

Ready to set up nomination forms for your tournament? This setup guide will walk you through the process. You will need a Google account. Click the link for the nomination form you'd like to set up.

Note: following these steps will set up one nomination form. You will need to repeat this process to set up the second nomination form.

Note: these master Google forms are updated each year with the current year's problems.

Ranatra Fusca Creativity Award Nomination

<https://docs.google.com/forms/d/1WL7W1HQGei-vzNIHcACHTsI3njeDQVfKOJTgjYXbekA/copy>

OMERs Award Nomination

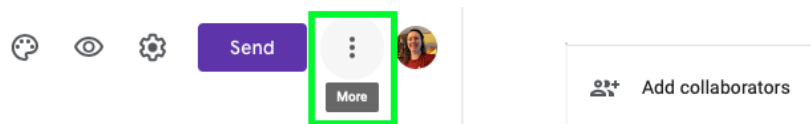
<https://docs.google.com/forms/d/1Z8nZ3NH0xTnw6gKpuQK-sTZQ-DGpYWavErqPawJrtf4/copy>

Hit "Make a copy"

You will be asked to log in to a Google account if not already signed in

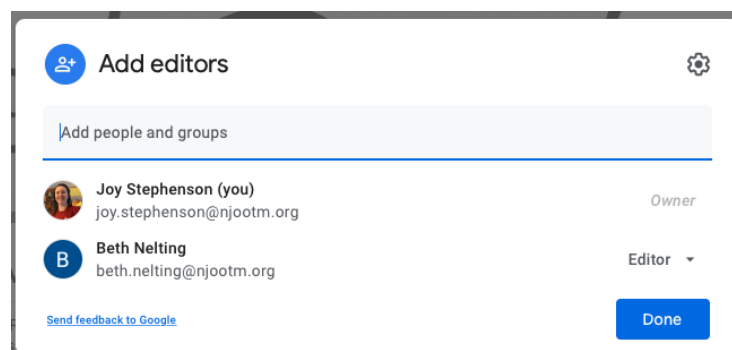
Congratulations! A copy of the nomination form has been saved to your Google Drive. You do not need to add or change any questions – this form is ready to go! Want to add questions? Edit your copied form as much as you like.

Whichever account has the Form saved to it will be the Owner by default. If you would like to add an additional Editor, click on the kebab menu button in the upper right corner of your web browser and select "Add collaborators".



From here you can add people or groups. Be careful who all you add as an Editor – they will be able to change questions in addition to viewing responses.

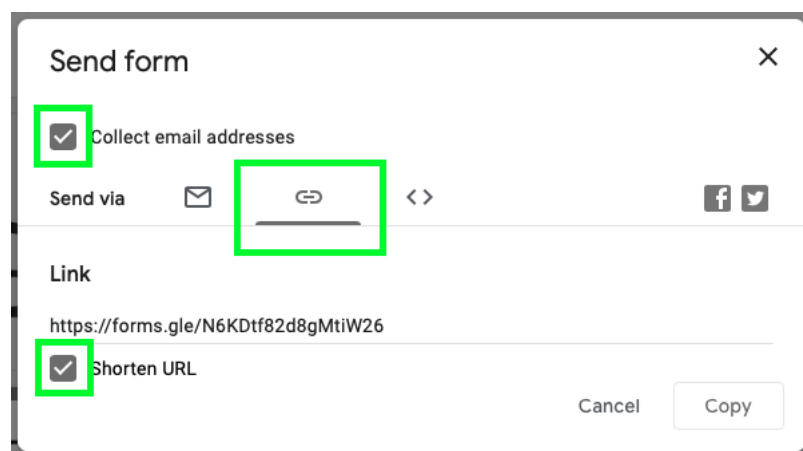
You can easily see who all has access to the Google Form from the "Add collaborators" screen.



Now that you have copied the nomination form, you will need to share the link with your judges. To get the URL that will allow judges to submit a nomination, click on the “Send” button.



Google has three main ways to send forms – via email, hyperlink, or embedded HTML. The easiest way to share with your judges will be with a hyperlink. Anyone with this hyperlink will be able to submit a nomination. It is extremely important that you keep your hyperlink for the Ranatra Fusca Award Nomination form secure! The OMER’s Award Nomination form should be made available to anyone, including coaches and parents. Sending pre-tournament emails out to coaches and coordinators? Include the link! Consider adding the link on your association’s website.



On tournament day, you will need to monitor responses. Switch from viewing the form questions to responses by clicking “Responses”.



From here you can see all of the submitted responses. Selecting “Individual” will show you the completed form, one at a time. This is the most efficient way to view your submitted nominations. Here you also have the option to print or delete this individual nomination.

1 response

Accepting responses ☒

Summary Question Individual

stephenson.joy@gmail.com < > 1 of 1

Print Delete

By default, your form will be set to accept responses. You can easily turn off your form by toggling the “Accepting responses” button. You can put in a custom message here. Does your association have a second tournament coming up? Turn the form back on and use the same links!

Not accepting responses ☐

Message for respondents

The deadline for Special Awards nominations has passed.

You can easily enable email notifications that will go to the form Owner any time a nomination is submitted. Click the kebab menu button above “Accepting responses” then click “Get email notifications”. From this menu you also have the option to print all of your nominations or delete everything. Post-tournament cleanup is a great time to download a copy of all nominations, delete all responses, and toggle the form off.

Get email notifications for new responses

Select response destination

Unlink form

Download responses (.csv)

Print all responses

Delete all responses

Have questions? Contact Joy Stephenson stephenson.joy@gmail.com