



How To: Create a Virtual Judging Competition

This guide outlines how to create a virtual judging competition with Google Forms. You can use this for incorporating judging activities into your project meetings, for Achievement Days or for Association or Regional competitions.

Creating a Form for Collecting Judging Responses

- Start by visiting www.forms.google.com and set up a form.
- Add fields to collect the member's name and contact information.
- You can create "sections" in your form to divide classes by adding a title. On the left toolbar click the third option with the large and small T. Add the class or section title and the instruction in the description box.
- Next, add your visuals. You can add a photo or video. On the left toolbar, click the photo or video to do so. For videos, you will require a YouTube or website link to add video. Ensure the items or animals are clearly numbered in the photos or video.
- Next, add the questions for members to submit their placings. It is best to use the "Checkboxes" question type. In the question title, add the class and what place they are selecting, (start with 1st). Create four checkbox options with the article numbers 1 through 4.
- Create the same question for 2nd, 3rd and 4th place. You can easily do this by clicking duplicate on the bottom of the question and changing the title. This means that members will have to choose what number they want for each place.
- Create a paragraph question for members to type and provide their reasoning for their places.
- You can add as many classes as you'd like onto the form by repeating these steps.

Share Your Form

- Once your form is completed, click send on the top right.
- The easiest way to send the form is to provide your members with a link to access. A new box will open, click the link icon beside the mail button at the top and a link will appear. Click copy and add to your e-mail, document or message to send to your members.
- Click shorten URL at the bottom, and a short simple link will be created for you.

Accessing Results

- At the top of your form there is a header that reads Responses (click to open). It will also have a number beside it to let you know how many times the form has been completed.
- You can quickly view the submissions in the summary and you can also see the responses by question or by individual using the tabs on the top.
- The best way to view all the data is to export the responses to a spreadsheet. To do this, click the green icon on the top right of the form (this will open it in google sheets) or click the three dots on the top right and select "Download Responses" to open it in Excel.
- This way you can see all the responses and sort and organize them how you wish.

Tips & Tricks

- You can create a graphic with all four photos in Canva.
- Search Google or YouTube for photos and videos to use (remember to properly credit your sources).
- Have youth create classes to submit for the competition.
- Judging can take place in a meeting or independently on members' own time.

[Click here for a guide to creating and using Google Forms](#)

[Click here for an example of a judging competition form layout and questions](#)

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