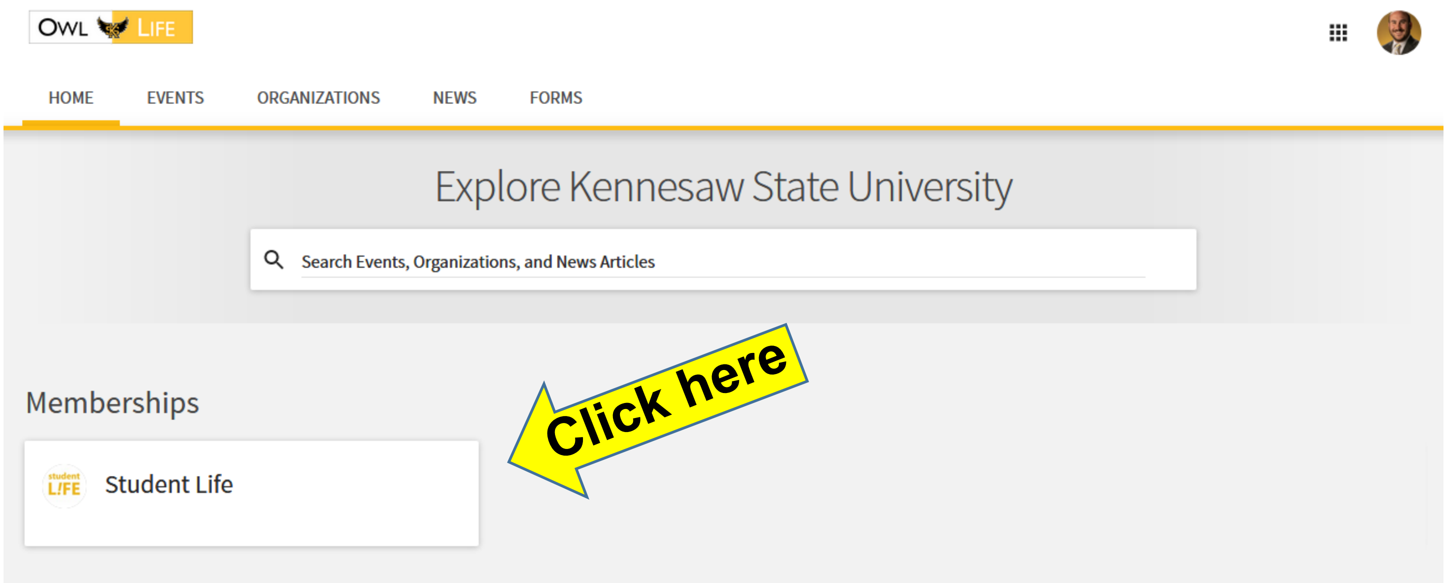
Creating a Form in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Ned-ID and password.

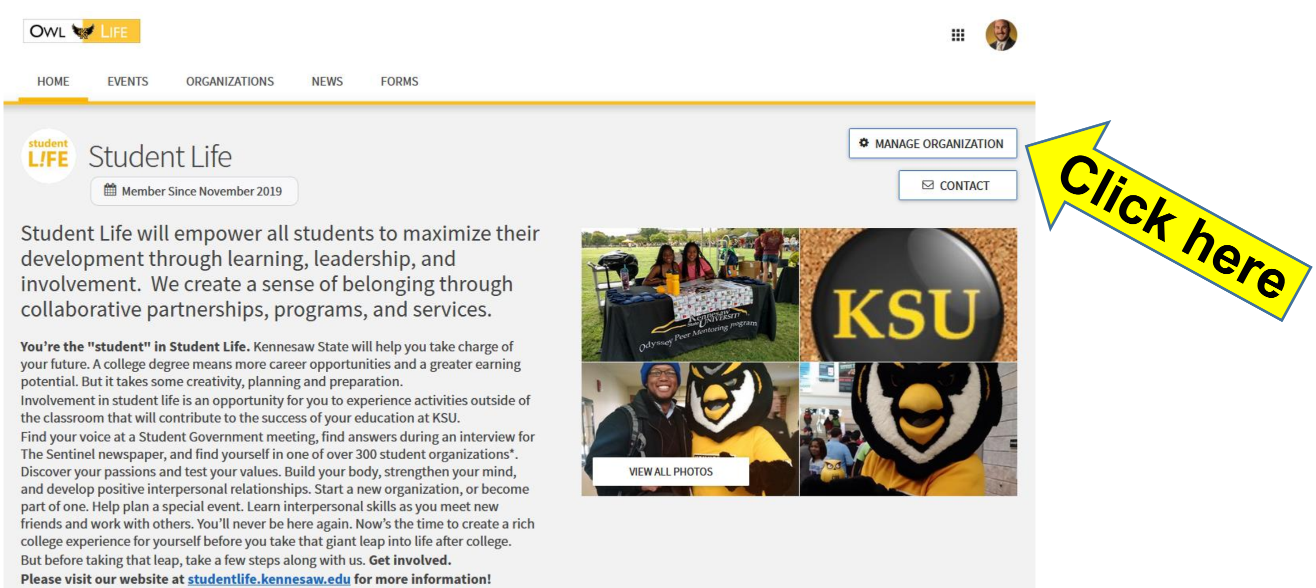
---

2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



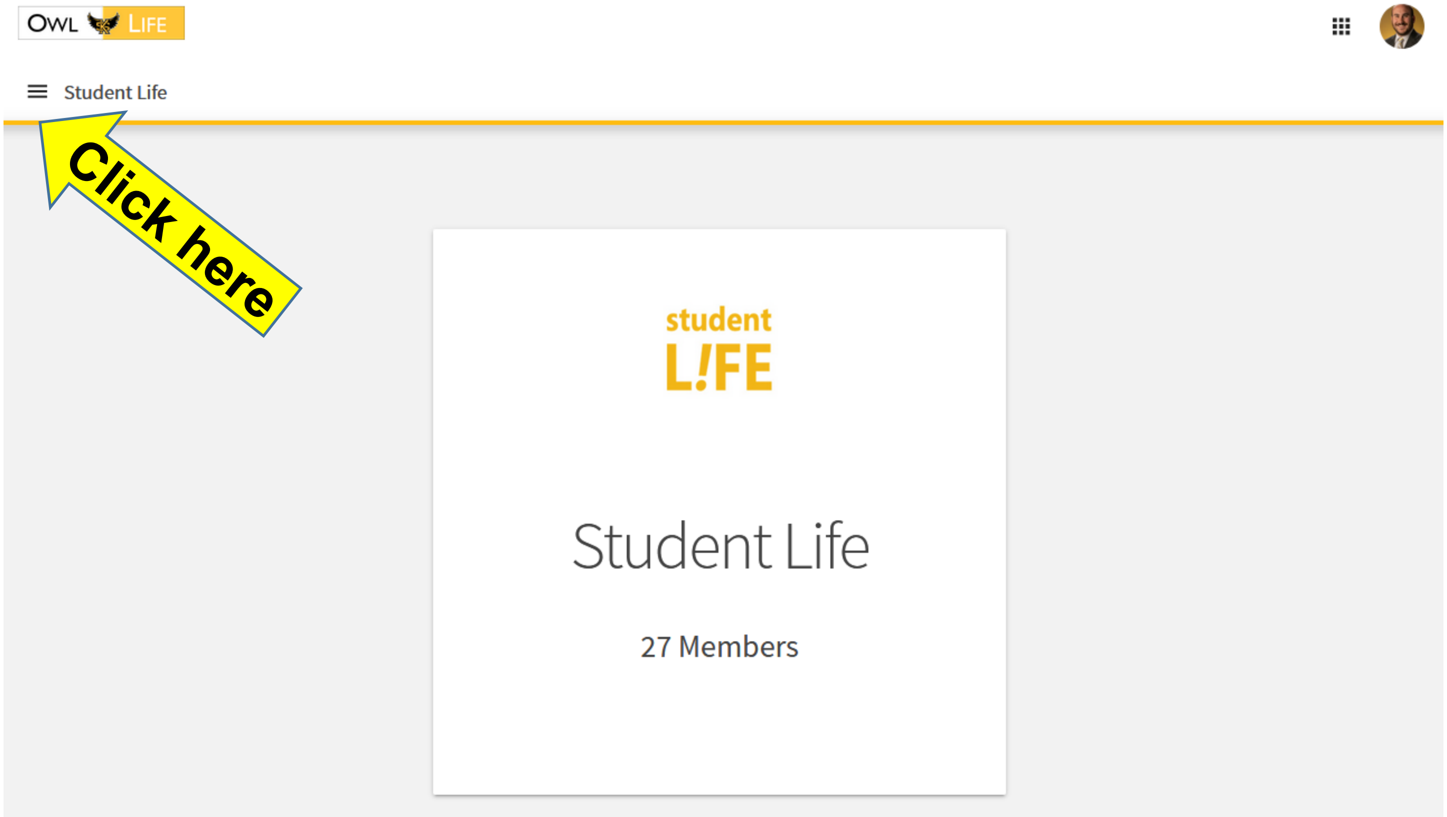
---

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.

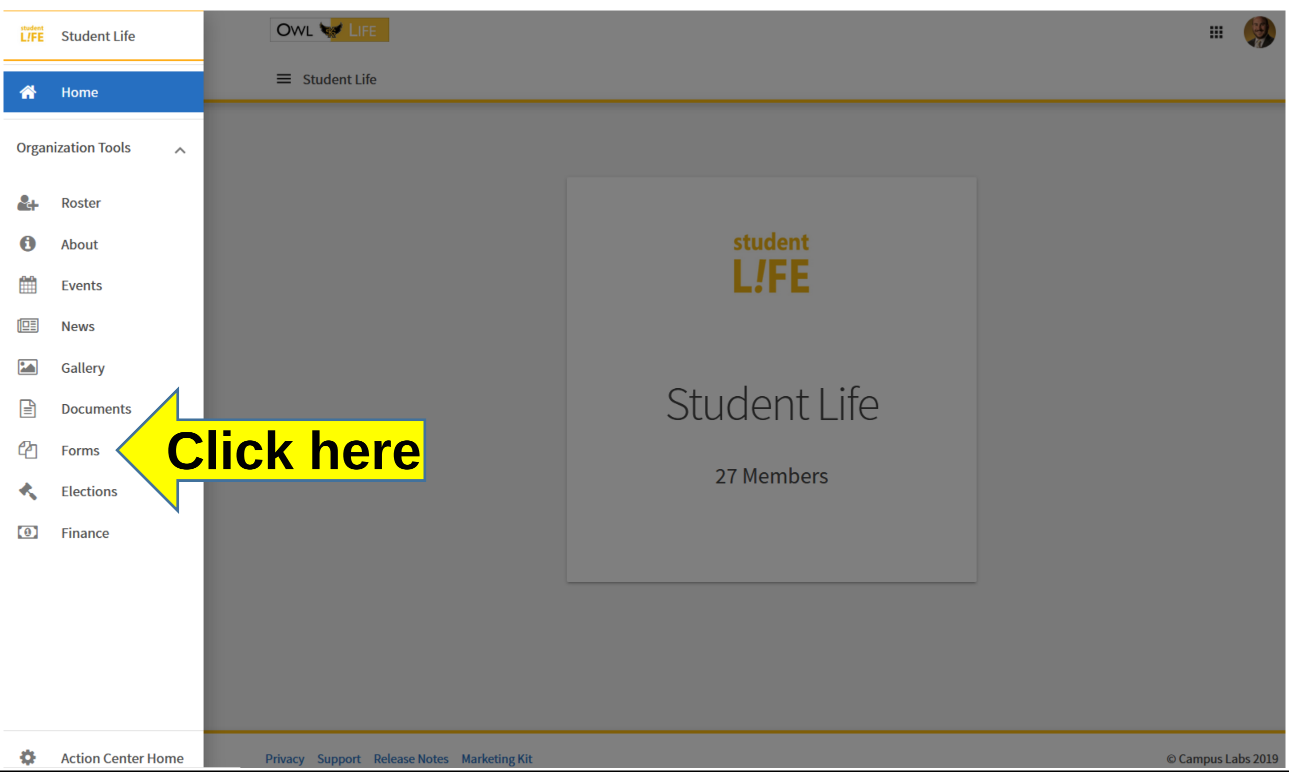


---

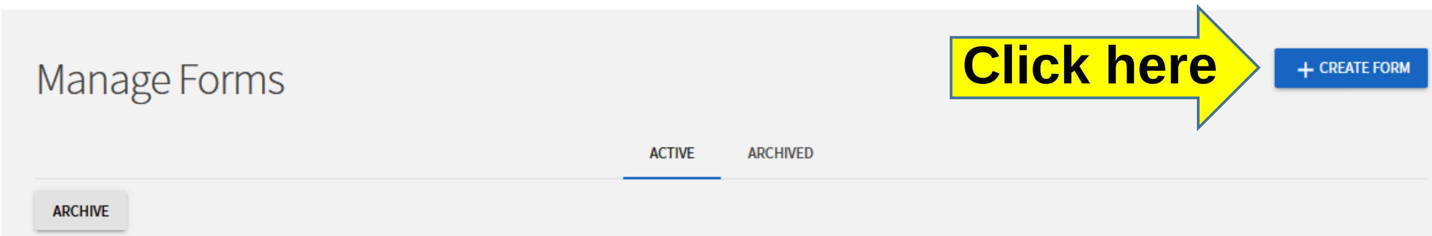
4. Another tab will open. Click on the three horizontal bars in the top left corner.



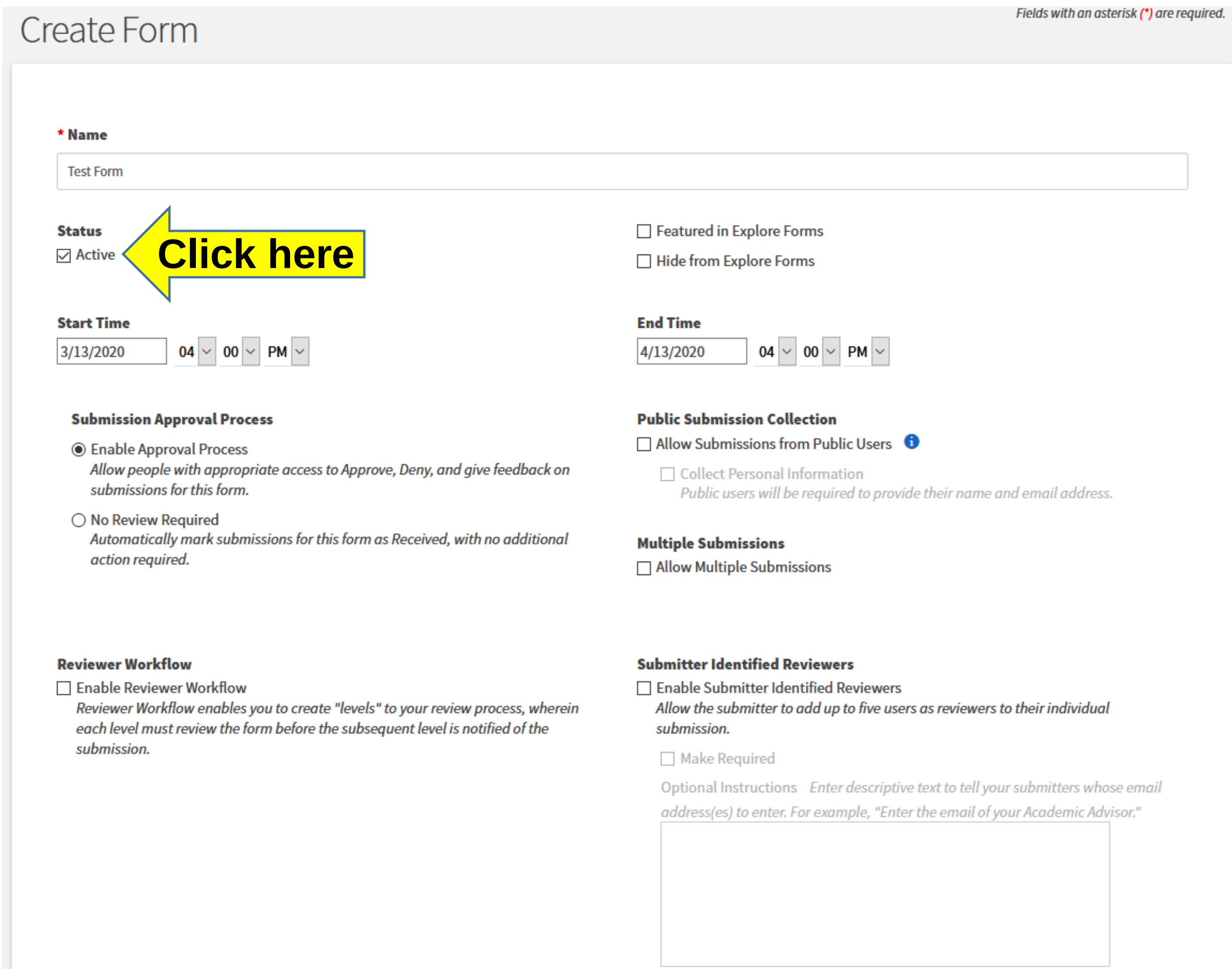
5. From the drop-down menu, select “Forms.”



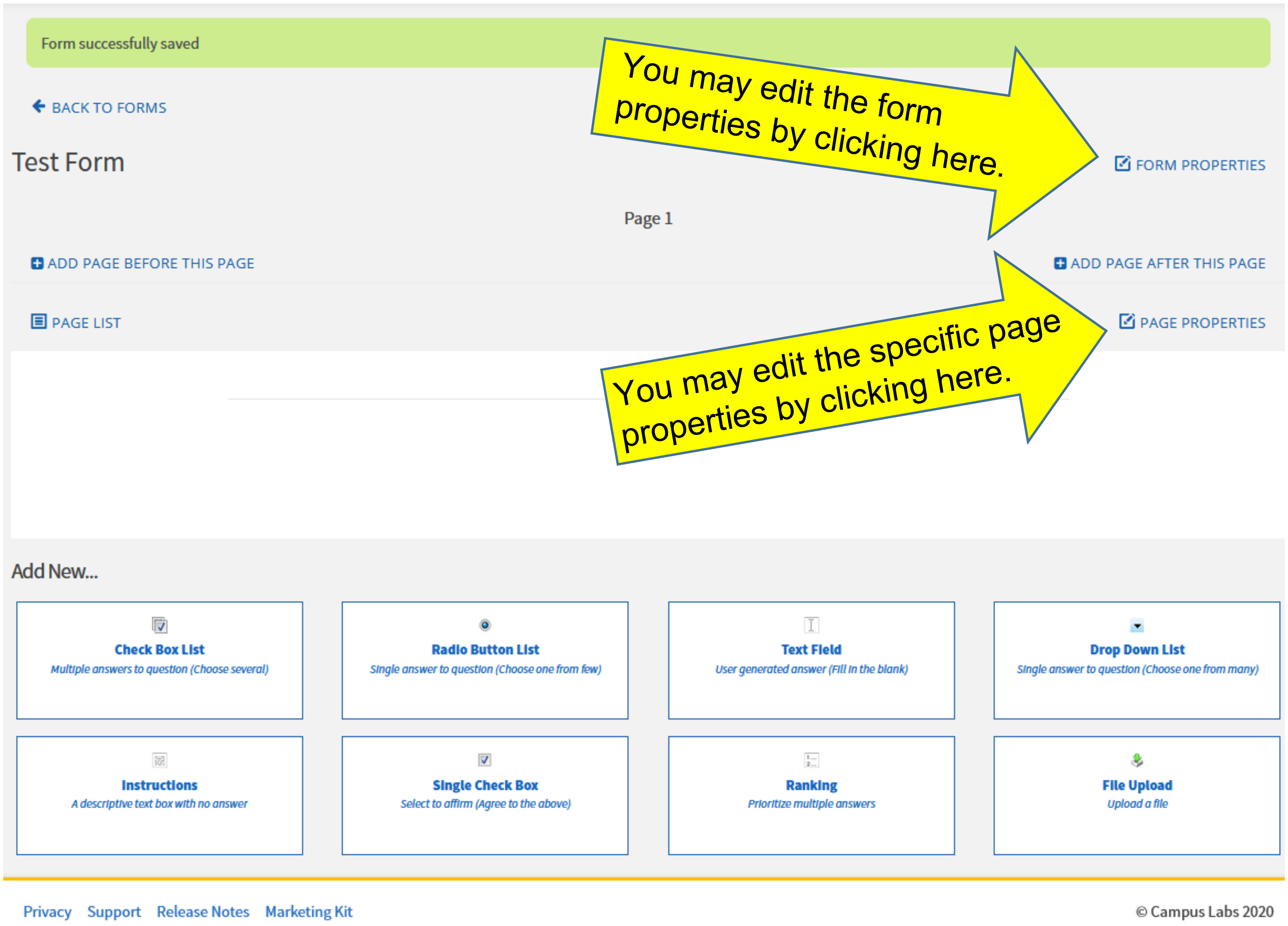
6. To create a new form, click the blue “Create Form” button in the top right corner.



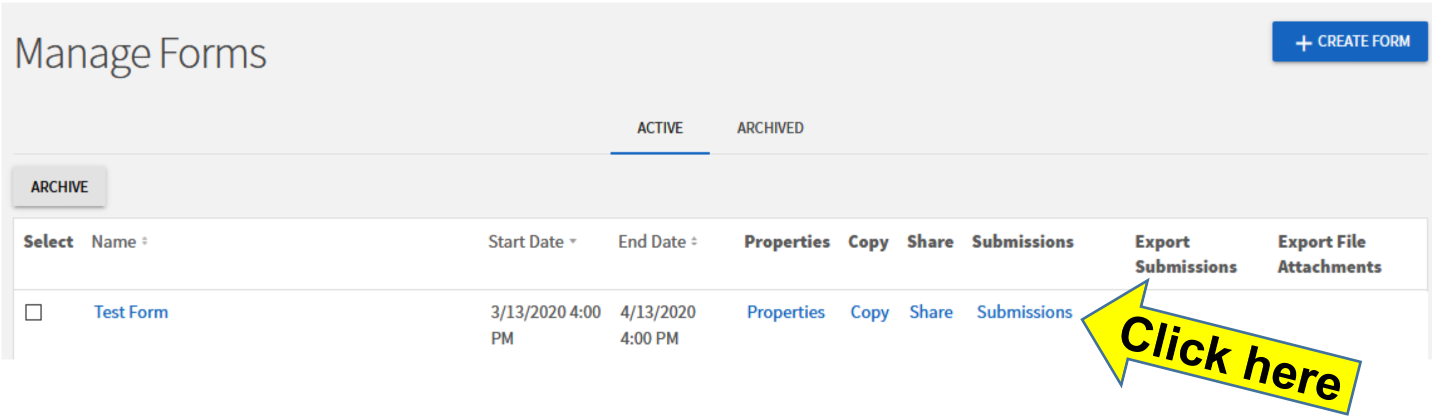
7. Follow the instructions to set the properties of the form. Select the “Active” box when you are ready for your form to go live. The form will only be open between the “start time” and “end time” if the “Active” box is checked. When you are finished setting the properties for the form, click the blue “Save and Add Questions” button at the bottom of the page.



8. A green bar will appear at the top of the page that states, "Form successfully saved." Follow the directions for adding new questions or instructions to the form. Add as many questions or instructions as needed. If you need to create multiple pages in the form, you may click "Add Page Before This Page" or "Add Page After This Page."



9. To review form submissions, navigate back to the “Manage Form” page and click on the blue “Submissions” button.



If you have any questions, please email RSOsupport@kennesaw.edu.

KENNESAW STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS
Student Activities