ChoiceGuard™ Admin Handbook

Automatic Seat Caps & Real-Time Choice Elimination Inside Google Forms™ — Zero Double-Bookings, Zero Monthly SaaS Rent.

864ZEROS · GOOGLE WORKSPACE™ ADD-ON

4-PAGE COMPLETE ILLUSTRATED PLAYBOOK

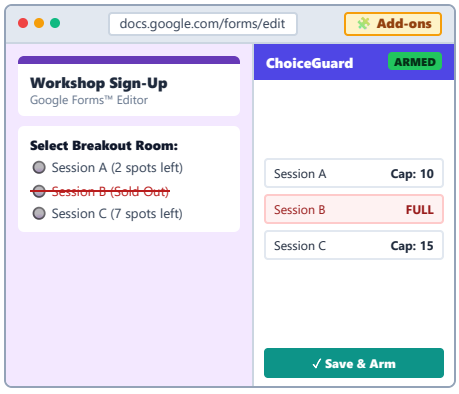
Stop Babysitting Sign-Up Sheets at Midnight — Enterprise Capacity Control Without SaaS Bloat

Schools, clinics, HR teams, and event coordinators rely on Google Forms™ every day — yet standard Forms cannot cap individual choices. Legacy form-limiter add-ons exploit that gap with **recurring annual subscriptions**, broad Google Drive™ permissions, or external webhook servers. ChoiceGuard runs **100% inside your own Google Workspace™ account** using atomic `LockService` mutexes and narrow `forms.currentonly` security — free for up to 2 active forms, with a one-time lifetime unlock.

WHY SCHOOLS, CLINICS & OPS TEAMS SWITCH TO CHOICEGUARD

Admin Requirement	Legacy Subscription Form Add-Ons	ChoiceGuard™ Sovereign Architecture
Simultaneous Last-Seat Rush	Race conditions let 2–4 people claim the final open slot	**✓ Atomic Apps Script LockService serializes submissions cleanly**
IT Security & FERPA Scope	Broad Drive scopes + external cloud webhook databases	**✓ Narrow forms.currentonly scope · 0 external servers or PII leaks**
Question Types Supported	Often restricted to Dropdowns or single question per form	**✓ Dropdowns, Multiple Choice & Multi-Shift Checkboxes together**
Recurring Weekly Events	Must manually re-type deleted time slots every Monday	**✓ 1-Click "Restore Original Choices" snapshots & reopens slots**
Pricing Model	Recurring annual subscription per teacher or coordinator	**✓ Free up to 2 Active Forms · One-Time Lifetime Unlock**

UP & RUNNING IN 60 SECONDS INSIDE GOOGLE FORMS™ (DESKTOP BROWSER)



Desktop Google Forms™ canvas + docked rectangular ChoiceGuard sidebar.

1 **Click Top Puzzle Icon → ChoiceGuard → Open Sidebar**

Open any Google Form™ on desktop, click the 🧩 **Add-ons puzzle piece** in the top toolbar, and launch ChoiceGuard's rectangular right-hand panel.

2 **Type Exact Seat or Inventory Caps Next to Any Option**

Set `1` per Parent-Teacher time window, `25` per PD breakout room, or exact box counts across Radio, Dropdown, and Checkbox questions.

3 **Click "Save Limits" — ChoiceGuard Handles the Rest**

Full choices disappear automatically in real time, the form closes cleanly when all spots fill, and 1 click restores everything next week.

10-Second Where-to-Find-It Reminder After Marketplace Install: Open Google Forms™ → Top Toolbar 🧩 **Puzzle Icon → ChoiceGuard → Open Sidebar** (refresh tab once if freshly installed).

Desktop Google Forms™

Anatomy of the ChoiceGuard Sidebar

Exact Rectangular Google Forms™ Right-Dock Panel Controls

Workspace Add-On Header

ChoiceGuard · ● ARMED

Native 300px docked panel. Sits cleanly on the right side of Google Forms™ with live trigger status indicator.

Question Auto-Scanner

Radio · Dropdown · Checkbox

Reads your Form structure live. Automatically lists all choice questions and refreshes if you add new options.

Sold-Out Auto-Elimination

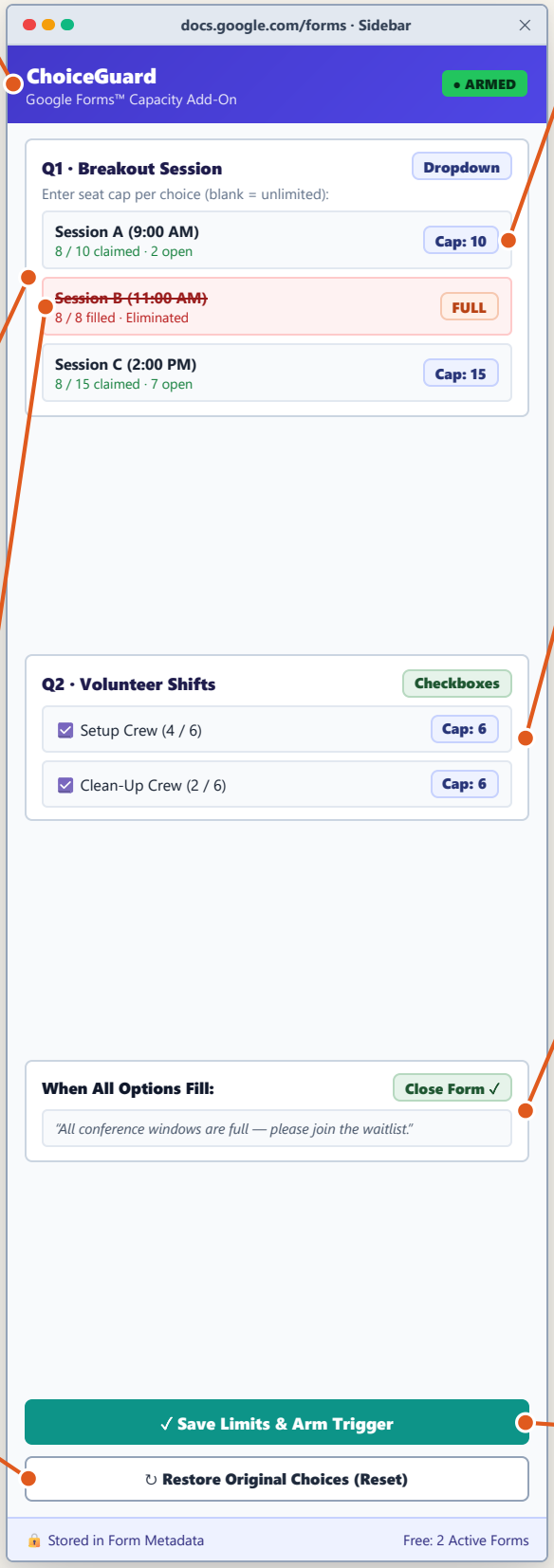
~~Session B (8/8)~~ · Removed

Zero manual cleanup. Visually flags filled options in the sidebar and removes them from the live public form.

1-Click Snapshot Restore

Saved Snapshot → ↻ Reopen All

Built for weekly schedules. Restores every eliminated choice back onto your Form in 2 seconds flat.



Per-Option Seat Cap Box

Cap = 1 (1:1) · Cap = 40 (Room)

Exact per-choice precision. Leave "Waitlist" blank for unlimited entries while capping every timed session above it.

Multi-Question Checkboxes

Q1 Room + Q2 Shifts

Multi-select tallying. One parent can check 2 volunteer shifts in a single submission and both counters increment.

Custom All-Full Cutoff

0 Spots Left → Waitlist Msg

Prevents empty choiceless forms. Closes the entire Google Form automatically when the final choice is claimed.

1-Click Trigger Arming

onFormSubmit · Zero Formulas

No linked Sheet required. Arms a native Google Apps Script submit trigger right on your Form in one click.

Live Form & LockService Architecture

Desktop Respondent View, Anti-Collision Mutex & FERPA Security

Public Google Form View

3:15 PM Slot — Open

Zero friction for parents or guests. Respondents open a standard Google Form™ link on any phone or computer.

Live Remaining-Spot Labels

Session A — (2 spots left)

Transparent availability. Keep clean option text or show live remaining seat counts so attendees pick fast.

LockService Mutex Queue

Parent #1 ✓ → Parent #2 Queued

Stops millisecond collisions. Serializes concurrent sign-ups via `LockService.getDocumentLock()`.

Real-Time Fill Progress

95% Claimed — Admin Alert

At-a-glance audit. Check exact claimed vs. remaining counts in the sidebar without opening a spreadsheet.

Native Metadata Vault

DocumentProperties — 0 External DB

Zero third-party cloud risk. Option limits and snapshots stay inside your Google Form's own properties.

currentonly Narrow Scope

✓ Active Form — ⃠ Drive Files

Breezes through IT review. Uses Google's narrowest per-file permission — zero access to unrelated Drive docs.

One-Time Lifetime Key

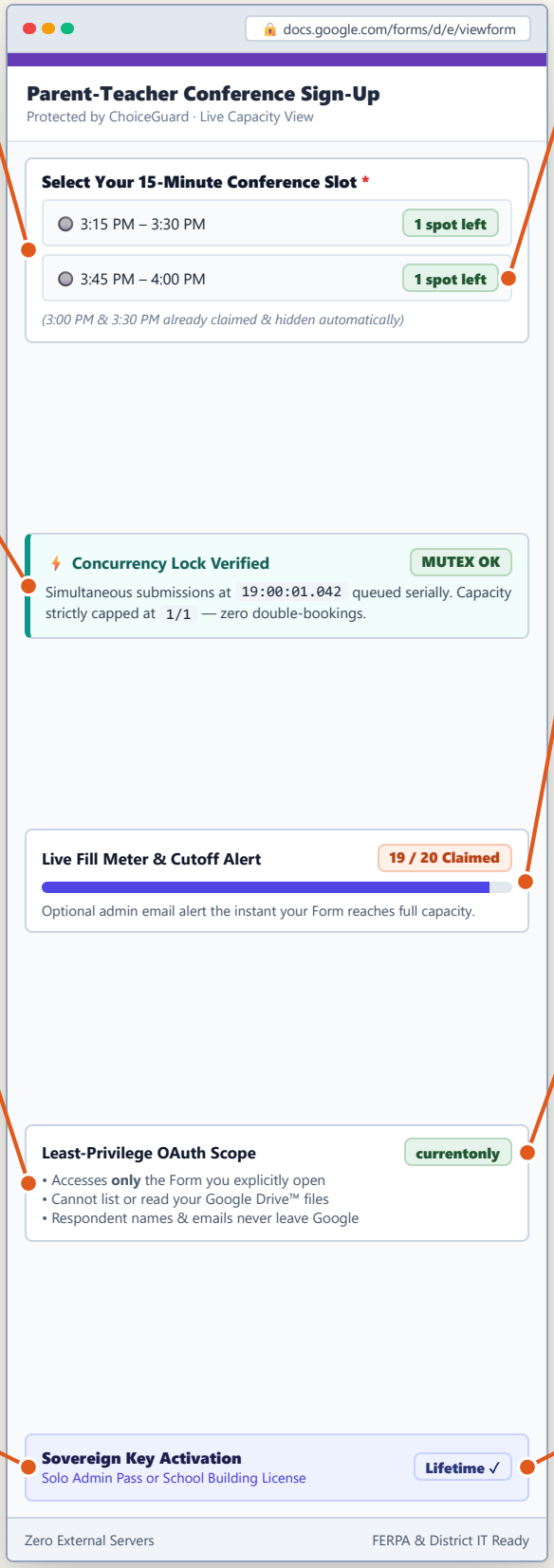
Free: 2 Forms — 1× Lifetime Key

Own it outright. Generous 2-form free tier forever, or unlock unlimited forms with zero annual renewals.

Solo & School Building Keys

Solo Key — School P-Card

Instant activation. Paste your key once inside the sidebar — supports individual educators and K-12 buildings.



6 Copy-Ready Google Forms™ Recipes

Exact Question Types, Cap Values & Reset Cadences Used by K-12 Schools, Clinics, Nonprofits & Ops Teams.

6 PROVEN REAL-WORLD SETUPS — CONFIGURE ANY OF THESE IN UNDER 60 SECONDS

1. Parent-Teacher Conference Slots

Dropdown · Cap = 1

List 15-minute afternoon windows (`3:00 PM` , `3:15 PM` , `3:30 PM`) with `Cap = 1` . Each window vanishes the instant a family claims it.

✓ **Outcome: Zero awkward "someone took that slot" emails.**

2. Staff PD & Workshop Fire Caps

Radio · Room Limit

Set Room 101 to `25` and Library to `40` . Toggle **Close Form When All Fill** so late sign-ups see your clean waitlist message.

✓ **Outcome: Balanced breakout rooms with zero overflow chairs.**

3. PTA, Booster & Parish Volunteers

Checkboxes · Multi

Use Checkboxes so one parent can claim both `Setup Crew (Cap: 6)` and `Bake Sale Table (Cap: 4)` in one form submission.

✓ **Outcome: Fills multi-shift rosters 3× faster than spreadsheets.**

4. Chromebook Cart & Lab Checkout

Weekly 1-Click Reset

Cap 4 loaner carts or AV kits by period, then click ↻ **Restore Original Choices** every Friday afternoon to reopen Monday's schedule.

✓ **Outcome: Replaces complex annual room-booking portals.**

5. Catering, T-Shirt & Swag Counts

Exact Box Stock

Have exactly 18 Medium hoodies and 12 Gluten-Free boxed lunches on hand? Cap Q1 sizes and Q2 meal choices independently.

✓ **Outcome: Never promise inventory you don't actually have.**

6. Clinic Flu-Shot & Advising Hours

Zero External PII

Cap 10-minute vaccine or student advising slots while keeping 100% of respondent names inside your institution's Google Workspace™.

✓ **Outcome: Satisfies strict school & clinic privacy policies.**

30-SECOND ADMIN CHEAT-SHEET — CAP VALUES & WEEKLY SCHEDULE RESET

Blank Box = Unlimited
Leave "Join Waitlist" blank so latecomers can always register after capped rooms fill.

Cap = 1 (1-on-1 Slot)
Ideal for Parent-Teacher, advising, or clinic windows — vanishes after 1 claim.

Multi-Checkbox Math
Checking 3 shifts in one submission increments all 3 option counters atomically.

↻ Restore = Fresh Week
Clear prior responses in Google Forms™, then click *Restore Original Choices*.

IT Director & FERPA Data-Privacy Summary (Share With Your Tech Coordinator)

CASA Tier-2 Exempt

ChoiceGuard executes strictly inside the user's Google account via native Google Apps Script, stores configuration in `PropertiesService.getDocumentProperties()` , and requests narrow `forms.currentonly` + `script.container.ui` scopes. **864zeros LLC operates zero external respondent databases and never receives, transmits, or stores Google Form submissions.** © 864zeros LLC. Google Forms™ and Google Workspace™ are trademarks of Google LLC.

COMPLETE YOUR GOOGLE WORKSPACE™ TOOLKIT — SCAN OR CLICK ANY CARD

Zero Subscriptions · 100% In-Account Execution

GOOGLE FORMS™ ADD-ON

FormTimer

Add countdown timers, start/stop scheduling, and clean submission cutoffs to Google Forms™.

Tap or Scan →
864zeros.com/products/formtimer

GOOGLE FORMS™ → DOCS

Form2Docx

Turn every new Google Forms™ submission into a formatted Google Doc or PDF automatically.

Tap or Scan →
864zeros.com/products/form2docx

GOOGLE SHEETS™ → CALENDAR

Sheet2Calendar

Sync spreadsheet rows straight onto Google Calendar™ events in bulk with zero duplicate entries.

Tap or Scan →
864zeros.com/products/sheet2calendar