# How to Create a PAPERLESS SIGN-IN SHEET for Theatrical Productions

### **01** Create a <u>Google Form</u> that includes a drop-down list of all your cast members.

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	Questions Responses 🕖					
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	Select your name from the drop-down list. *					
	1. Philip Adame					
	2. Pamela Benjamin					
	3. Barry Carlyle					6
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	Select your name from the drop-down list. *		Ð			
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	2. Pamela Benjamin		Tr			
	3. Barry Carlyle					
	4. Henry Carner					
	5. Jamie Clarke					
	6. Ramona Costas					
	7. Sara Dicarlo					
	8. Don Hartmann					
	9. Ismael Kendall					
	10. Emma Morse					
	11. Nathan Morton					2

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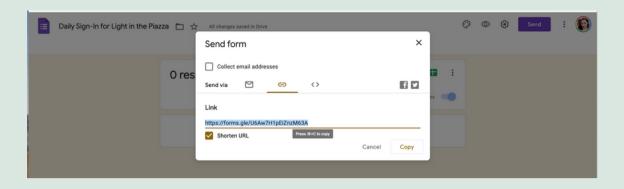
Click on the Responses tab >Create Spreadsheet>Create a new spreadsheet.

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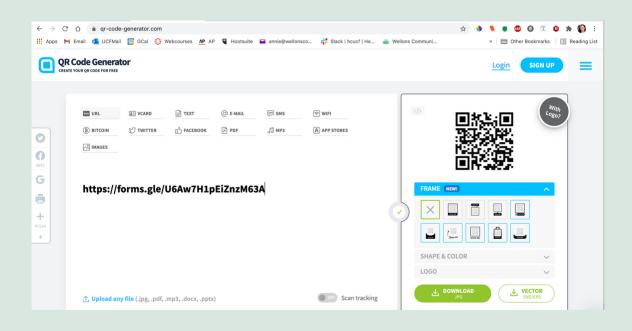
This will automatically export all sign-ins to a single Google Sheets document that will log both who signed in and give each response a date + timestamp.

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## **03** Back on the forms page, click the Send button and copy the link sharing address.



O4 Go to <u>QR Code Generator</u> (or any other free QR generator) and input this URL and the site will generate a QR code for you.



05 Click Download JPG and add the code to your new signin document and add it to your call board! (Sample sheet + results below)







# DAILY SIGN-IN



Scan Me!

### What the cast sees:

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Select your name from the drop-down list. * Choose		Henry Carner Jamie Clarke Ramona Costas	rop-down list. *	Select your name from the drop-down list. * Bonnie Moser	This content is neither created nor endorsed by Google, <u>Base</u> <u>Abuse</u> - <u>Terms of Service</u> - <u>Drivacy Policy</u> <u>Google Forms</u>
Submit This content is neither created nor endorsed by Google Ber- Abuse - Terms of Service - Privacy Policy Google Forms		Sara Dicarlo Don Hartmann Ismael Kendall Emma Morse	endorsed by Google. Be- e - <u>Brincy Policy</u>	Submit This content is neither created nor endorsed by Google. Bas Above - Terms of Service - Primar Policy Google Forms	
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	A	В	С	D	E	F	
1	Timestamp	Select your name from th	ne drop-down list.				
2	4/4/2021 10:02:01	Pamela Benjamin					
3	4/4/2021 10:02:07	Philip Adame					
4	4/4/2021 10:02:27	Bonnie Moser					
5	4/4/2021 10:02:35	Don Hartmann					
6	4/4/2021 10:02:42	Sara White					
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# How can I confirm actors are signing in only once they're physically at the theater?

There are a number of potential solutions here, including:

- Adding a file upload section to your Google Form and request a selfie in front of a sign showing the current date.
- A daily "codeword" or other prompt can be posted on the callboard which respondents will include in their submissions.
- This guide details a free solution to going paperless, but there are paid apps that have more advanced validation systems such as CheckIn and Calamari that may be worth looking into if this becomes an ongoing concern.

