What is this feature?

**Forms** are an easy way to collect information in a variety of formats. You can also export responses as individual pdfs or all within one Microsoft excel spreadsheet. The benefit of using MyBC forms is that the information will never be lost.

### Build your form

- Create form, name it, and add a description.
- Add questions:
  - **Basic Input Questions**: Single Line Text, Multi-Line Text, Number, Phone number, Email address, Website/URL, Contact Information
  - **Multiple choice Questions**: Checkboxes, Radio Buttons, Dropdown, Likert Item
  - **Time/Date Questions**: Date and Time, Date Only, Time Only
  - **Additional Questions**: Reviewer, Terms & Conditions, Upload
- Add Pages with more questions.
  - With more than one page, you can utilize logic.
  - Finish building form, edit settings
    - Can set settings for **General settings**, **notified admins**, **scoring**, and **customized messaging**.
  - Add reviewers- if you want your form to be reviewed by people other than the form creator, add reviewers. You must save the form to add reviewers.
  - Publish form! This will post your form and open it for people to fill out!

### Step 1: Designer tab

- The designer tab is where you will build your actual form. You start with the name and description, which will be the 1st page of your form.
- Press + Create Page to start building your form.

### Step 2: Start creating your form

- To add a description before asking question, press + Add Text Block
  - This will create a text box similar to Microsoft Word
- To start adding questions, press + Add Question

### Question Add-ons:

- **Require Answer** - This will require an answer from participant before allowing to move onto next page or submit the form.
- **Admin Use Only** - These questions will only be visible to form administrators. View Settings Tab for more info.
- **Disable Question** - In case you want to discontinue collecting answers to a specific question after form has received submissions. *If form has received submissions before questions has been disabled, you will still see those responses when exporting form responses.

#### Basic Inputs Question formats:

- **Single Line Text** - This will allow participants to answer up to one line of text. Great for short sentences or one word answers.
- **Multi-Line Text** - This allows participants a larger text box to respond in. Great for extended or short answer type responses.
- **Number** - Restricts responses to only numerical answers. Works well for collecting phone numbers or numbers for data.
- **Phone number** - Restricts answers strictly to phone numbers in format and amount of numbers.
- **Email address** - Restricts answer to the name@example.com format.
- **Website/URL** - Must answer within the web address format of http://www.example.com

#### Multiple Choice Question formats:

- **Checkboxes** - Participants can select multiple answers that the form creator inputs.
- **Radio Buttons** - allows for only one selection of multiple choices provided by form creator.
- **Dropdown** - creates a dropdown menu with ability to only make one selection out of multiple choices provided by form creator.
- **Likert Item** - Automatically inputs a scaled response. Example: Strongly agree, Agree, Neutral, etc.

#### Time/Date Question formats:

- **Date and Time** - Participant can select date and time options using a calendar.
- **Date Only** - Only prompts participant to enter a date.
- **Time Only** - Only prompts participants to enter a time.

#### Additional Question formats:

- **Reviewer** - Allows form creator to have another organization member to review form submissions. See Reviewers Tab for more information.
- **Terms & Conditions** - Participants can agree to specific terms & conditions either as either text within the form, or through a link to outside URL.
- **Upload** - Allows participants to upload a file to the form.
Step 3: Building your form

- Press + Create Page to add pages to your form. You can continue to add questions and text boxes to each page.
- If you have multiple pages to your form, you can use the Logic Tab. The logic tab becomes available when you have more than one page within your form. Logic allows you to build your form based on how a participant answers. Example: If a participant answers a question with a specific answer, it will take them to one page of questions. But if they choose a different answer, you can have them directed to a different page of answers.
  - Logic Builder walks you through utilizing this feature. Please note that logic uses one question to navigate to a completely separate page where you can have one question to many questions available.

Step 4: Settings tab

- The settings tab is where you can manage your form settings.
  - General Settings:
    - Who can see your form
    - What category your form is under
    - How many times a specific member can
  - Notified Admins:
    - This allows you to select who will be notified when a participant submits a form
  - Scoring:
    - If you need to record scores, this will allow you to set up that process.
  - Customized messaging:
    - Customizes what message participants will see after different steps of form submission including; submitted form, form approved, form denied, or form re-opened.

Step 5: Reviewers tab

- The reviewers tab lets you customize who can review and approve form submissions. You can choose to have one person review at a time, or all review happening simultaneously.
  - Reviewers have the ability to approve, deny, or defer form submissions.
  - Participants can see which forms they have submitted in their Profile under their activity tab. It will also show the status of their form submission.

You’ve got a form, now what?

- Save & Publish- This will save your form and open it for submissions! You must publish it in order for people to start filling it out. Publishing will take you to a page to fill out the form. Navigate back to the main forms.
  - Submissions- Here you can see individual submissions, as well as everyone’s answer to each question.
  - Results- Can see the data from multiple choice question formats.
  - Actions- Allows you to send messages to specific groups of people who have submitted a form, or need to submit a form.