HOW TO CREATE A FREE GUEST REGISTRATION FORM (QR CODE INCLUDED)

As concern about the coronavirus outbreak grows, new guidelines have been put in place for the hospitality sector.

In many states, bars and restaurants are now required to keep a register of all guests in their venues to reduce the spread of coronavirus.

At H&L, we would like to help you by providing you a simple and free way to create a guest registration form.

We truly hope this will help. Please do not hesitate to contact us if you need any further information or assistance.

H&L Team

How to create a Google Form

- First, you need to ensure you have a Google account. If you don't, you can simply create a free one here: https://accounts.google.com/SignUp.

- Then, you can create a Google Form here: https://docs.google.com/forms/.

- We suggest you use the template called "Contact information".

- This is a pre-filled template that includes some questions as Name, Address, Email address and Phone number.
    - You can edit the order of these questions and the name by simply clicking on their title.
    - You can add a new field clicking on "+".
    - You can remove a field clicking on the bin button.
- Do not forget to click on "require" for making each question mandatory.
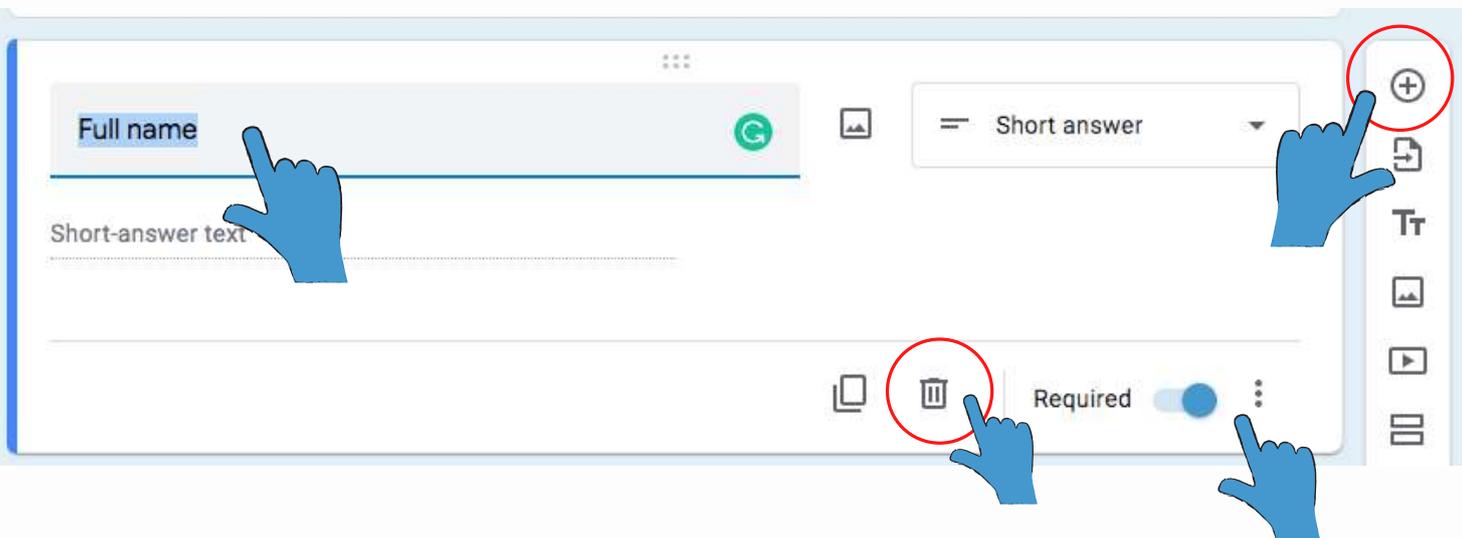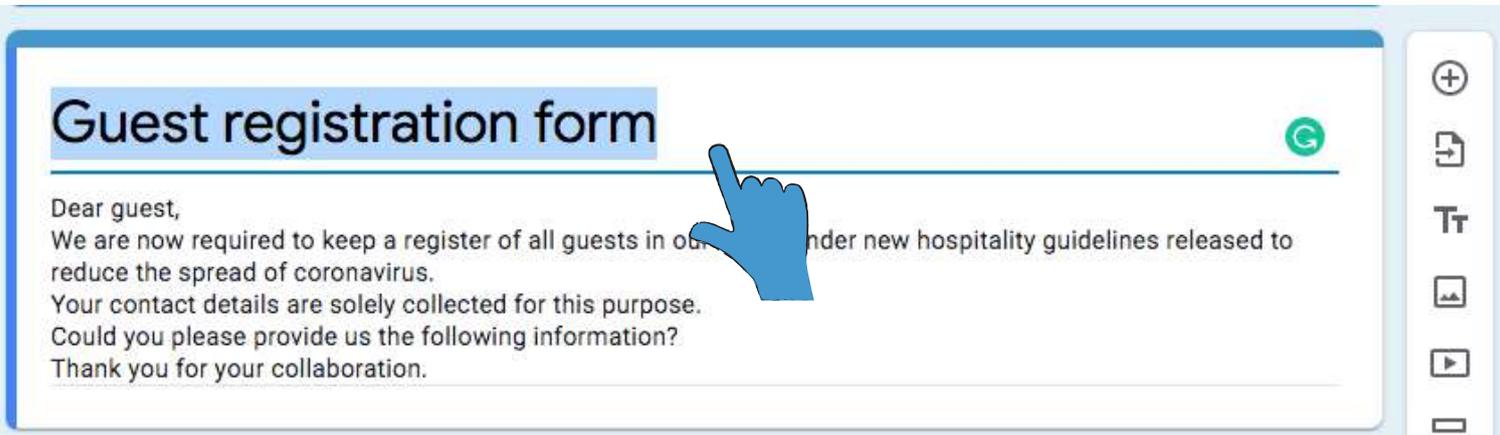

- We suggest you to ask for the guest Full name and phone number. You can add an option to add other guests into the same form.

- You can modify the title and the description on the
  top.

- We suggest you the following description:

Dear guest,

We are now required to keep a register of all guests in
our venue under new hospitality guidelines released to
reduce the spread of coronavirus.

Your contact details are solely collected for this
purpose.

Could you please provide us the following information?
Thank you for your collaboration.

- You can customise this template to follow your brand guidelines.
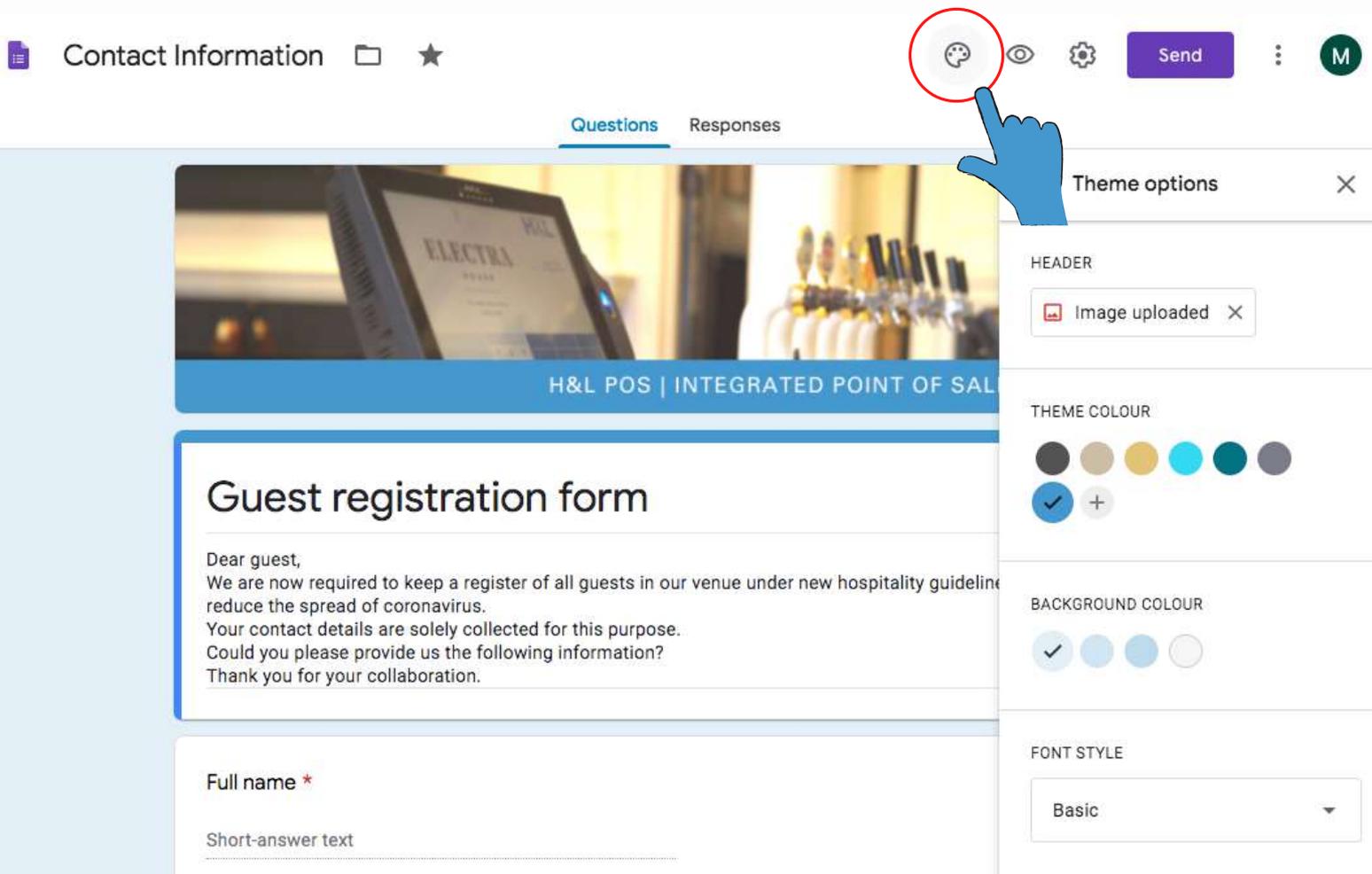
- Upload your own header image (or select one of the pictures included in Google Forms), a theme colour, a background colour and a font style.

- Once you have finished editing your template, you can configure the settings.
  - Click on "Collect email addresses"
  - Remove all the other options if you don't want people to require people to sign in in Google for answering the form, or leave it if you prefer this option.
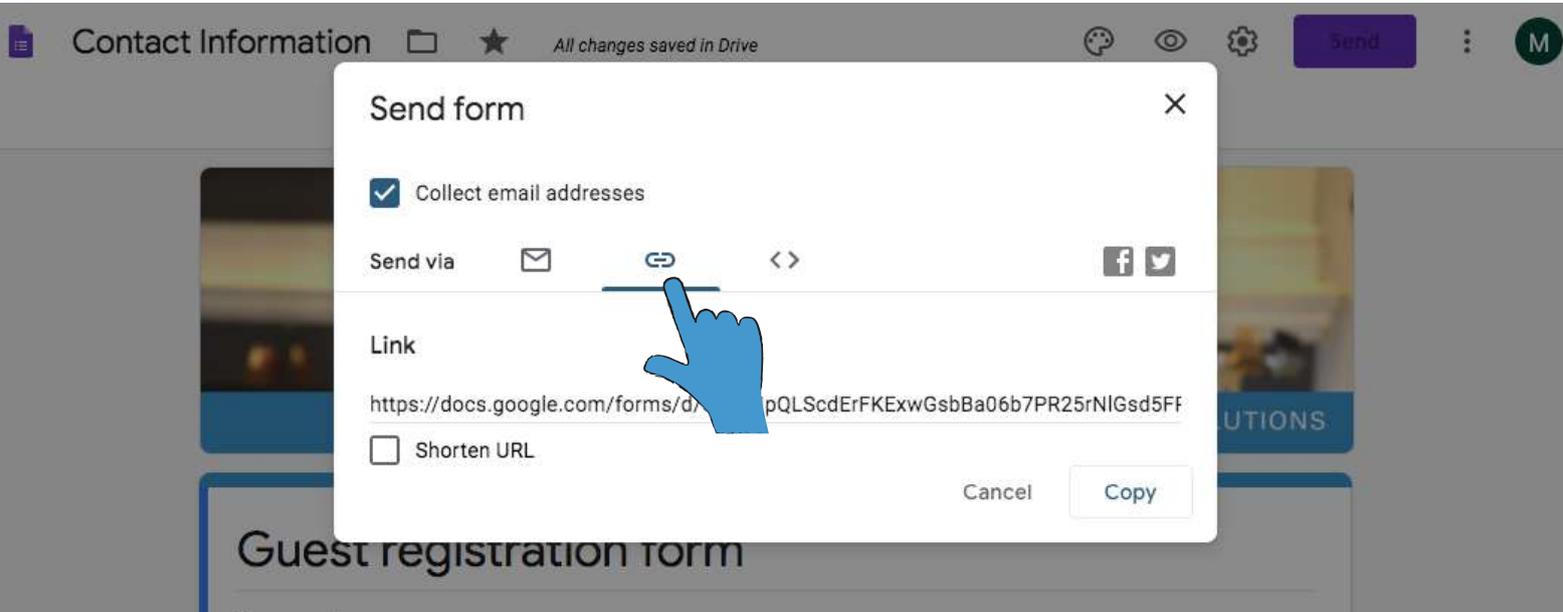 - Click on "Save".
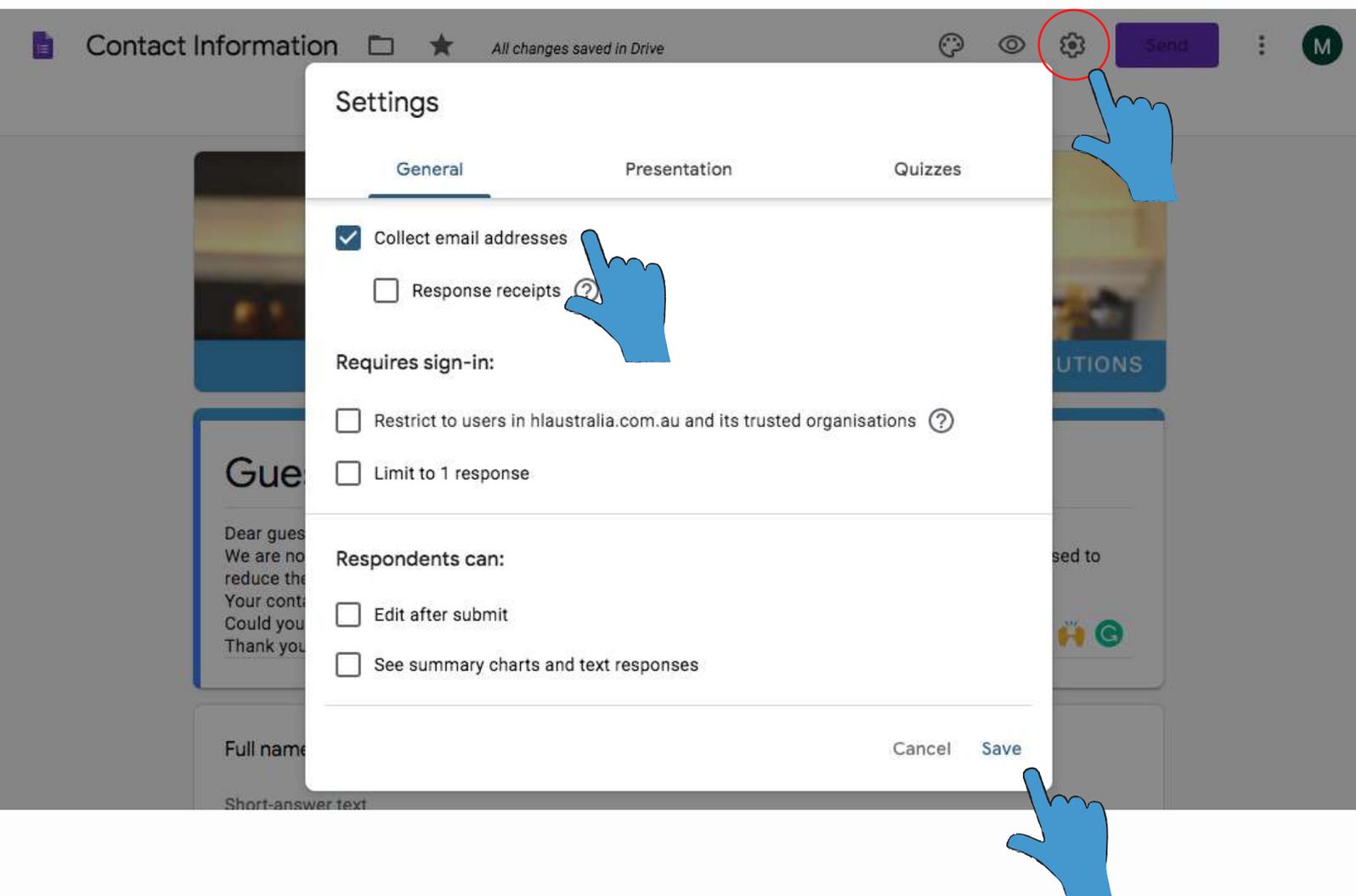
- Before publishing the form, you can preview it. A new window will open showing you the overview of your form.
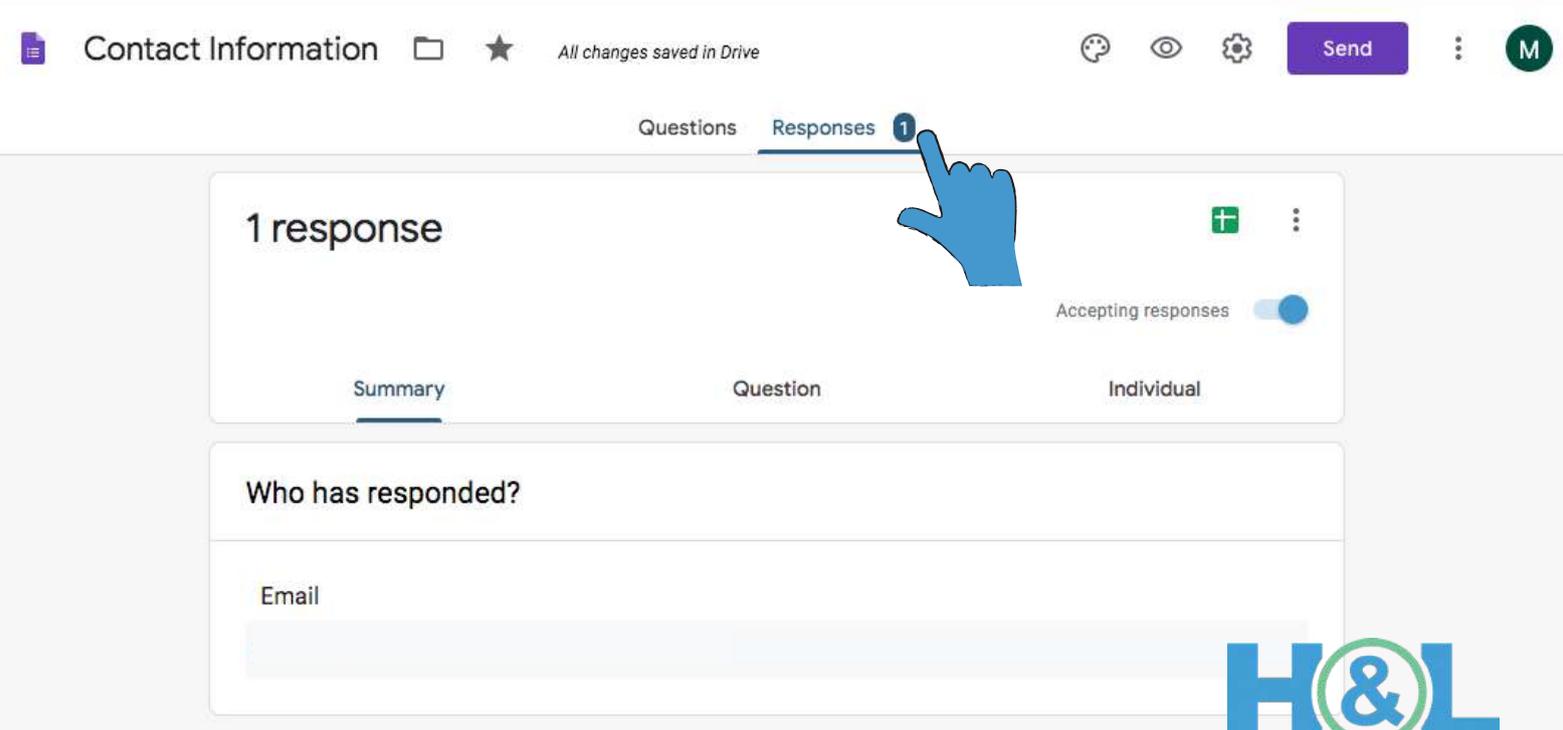

- Click on "Send" to publish your form.
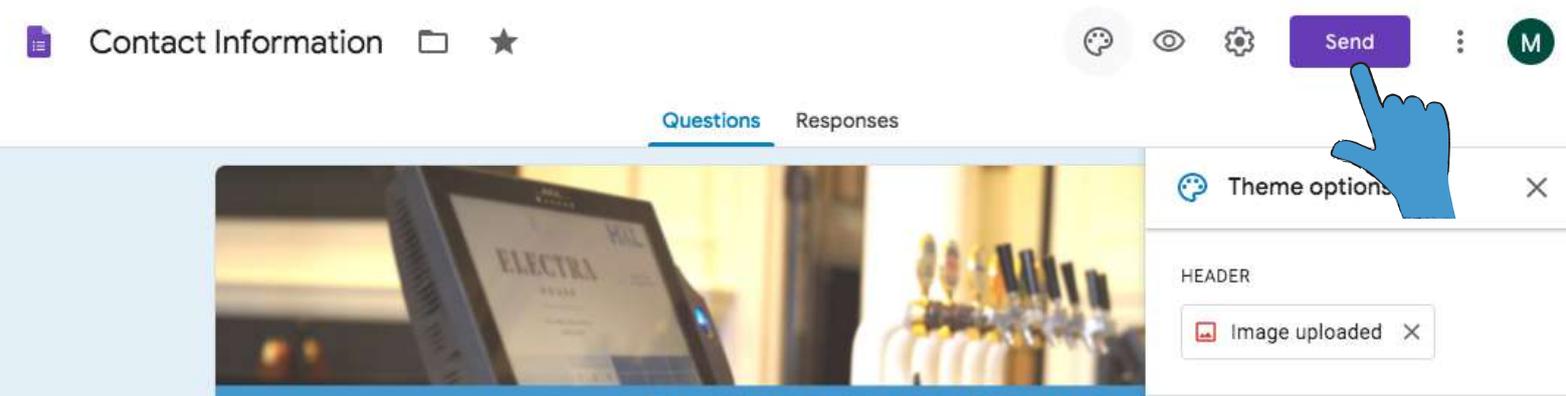
- Finally, click on the link option. We will use this URL for creating a QR code for making easier the registration for your guests.


- The form responses will be automatically saved into your Google Account. Simply visit the form page and click on "Responses".
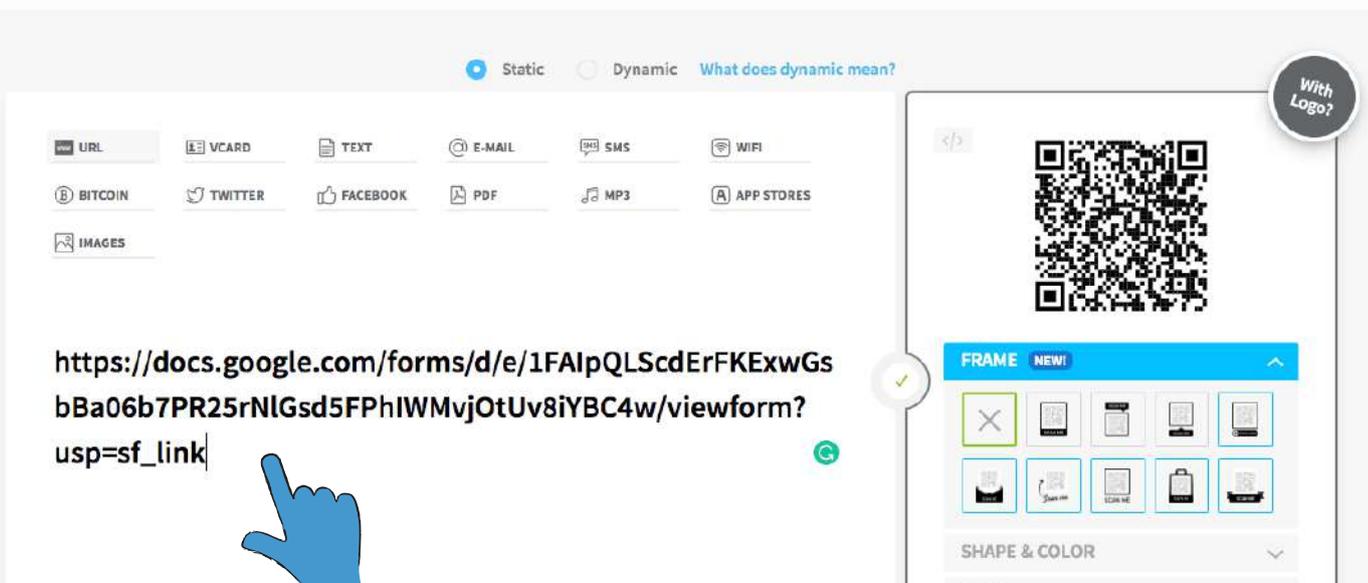
How to create a QR code

- Now that we have our form ready, we can create the QR code that we will print for our venue. Visit this page for creating a free QR code: https://www.qr-code-generator.com/

- At the QR code website, select the first option "Opens the url after scanning".
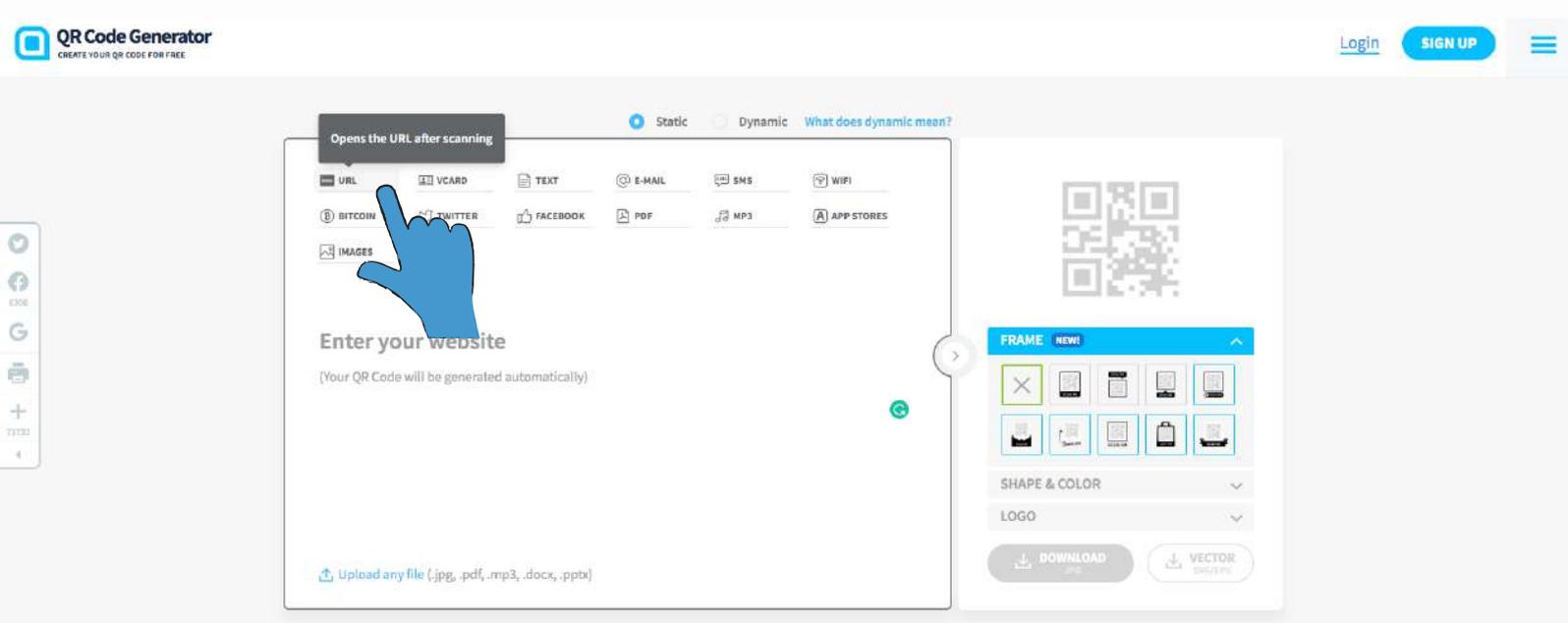
- Copy the URL link from Google Forms and paste it here.

- Once you enter your link, the QR code will be generated. Click on Download JPG for downloading your QR code.
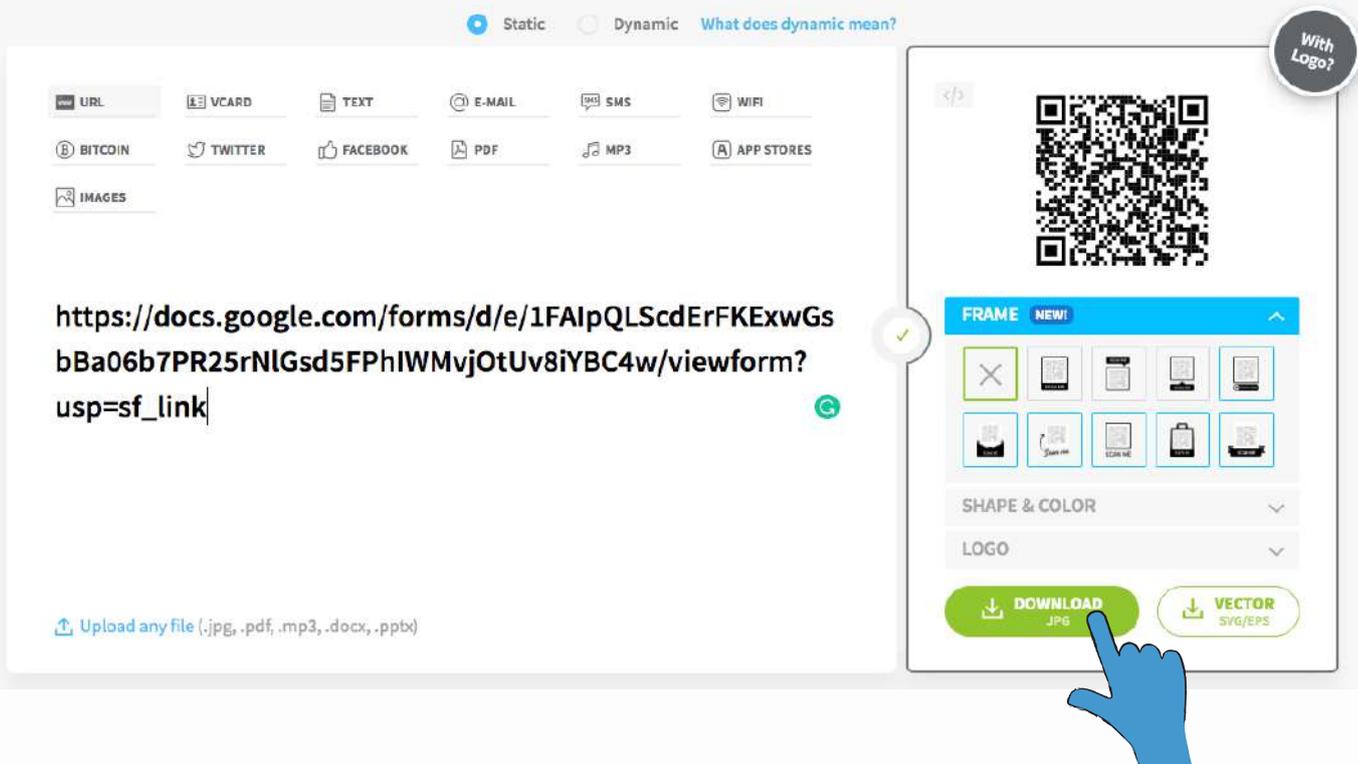
- Now that you have your QR code, you only need to paste it into a Word page and display it at your venue. You can use this Word template that we've created for you and simply copy the QR code into the blank space.

Please do not hesitate to contact us if you need any further information. Remember, we are here to help!

H&L Team