



Google Forms Quick Start & Modification Guide

Everything you need to copy, customise, and manage Google Form templates from the Resource Library.

<https://erasmus.mt>

What's Inside

1. Copy & own a form template in seconds
2. Customise look, fields, and structure
3. Collect, view, and export responses
4. Advanced tips for power users

This guide is designed for beginners. The final section covers advanced features for power users.

1 What is Google Forms?

Google Forms is a **free online tool** (part of Google Workspace) that lets you create surveys, questionnaires, registration forms, and more. Responses are collected automatically and can be viewed in real time or exported to a spreadsheet. All you need is a Google account.

Why Google Forms for Erasmus+ projects?

Google Forms is ideal for NGOs and project coordinators because it's free, requires no technical skills, works on any device, and the data integrates directly with Google Sheets -- perfect for participant registration, feedback collection, and reporting.

2 Copying a Form Template

The Resource Library provides ready-made Google Form templates. When you click "**Copy Google Form**" from the library, the following happens:

1 A copy is created in your Google Drive

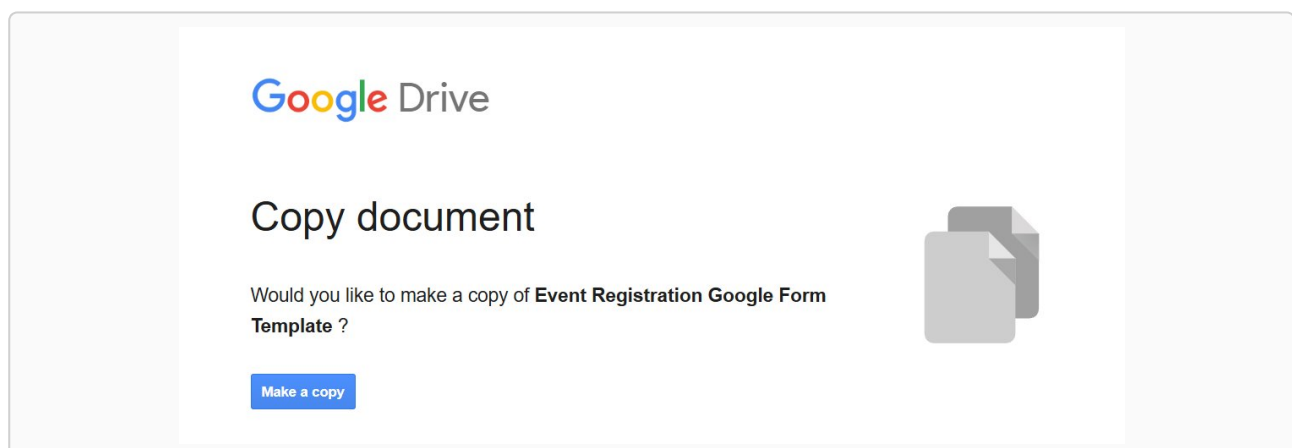
You'll be asked to sign into your Google account (if not already). The form is then duplicated into **your own Drive** -- you are the sole owner.

2 The original stays untouched

Your copy is completely independent. Any changes you make do not affect the library template, and **no data you collect is shared** with anyone else.

3 You can start editing immediately

The form opens in edit mode, ready for you to customise. You'll find it later in your Google Drive under **My Drive**.



The Google Drive "Copy document" dialog -- click "Make a copy" to create your own version.

3 The Google Forms Interface

When you open your form for editing, you'll see these key areas:

Area	What It Does
Customise Theme (palette icon)	Change colours, fonts, and the header/banner image.
Preview (eye icon)	See how your form looks to participants before sharing.
Publish (top-right button)	Generate a shareable link, email invitation, or embed code.
Settings (tab)	Control who can respond, confirmation messages, and quiz mode.
Floating Menu (right side)	Add new questions, images, videos, or section breaks.
Responses (tab)	View collected responses and link to Google Sheets.

The screenshot shows the Google Forms editor interface. At the top, there is a toolbar with icons for undo, redo, and other editing functions, along with a 'Publish' button. Below the toolbar are tabs for 'Questions', 'Responses', and 'Settings'. The main content area displays a form titled 'Youth Exchange Registration Form' with a header image of a group of young people. The form content includes a registration notice, dates and location fields, and a contact email. A floating side menu on the right contains icons for adding new questions, images, videos, and section breaks.

The Google Forms editor -- showing the toolbar, Questions/Responses/Settings tabs, form content area, and the floating side menu on the right.

4 Customising Your Form

Changing the Banner Image & Theme

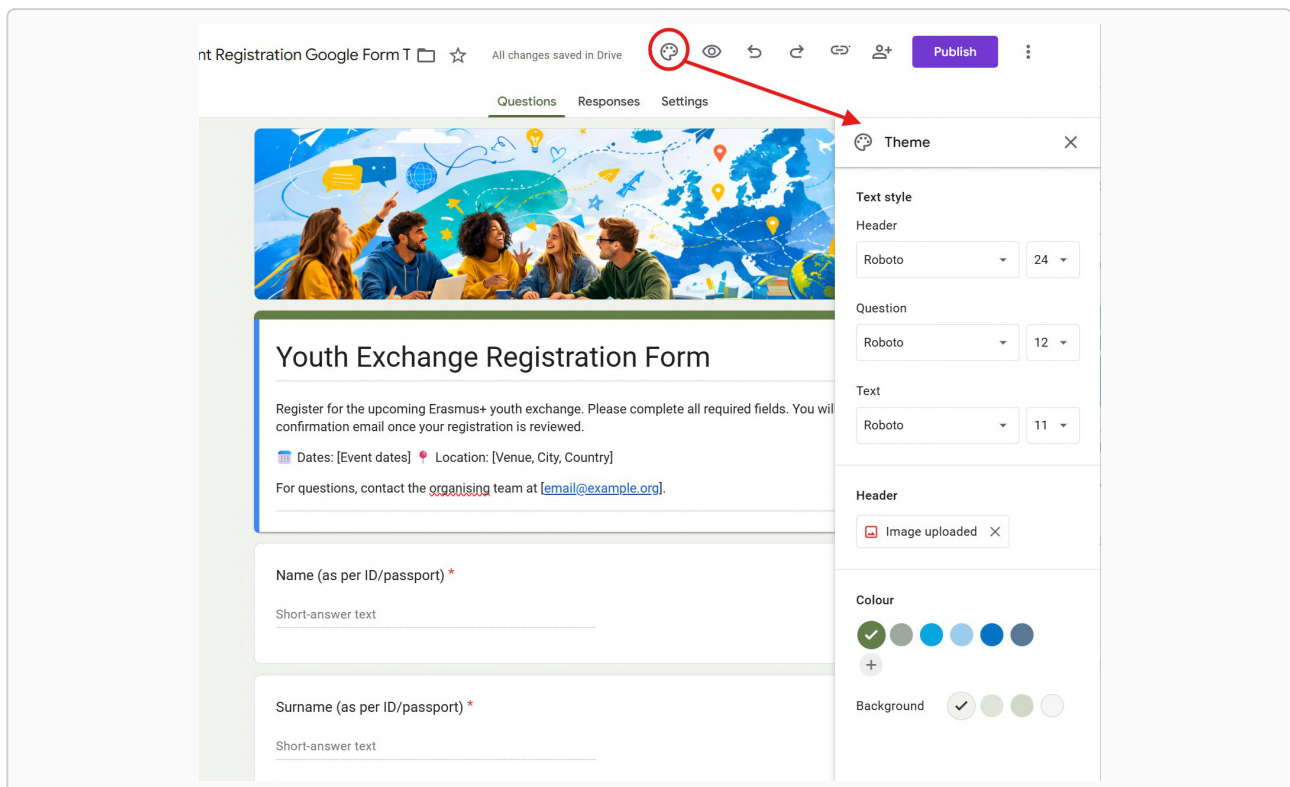
Click the **Customise Theme** button (palette icon) in the top toolbar. A panel opens on the right where you can:

Header image: Upload your organisation's banner or event visual. Google also provides a gallery of free images.

Theme colour: Pick a colour that matches your branding -- this changes the form's accent colour throughout.

Background colour: Set a light background for the whole page.

Font style: Choose from the available font options for header, question, and body text.



The Theme customisation panel -- change the header image, text style, colours, and background. The red arrow shows the palette icon that opens this panel.

Editing the Title & Description

Click directly on the form title or description text to edit it. Replace the template text with your own event or project details. The description area supports basic text -- use it to provide context, dates, venue information, or any instructions for participants.

Working with Questions

Action	How To
Edit a question	Click on any question text to modify it. Change the wording, options, or the question type using the dropdown menu.
Reorder questions	Hover over a question, then click and drag the six-dot icon at the top centre to move it up or down.
Delete a question	Click on the question, then click the trash icon at the bottom of the question card.
Add a new question	Click the + (plus) button on the floating menu to the right of the form. Choose your question type.
Duplicate a question	Click the duplicate icon (two overlapping squares) at the bottom of a question card to create a copy.
Make it required	Toggle the Required switch at the bottom-right of any question to force participants to answer it.

5 Question Types Explained

When editing a question, use the **dropdown menu** to the right of the question to change its type. Here are the most common types and when to use them:

Type	What It Is	Best Used For
Short Answer	A single line of text	Names, email addresses, phone numbers, short IDs
Paragraph	A multi-line text area	Open feedback, project descriptions, comments
Multiple Choice	Select one option from a list	Yes/No questions, T-shirt sizes, single preferences
Checkboxes	Select one or more options	Workshop selection, dietary requirements, skills
Dropdown	Select one option from a compact menu	Country selection, age ranges (saves space)
File Upload	Participants upload a file	ID photos, certificates, boarding passes, signed forms
Linear Scale	Rate on a numeric scale (e.g. 1-5)	Satisfaction ratings, agreement scales
Date	A date picker	Date of birth, arrival/departure dates
Time	A time picker	Preferred session times, arrival times

Multiple Choice Grid	A matrix of rows and columns	Rating multiple items on the same scale
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The question type dropdown menu -- showing all available field types. The floating side menu with the + button is visible on the right.

6 Sharing Your Form

Once your form is ready, click the **Publish** button in the top-right corner. You have several sharing options:

Link: Copy a shareable URL. Tick "**Shorten URL**" for a cleaner link. This is the most common method for Erasmus+ projects.

Email: Enter email addresses to send the form directly as an invitation.

Embed: Get HTML code to embed the form on a website or learning platform.

Tip: Test Before Sharing

Always use the Preview button (eye icon) first to check your form as a participant would see it. Fill it in yourself to make sure all questions work correctly and required fields are set properly.

7 Collecting and Managing Responses

This is the most important section for project coordinators. Once participants start filling in your form, here's how to access and work with the data:

Viewing Responses in Google Forms

1 Go to the Responses tab

Click the **Responses** tab at the top of the form editor (next to Questions). You'll see a summary with charts and statistics.

2 Browse individual responses

Click **Individual** to step through each submission one by one. This is useful for reviewing applications or registrations.

3 Control form status

Toggle "**Accepting responses**" on or off. When off, the form displays a "no longer accepting responses" message. Use this to close registration.

Linking to Google Sheets (Recommended)

For proper data management and Erasmus+ reporting, link your form to a spreadsheet:

1 Select destination for responses

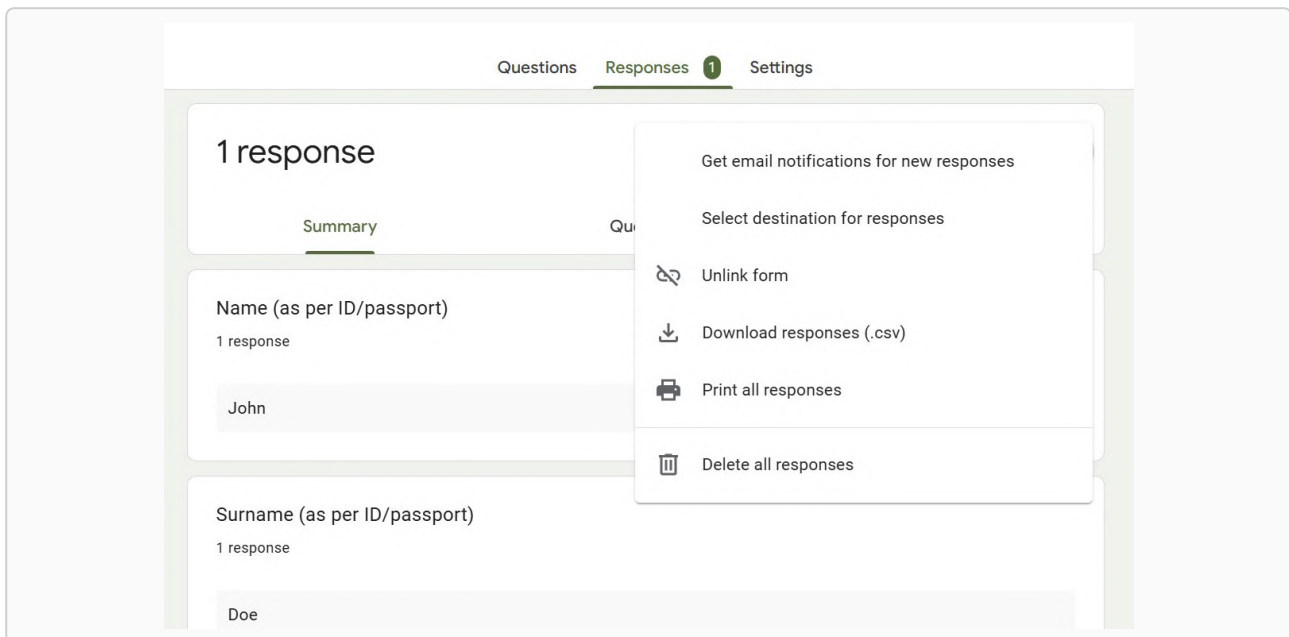
In the Responses tab, click the three-dot menu and select **Select destination for responses**. Choose to create a new spreadsheet or link to an existing one.

2 Responses flow automatically

Every new submission is automatically added as a new row. The spreadsheet updates in real time -- no manual export needed.

3 Use the spreadsheet for reporting

In Google Sheets, you can sort, filter, create charts, and export to Excel (.xlsx) or CSV -- ideal for Erasmus+ partner reports and financial documentation.



The Responses tab -- showing the summary view and the three-dot menu with options to select a destination spreadsheet, download responses, and set up email notifications.

Practical Example: Event Registration

For a training event registration form: Link to Sheets immediately after copying. As registrations come in, use Sheets to track numbers, filter by country/organisation, create attendance lists, and generate the data you need for your Erasmus+ reporting. You can also share the spreadsheet with project partners for collaborative management.



Advanced Features (Power Users)

These features are optional but can make your forms much more powerful:

Response Validation

Force specific formats -- e.g., ensure an email field contains "@", or a number falls within a range. Click the three-dot menu on a Short Answer or Paragraph question, then select **Response validation**.

Sections & Page Breaks

Split long forms into multiple pages using the **section** icon on the floating menu. Each section gets its own title and description. Great for separating "Personal Details" from "Travel Information" in a registration form.

Conditional Logic

In Multiple Choice questions, click the three-dot menu and select **Go to section based on answer**. This lets you skip irrelevant sections -- e.g., only show "Dietary requirements" if someone selects "Yes" to attending a meal.

Email Notifications

Under the Responses tab, click the three-dot menu and select **Get email notifications for new responses**. You'll receive an alert each time someone submits.

Pre-filled Links

Click the three-dot menu (top-right of form), then **Get pre-filled link**. Fill in default values, then generate a URL. Useful when you want some fields auto-completed for participants.

Add-ons

Click the three-dot menu, then **Add-ons** to install third-party extensions for features like automated email confirmations, advanced reporting, or integration with other tools.

Quick Reference

I want to...	Do this...
Copy a template	Click " Copy Google Form " in the library
Change the look	Customise Theme (palette icon) -- change image, colours, font
Edit a question	Click on the question text to edit
Add a question	Click + on the floating side menu
Delete a question	Click the question, then the trash icon
Preview the form	Click Preview (eye icon) in toolbar
Share the form	Click Publish , then copy the link
View responses	Click the Responses tab
Export to spreadsheet	Responses tab -- three-dot menu -- Select destination
Close the form	Responses tab -- toggle " Accepting responses " off

This guide is part of the Erasmus Malta Resource Library. For more resources visit <https://erasmus.mt/resources>.