

## Frequently asked questions for the President's Report 2025 online form:

### Do I need to mail or email my report to my District Director, Council President, and the State President?

- No, they will receive a copy of your online report once you submit it.
- You can forward your report to your district director if you have questions.

### Can I save the report and come back to it?

- Yes, you can save your report at any time to return to it.
- Go to the bottom of the page and click the **Save** button.
- Click **Skip Create an Account** at the bottom of the screen.
- Enter your email address and click **Send** to receive an emailed link to the saved report.

The screenshot shows a form titled "Your Email Address\*" with a text input field containing "example@example.com". Below the input field are two green buttons: "← PREVIOUS" and "NEXT →". At the bottom of the form, there is a "Save & Continue Later" button, which is highlighted by a red box and a red arrow. A text box with a red border points to this button, stating: "Save & Continue Button is at the bottom of the screen. Shaped like a floppy disk." The background of the form is a garden scene with flowers and a red hat.

The screenshot shows the Jotform sign-up screen. It has options to "Sign up with Google", "Sign up with Microsoft", or "Sign up with Email". Below these options, there is a link "Already have an account? Log in". At the bottom, there is a button labeled "Skip Create an Account", which is highlighted by a red box. A blue arrow points to this button with the text "Click 'Skip Create an Account!'".

The screenshot shows a confirmation screen titled "Submission saved as draft". It says "If you want to continue your form later, please enter your email address." Below this, there is a text input field for the email address, which contains "headquarters@gardenclubofgeorgia.org". To the right of the input field is a blue button labeled "Send". A blue arrow points to this button with the text "Enter email address, click SEND".

## Can I view or print the PDF report before submitting it?

- Yes, you can view how your answers look on the PDF. Or download a blank version before filling in answers.
- At the bottom of the screen, select **Preview PDF**.
- Click the **Down Arrow** ↓ at the top right-hand corner to download or print a copy.
- Click the **Back to Form** button to return to the online form.
- As you answer questions, the PDF will update. You can view it anytime.

Your Email Address\*

example@example.com

← PREVIOUS

NEXT →

Click **Preview PDF** to see the PDF version of the report at any time. You can download or print a copy.

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Preview PDF

← Back to Form

President's Report 2025

Click 'Back to Form' to resume answering questions

Click the 'Down Arrow' to Download or Print a copy

**President's Report of Garden Club Achievements**  
Reporting Period January 1-December 31, 2025  
Due by February, 15th 2026

|   |   |                       |
|---|---|-----------------------|
| District: AZALEA                                      | Club Code and Name: 02-005 ATHENS GARDEN CLUB |                       |
| City: ATHENS  | No. of Members: 81                            | Grand Gardener: Y O N |
| Council or Federation Club Belongs to: Not applicable |   |                       |

This report may be used as a guide for planning club programs and projects. The State President and District Director use this information in preparing their reports to GCG, DSGC, and NGC. Submit this form online on GCG's website.  
To qualify for a Club Standard of Excellence Award, questions 1 and 2 must be checked ✓, and a minimum of 30 check marks total.

**ADMINISTRATION**

☒ A1. Club paid GCG membership dues and renewed with the Member365 portal.  
\*All clubs receive this point.

☐ A2. Submitted this Garden Club Achievement Report to your District Director, State President, and if applicable, Council President by **February 15, 2026.**

☐ A3. Club added \_\_\_\_\_ new members in the past year and paid State dues when  
If yes to #3, List 2 ways your club attracted new members.

As you answer questions online, the PDF will show your answers. You can view the PDF at anytime.

### Can I view all of the questions at once? I only see one question at a time.

- Yes, at the bottom of the page, to the left of the Preview PDF button, you'll see a question count, for example: **1 of 80**.
- Click the numbers, and the button will change to **See All**.
- A horizontal line of all questions will show. Hover your cursor on a dot to see the question. Click a dot to view a question on the line.
- The Green Dots are the questions that you have answered.
- \*If you use the Auto Fill Button on question 5, you can view the questions it auto-fills for you by using the See All button. They will be green dots.
- Return to answering questions by clicking one of the question cards at the top or the **1 of # / See All** button at the bottom.

Garden Club President's Name\*

Garden Club President

NEXT →

Click the **1 of #** button, to see *all* questions on the report. It changes to **See All** when selected.

See All

1 of 80

Preview PDF

4

Choose your Club's District, then your Club's Name on the drop-down lists.\*  
Use the search bar to type your club's name instead of scrolling.

02 Azalea

02-045 00 MADORA GARDEN CLUB

← PREVIOUS

NEXT →

5

Enter your Club's Code, then click 'AUTO FILL BUTTON'. (Click the 'Previous' button below to see your code, example: 01-005.)  
The Auto Fill Button fills in the following questions based on GOC's records:  
Fields: District, Club Code and Name, City, Council or Federation Club belongs to, Number of Members, Grand Gardener  
Questions: A1, A7, A9, (A9.1), A10, A12, X1.X2, X9, X10, X11.  
\*You can still edit these answers after clicking the Auto Fill Button.

02-345

AUTO FILL BUTTON

← PREVIOUS

NEXT →

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District\*

AZALEA

← PREVIOUS

NEXT →

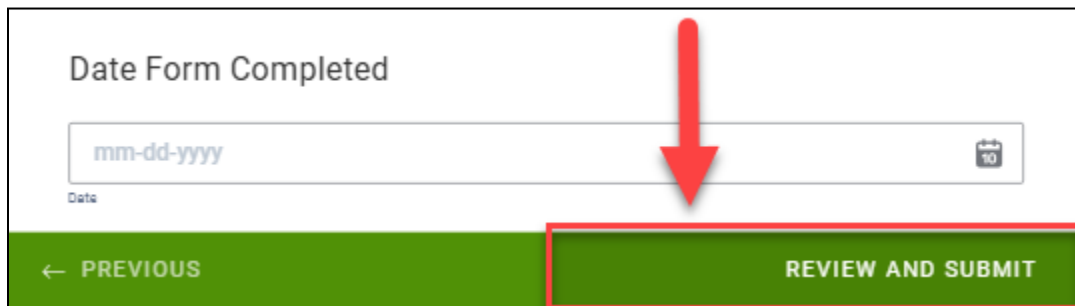
5. Enter your Club's Code, then click 'AUT...'

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Preview PDF

### Can I review the report before submitting it?

- Yes, when you get to the last question, it will have a **Review and Submit** button.
- Click it to review all of your answers on one page. Scroll up and down.
- Hover over an answer, and an **[Edit]** button will appear.
- Click the **[Edit]** button to change your answer.
- (After editing your answer, use the **Count of # / See All button** at the bottom of the page to return to the last question quickly.)

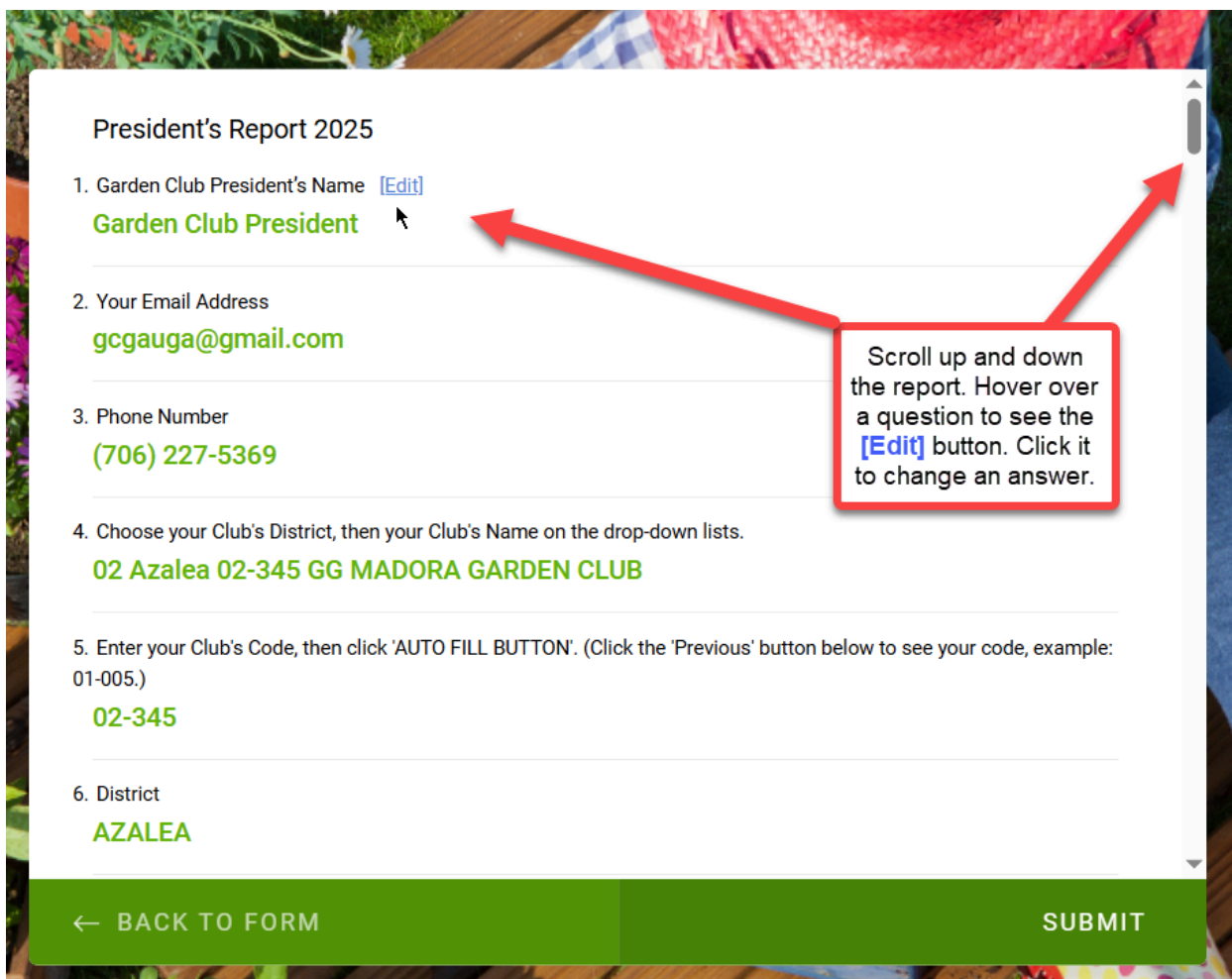


Date Form Completed

mm-dd-yyyy

← PREVIOUS

REVIEW AND SUBMIT



President's Report 2025

1. Garden Club President's Name [\[Edit\]](#)  
Garden Club President

2. Your Email Address  
gcgauga@gmail.com

3. Phone Number  
(706) 227-5369

4. Choose your Club's District, then your Club's Name on the drop-down lists.  
02 Azalea 02-345 GG MADORA GARDEN CLUB

5. Enter your Club's Code, then click 'AUTO FILL BUTTON'. (Click the 'Previous' button below to see your code, example: 01-005.)  
02-345

6. District  
AZALEA

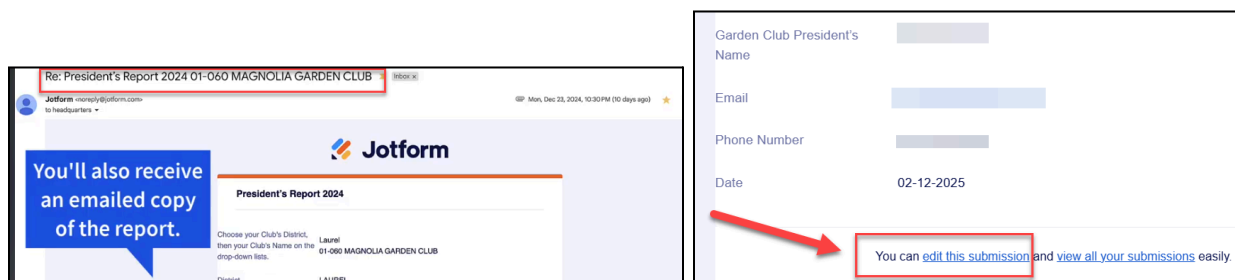
← BACK TO FORM

SUBMIT

Scroll up and down the report. Hover over a question to see the [\[Edit\]](#) button. Click it to change an answer.

## Can I edit the report *after* submitting it?

- Yes, when you submit the report, you will receive a confirmation email.
- The email Subject: *Re: President's Report 2025 {Your club's name}*.
- At the very bottom of that email is a link called **edit this submission**.
- Click that link to return to the report, make changes, and submit it again.



## Can I save/print a copy of the submitted report?

- Yes, the confirmation email from JotForm includes the PDF attachment.
- If you submitted a newsletter, the newsletter will also be attached to the email.
- You can also download the PDF after submitting the report.
- The thank-you message that pops up includes a Download PDF button.

