

Instructions for Using Catalyst Google Survey Form

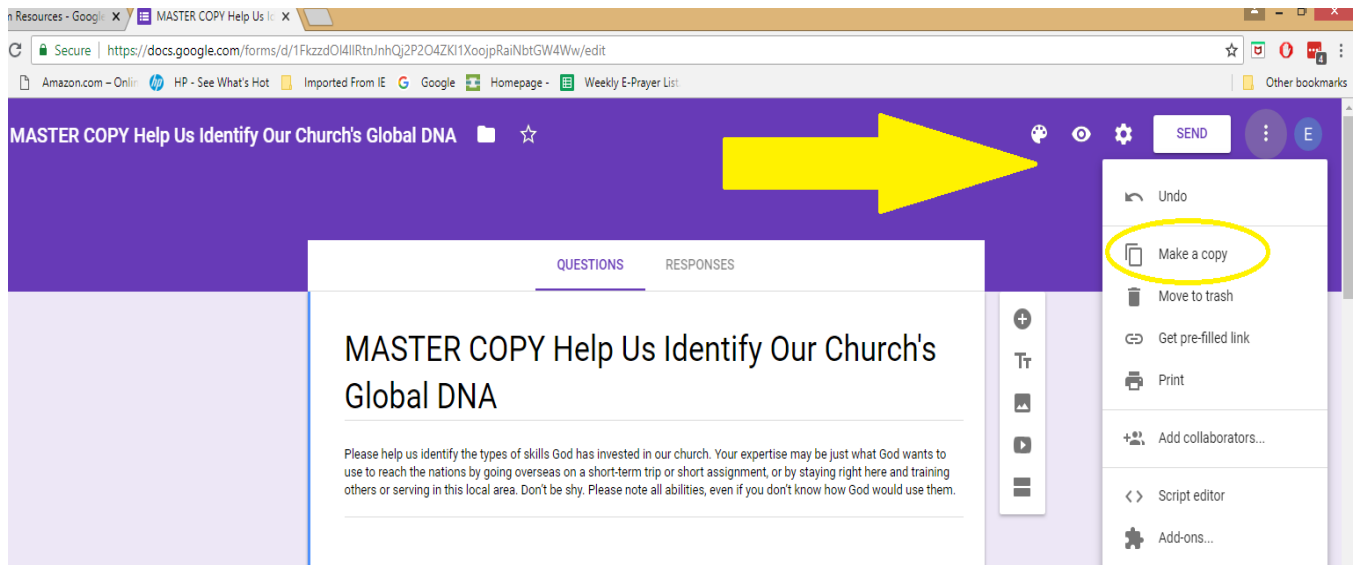
This is an editable GOOGLE FORM version of the Help Us Identify Our Church's Global DNA questionnaire. You can copy (follow the directions below) and adapt the survey to your specific situation. When you click this links, the form edit screen will open and you will be able to see how to edit, add, or remove questions.

[MASTER COPY Help Us Identify Our Church's Global DNA](#)

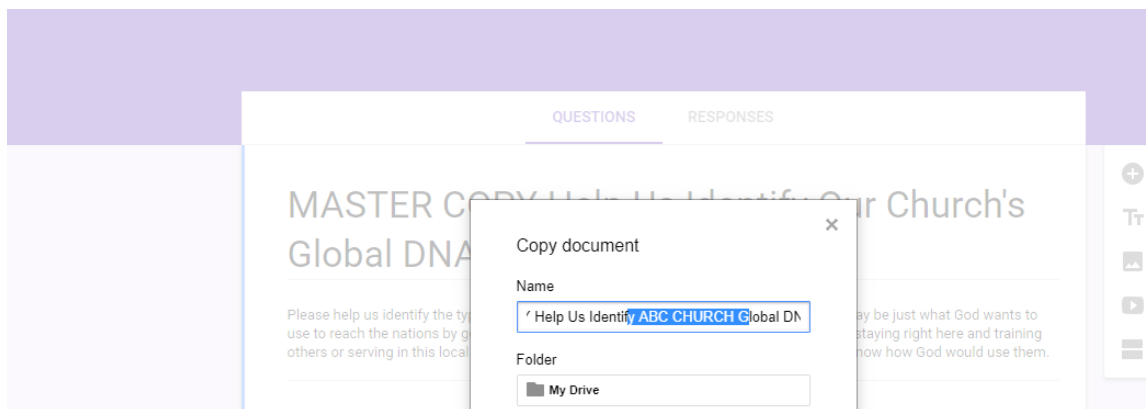
Creating Your Own Survey Document

PLEASE CREATE YOUR OWN COPY OF THIS GOOGLE FORM TEMPLATE BEFORE DOING ANY EDITING!

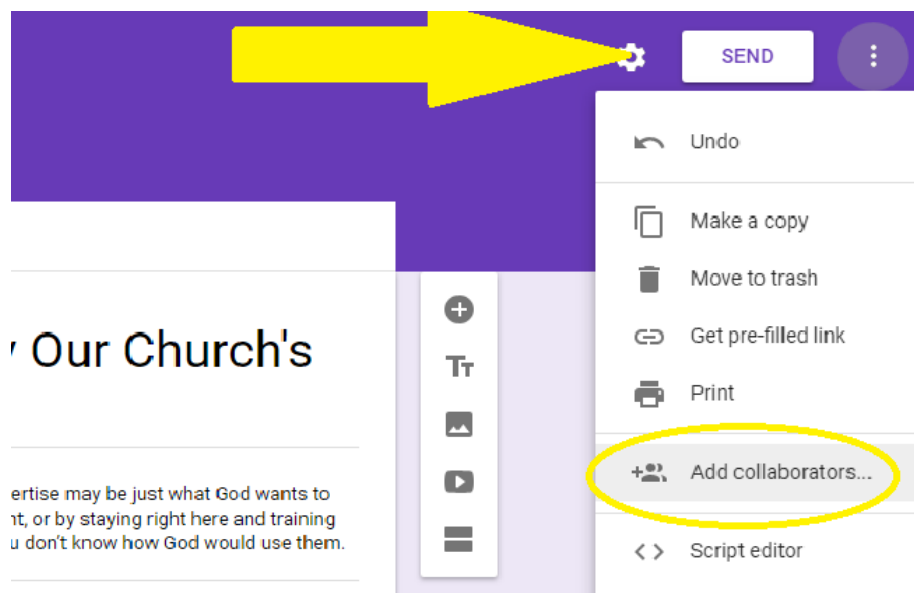
- In order to create your own version you will need to sign in with a Gmail account or other Google account. You can do this by clicking "Sign In" in the upper right corner of the form. If you do not have a Gmail account, you can click "Create an account" and create one for free.
- Once you are logged in, you can create your own copy of this form to customize and use to collect responses. To do that, click on the button with three dots in the upper right corner, and select "Make a copy."



- You will then need to create a document name in the box that pops up in order to have your own copy.

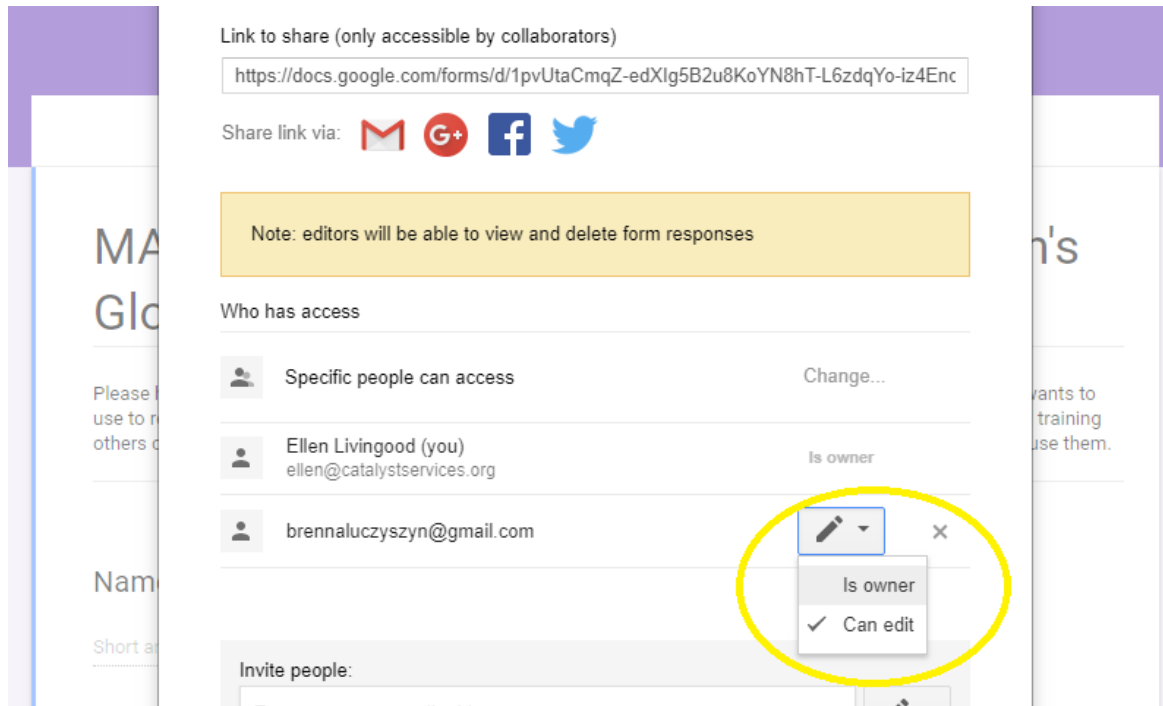


- To edit or delete questions, you can simply click on them and you will be able to edit the text. At the bottom of each page is a button that says “add item” which you can use to add new questions. The format used for most of the questions on the original questionnaire is “paragraph text” but you can experiment with other options too if you like.
- To change ownership of the form, so responses come to you and not to Catalyst, you must first add yourself as a collaborator by clicking on the button with three dots in the right corner, and selecting “Add collaborators” from drop down.



- Then, add yourself as a collaborator and change your status from “Can edit” to “Is owner.”

IMPORTANT: PLEASE DO NOT COMPLETE THIS STEP UNTIL YOU ARE SURE THAT YOUR COPY HAS BEEN SUCCESSFULLY SAVED, AND YOU ARE NOT WORKING IN THE MASTER COPY.
(You can remove Catalyst as an editor at this time as well.)



Sending the Survey to Those You Are Asking to Complete It

When you have completed all changes to your copy of the questionnaire, you are ready to send the form to those you want to fill it out. The best way to do that is by clicking the “Send Form” button in the upper right. When you click that, a new window will open and you will see a box with a link under the words “link to share.” Select the link and copy it, then paste it into an email and send it to everyone you are asking to complete the questionnaire. Accessing the questionnaire through this link gives your people the easiest access to the form.

Collecting Responses

As soon as the first person fills out your form and clicks “Submit,” it will generate a response that you will be able to view by opening the form and clicking the “Response” tab. You can view the submitted information there, and if you like, download it to an Excel document. These responses will be accessible only to the person with the account under which you created your form. Your responses will **not** be sent to, nor accessible by, Catalyst.

If you have further questions about how to use this web form to collect survey responses, you likely can identify someone in your church who is familiar with this technology. Utilizing their expertise is one way to involve them in global missions!

We hope this tool is helpful. If you have suggestions for improvement, please share them with us at info@CatalystServices.org.