

How to Use the Entry Form 2020 Poetry Chapbook

We're using Google Forms, and the form itself is pretty self-explanatory. Just fill it out and upload your files, and you're done!

What might trip you up, however, is how to use the form if you don't have a Google account.

The answer is simple: You can't.

You must have a free Google account to use the form and submit to the chapbook. Submissions will not be accepted any other way.

When you open the form, at the bottom of the introduction, you will see something like this:

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not nwgpoetrychapbook@gmail.com? [Switch account](#)

If an email address other than yours appears, click on "Switch account."

How to Get a Google Account

If you don't have a Google account, you can easily set one up. Don't want a gmail address? No problem. Just connect your account to your existing email. See details below.

How to create a free Google account so you can upload documents—either with a new @gmail.com address OR with your existing email address:

1. Go to the [Google Account creation page](#).
2. Enter your name.
3. Either create a new gmail account OR click on "Use my current email address instead."
4. If you want to use your current address, enter that address now.
5. Click Next.
6. Verify your email address. A code will be emailed to the address set up in #3 above or to your existing address if you used #4 above. Enter the emailed code.
7. Click Verify.

Now go to the Chapbook Entry Form and in the section about your email, make sure your Google account email is there (like in the screen capture above). This email address should be the one you verified in step #6 above. If it isn't, click "Switch account."

If you have problems setting up a new account, accessing the form, or using the form, please email us at nwgpoetrychapbook@gmail.com for help. Give a detailed description of your problems and screen captures if possible. We'll do everything we can to find a solution.