

## **FWC Member Information e-Form Frequently Asked Questions (FAQ)**

**Q: Can I complete this form now?**

A: Yes. Go to the FWC website, [umfwc.org](http://umfwc.org)> Membership> For Current Members> Complete Member Information e-Form.

Q: Do I need a username and password to access this e-Form?

A: No. Neither is needed to access or complete the e-Form.

Q: Is my information publicly available through the FWC website?

A: No. While you can access this e-Form through a link on the FWC website, the data you submit is not on the FWC website and is not publicly available. It is securely stored for our FWC database team to review before being added into the database maintained by our organization on an FWC-owned computer

Q: How easy is this e-Form to complete?

A: Everyone who has tried it says it is very easy to complete. Let us know what you think!

Q: Is a paper version of this form available?

A: Right now, we are sending a paper version only to the FWC members who have requested mailed—not electronic—newsletters. We believe everyone else has access to a computer, tablet, or mobile phone that will allow them to complete the form online.

Q: If I can't use the online version, what do I do?

A: Although we hope you can complete the form online, anyone who is uncomfortable doing so may contact Susan Ederer. She will complete the form on your behalf or walk you through it if you want to try.

Q: Why is FWC pushing this process online?

A: Especially this year with the pandemic, we want to minimize the amount of incoming paper that our Assistant Treasurer must handle and the number of trips she makes to the FWC mailbox and to the bank.

Also, online helps eliminate the chance of introducing errors in the data when information is transcribed from a paper form to the database. Handwriting can be hard to read, the person entering the data may make a mistake, etc.

Q: Why did FWC choose a Google form to collect my information?

A: Google forms are easy for our FWC volunteers to create, track and securely store information. They are free tools and help us keep our costs down.

Q: Are all questions required?

A: No. Only questions with an asterisk (\*) require an answer. Other questions can be skipped—although we encourage everyone to answer all the questions.

Q: Is the Member Information e-Form long?

A: When we had to transition to a new database, we lost some information; this form helps ensure that what we have is correct. We also added some new questions to collect information that will be helpful to the Sections and Nominating committees.

Google Forms identify each section of the form as a “page” for purposes of showing the form length in the progress bar. Some sections are shorter than others; a few may even be skipped depending upon how you answer particular questions.

Q: Does completing the form online mean that I have to pay my dues online?

A: No. You can still pay by check, although we hope the vast majority of members will enjoy the convenience of paying online.

Q: Is everyone be expected to fill this out every year?

A: No. We are asking everyone to fill it out in Fall 2020 and will reissue it every few years (likely 4 or 5) to update the skills and interests information.

Q: Why aren't the questions about my spouse/partner right after my personal and contact information?

A: We tried that, but felt it made more sense to have each person give us all their own information (name, contact, interests, skills, etc.) before we get relevant details about their spouse/partner.

Q: Why are we asking about personal pronouns? I've never seen that before on FWC stuff.

A: Now that we have expanded membership to all genders, it makes sense—and is more inclusive—to ask people to self-identify their preferred pronouns. The personal pronoun list we are using is consistent with what U-M uses in their online directory.

Q: After I filled out the form, I got an email from Google Forms. Is that normal?

A: Yes! That email gives you a chance to review and—if necessary—correct or change the information you submitted.

Q: Before I could submit the form, I had to find which blurry pictures on a grid contained a certain object. Why?

A: Google uses these to tell whether a human or a computer entered the information in the form. Unfortunately, we are unable to turn off this feature.

Q: What happens if someone doesn't complete the form?

A: We will issue a couple of general reminders, but do not plan to follow up with every individual who does not complete this form. As always, current members who do not pay dues by September 30 will be contacted.