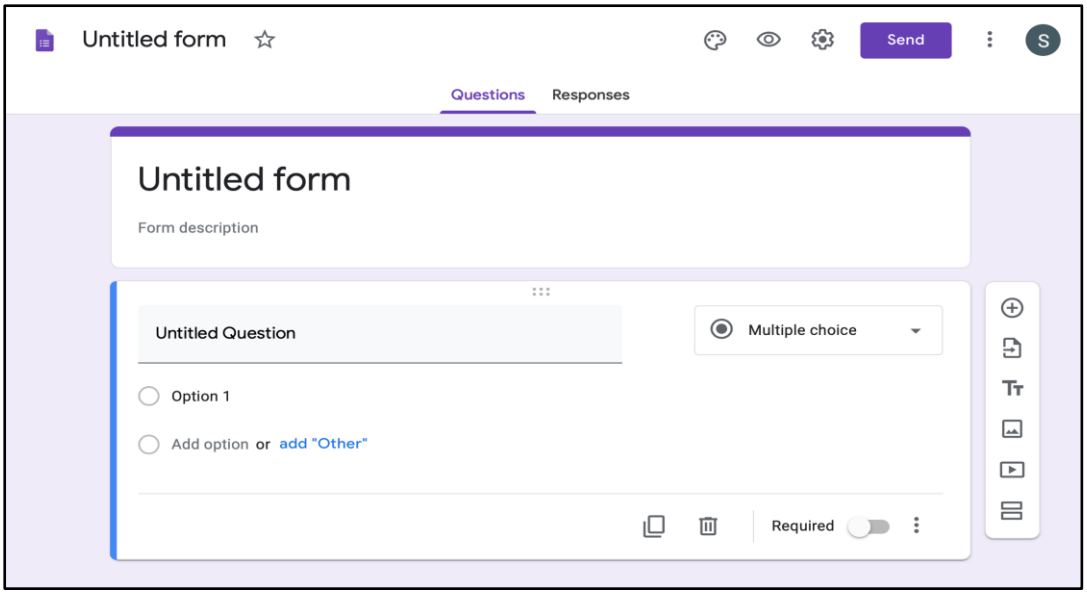
Step 1: Go to Google Forms

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

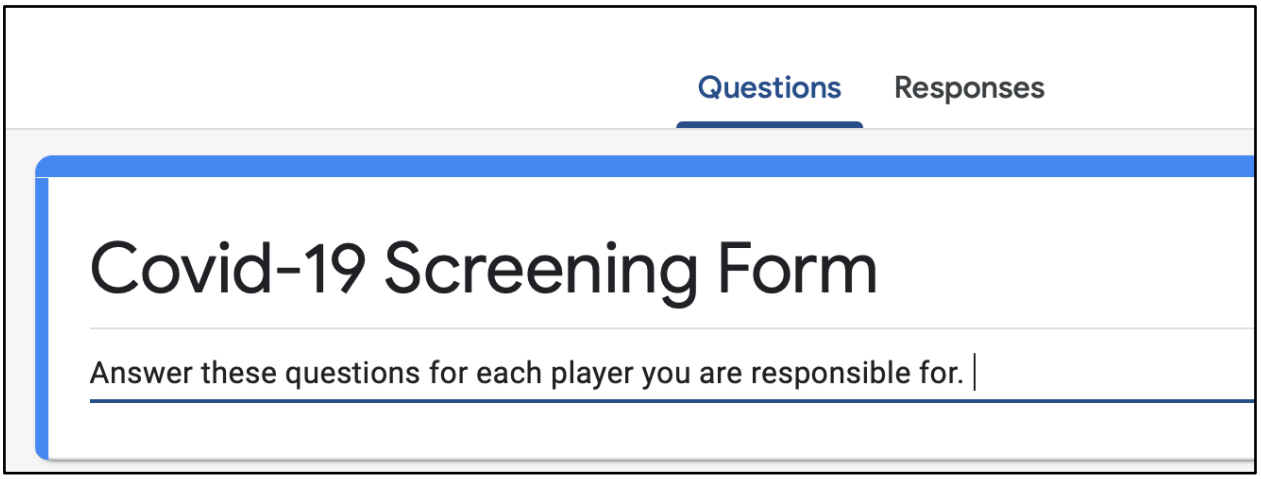
When you first sign in to Google Forms, there may be a popup that wants to show a tour of Google Forms. It's probably not a bad idea to take the tour.

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

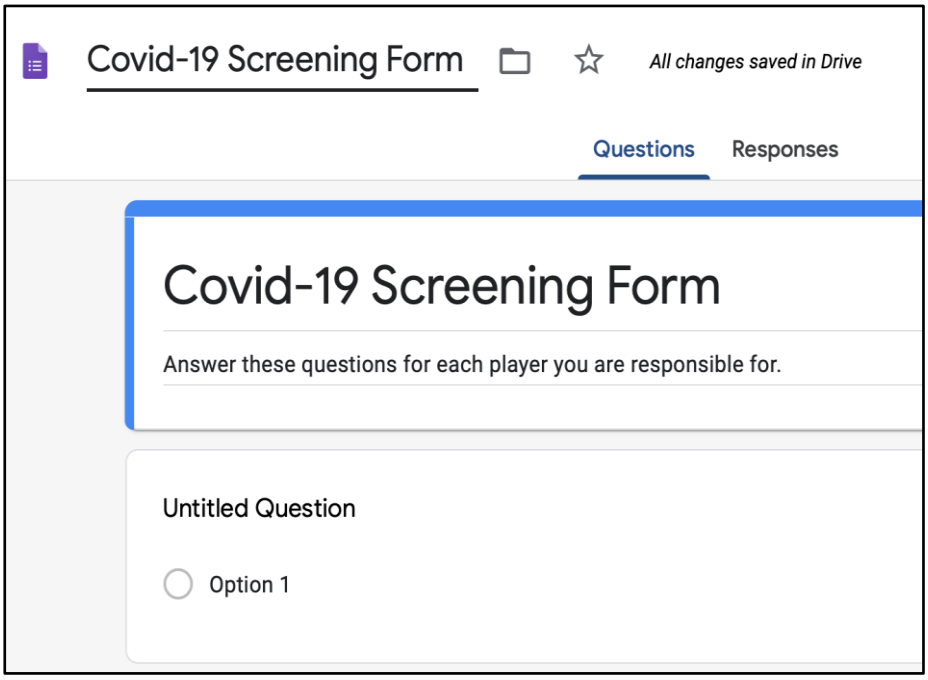


The first thing you probably want to do is change the colors from that default purple. Click the artist's palette icon to set up the Theme Options. Choose colors that suit you.

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.

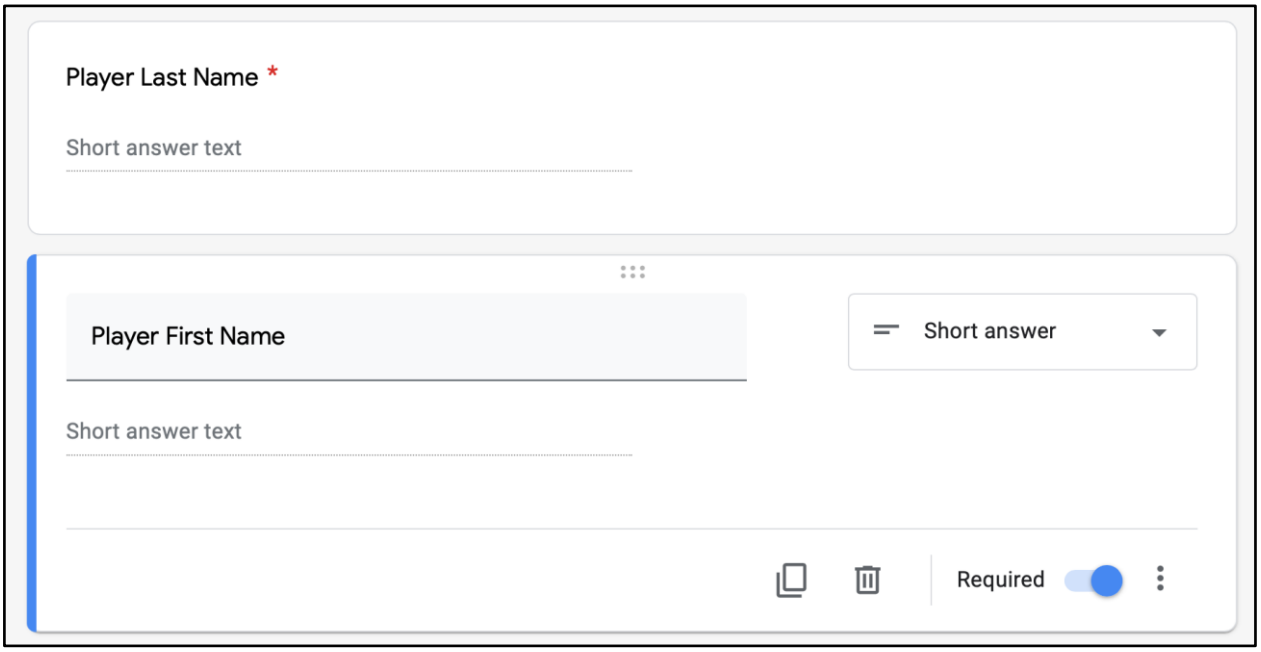


Now is a good time to give the form a name. Click in the top left where it still says "Untitled form" and it will change to the title you just added. Google will automatically save the form as you update it. If you want go to back to the Google Forms home page, click the purple document icon at the top-left.



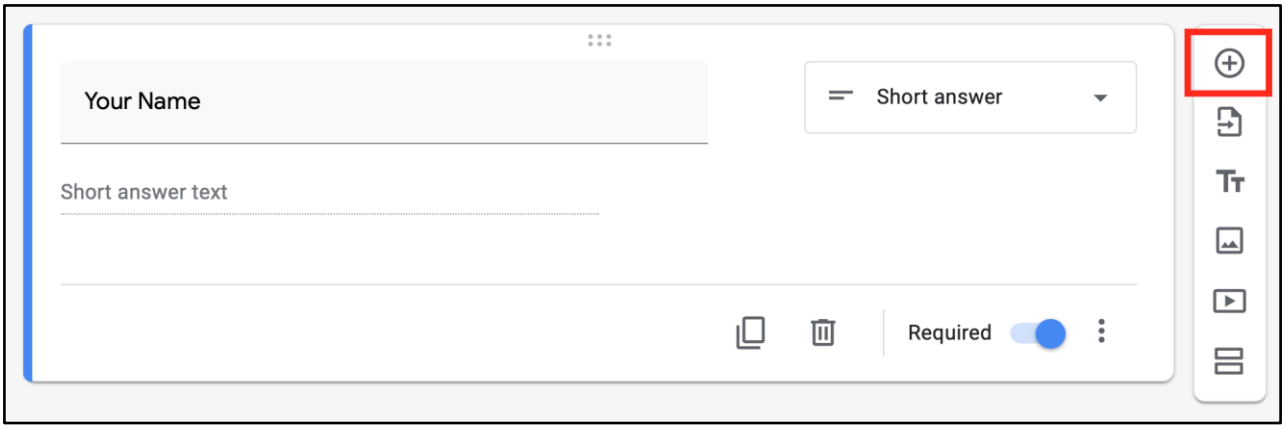
Now, it's time to start adding questions. The first question is "Player Last Name" so change the "Untitled Question" to "Player Last Name." When you do that, Google Forms will "magically" switch from a multiple choice to a short answer text. Click the "Required" slider to make this question required.

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

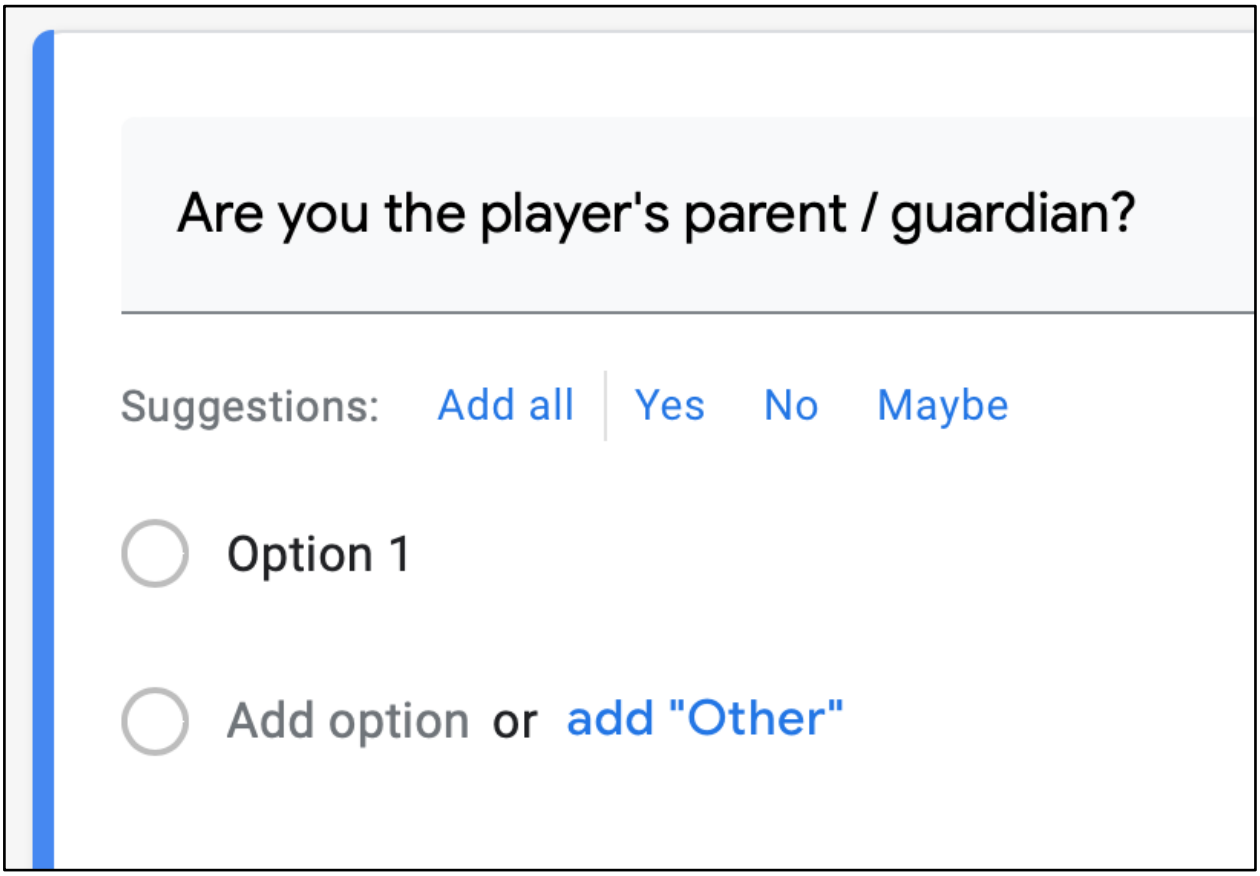


Duplicate that question to make the "Your Name" question for the person filling out the form.

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



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.

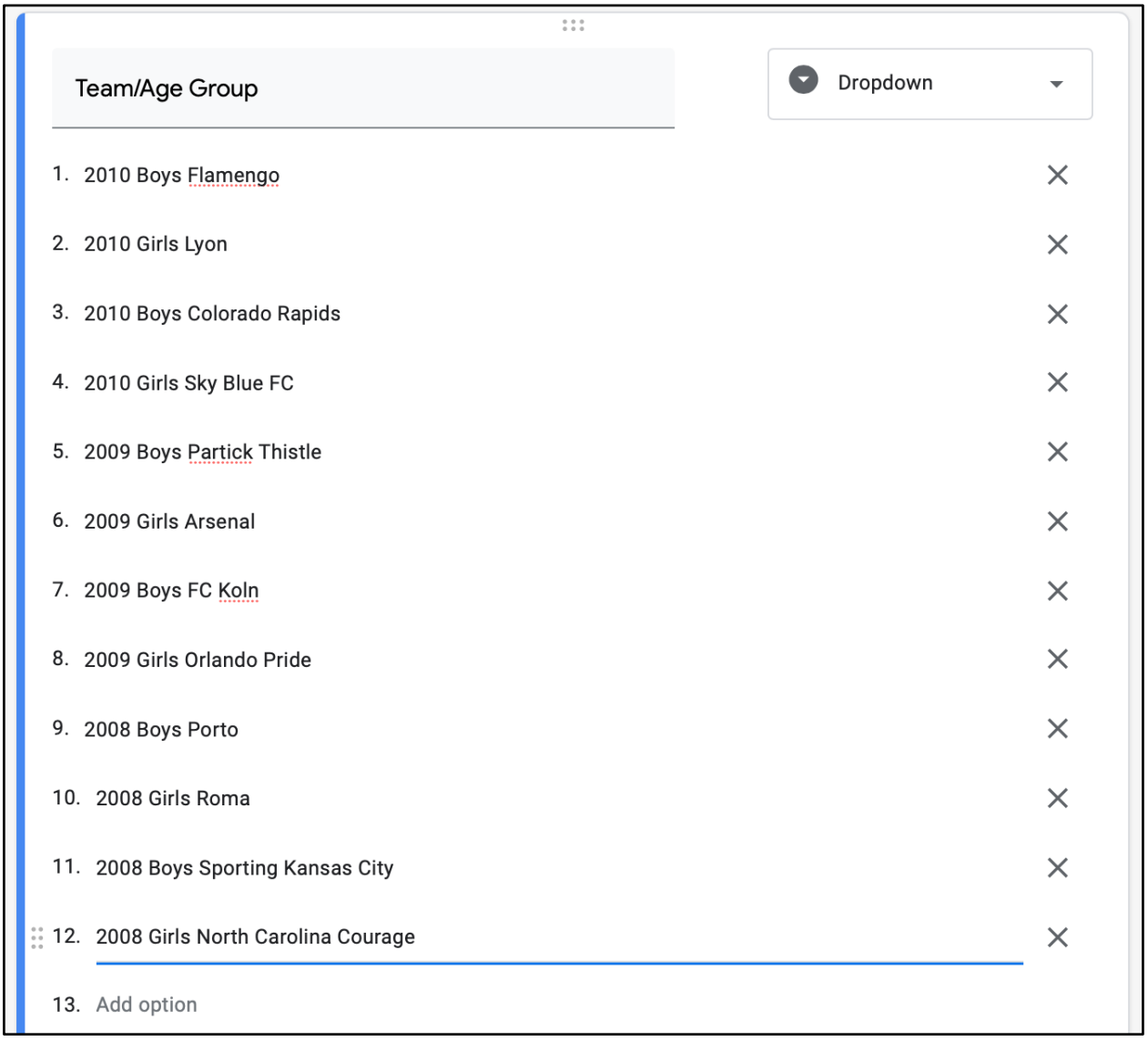


Don’t forget to click the “Required” slider.

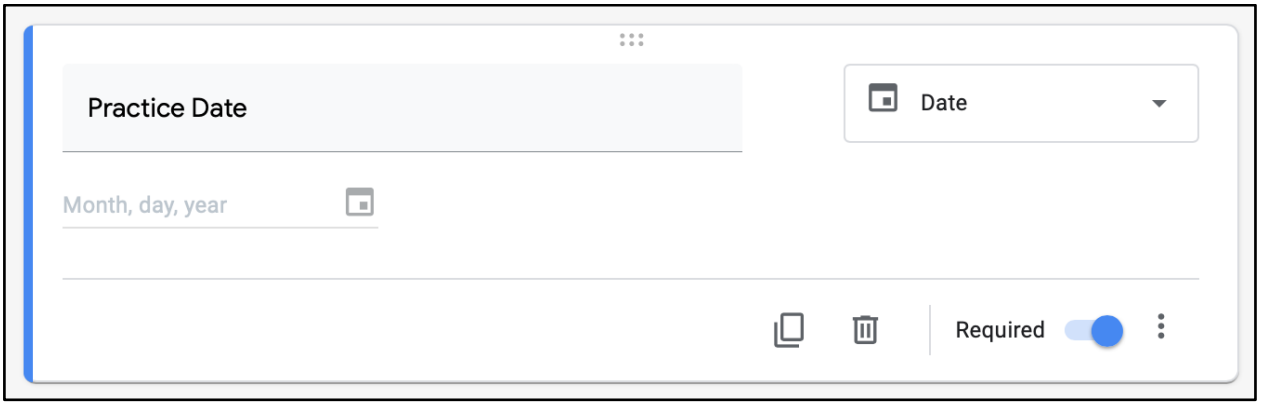
At any point, you can test out the form by clicking the eye icon at the top of the page. That will open the form in “fill” mode in another tab. You can switch back to the tab you’re designing the form in at any time.

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.

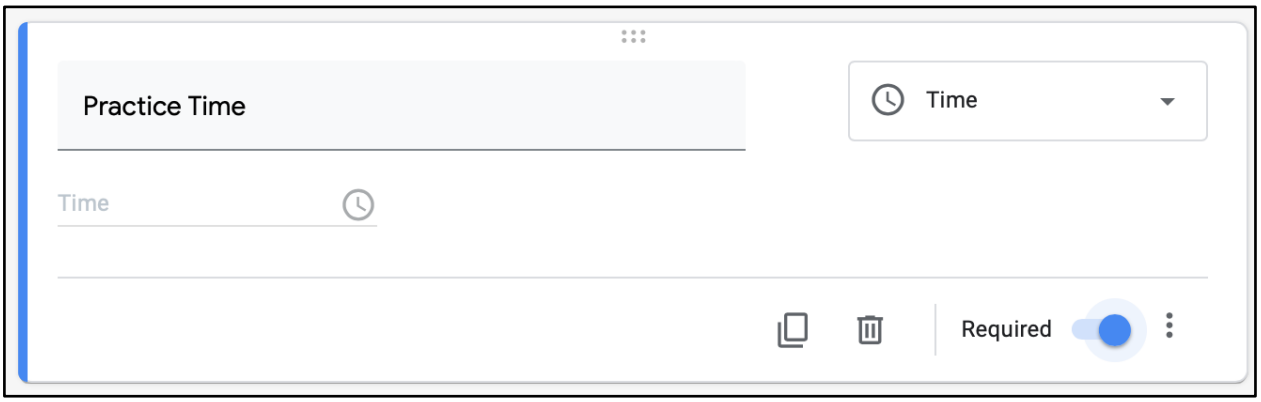
To ensure standardized input, you can make this question a “Dropdown” with defined answers. To do that, click the “Multiple choice” and choose “Dropdown.” Add an option for each team/age group. This will seem like a lot of work because it is, but it will save time if you ever have to filter out a team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



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.”



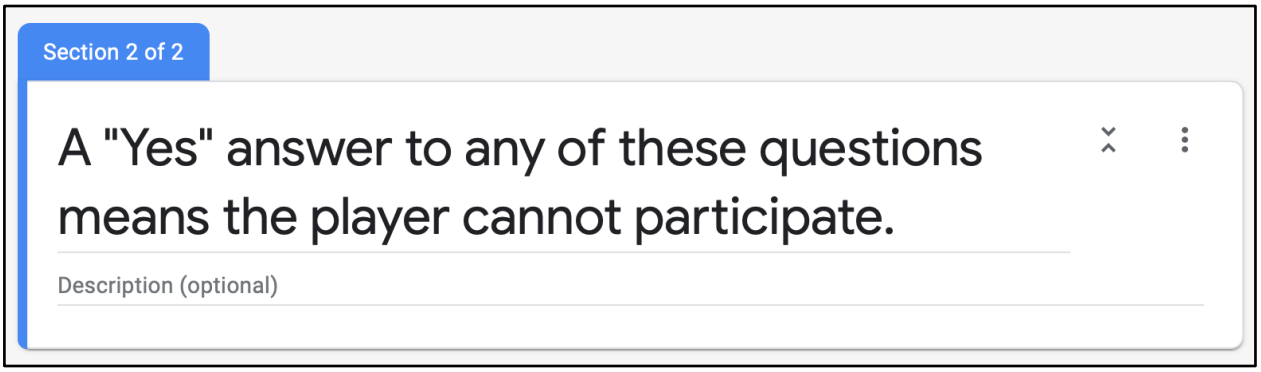
Add another question called “Practice Time” and make sure the answer type is “Time.” Click “Required.”



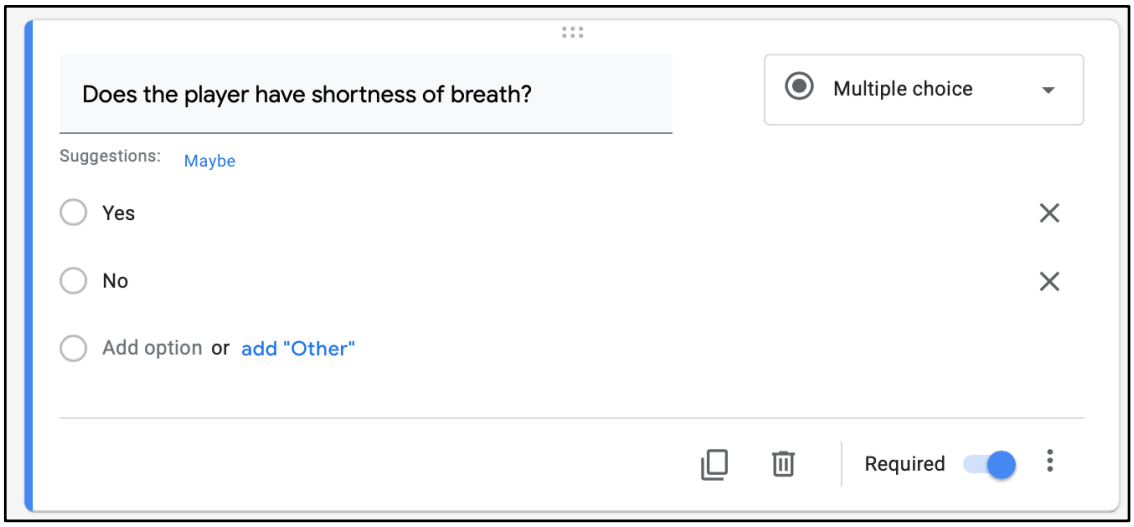
At this point, you have a decision to make regarding how the form is laid out. You can just keep the questions going or you can create sections with like information. The next group of questions are ones where a “Yes” answer means the player must not be allowed to participate.

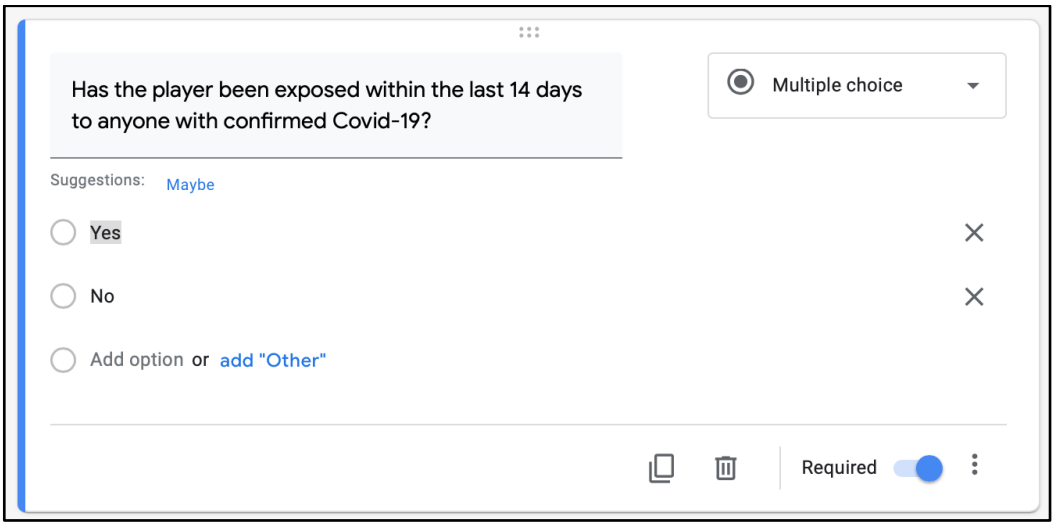
To create a section, click the “Add section” icon .

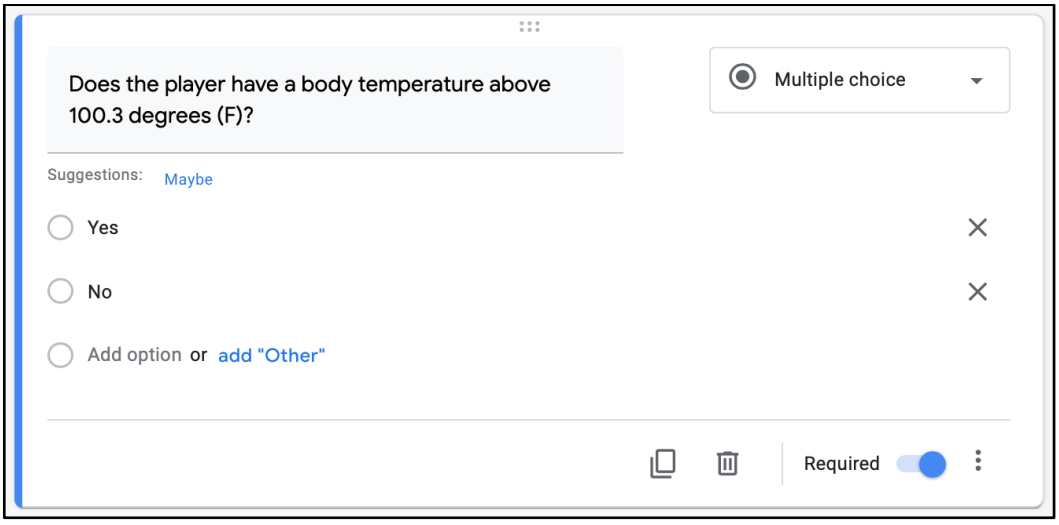
Give the section a title and/or description. Since these are the questions where a “Yes” means the player cannot participate, I’ve put that in the title.



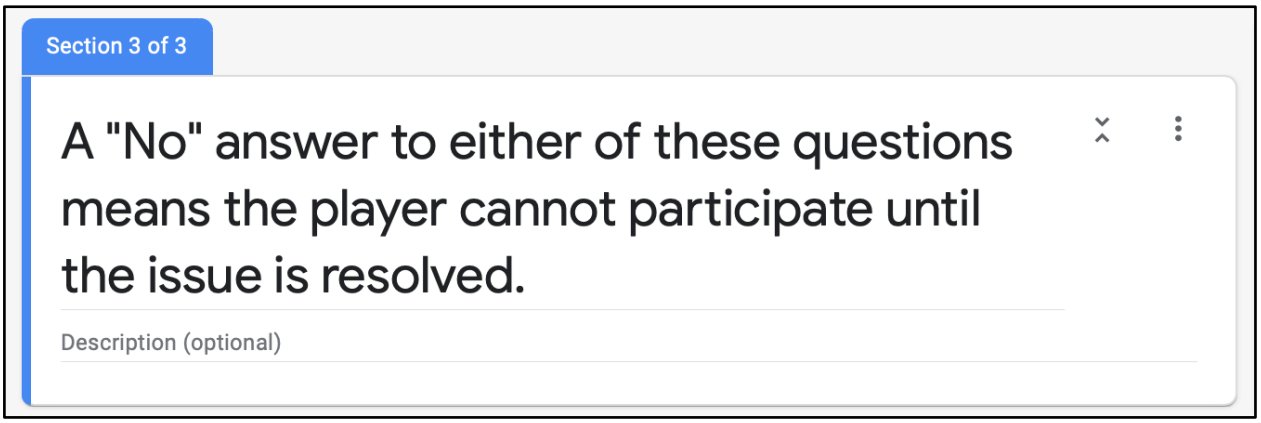
Click the “Add question” icon to begin adding questions.

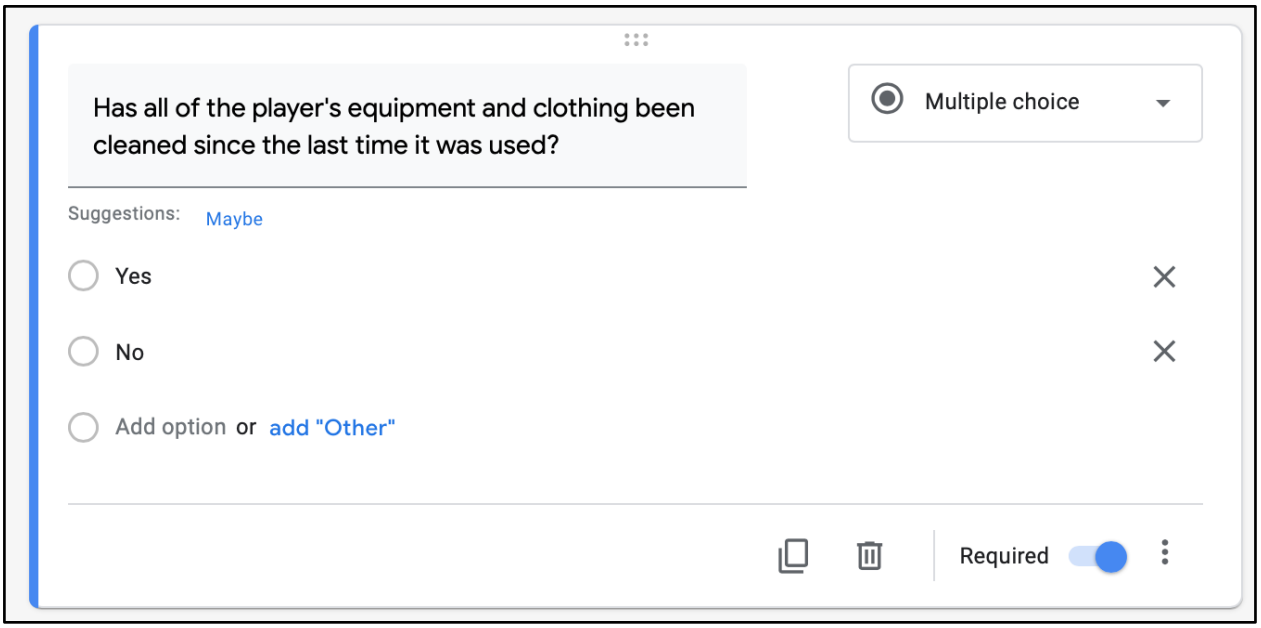

Does the player have shortness of breath?
Multiple choice
Suggestions: Maybe
Yes
No
Add option or add "Other"
Required


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


Does the player have a body temperature above 100.3 degrees (F)?
Multiple choice
Suggestions: Maybe
Yes
No
Add option or add "Other"
Required

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



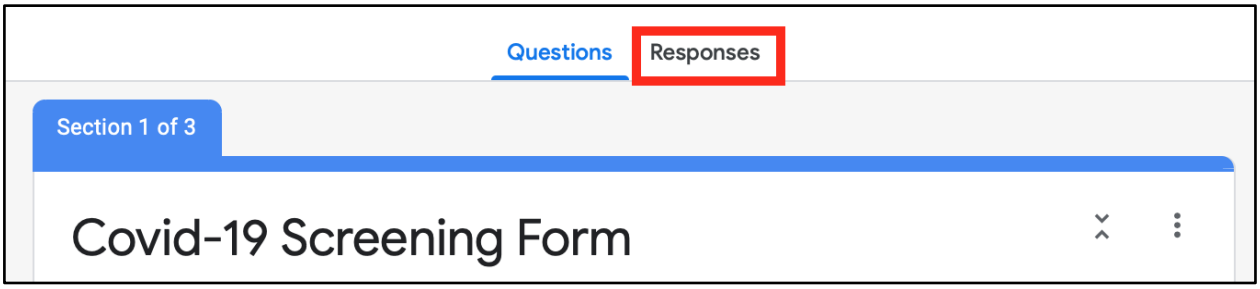


These questions are required, but you may include others as needed by your organization.

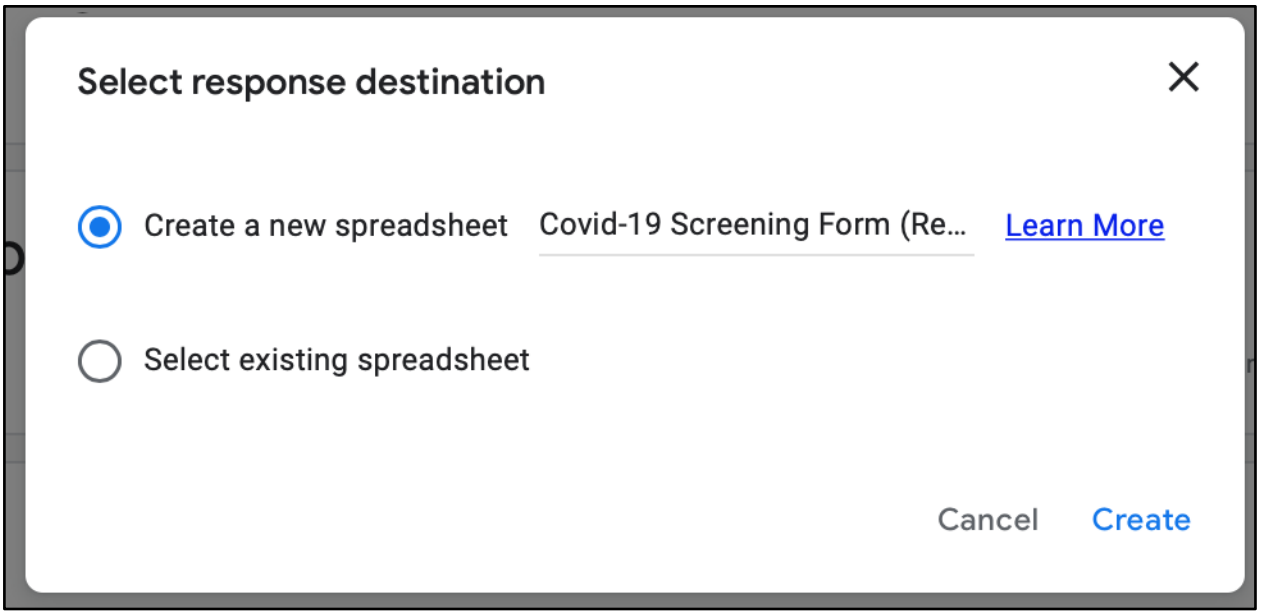
Step 3: Creating the link to the Google Sheets spreadsheet

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.



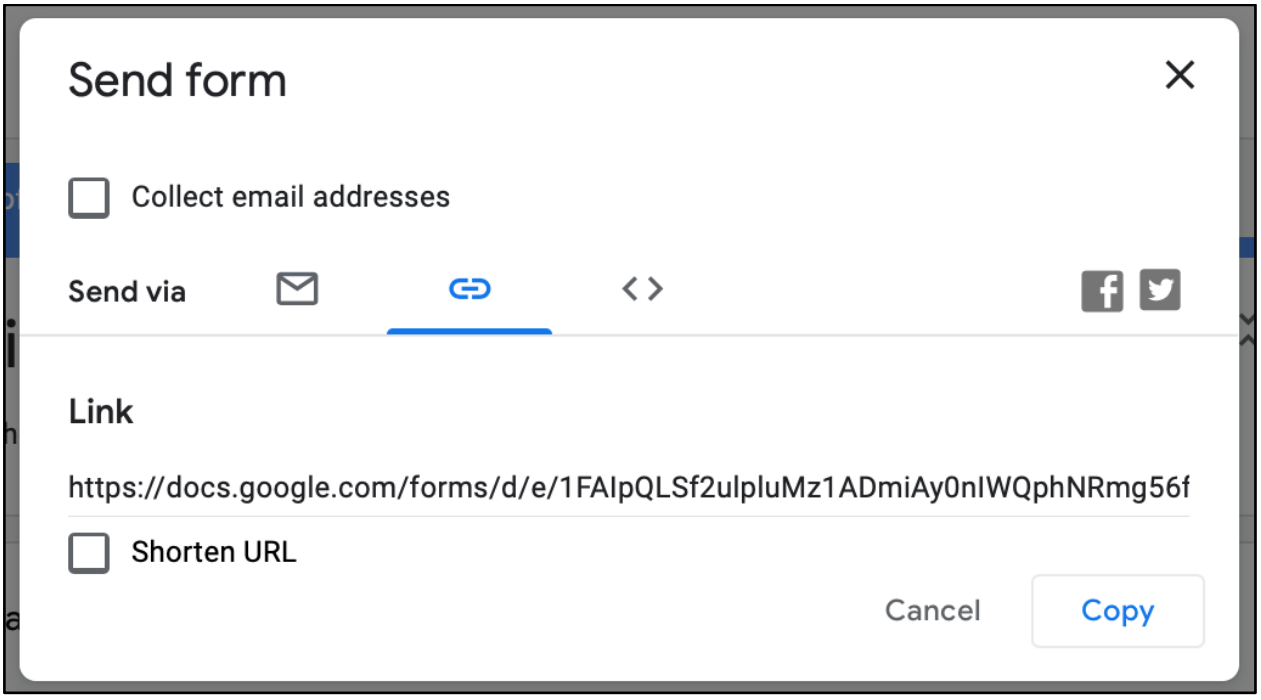
Click the “Create spreadsheet” icon to create a new Google Sheets spreadsheet.



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.



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.

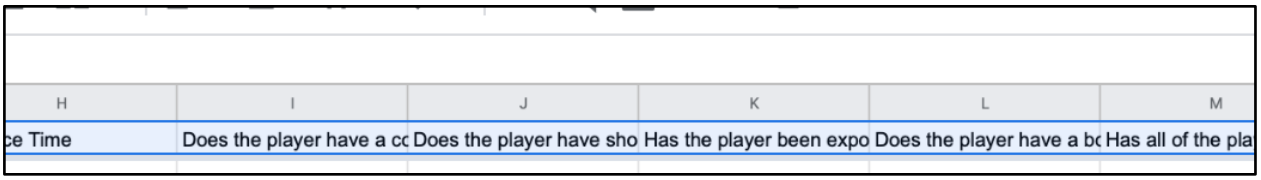
You can share that URL in an email or in something like TeamSnap so your organization will have access to it when needed.

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.

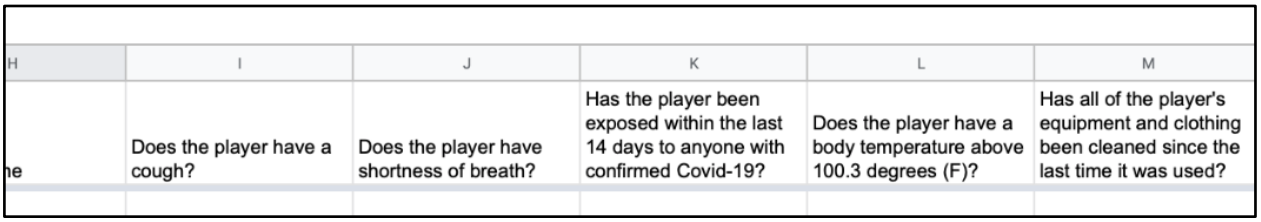
The first suggestion I make is to wrap the text in the header cells to make them more readable by selecting row 1 and choosing Format → Text Wrapping → Wrap.

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.

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