







Putting a Google docs form on the website

	This tutorial explains how to publish a Google docs form on your instance's website.
	1. Google Drive > Create > Form 2. Website > Manage content
	A user is a person managing the EConsort application. An applicant is an applying student. A student is an applicant who has been admitted.
	Printscreens in this tutorial are centered and indicated by a box .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.



Why not use an EConsort form to get information from website visitors?

It is recommended to gather users' information by putting a form on the website that was created using the EConsort program. Doing this allows you to collect information from every person who can login to your EConsort instance.

Sometimes, however, information has to be collected from people who don't have an EConsort account and therefore can't access your instance's forms. This is where using an EConsort form is not possible and a Google docs form comes in handy.

▼ First of all, create a Google docs form. Find out how to do this [here](#).

Page 1 of 1

Thesis event registration (June 2014)

Form Description

Name: *

How many people will you be taking to the thesis event reception? (Yourself included.)

☐ 1
☐ 2
☐ 3
☐ 4

Add item ▼

Confirmation Page

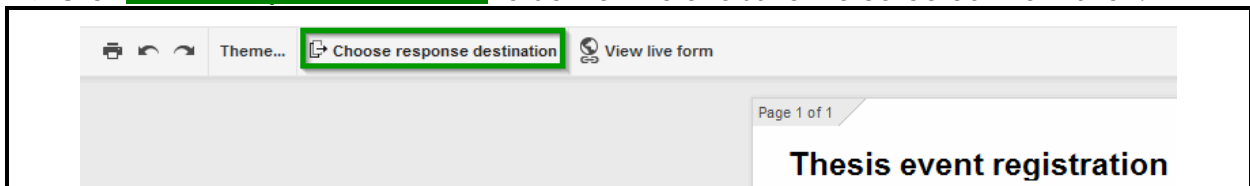
Thank you for letting us know!

☒ Show link to submit another response
☐ Publish and show a link to the results of this form to all respondents ?
☐ Allow responders to edit responses after submitting

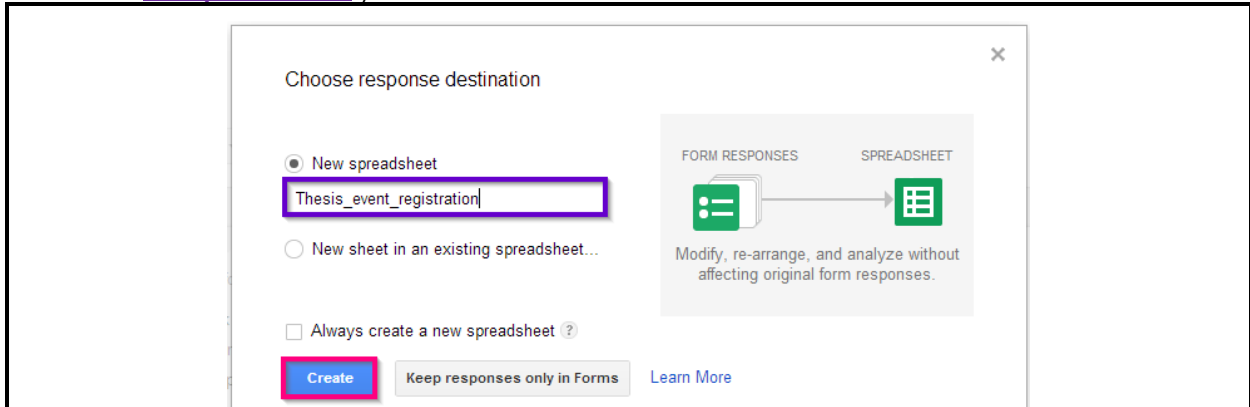
Send form

▲ For this tutorial, a form has been created to allow external people to enroll for the thesis event reception.

▼ Click **Choose response destination** to define where to save the collected information:

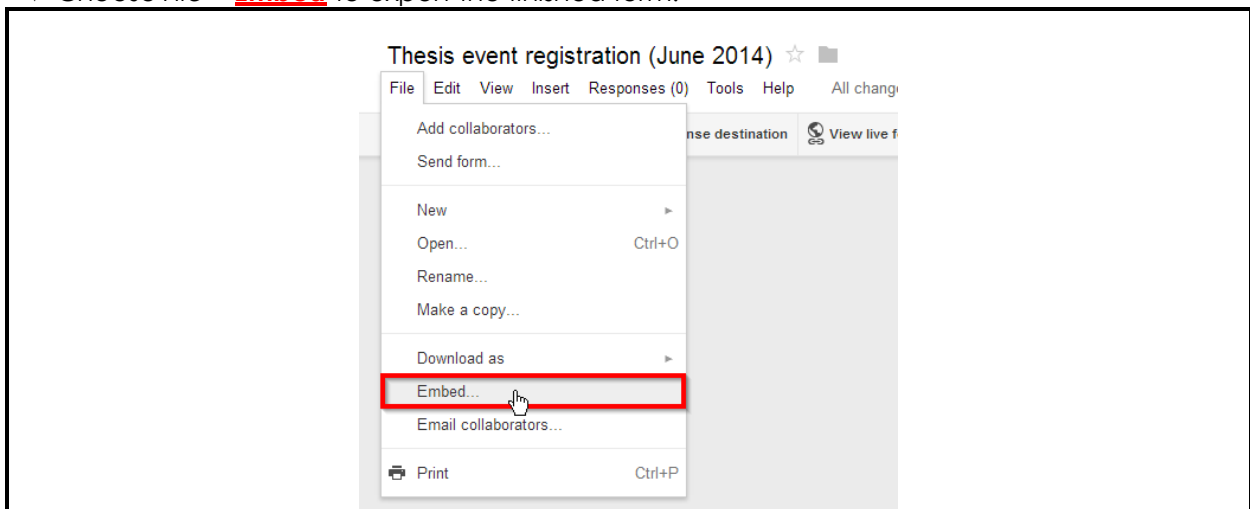


▼ Name **the spreadsheet** you want to save the information to:

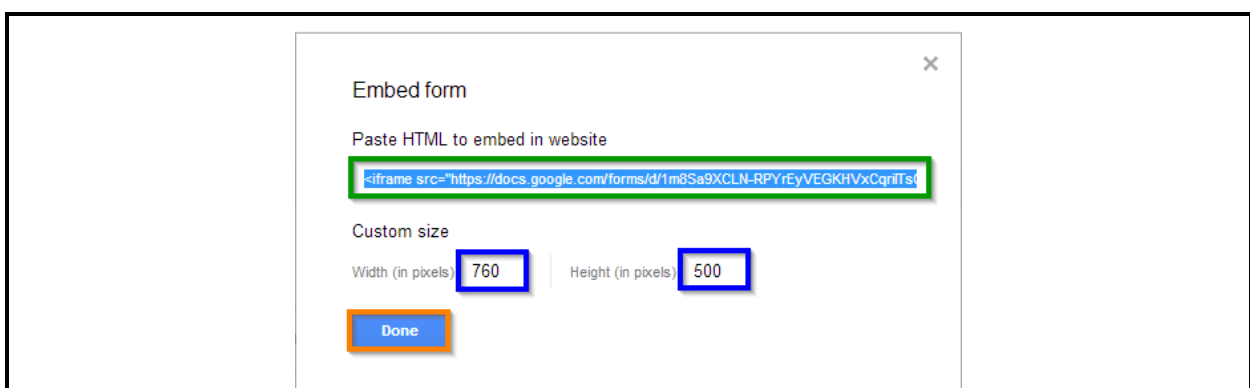


▲ Click **Create**.

▼ Choose **File > Embed** to export the finished form:



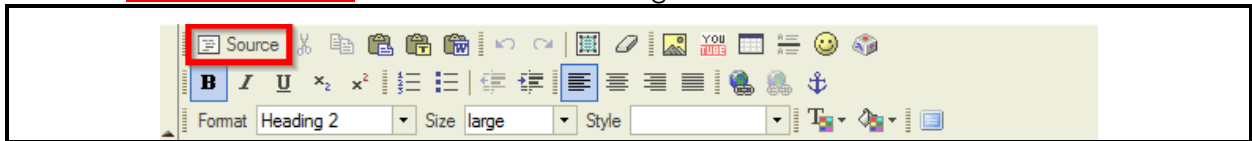
▼ The following dialog box pops up:



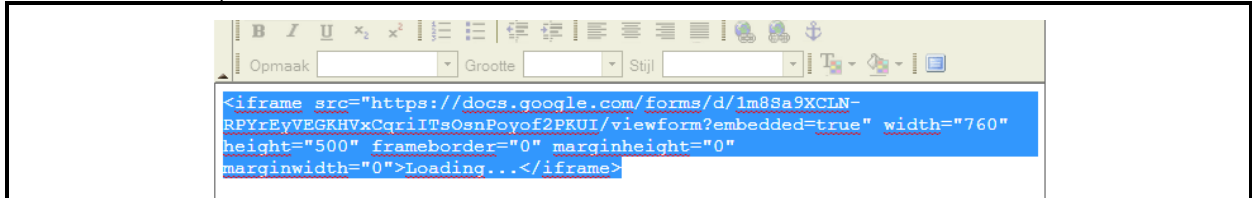
▲ Copy the **displayed code**. If necessary, you can adjust **the size the form will take up on your website**. Click **Done**.

Go to your EConsort instance's website design page (*Website > Manage content*) and select the page you want to add the form to.

▼ Click **the Source button** to enter the code design:



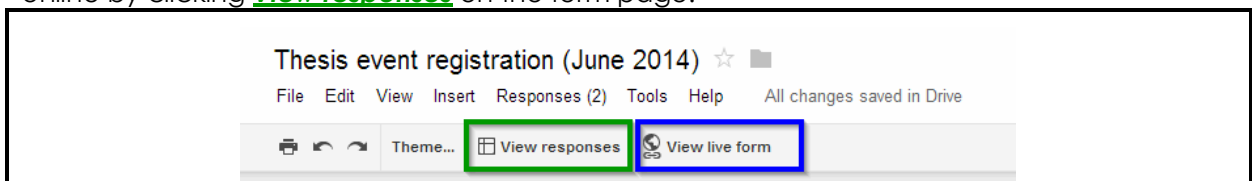
▼ Paste the copied code:



▼ This is what the form looks like on the website:

A screenshot of a Google Form titled 'Thesis event registration (June 2014)'. It contains a text input field for 'Name:', a question 'How many people will you be taking to the thesis event reception? (Yourself included.)' with radio button options for 1, 2, 3, and 4, and a 'Submit' button. At the bottom, it says 'Powered by Google Drive' and 'This content is neither created nor endorsed by Google.' with links for 'Report Abuse - Terms of Service - Additional Terms'.

▼ The spreadsheet – updated whenever someone completes the form - can be consulted online by clicking **View responses** on the form page.



▲ You can see what the form looks like for the website visitor when clicking **View live form**.

▼ Both documents (form and spreadsheet) can be found in and consulted through your Google Drive overview:

