1. Fill out a Google form from scratch, using drop down and short answers to the questions you would like your athletes to answer.

2. Start with Name: (short answer) and Sport (dropdown).   Also add any other short answer questions you'd like to know. *Ie: Is there anything else you'd like me to know?*

3. For the specific wellness questions, align the <u>dropdown</u> answers from highest to lowest and use a number to the <u>right</u>. (this is important later)

> Eg: Amazing 4
> Pretty great 3
> Just okay 2
> Not great 1
> Awful 0

4. Click on the Google sheet icon at the top right of the form to develop your spreadsheet of answers

5. Open the spreadsheet, copy the URL bar.   We need to make a new duplicate spreadsheet (Sheet 2) so you can manipulate it and make it easier to read. See step 6.

6. In A1 of Sheet 2, type: **=importrange("*PASTE THE URL AGAIN*", "form responses 1!A1:K1000")**
This is how many boxes/questions you have (columns A-K)and how many responses you think you'll have (1000)
        When you press enter, it will say #REF! When you hover over that cell, it will ask you to connect the two sheets. When you do this, it should pop up, just like the original spreadsheet. This new sheet is the one you can manipulate to your liking.   Everything has to be EXACTLY as the formula or it won't work.

7. To get ONLY numeric values in the cells, On the first column that is not being used - in this case it is L, enter   **=value(right(*CLICK ON THE CELL YOU WANT*))**
 Continue this for each cell that has an answer (ie: Fantastic 4)
Now you should have boxes with just numbers in them.
Copy this row of number cells (formulas) and drag it all the way down to the number row of your choice (however many survey responses you anticipate) When you do this, it should populate as 0 in these new columns because there are no answers yet.

8. In the last column, you will want a <u>total</u> Wellness score. In that box, type **=sum(HIGHLIGHT THE BOXES YOU WANT TO ADD TOGETHER)**   It will look like this: =sum(G2:J2) This should add all the number scores and give you a total score for each person's response. Copy this column and drag it down like you did in Step 7.

9. You can separate the spreadsheet into each sport if you want, and have separate tabs at the bottom for each sport.   To do this: Make a new tab (+)at the bottom for each sport. In each one, in box A1, put the following formula:
=QUERY(Sheet2!A:R, "select * where C = 'Baseball'")
For each sport, copy this formula into the new tabs, but change the 'Baseball' to the different sports. A:R is your number of response tabs. So, if your tabs go to K, change it to A:K NOTE: The sport name in the formula has to be typed EXACTLY like the survey lists it.

10. Now, you can color code the columns and total scores.   So, you can give a low number score a red color box, and high number a green color box. This makes it easier to view quickly and scan for red or orange boxes.
Click on and highlight the column that has your total score, click on Format (in tool bar), and use Conditional Formatting (will pop up on the right).   Use color scale formatting, and numbers for minimum, mid, and maximum points, and assign them colors. You can also do this for each of the columns of individual answers so you can see exactly what answer they scored low in.

Overall Readiness	diet	hydration	sleep	soreness	stress	fatique
15	2	3	4	2	2	2
17	3	4	3	2	2	3
15	2	4	2	2	1	4
15	2	2	2	4	2	3
13	3	3	3	1	1	2
15	4	3	2	1	2	3
7	2	2	0	1	0	2
8	1	1	2	1	1	2
13	2	2	4	1	2	2
13	2	3	4	2	0	2
13	2	2	2	2	2	3
17	2	2	4	3	2	4
14	3	3	3	2	1	2
11	2	2	3	2	0	2

11. Go back and hide the columns you don't need to see (the full answers) by highlighting them, right click, and choose Hide Column.

12. You will also have a "comments" column that will not have a numerical value or color, so you need to leave this (don't hide it) so you can be sure to read it! That column is usually the most important part!