

## How to create a QR code

QR Codes are a quick electronic way to collect information. These are a great way to record attendance of participants, umpires, parents/guardians.

QR Codes can be scanned by any smartphone, simply hold your device over the QR Code. Two things can happen when you correctly hold your smartphone over a QR Code. The phone will automatically scan the QR Code.

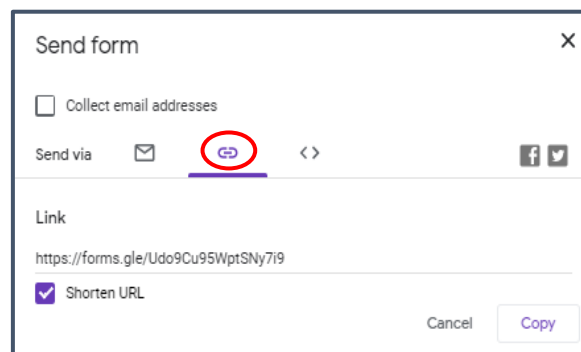
First you need to create an external form that will link to the code. Your selected form will be launched when the QR Code is scanned. The form will enable attendance data to be recorded. Below is the link to create a Google Form.

<https://docs.google.com/forms/u/0/>

Questions might include:

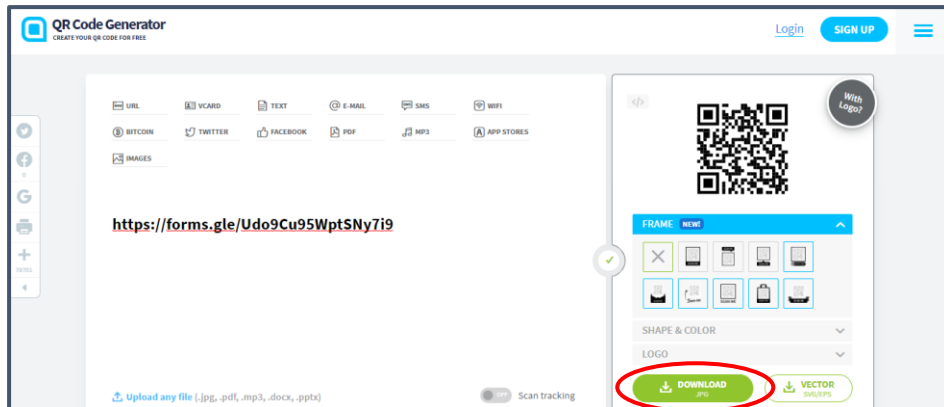
- Parent/guardian name
- Contact number
- Team Name
- Game time attending
- Court attending

Once you have added the information you want to collect click on **SEND**. The below screen will appear. Click on the 'link' icon and then copy. Tick the Shorten URL box.



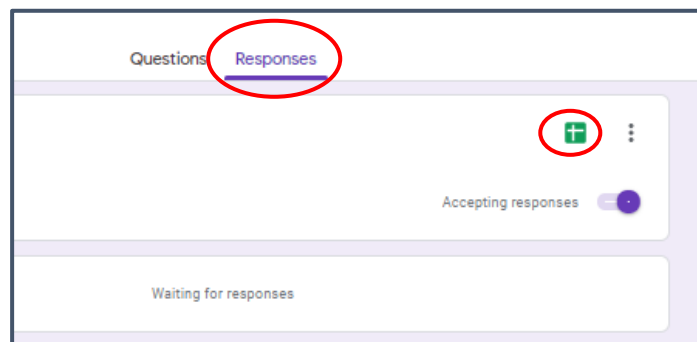
Now head to the below website and paste the link into the QR code generator.

<https://www.qr-code-generator.com/>



Click download and check your download folder for the QR code.  
Share your QR Code. Print and put up around your venue ready for people to fill out as they arrive or give a copy to your coaches and ask them to share with the parents each game.

*Signup to a paid account to enable extra features.*



To view collect responses, go back the form you created. Click on responses. Then click the green square. This puts all responses into a spreadsheet. It automatically records date and time submitted.