

ClubRunner

Help Articles > Website Guides > Website Content > How do I create a form in Google Docs and post it on my webpage?

How do I create a form in Google Docs and post it on my webpage?

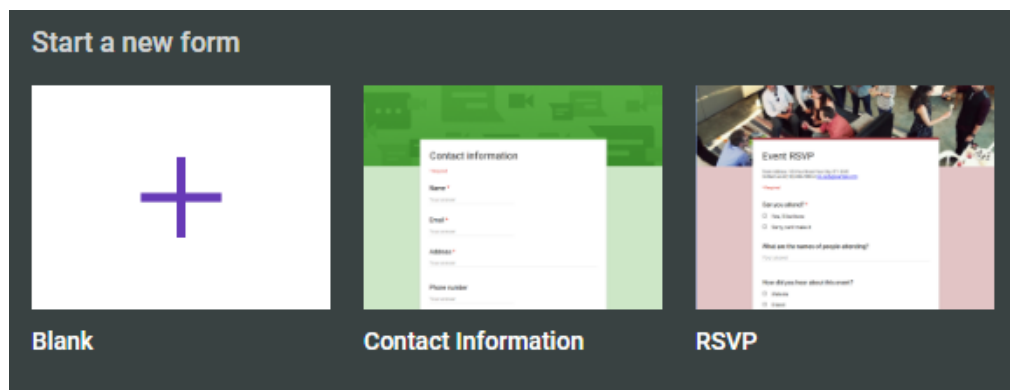
Michael C. - 2023-03-06 - Website Content

A Google Docs form is a document that acts as a flexible survey or form generator, allowing you to collect information and answers on a variety of topics. These custom surveys can be embedded within ClubRunner pages using the steps below.

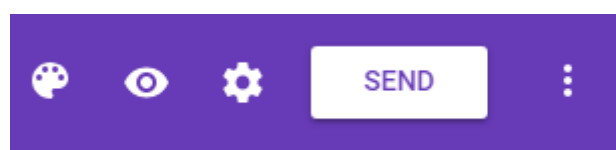
Note

Google periodically re-engineers the Google Docs interface. The information below is current as of April 2018.

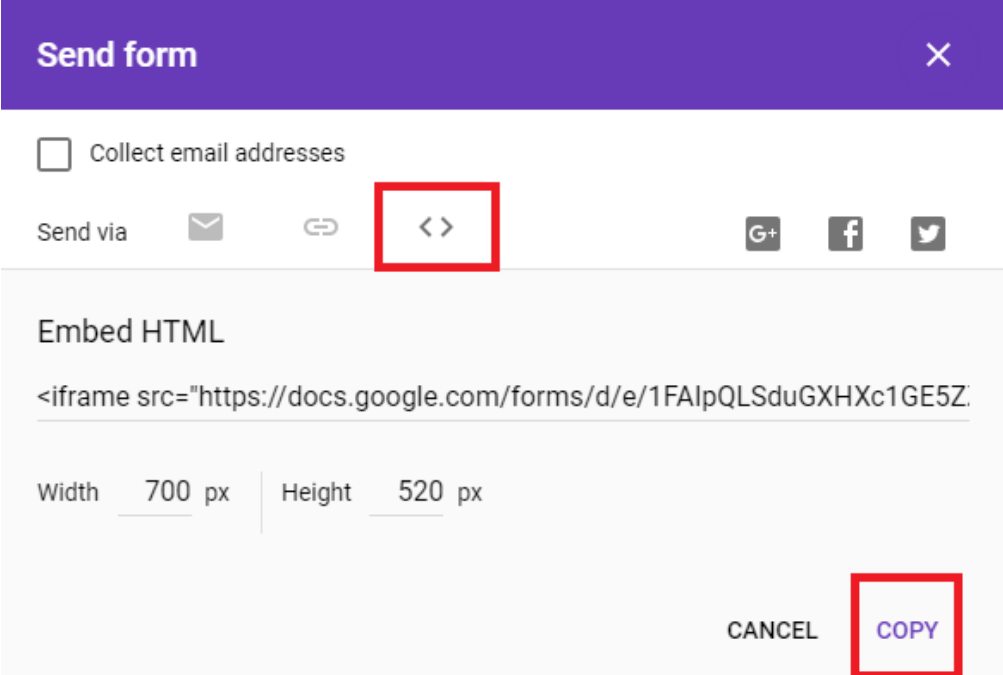
1. Please go to Google Docs by clicking on this link: <https://docs.google.com/forms>
2. Sign-in using your Google/Gmail login. If you do not have one, you may need to create a new account.
3. Near the top, select a form to use as a template.



4. This opens a new Form document, which you can customize. Please fill in all of the details you need to create your form.
5. Once you are done, click the **Send** button on the top right.



6. A page will pop-up. On the "Send via" area, please click the < >. This will allow you to generate Embed Code. You will need to adjust the **Width** and **Height** fields. Please set the width to 600 px and the height to 700 px. After you complete all of steps in this article, if the size of the form does not look right, please change the size of the form to meet your needs. Once done, please click **COPY**. This will copy the Embed Code, so you can paste it into ClubRunner.



The screenshot shows a purple header bar with the text "Send form" and a close button (X). Below the header, there is a checkbox labeled "Collect email addresses". Underneath, the "Send via" section includes icons for email, a link, and a code editor icon (two arrows pointing left and right), which is highlighted with a red box. To the right of these icons are social media icons for Google+, Facebook, and Twitter. Below the "Send via" section is the "Embed HTML" section, which contains a text area with the following code: `<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSduGXHXc1GE5Z:"`. Below the code, there are two input fields: "Width" with the value "700 px" and "Height" with the value "520 px". At the bottom right of the dialog, there are two buttons: "CANCEL" and "COPY", with the "COPY" button highlighted by a red box.

7. Now, return to your ClubRunner site and access the online editor in the story/widget where you wish to place the form.

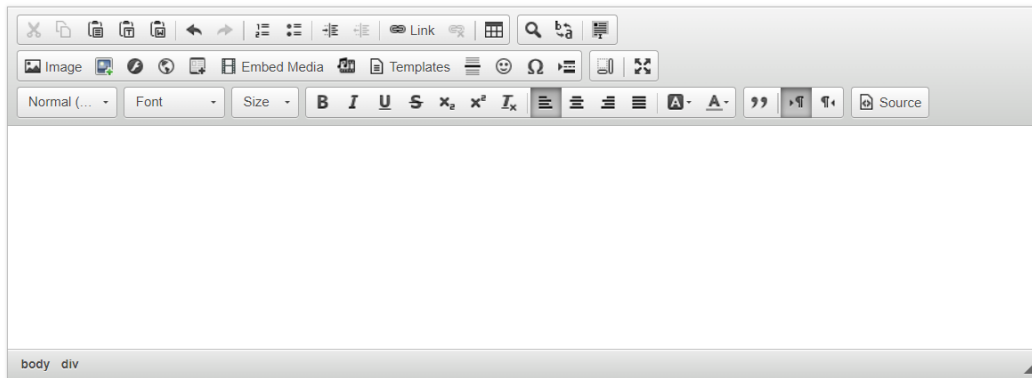
Edit Custom Widget

[Preview](#)

Custom Widget Properties

Title * [Format](#)

Custom Widget Content



The screenshot shows a rich text editor toolbar with the following elements:

- Row 1: Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Search, Find, Spell Check.
- Row 2: Image, Embed Media (highlighted with a red box), Templates, Text Color, Background Color, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Quote, Unquote, Source.
- Row 3: A large empty text area for editing content.
- Bottom: A status bar showing "body div" and "Total characters: 0/100000".

Total characters: 0/100000

[Cancel](#) [Save as Draft](#) [Save and Publish](#)

1. In the toolbar above the editing field, click on the **Embed Media** button.

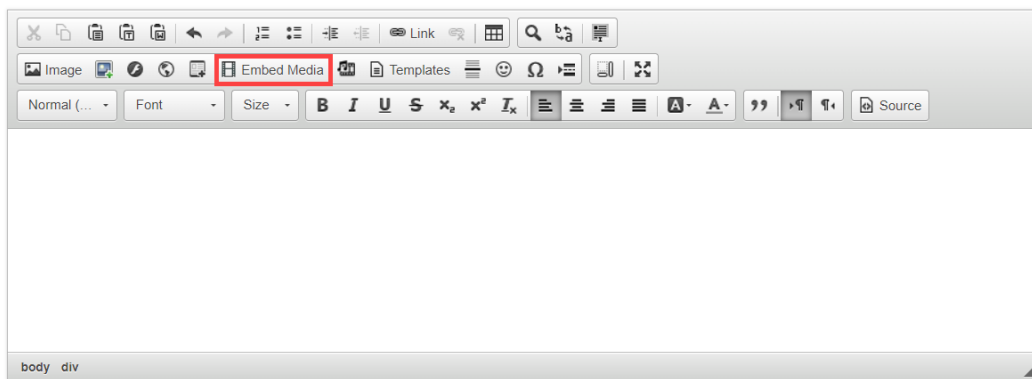
Edit Custom Widget

[Preview](#)

Custom Widget Properties

Title * [Format](#)

Custom Widget Content



This screenshot is identical to the one above, but the 'Embed Media' button in the second row of the toolbar is highlighted with a red box to indicate it should be clicked.

Total characters: 0/100000

[Cancel](#) [Save as Draft](#) [Save and Publish](#)

1. Enter the Embed Code in the provided field and click **OK**.

Embed Media

Paste Embed Code Here

```
<iframe  
src="https://docs.google.com/forms/d/e/1FAIpQLSd5l_pieaTePKgA87sdCVN972zPKUqq9_U1Ch9F  
KuvyLDwEPg/viewform?embedded=true" width="600" height="1000" frameborder="0"  
marginheight="0" marginwidth="0">Loading...</iframe>
```

OK Cancel

1. Your survey now appears and can be published to the site.

Custom Widget Properties

Title * [Format](#)

Custom Widget Content

The screenshot shows a rich text editor interface for a custom widget. The toolbar includes options for text formatting (bold, italic, underline, strikethrough, link, unlink, text color, background color), alignment, and list creation. The main content area contains a form with two elements: a text input field with the name "Charles" and a radio button question "Have you attended an event with our club before?" with "Yes" and "No" options. The status bar at the bottom indicates "body div div" and "Total characters: 264/100000".

Cancel [Save as Draft](#) [Save and Publish](#)

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- [Widget: Custom Widgets](#)