



Guide to creating RSVP forms using Google Forms

Version 1.0

2/28/2018

Purpose

The purpose of this guide is to help BMBAS officers responsible for organizing events to provide RSVP forms which can be attached to emails or websites. RSVP'ing helps club leaders build a census for how many attendees will be expected at meetings or events, which can be helpful for budgeting purposes (how much space to reserve, food to purchase, etc.). It also signals to members the importance of professionalism in events, and discourages "flaking" behavior. Click-throughs from MailChimp to RSVP forms also provide valuable insight about which members may be on the fence about joining an event or not interested.

About Google Forms

Google Forms provide a fast way to create an online survey, with responses collected in a Google Sheet. Create your survey and invite respondents by email or embed on a webpage. People answer your questions from almost any web browser - including mobile smartphone and tablet browsers. You view each response in a single row of a spreadsheet, with each question shown in a column.

Contact Info

All questions regarding these guidelines should be directed to the BMBAS VP of Marketing (marketing.vp@bmbas.org).

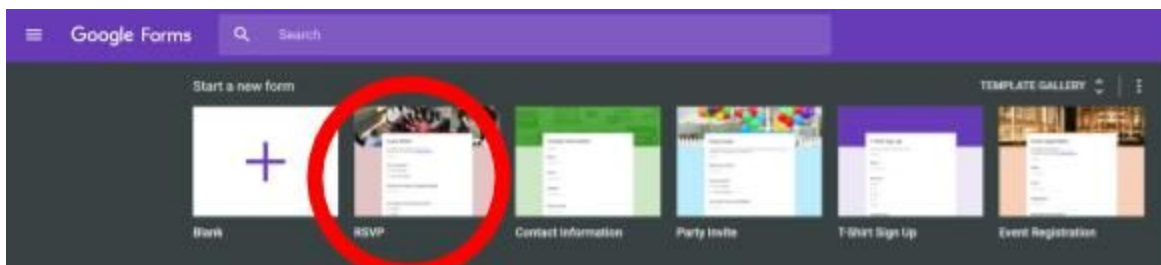
RSVP Guidelines

When you should use RSVP'ing

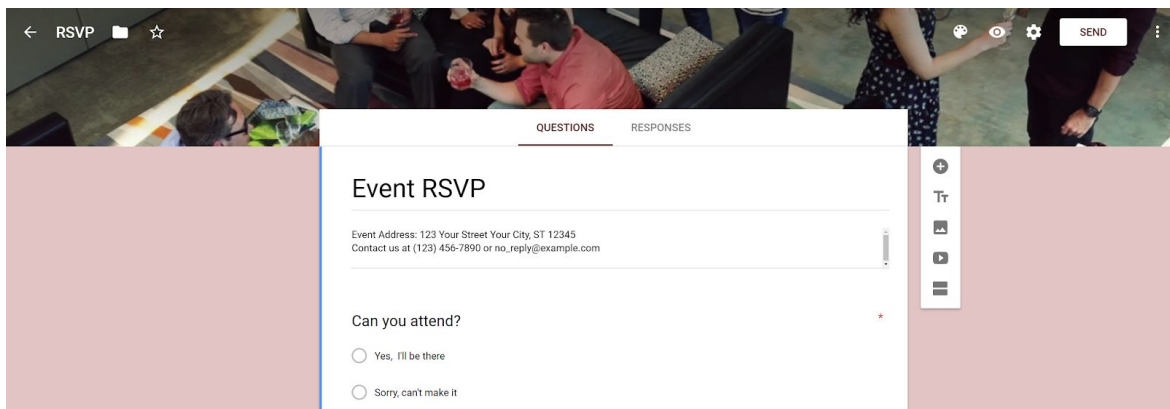
- Events where headcount is vital and space is limited
- Ex: Company visits, lunch & learns, informational interviews, BMBAS funded gatherings (such as the end-of-year party), etc.

Creating a RSVP Form

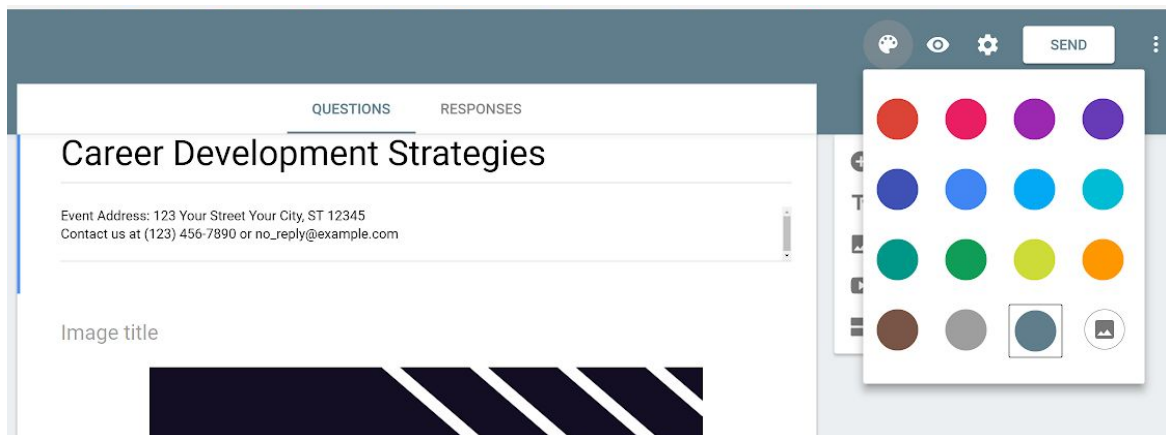
1. Go to forms.google.com.
2. Under the start a new form, select the RSVP template



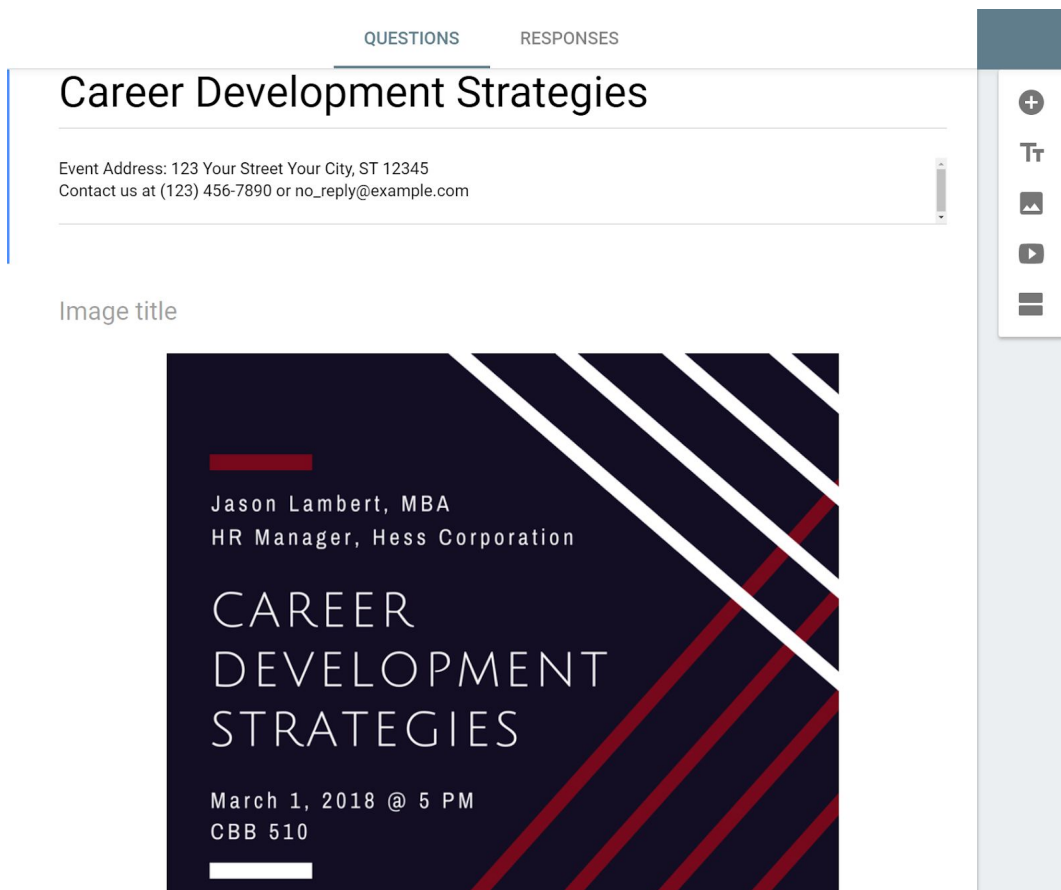
3. Fill in the fields for the RSVP form about the event



4. Adjust the color palette for the RSVP Form or use a theme (Optional)



5. Attach the corresponding flyer to the RSVP Form (Optional)



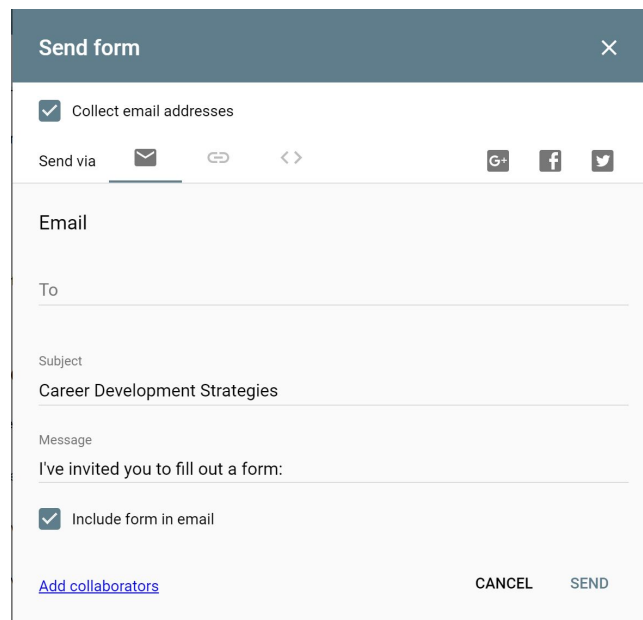
6. Add any additional queries to the form as required (as a rule of thumb, avoid any queries that are optional)
7. It is recommended to set a deadline for the RSVP submissions prior to the event using an add-on such as [formLimiter](#) or manually closing the form.

Typical RSVP Queries

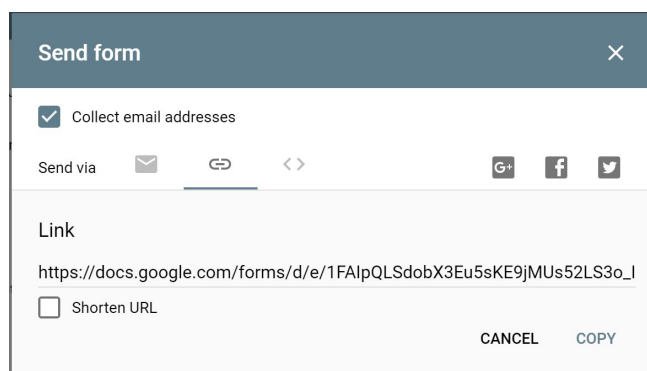
- Can You Attend? (Multiple Choice)
- Name (Short Answer)
- Number of Guests (Short Answer)
- Dietary Restrictions (Check Box)
- How Did You Find Out About the Event? (Multiple Choice)
- Comments or Questions (Long Answer)

Linking RSVP Forms to Email

You can send RSVP Forms directly through Google or by attaching the hyperlink to a button in MailChimp (which is more appropriate if sending out to a large list of people).



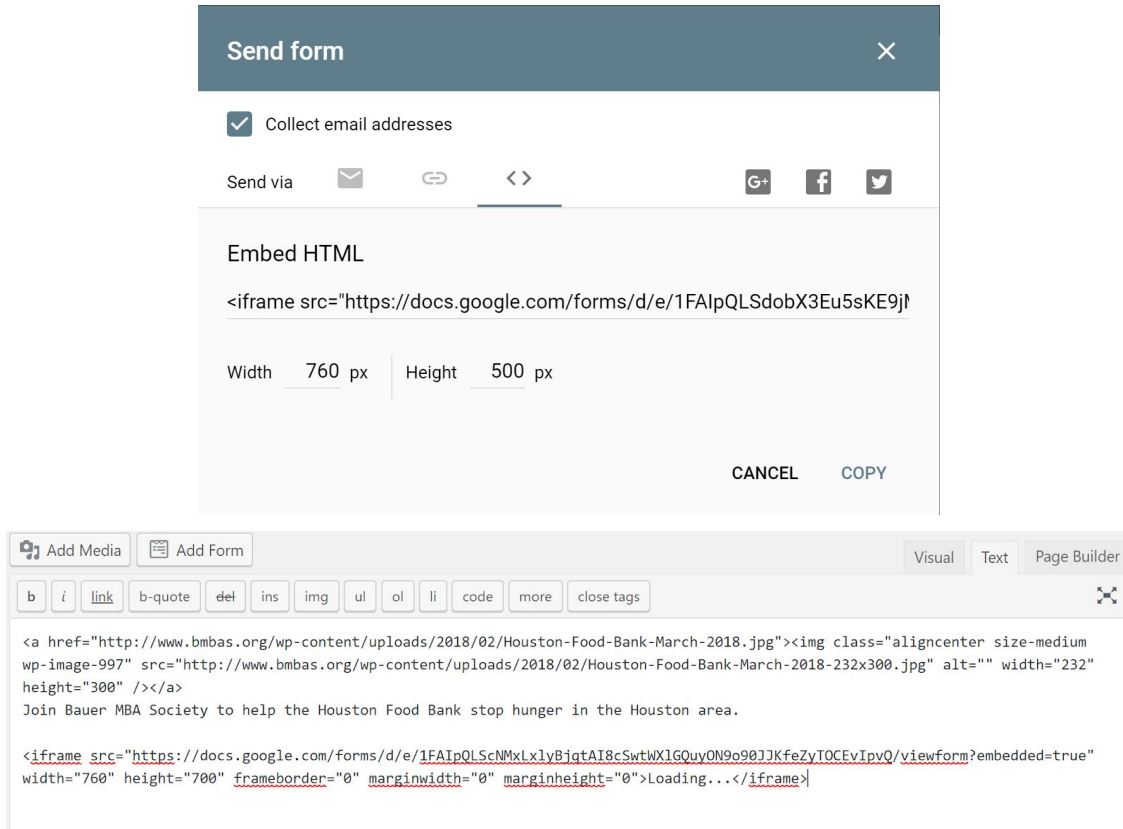
The screenshot shows the 'Send form' dialog box with the 'Email' section selected. The 'Collect email addresses' checkbox is checked. The 'Send via' options are Email, Link, and Embed. The 'Email' section is active, showing fields for 'To', 'Subject' (Career Development Strategies), and 'Message' (I've invited you to fill out a form:). The 'Include form in email' checkbox is checked. At the bottom, there is a link to 'Add collaborators' and buttons for 'CANCEL' and 'SEND'.



The screenshot shows the 'Send form' dialog box with the 'Link' section selected. The 'Collect email addresses' checkbox is checked. The 'Send via' options are Email, Link, and Embed. The 'Link' section is active, showing a long URL: https://docs.google.com/forms/d/e/1FAIpQLSdobX3Eu5sKE9jMUs52LS3o_I. The 'Shorten URL' checkbox is unchecked. At the bottom, there are buttons for 'CANCEL' and 'COPY'.

Embedding RSVP Forms to the Website

If you are a BMBAS Website Administrator you can embed the HTML code to an event post by copying the embed code and pasting the text in Wordpress.

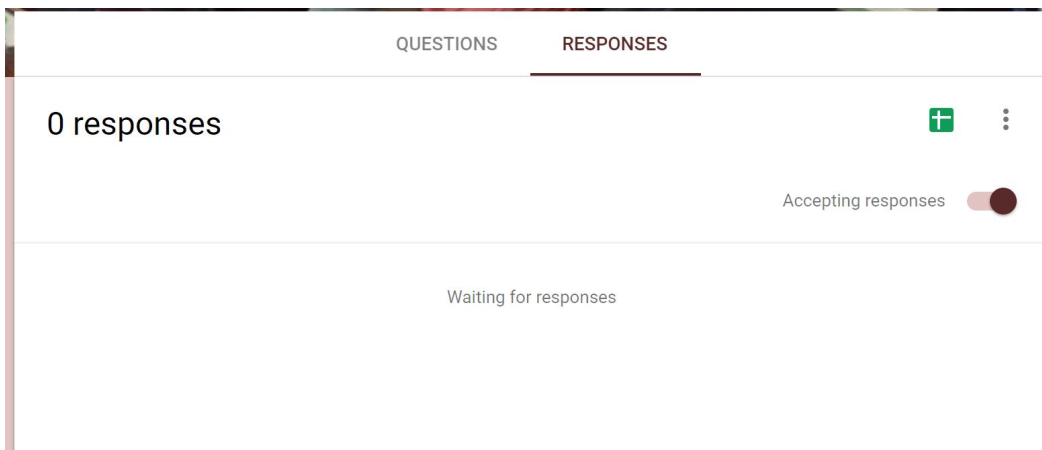


The image shows a 'Send form' dialog box with a close button (X) in the top right corner. It has a checked checkbox for 'Collect email addresses'. Below this, there are 'Send via' options: an envelope icon, a link icon, and a code icon. To the right are social media icons for Google+, Facebook, and Twitter. The 'Embed HTML' section contains the following code: `<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSdobX3Eu5sKE9j" width="760 px" height="500 px"></iframe>`. At the bottom right of the dialog are 'CANCEL' and 'COPY' buttons.

Below the dialog is a screenshot of the WordPress editor. The top bar includes 'Add Media' and 'Add Form' buttons, and tabs for 'Visual', 'Text', and 'Page Builder'. The 'Text' tab is active, showing a rich text editor with various formatting options (bold, italic, link, b-quote, del, ins, img, ul, ol, li, code, more, close tags). The editor content includes an image link and a paragraph: 'Join Bauer MBA Society to help the Houston Food Bank stop hunger in the Houston area.' Below the paragraph is the embedded HTML code for a Google Form: `<iframe src="https://docs.google.com/forms/d/e/1FAIpQLScNmXlxlyBjqtAI8cSwtwXIGuyON9o90JJKfeZyTOCEvIpvQ/viewform?embedded=true" width="760" height="700" frameborder="0" marginwidth="0" marginheight="0">Loading...</iframe>`

Creating a Spreadsheet

You can analyze the responses in the appropriate tab by "Summary" or "Individual." If you click on the "Sheets" icon, a linked Google spreadsheet will be generated.



The image shows the 'RESPONSES' tab of a Google Form. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES', with 'RESPONSES' being the active tab. Below the tabs, it says '0 responses' on the left and a green plus icon and a vertical ellipsis on the right. At the bottom right, there is a toggle switch for 'Accepting responses' which is currently turned off. In the center of the main area, it says 'Waiting for responses'.