

GOOGLE FORM BOOKING SYSTEM INSTRUCTIONS

Step 1:	Set up a dedicated gmail account for your Repair Cafe (e.g. xxxrepaircafe@gmail.com). Your gmail account gives you access to Google Drive where you store your 'paperwork' - booking forms, spreadsheets etc.
Step 2:	Go to drive.google.com to access your Google Drive and log in with your account details. Create a folder in your Google Drive for your Repair Cafe files.
Step 3:	Copy the Booking form template and Repair agreement & feedback form into your folder.
Step 4:	Customise the Repair agreement & feedback form if needed e.g. add your logo or make any changes to the agreement. Save it as a pdf into your google drive.
Step 5:	Customise the Booking form template for your event: <ul style="list-style-type: none"> • Amend the text in the google form template to include your Repair Cafe details • Set the automated response by following the instructions here. • Add a link to the pdf of the Repair Agreement that you created under Step 4.
Step 6:	Generate a spreadsheet with the responses to your google form by going to Responses -> Create spreadsheet -> Export to Google Sheets. Save this spreadsheet into your Google Drive folder. It will automatically be updated when people respond to your form.
Step 7:	Test your booking form by sending a link to your team, see instructions on how to send out your link here . Check that you can see their responses in the google sheet that you created under Step 6.
Step 8:	Once you're happy that your form works, send us your link so that we can add it to your listing on the Cambridge Carbon Footprint website. You can also share this link on your website/facebook page and wherever else you are promoting your Repair Cafe.
Step 9:	When people book into your Repair Cafe, their responses will be automatically be logged in your spreadsheet. You can then use this information to allocate jobs to repairers & confirm bookings