

Back to Paddling Safety Form

To create a copy of the "Back to Paddling safely" form, in Google Forms format, follow the following instructions:

1. **Click**on this link:

<https://docs.google.com/forms/u/1/d/1gkv53eay4ebO4NIpcBjG06lwCy8C-j4ZzvdZnkKbRwA/copy>

1. **Click**'Make a copy', which will insert a copy of the form in your Google Drive and open it.
2. **Change**the two {CLUB NAME} references in the first block.
3. Change the logo image: **click**on the pallet icon for customising the theme, **delete**the image uploaded, and **insert**your own club logo (or leave it empty).
4. **Click**'Send', to access link information; **click**on 'Send via' link icon (the middle icon), and '**Copy**' the link. This will be the link to share with members, via email, text, social media, or your website.
5. Finally, **click**on Responses (tab in the middle of edit-form page), and **click**on the little green spreadsheet icon, and '**Create**', to create a separate file that will collect the data entered by members. Just make sure that you keep that file safe, in line with your club's GDPR commitments.