NSPN Interactive

Trip Signup Guide

Overview

The NSPN interactive trip signup is a Google Form whose link can be shared on the trip forum or event calendar to solicit participants on a trip. Participants who complete the form will be walked through the following steps:

- Supply float plan signup information (name, contact info…)
- Confirm membership and participant agreement signing
- Anything else you want

At some point before the trip, the owner of the form can link its responses into a Google spreadsheet containing the signup data for a float plan.

Collected member information is only available to those who actually receive a copy of the float plan, preserving privacy.

Be careful using the club's calendar RSVP system in concert with this system, as people may RSVP without filling out the form and think they've signed up. This system doesn't display who is going on a trip, so you need to ask people to indicate interest on the trip posting as well.

Requirements

The trip organizer must have access to a personal Gmail or Google account to create and manage the responses.

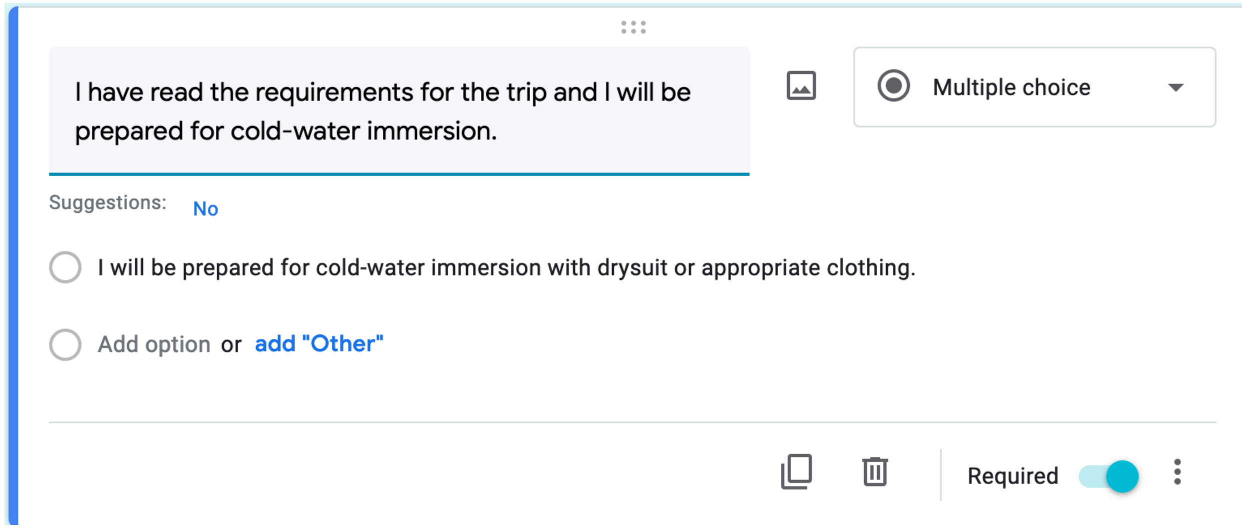
Trip participants can use any web browser on any modern networked device to complete the form, and do not need a Google account.

Creating the form

Just before posting the trip:

1. Go to NSPN Signup Template and click **Make a Copy**, which will open and be stored on your Google drive.
2. Change the form name (upper left) to a suitable name for this trip.
3. Change the (placeholder items) at the beginning of the new form to the actual name and location of the event.

4. Add any questions or requirements that are relevant to your paddle. For example, a cold water paddle might include a question like this:

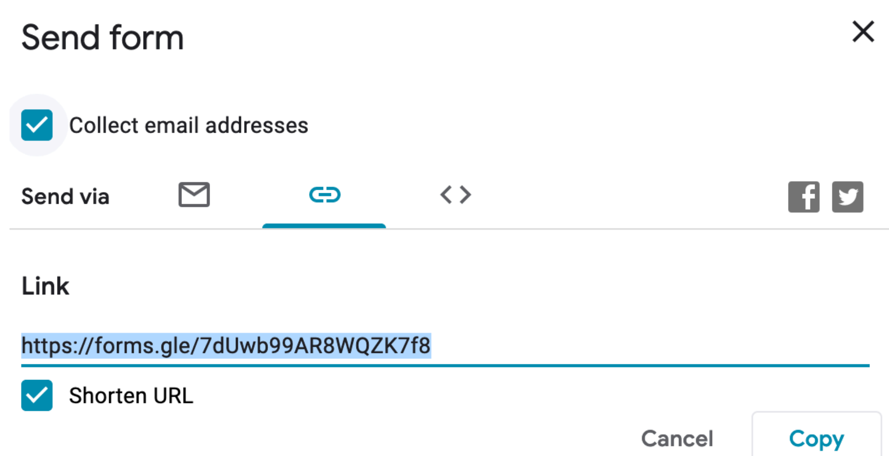


You can have a required “multiple choice” question with only one choice—convenient! If people don’t answer, they can’t proceed.

Sharing the form

5. Click the Share button, and change Responder View to Anyone with the link.

6. Click the Publish button. In the dialog that opens, select the **Send via [link]** and **Shorten URL** options:

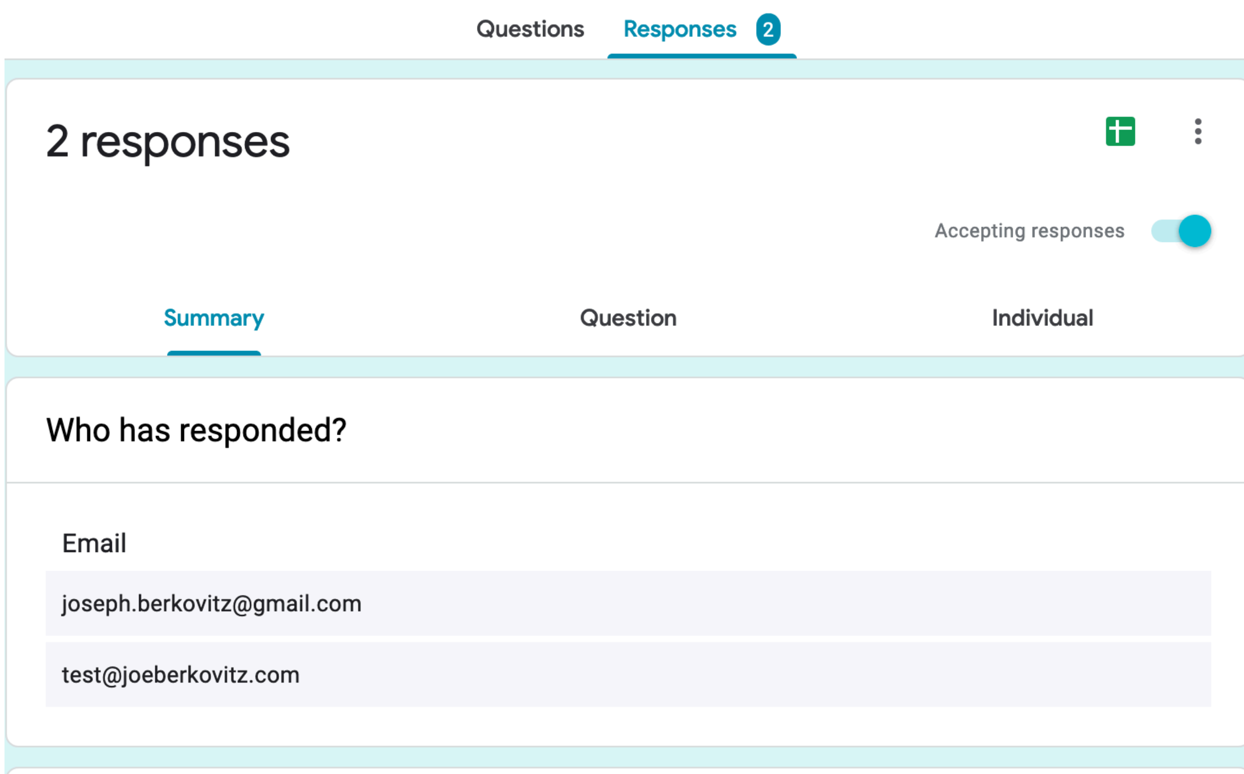


7. Click **Copy** to place the form URL in the clipboard, and paste it into the trip posting, explaining that this is how people can sign up for the trip.

8. Go to the trip posting, click on the link to the form, and enter your own information. This lets you make sure the form is working as you want.

Collecting and Managing Responses

The form does not send you notifications of responses. While you are collecting responses, you may inspect them at any time by opening the form and examining the **Responses** tab:



Waitlist

To change the registration to a waitlist after enough responses have been received, simply change the title and subtitle to make this clear, and alter the confirmation wording in **Settings > Presentation**. This is convenient, since you will already have the waitlisted paddlers info; it is just a matter of deleting all the people who are <u>not</u> going before preparing the final mailing and float plan. However it does require that one keep track of who has been promoted to a “real” slot and who has not.

To stop accepting responses, toggle the **Accepting Responses** button to an “off” state.

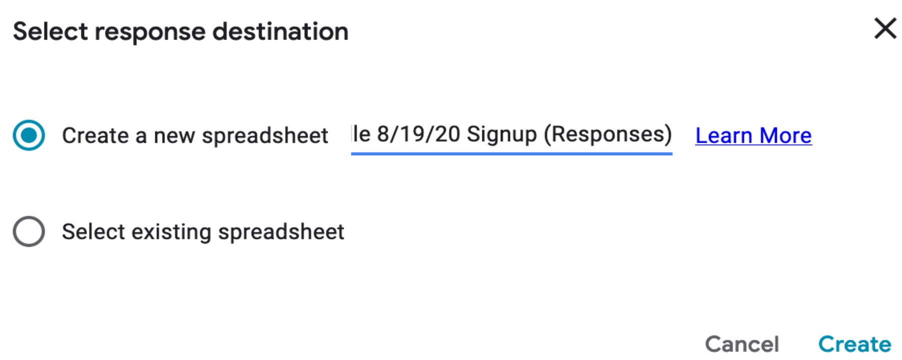
To delete someone’s response if they withdraw or if their waitlist entry was never promoted, go to the **Individual** sub-tab above and cycle through to that response, then click the Trash icon.

Communicating with Respondents

On a laptop (not on a mobile device) one can copy the list of email addresses directly from the Responses tab and paste into your mail program.

Creating and Sharing a Float Plan

1. On the **Responses** tab of the signup form, click Link to Sheets in the upper right. The following dialog will appear (or something like it):



2. Accept the default choice (**Create a new spreadsheet**) and click the **Create** button. A new spreadsheet will open.
3. Select the columns that you want to share (omitting confirmation of membership/PA and medical info).
4. To obtain a PDF of this signup list for sharing (highly recommended over sharing a link to the actual Google Sheet itself), use **File > Download > PDF Document (.pdf)**. (Be sure to use the File menu in the Google Sheets web page; do not use your browser's File menu to print the document.) In Print Settings, select Selected cells rather than Current sheet so you only get the columns you want.
5. Add information about the trip launch, conditions, expected landing, and such to make a complete float plan.
6. Email the float plan by copying/pasting the list of emails from the spreadsheet (see **Communicating with Respondents** above) and sending it.