You will need a Google Account to use this form.

1) Log in to your Google Account
2) Open the form link you received in your email
3) Click on the three vertical dots in the upper right-hand corner of the form
4) Select the "Make a Copy" option on the menu that appears
5) Place the form in the appropriate location in your own Google Drive. DO NOT select Share it with the same people
6) After copying to a new draft, please delete all content in the form instructions above and including this sentence. This will clean up the form and it will now be ready to send to your organization team

You're all set! The form is now ready to accept data.
At this point, if you need to collect additional information within your organization, you can learn how to add questions or answer options with the Google Forms guide: bit.ly/DDCTedit

To share it with your coworkers:
1) Click "Send" in the upper right corner
2) Click on the "Link" icon next to "Send Via". This will generate a customized link for you to use
3) Paste this link into an email and share it with your team!

Your team members will not need a Google account to complete the form.

To view responses from your staff, click on the "Responses" tab in the top middle of the screen.