

Using Google Forms, Canva, and a QR Code for the Young Judges' Final Competition Registration

Overview: Utilising a combination of Google Forms, Canva, and QR codes for organising and promoting the Young Judges' Final Competition proved to be highly effective. This approach streamlined the collection of competitors' details, ensuring accurate data while reducing the workload for event organisers. Below is a summary of the process and key benefits for future reference.

Step-by-Step Process:

1. Creating the Google Form:

- A Google Form was designed to gather essential competitor information, including:
 - Full Name
 - Date of Birth
 - Email Address
 - Mobile Phone Contact
 - Competitions run at this event
- The form was structured with user-friendly fields to ensure easy and accurate data entry.
- The collected responses were linked directly to a Google Spreadsheet, allowing for real-time access and automatic data collation.



1 Step-by-Step Process: Creating the Google Form:

How to Make and Share a Google Form

Step 1: Create a Google Form

1. **Open Google Forms:** Go to forms.google.com.
2. **Start a New Form:**
 - Click on **Blank** to start a new form or select a template if preferred.
3. **Add Questions:**
 - Enter the title of your form.
 - Click on the **Untitled Question** area to type your question.
 - Choose the question type (e.g., multiple choice, short answer, etc.).
 - Add more questions by clicking the + button.

Step 2: Customise Your Form

1. **Change the Theme:**
 - Click on the **palette icon** at the top to choose colours and themes.
2. **Preview the Form:**
 - Click on the **eye icon** at the top to see how your form will look to respondents.

Step 3: Share the Form

1. **Get the Link:**
 - Click **Send** at the top right.
 - Choose the **link icon** (chain symbol).
 - **Copy the Link:**
 - If the link is too long, you can check “Shorten URL.”
 - Click **Copy** to save the link to your clipboard.
2. **Share the Link:**
 - Paste the link into an email, message, or post to share with others.

Now, your form is ready to be filled out!

Your Region on Show
TAREE SHOW

2024 | 2025 Group 2 Young Judges
Competition Entry Form

Event Timing: 11 October 2024
Event Address: Taree Showground
Before entering please make sure you have read the Schedule and Rules and Regulations of each Competition.

jodynelseongleeson@gmail.com [Switch account](#)

* Indicates required question

Email *

Record jodynelseongleeson@gmail.com as the email to be included with my response

First Name: *

Your answer

Last Name: *

Your answer

Date of Birth *

Date

dd/mm/yyyy

Email *

Your answer

Mobile Number *

Your answer

I am registering for the following Young Judges Competition:

Beef Cattle Judging

I am registering for the following Young Judges Competition:

Beef Cattle Paraders (F002)

I am registering for the following Young Judges Competition:

Grain Judging

I am registering for the following Young Judges Competitions:

Fruit & Vegetable Judging

A copy of your responses will be emailed to jodynelseongleeson@gmail.com.

Submit

Clear form

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Google Forms

2. Designing Promotional Material with Canva:

- Canva was used to create visually appealing flyers and digital graphics to promote the event.
- These materials contained event details and a prominent QR code linking directly to the Google Form.
- This ensured potential participants were informed and could access the registration link quickly.

Canva is an intuitive and user-friendly design platform that makes creating professional-looking graphics simple and accessible for everyone, even without prior design experience. With its drag-and-drop functionality, a vast library of templates, and pre-designed elements, users can easily create everything from social media posts to presentations and marketing materials. One of the best parts is that Canva offers a robust free version, providing a wide range of features and resources at no cost, making high-quality design accessible to individuals, students, and small businesses alike.

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Friday 11th October 2024
Taree Showground

GROUP 2 YOUNG JUDGES FINALS

To Register:

- Beef Cattle Judging
- Beef Cattle Parading (F002)
- Fruit & Vegetable Judging
- Grain Judging

<https://forms.gle/y5AsHAGY4BbsUUx47>

To find out more go to : www.tareeshow.org

TAREE SHOW
Your Region on Show

MARRIBRIDGE RIVER AGRICULTURAL & HORTICULTURAL SOCIETY TAREE INC.

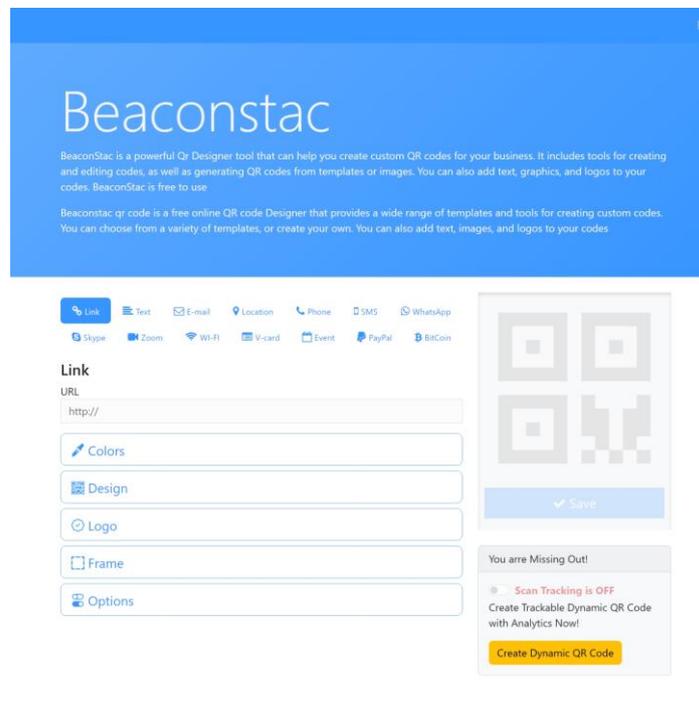
3. Generating and Using the QR Code:

- A unique QR code was generated and incorporated into the Canva designs.
- The QR code was distributed on digital platforms and printed on-site materials, allowing last-minute registrations.
- This feature enabled participants who hadn't registered before arriving at the event to complete the form easily, eliminating the need for volunteers to assist with manual data entry.

Here's a brief guide on how to generate a QR code to promote your fillable form using Beaconstac:

1. **Visit the Website:** Go to beaconstac.net.
2. **Create a QR Code:**
 - Click on "Create QR Code."
 - Choose the "URL" option as the QR code type.
3. **Input Form URL:** Paste the link to your fillable form into the provided field.
4. **Customise Design:**
 - Choose colours, add a logo, or adjust the shape to match your branding.
5. **Generate and Download:**
 - Click "Generate QR Code" and download it in your preferred format.
6. **Promote:** Share or print the QR code for easy access to your form.

This will help people quickly scan and fill out your form with ease.



Benefits:

- **Efficiency and Accuracy:** The Google Form's direct feed into a spreadsheet provided accurate and comprehensive data, reducing the chance of errors and manual transcription issues.
- **Ease of Use for Participants:** The QR code feature allowed participants to register seamlessly, even on-site, with minimal supervision.
- **Organiser Convenience:** By automating data collection and using an online format, event organisers had more time to focus on other aspects of the competition.
- **Streamlined Reporting:** At the end of the registration period, the final spreadsheet was ready for submission to the AgShows Member Service Officer, containing all correct and necessary information.

Recommendation: This system worked exceptionally well and is recommended for future events. It ensures a smooth registration process and promotes efficiency, minimising the need for volunteer assistance. Each group organising similar events should consider adopting this approach.