

Microsoft Form – using Forms for Gathering information

- Forms App
- Creating a Form to gather information from Club Executive members/Property Trustees
- Issuing to those with @gaa.ie addresses
- Issuing to those who do not have @gaa.ie addresses
- Sending out Questionnaire
- Completing the Questionnaire
- Accessing responses

Logon to Microsoft 365 and usually this will open with the Outlook App (Email)
Click on the App Launcher Icon

The screenshot shows the Outlook web interface. At the top left, the 'App launcher' icon (a grid of dots) is highlighted with a red arrow. Below it, the 'App launcher' button is visible. The main area displays the 'Inbox' with several email entries. The first entry is from 'training1.la@gaa.ie' with the subject 'Canceled: sss' and the body 'Event cancelled'. The second entry is from 'Communications' with the subject 'GAA Club Newsletter latest edition' and the body 'A chairde, Enclosed please find the latest edition of the GAA Club Newsletter...'. The third entry is from 'Communications' with the subject 'A message from the Uachtarán and Ard Stiúrthóir' and the body 'A chairde, We are all hugely proud of the significant role that the GAA plays i...'. The fourth entry is from 'Communications' with the subject 'GAA Club Newsletter Feb 2020' and the body 'A chara, Attached, please find the latest edition of the GAA Club Newsletter. ...'. The fifth entry is from 'secretary.bonmahon waterford' with the subject 'Project' and the body 'I've shared a document with you. please open here to view attachment. Than...'. The sixth entry is from 'training3 la sas adda' with the subject 'sas' and the body 'adda'. The seventh entry is from 'Communications' with the subject 'GAA Club Newsletter 2020' and the body 'A chairde, Please find the link below to the latest GAA Club Newsletter. As ev...'. The eighth entry is from 'Noel Tierney' with the subject 'test email - bcc Box only' and the body 'test email - bcc Box only Noel Tierney 086-3934884 Youtube: https://www.yo...'. The ninth entry is from 'Noel Tierney' with the subject 'test email - To Box only' and the body 'test email - To Box only Noel Tierney 086-3934884 Youtube: https://www.yo...'. A large grey placeholder with the text 'Select an item to read' is visible on the right side of the main area.

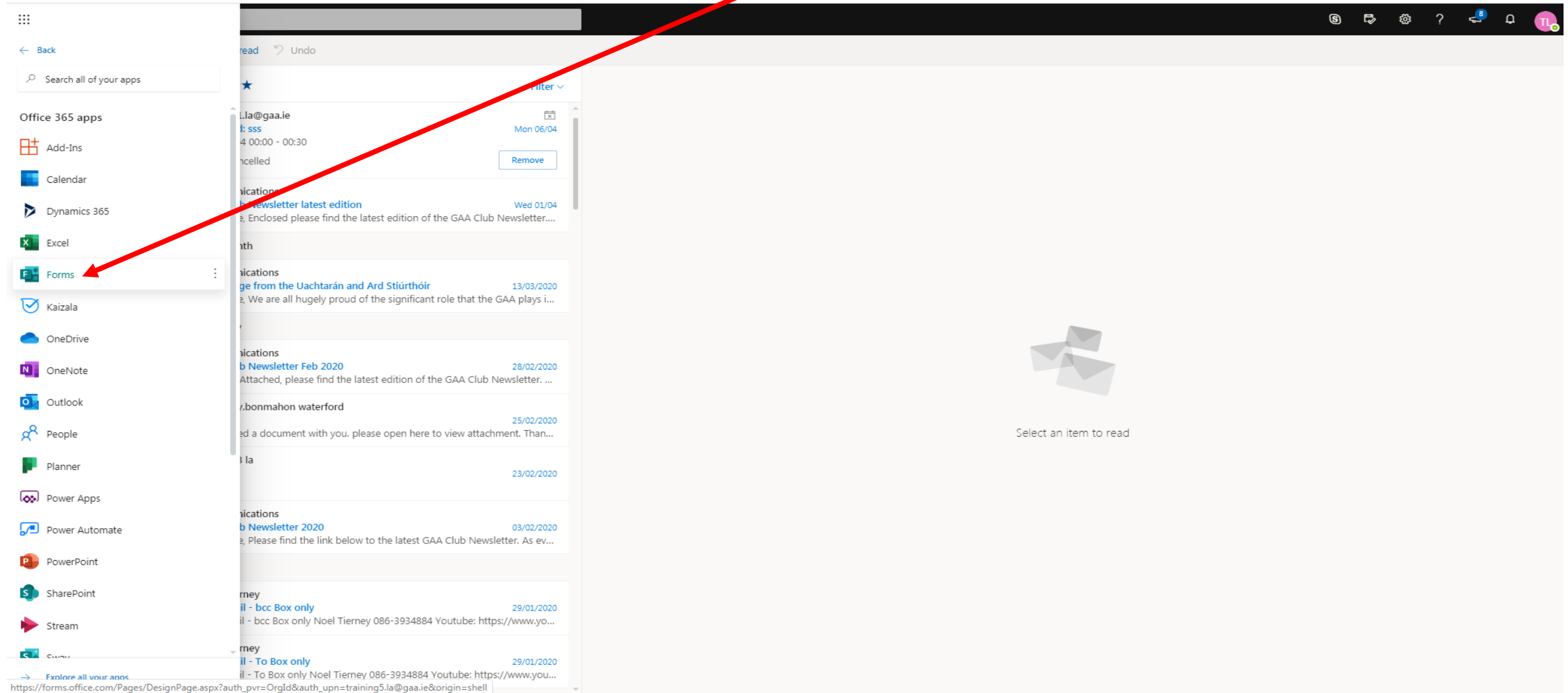
The most commonly used Apps will be displayed, if Forms is not displayed Click 'All apps'

The screenshot shows the Office 365 app launcher interface. On the left, there is a navigation pane with the following sections:

- Apps:** Outlook, Word, PowerPoint, SharePoint, Yammer, Power Autom..., OneDrive, Excel, OneNote, Teams, Dynamics 365.
- Documents:** A 'New' button and a 'More docs' link.

The main content area displays a list of email messages. A red arrow points from the text above to the 'All apps' link in the 'Apps' section. Below the list of messages, there is a prompt that says 'Select an item to read' with an icon of three envelopes.

The Apps will be displayed in alphabetical order, Click on Forms



The screenshot displays the Microsoft Office 365 app launcher interface. On the left side, there is a list of Office 365 apps, including Add-Ins, Calendar, Dynamics 365, Excel, Forms, Kaizala, OneDrive, OneNote, Outlook, People, Planner, Power Apps, Power Automate, PowerPoint, SharePoint, Stream, and Survey. A red arrow points to the 'Forms' app icon. The main area of the interface shows an email inbox with several messages, including newsletters and communications. The URL at the bottom of the browser window is https://forms.office.com/Pages/DesignPage.aspx?auth_pvr=OrgId&auth_upn=training5.la@gaa.ie&origin=shell.

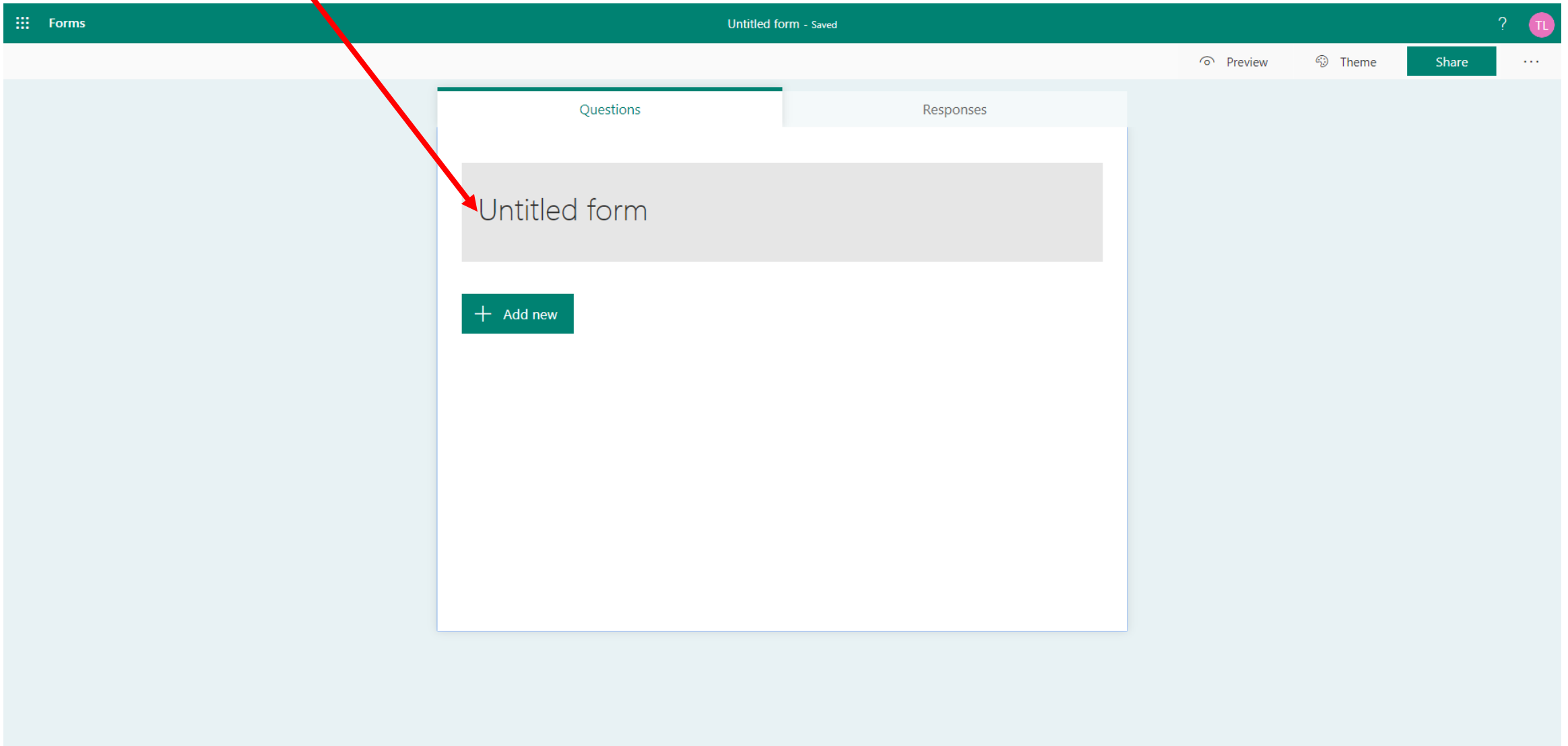
Click on 'New Form'

The screenshot displays the Microsoft Forms application interface. At the top, there is a dark green header bar with the word "Forms" on the left and a user profile icon on the right. Below the header, there are three tabs: "My forms" (which is selected and highlighted with a dashed box), "Shared with me", and "Group forms". To the right of these tabs is a search bar with the placeholder text "Search form title or owner name". In the center-left area, there is a white card containing two options: "New Form" (with a form icon) and "New Quiz" (with a quiz icon). A red arrow points from the text "Click on 'New Form'" at the top of the page to the "New Form" button on the card. At the bottom of the page, there is a dark grey footer bar with links for "Third Party", "Terms", "Privacy and cookies", and "© 2020 Microsoft".

Click on 'Untitled Form', the background colour will change

The screenshot shows a web application interface for creating forms. At the top, there is a dark green header bar with the text 'Forms' on the left, 'Untitled form - Saved' in the center, and a user profile icon 'TL' on the right. Below the header, there are navigation buttons for 'Preview', 'Theme', and 'Share'. The main content area is divided into two tabs: 'Questions' and 'Responses'. The 'Questions' tab is active and contains the text 'Untitled form' and a green button with a plus sign and the text '+ Add new'. A red arrow points from the text 'Click on 'Untitled Form'' to the 'Untitled form' text in the 'Questions' tab.

Type in a title (name) for this form



The screenshot shows a form editor interface. At the top, there is a dark green header bar with the text "Forms" on the left, "Untitled form - Saved" in the center, and a user profile icon on the right. Below the header, there is a navigation bar with "Preview", "Theme", and "Share" buttons. The main content area is divided into two tabs: "Questions" and "Responses". The "Questions" tab is active and shows a large, light gray rectangular input field containing the text "Untitled form". A red arrow points from the text "Type in a title (name) for this form" to this input field. Below the input field, there is a dark green button with a white plus sign and the text "Add new".

The title will appear and a second row will allow a short description to be added

The screenshot shows the Microsoft Forms editor interface. At the top, the browser address bar displays the URL: forms.office.com/pages/designpagev2.aspx?lang=en-US&origin=OfficeDotCom&route=Start&subpage=design&id=hrxFrNSvpUKfwz6H4bd_zm3iuVCsQpAvXN8q3bExLFUNKvNMkV... The page title is 'Forms' and the form title is 'GAA unit - CRBOT registration - information request - Saved'. The interface has two tabs: 'Questions' (active) and 'Responses'. A red arrow points to the description text in the form editor.

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on Revenue.ie. per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

+ Insert new

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

Estimated time to complete

To increase response rate, give people heads up about how long it will take to complete the survey. We suggest this information to your subtitle.

Got it

Click on 'Insert new'

forms.office.com/pages/designpagev2.aspx?lang=en-US&origin=OfficeDotCom&route=Start&subpage=design&id=hrxFrNSvpUKfwz6H4bd_zm3iuIVCsQpAvXN8q3bExLFUNKVNMkIVNINXNz...

Forms GAA unit - CRBOT registration - information request - Saved

Preview Theme

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on Revenue.ie. per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

+ Insert new

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

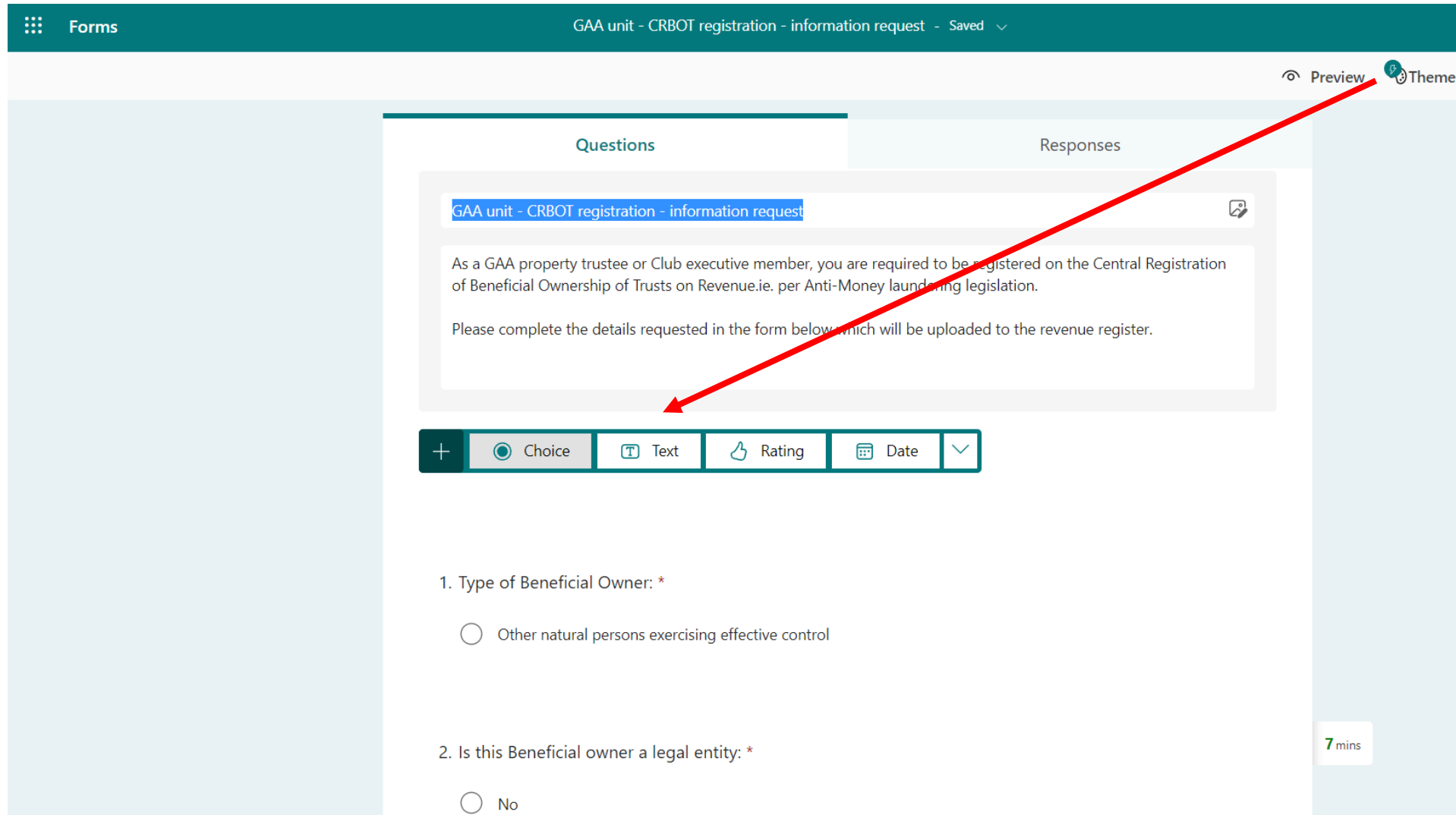
2. Is this Beneficial owner a legal entity: *

Estimated time to complete

To increase response rate, give people heads up about how long it will take to complete the survey. We suggest this information to your subtitle.

Got it

Form provides a range of question types



The screenshot shows a form editor interface with a teal header bar. The header contains a menu icon, the word "Forms", and the title "GAA unit - CRBOT registration - information request - Saved". On the right side of the header are "Preview" and "Theme" buttons. Below the header, there are two tabs: "Questions" (active) and "Responses". The main content area shows a question being edited. The question title is "GAA unit - CRBOT registration - information request". The question text is: "As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on Revenue.ie. per Anti-Money laundering legislation. Please complete the details requested in the form below which will be uploaded to the revenue register." Below the question text is a toolbar with a plus sign and five options: "Choice" (selected), "Text", "Rating", "Date", and a dropdown arrow. Below the toolbar, there are two questions listed: "1. Type of Beneficial Owner: *" with a radio button for "Other natural persons exercising effective control", and "2. Is this Beneficial owner a legal entity: *" with a radio button for "No". A red arrow points from the "Preview" button in the top right to the question content. In the bottom right corner, there is a "7 mins" timer.

Forms GAA unit - CRBOT registration - information request - Saved

Preview Theme

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on Revenue.ie. per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

+ Choice Text Rating Date

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

No

7 mins

Type the question which for the information that is required.

The screenshot shows a form editor interface for a form titled "request". The interface includes a header with "Forms" and "GAA unit - CRBOT registration - information request - Saved". The main content area is divided into "Questions" and "Responses" tabs. The "Questions" tab is active, showing a question titled "request" with the following text: "As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#), per Anti-Money laundering legislation. Please complete the details requested in the form below which will be uploaded to the revenue register." Below the text is a question editor for "1. Type of Beneficial Owner:". The editor includes a radio button, a text input field containing "Other natural persons exercising effective control", and buttons for "+ Add option" and "Add 'Other' option". At the bottom of the editor, there are toggle switches for "Multiple answers" (disabled) and "Required" (enabled), along with a three-dot menu. A "7 mins" timer is visible in the bottom right corner.

Click the 'Required' button, this means the member must complete the question.

The screenshot shows a form editor interface. At the top, there is a teal header with a menu icon, the word 'Forms', and the text 'GAA unit - CRBOT registration - information request - Saved'. On the right side of the header are 'Preview' and 'Theme' buttons. Below the header, there are two tabs: 'Questions' (active) and 'Responses'. The main content area is titled 'request' and contains the following text: 'As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of trusts on [Revenue.ie](#) per Anti-Money laundering legislation. Please complete the details requested in the form below which will be uploaded to the revenue register.' Below the text is a form field with the label '1. Type of Beneficial Owner:'. Underneath the field is a radio button option: 'Other natural persons exercising effective control'. Below the option are two links: '+ Add option' and 'Add "Other" option'. At the bottom of the form field, there are two toggle switches: 'Multiple answers' (disabled) and 'Required' (enabled). A red arrow points from the top-left text to the 'Required' toggle. At the bottom left of the form editor is a '+ Insert new' button, and at the bottom right is a '7 mins' timer.

Add additional questions for information required (1-4):

Forms GAA unit - CRBOT registration - information request - Saved

Preview Theme

QuestionsResponses

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

No

3. First Name: *

Enter your answer

4. Surname: *

Enter your answer

7 mins

Add additional questions for information required (5-8):

Forms GAA unit - CRBOT registration - information request - Saved ?

Preview Theme Col

Questions	Responses
5. Date of Birth (DD/MM/YYYY): *	
<input type="text" value="Enter your answer"/>	
6. Do you have a PPSN (Personal Public Service Number): *	
<input type="radio"/> Yes	
<input type="radio"/> No	
7. Irish Personal Public Service Number (PPSN): *	
<input type="text" value="Enter your answer"/>	
8. Nationality: *	
<input type="text" value="Enter your answer"/>	

7 mins

Add additional questions for information required (9-12):

Forms GAA unit - CRBOT registration - information request - Saved

Preview Theme

Questions Responses

9. Country of residence: *

Enter your answer

10. Address Line 1: *

Enter your answer

11. Address Line 2: *

Enter your answer

12. Address Line 3:

Enter your answer

7 mins

Add additional questions for information required (13-16):

Forms GAA unit - CRBOT registration - information request - Saved

Preview Theme

Questions Responses

13. Eircode:

Enter your answer

14. Nature and extent of interest held or control exercised: *

Trustee of GAA property

Club Executive member

15. Date when you became a Trustee of GAA property (if applicable): *

Please input date (M/d/yyyy)

16. Date when you became a Club Executive member (if applicable): *

Please input date (M/d/yyyy)

7 mins

Click the More form Settings icon '...'

The screenshot shows a form editor interface. At the top right, there are buttons for 'Preview', 'Theme', and 'Collect responses', along with a three-dot menu icon. A red arrow points from the text 'Click the More form Settings icon '...'' to this menu icon. The main content area has two tabs: 'Questions' (active) and 'Responses'. The title of the form is 'GAA unit - CRBOT registration - information request'. Below the title, there is explanatory text: 'As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#). per Anti-Money laundering legislation. Please complete the details requested in the form below which will be uploaded to the revenue register.' The first question is '1. Type of Beneficial Owner: *' with a radio button option for 'Other natural persons exercising effective control'. The second question is '2. Is this Beneficial owner a legal entity: *'. A '7 mins' timer is visible in the bottom right corner of the form area.

Click the Settings

The image shows a survey form interface. At the top right, there are buttons for 'Preview', 'Theme', and 'Collect responses'. A red arrow points from the text 'Click the Settings' to the 'Settings' option in a dropdown menu. The form content includes a title, an introductory paragraph, a request to complete details, and two questions with radio button options. A '7 mins' timer is visible in the bottom right corner.

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#), per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

7 mins

- Collaborate or Duplicate
- Settings
- Multilingual
- Print Form
- Feedback
- Terms

Tick Boxes allow you to limit the number of replies, who can reply and notifications

The screenshot shows a survey titled "GAA unit - CRBOT registration - information request". The survey content includes a title, a paragraph of text, and two questions with radio button options. On the right, a "Settings" panel is open, showing options for who can respond, response options, and response receipts. Three red arrows point from the top text to specific settings: one to "Who can fill out this form", one to "Options for responses", and one to "Response receipts".

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#). per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

Preview Theme Collect responses

Settings

Who can fill out this form

- Anyone can respond
- Only people in my organization can respond
- Specific people in my organization can respond

Options for responses

- Accept responses
- Start date
- End date
- Shuffle questions
- Show progress bar ⓘ
- Customize thank you message

Response receipts

- Allow receipt of responses after submission
- Get email notification of each response

The settings on this slide are for people with @gaa.ie addresses

The screenshot displays a Microsoft Forms editor interface. At the top right, there are navigation buttons for 'Preview', 'Theme', and 'Collect responses'. The main content area is divided into two tabs: 'Questions' (active) and 'Responses'. The form title is 'GAA unit - CRBOT registration - information request'. Below the title, there is a paragraph of text: 'As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#). per Anti-Money laundering legislation.' followed by another paragraph: 'Please complete the details requested in the form below which will be uploaded to the revenue register.' The form contains two questions:

1. Type of Beneficial Owner: *
 - Other natural persons exercising effective control
2. Is this Beneficial owner a legal entity: *

The settings panel on the right is titled 'Settings' and is divided into three sections:

- Who can fill out this form**
 - Anyone can respond
 - Only people in my organization can respond
 - Specific people in my organization can respond
- Options for responses**
 - Accept responses
 - Start date
 - End date
 - Shuffle questions
 - Show progress bar ⓘ
 - Customize thank you message
- Response receipts**
 - Allow receipt of responses after submission
 - Get email notification of each response

Can delegates who do not have @gaa.ie accounts use the form?

- Yes, BUT
 - Verification of the email address would require an additional question on the voting form. This question would require the respondent to provide their email address
- If this question is not included, the email address of @gaa.ie accounts will be automatically recorded but private emails will be marked 'anonymous'
- The Settings need to be 'Anyone with link can respond'

The settings on this slide are for sharing with any address including non @gaa.ie addresses

The screenshot shows a survey form editor interface. At the top right, there are buttons for 'Preview', 'Theme', and 'Collect responses'. The main content area is divided into 'Questions' and 'Responses' tabs. The 'Questions' tab is active, showing a form titled 'GAA unit - CRBOT registration - information request'. The form includes a paragraph of text and two questions. The 'Settings' panel on the right is open, showing options for who can fill out the form, options for responses, and response receipts. Three items in the settings panel are circled in red: 'Anyone can respond', 'Accept responses', and 'Get email notification of each response'.

Preview Theme Collect responses

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#), per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

Settings

Who can fill out this form

Anyone can respond

Only people in my organization can respond

Specific people in my organization can respond

Options for responses

Accept responses

Start date

End date

Shuffle questions

Show progress bar ⓘ

Customize thank you message

Response receipts

Allow receipt of responses after submission

Get email notification of each response

Click on 'Collect responses'

The screenshot shows a form editor interface. At the top, there is a teal header bar with the text 'Forms' on the left, 'GAA unit - CRBOT registration - information request - Saved' in the center, and 'Choose how you want to collect responses' on the right. Below the header, there are three buttons: 'Preview', 'Theme', and 'Collect responses'. A red arrow points from the text 'Click on 'Collect responses'' to the 'Collect responses' button. The main content area is divided into two tabs: 'Questions' and 'Responses'. The 'Questions' tab is active, showing the title 'GAA unit - CRBOT registration - information request' and the following text: 'As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#) per Anti-Money laundering legislation. Please complete the details requested in the form below which will be uploaded to the revenue register.' Below this text, there are two questions: '1. Type of Beneficial Owner: *' with a radio button option 'Other natural persons exercising effective control', and '2. Is this Beneficial owner a legal entity: *'. A '7 mins' timer is visible in the bottom right corner of the form editor.

Forms

GAA unit - CRBOT registration - information request - Saved

Choose how you want to collect responses

Preview Theme **Collect responses**

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#) per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

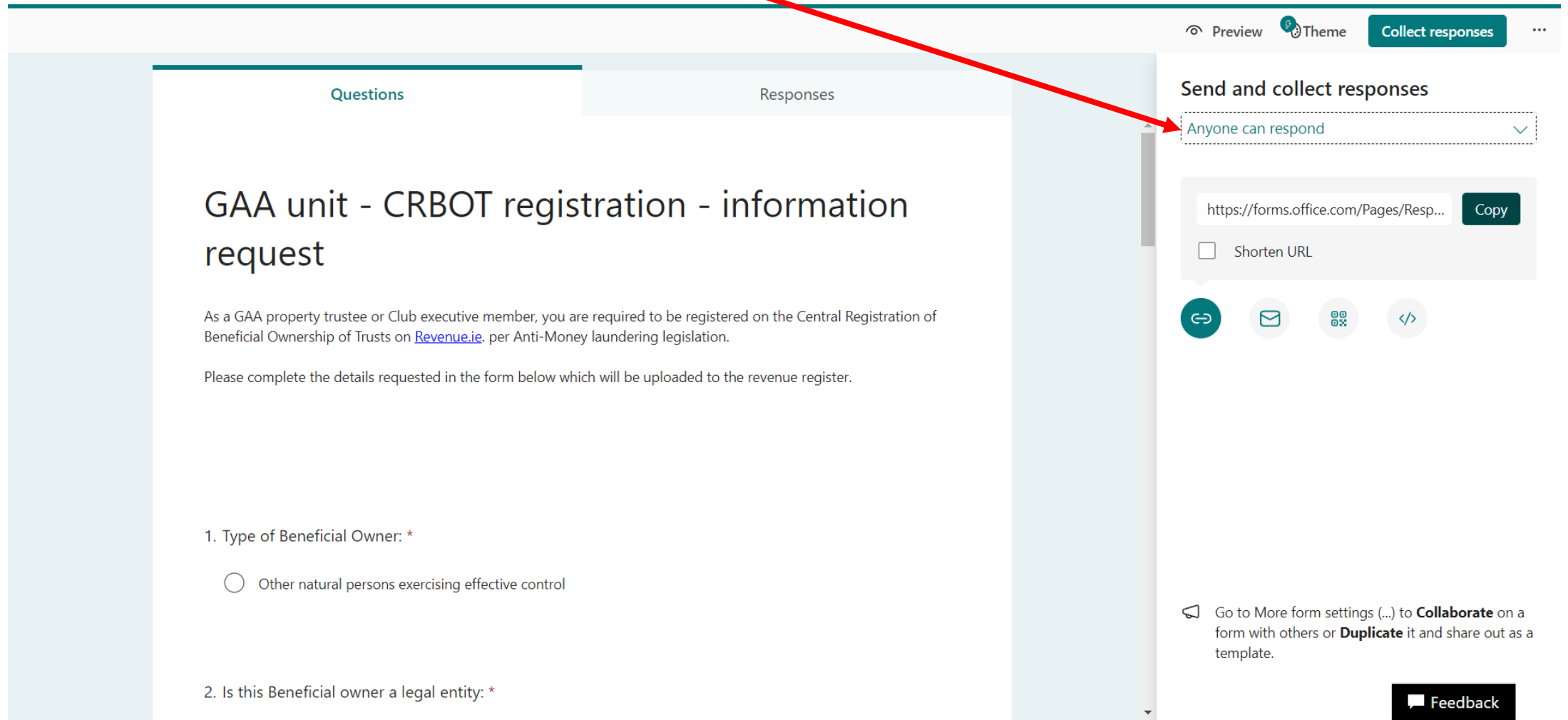
1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

7 mins

This page allows us to choose who can respond



Preview Theme Collect responses

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](https://www.revenue.ie), per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

Send and collect responses

Anyone can respond

<https://forms.office.com/Pages/Resp...> Copy

Shorten URL

[Link](#) [Email](#) [QR](#) [Code](#)

Go to More form settings (...) to **Collaborate** on a form with others or **Duplicate** it and share out as a template.

Feedback

There are a number of methods to distribute the voting form, the most popular will be 'Copy' the link. This link can be pasted into an email

Preview Theme Collect responses

Questions Responses

GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts on [Revenue.ie](#). per Anti-Money laundering legislation.

Please complete the details requested in the form below which will be uploaded to the revenue register.

1. Type of Beneficial Owner: *

Other natural persons exercising effective control

2. Is this Beneficial owner a legal entity: *

Send and collect responses

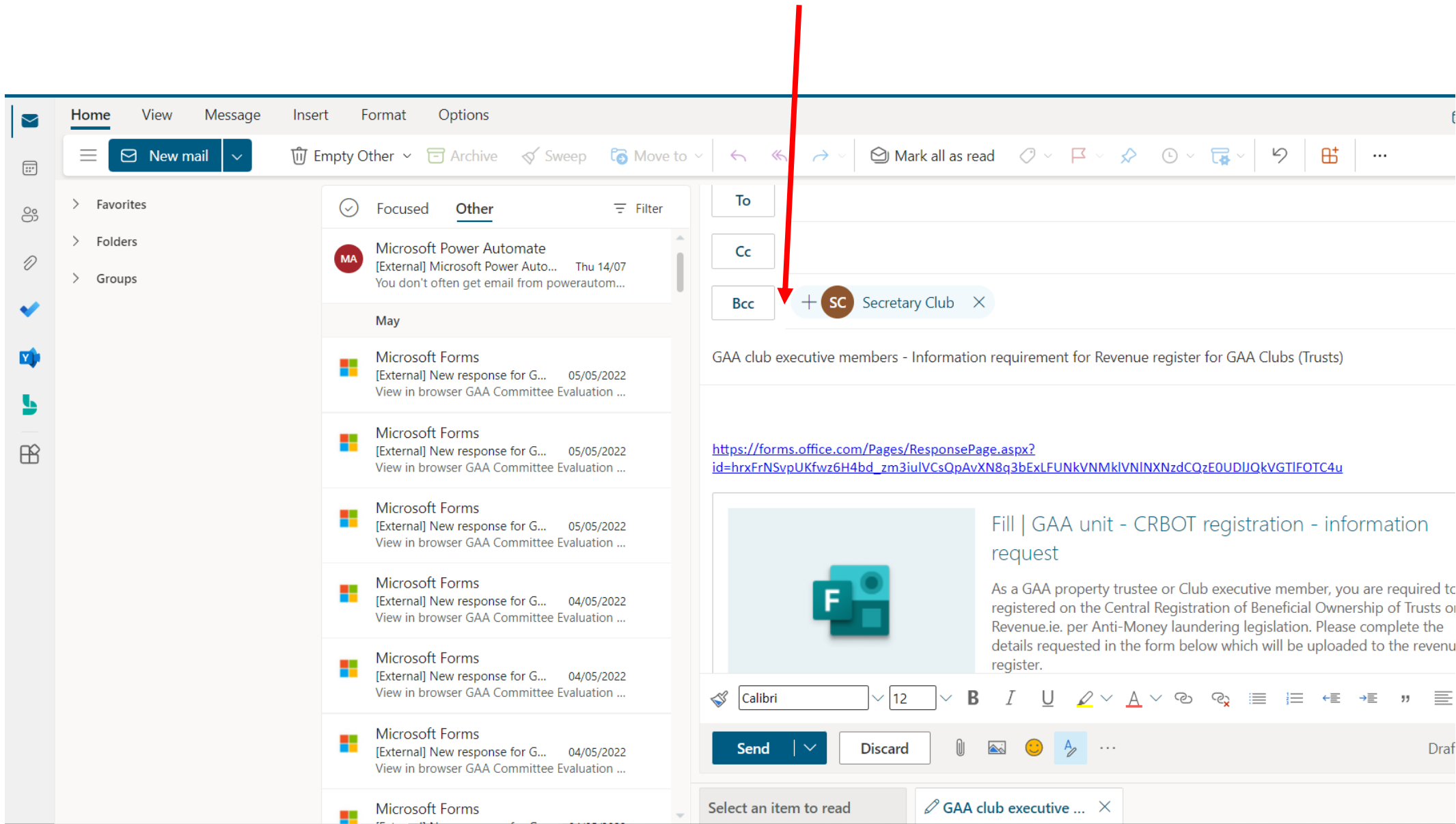
Anyone can respond

<https://forms.office.com/Pages/Resp...> Copy

Shorten URL

Feedback

Type your email and enter the email addresses in Bcc. Paste the link to the Voting Form using Ctrl+V



The screenshot shows the Microsoft Outlook interface for composing a new email. The ribbon at the top includes 'Home', 'View', 'Message', 'Insert', 'Format', and 'Options'. The 'Bcc' field is highlighted with a red arrow, and a contact named 'Secretary Club' (initials SC) has been added. The email body contains the following text:

GAA club executive members - Information requirement for Revenue register for GAA Clubs (Trusts)

https://forms.office.com/Pages/ResponsePage.aspx?id=hrxFrNsVpUKfvz6H4bd_zm3iuIVCsQpAvXN8q3bExLFUNKVNMkIVNINXNdCQzE0UDIJKvGTIFOTC4u

Fill | GAA unit - CRBOT registration - information request

As a GAA property trustee or Club executive member, you are required to be registered on the Central Registration of Beneficial Ownership of Trusts or Revenue.ie. per Anti-Money laundering legislation. Please complete the details requested in the form below which will be uploaded to the revenue register.

The bottom of the window shows the 'Send' button, a 'Discard' button, and a rich text editor with the font set to Calibri, size 12. A taskbar at the bottom indicates the active window is 'GAA club executive ...'.

