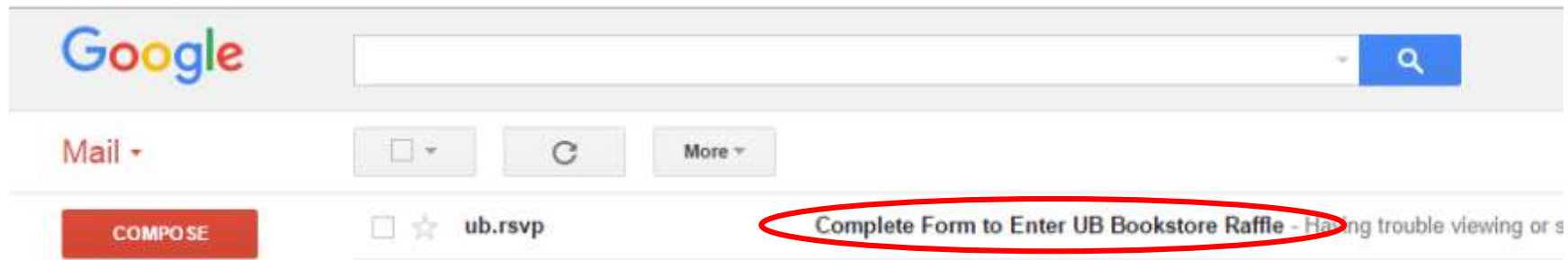


From your vttrio mailbox, open the “Complete Form to Enter UB Bookstore Raffle” email from ub.rsvp.

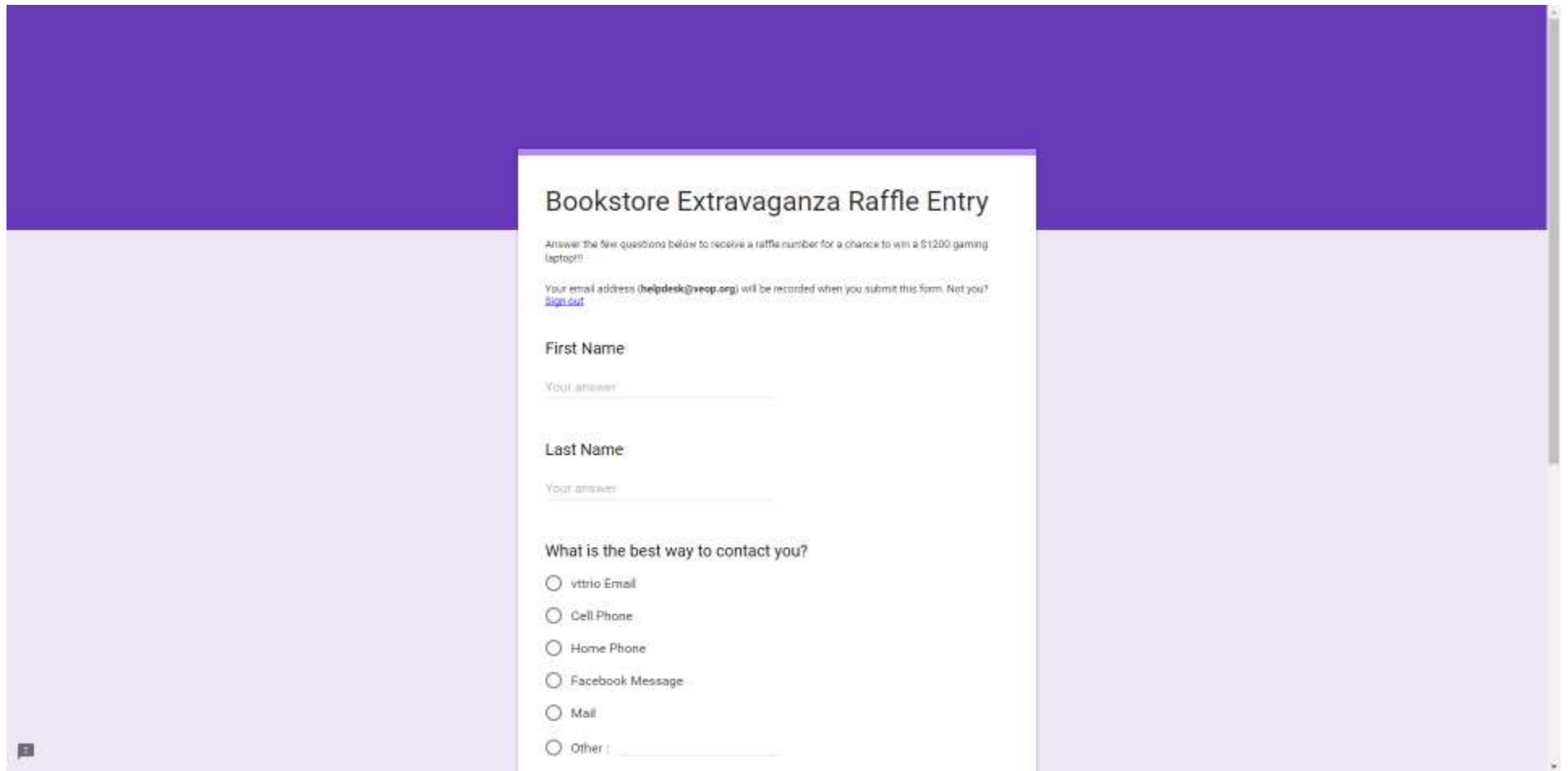


The Google Form is in the body of the email and is ready for you to enter your responses.

If you have trouble viewing it, click on the “FILL OUT IN GOOGLE FORMS” button to view the form in a new tab outside of your email.

A screenshot of the Google Forms interface. The form is titled 'Bookstore Extravaganza Raffle Entry'. It includes a button 'FILL OUT IN GOOGLE FORMS' at the top. The form text describes a raffle for a \$1200 HP Omen gaming laptop. The form fields are: 'First Name', 'Last Name', and a multiple-choice question 'What is the best way to contact you?' with options: 'vttrio Email', 'Cell Phone', 'Home Phone', 'Facebook Message', and 'Mail'. The form fields are highlighted with a red border.

This is what the form looks like opened in a new tab, if you had trouble viewing it from your email.



The screenshot shows a web browser window with a purple header and a light purple body. A white form titled "Bookstore Extravaganza Raffle Entry" is centered. The form contains the following text and fields:

Answer the few questions below to receive a raffle number for a chance to win a \$1200 gaming laptop!!

Your email address ([helpdesk@vecp.org](mailto:helpdesk@vecp.org)) will be recorded when you submit this form. Not you? [Sign out](#)

**First Name**

Your answer: \_\_\_\_\_

**Last Name**

Your answer: \_\_\_\_\_

**What is the best way to contact you?**

- ☐ vttrio Email
- ☐ Cell Phone
- ☐ Home Phone
- ☐ Facebook Message
- ☐ Mail
- ☐ Other : \_\_\_\_\_

Fill in your First Name, Last Name and indicate what the best way to contact you is. If your preferred method is not listed, select “Other” and enter in what kind of method it is.

Enter your contact information in the box provided. If you’ve selected your vttrio.org email account, you do not have to enter that information.

Click “Review and Submit” button.

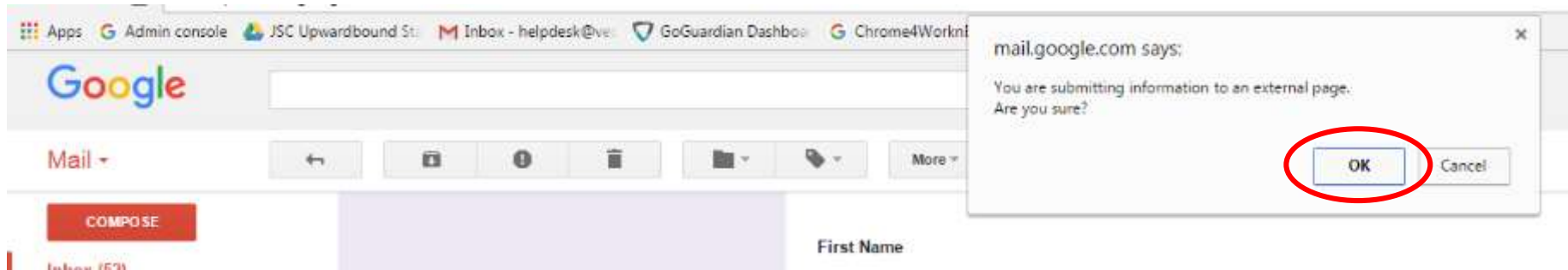
The screenshot shows a Google Form interface. On the left is a sidebar with a 'Mail' header, a 'COMPOSE' button, and a list of folders: 'Inbox (52)', 'Starred', 'Sent Mail', 'Drafts', and 'More'. Below this is a 'Help' button. The main content area contains the following fields and text:

- First Name:** A text input field containing 'Sonja'.
- Last Name:** A text input field containing 'Bracey'.
- What is the best way to contact you?:** A list of radio buttons with the following options: 'vttrio Email' (selected), 'Cell Phone', 'Home Phone', 'Facebook Message', 'Mail', and 'Other:'. The 'Other' option has an adjacent text input field.
- Based on your answer above, please provide us with the contact information (however, we already know your vttrio email address):** A text input field.

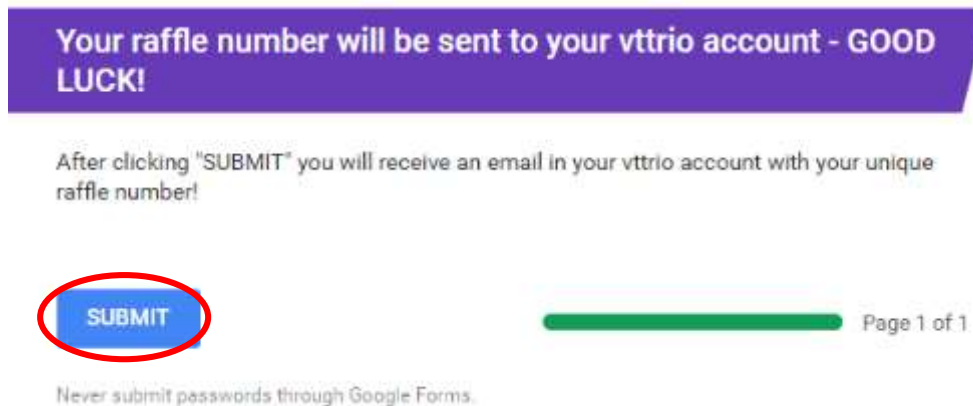
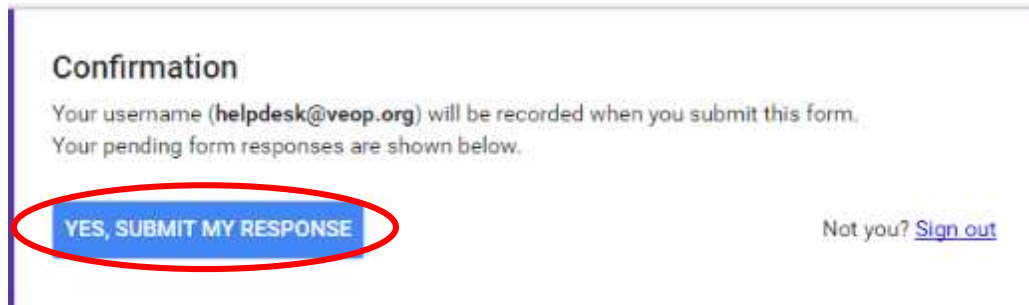
Below the form fields is a message box that says: 'Your raffle number will be sent to your vttrio account - GOOD LUCK!'. Below this is a paragraph: 'After clicking "SUBMIT" you will receive an email in your vttrio account with your unique raffle number!'. Below this is a button labeled 'Review and Submit', which is circled in red. Below the button is a small text: 'Never submit passwords through Google Forms.'.

At the bottom of the form, it says 'Powered by Google Forms'. Below that is a small text: 'This form was created inside of Vermont Educational Opportunity Programs.' and a link: 'Report Abuse Terms of Service Additional Terms'. At the very bottom is a link: 'Create your own Google Form'.

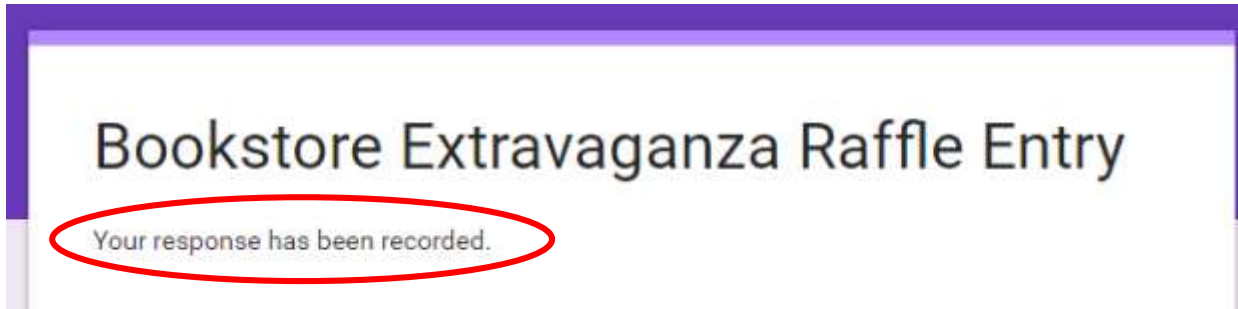
A pop-up box will appear from mail.google.com if you are submitting the form from your email, click “OK”.



A confirmation box will appear containing your vttrio.org email address and allowing you to review your responses. Click on the “YES, SUBMIT MY RESPONSE” button at the top OR alternatively, the “SUBMIT” button at the bottom of the form.



After you submit your form responses, you will be presented with a page that confirms that your response has been recorded.



Navigate back to your vttrio.org inbox. There will be a new email from ub.rsvp with the subject, “Your UB Raffle Number” that will contain your unique number that will be entered into the raffle for the gaming laptop! We will have record of everyone’s raffle numbers, so you **do not need to inform us** of your raffle number – this is just for your records (UB staff members are not entered in to the raffle).

GOOD LUCK AND HAVE FUN!!!

