



Email Notification on Google Forms Submit Event

Feb 2021

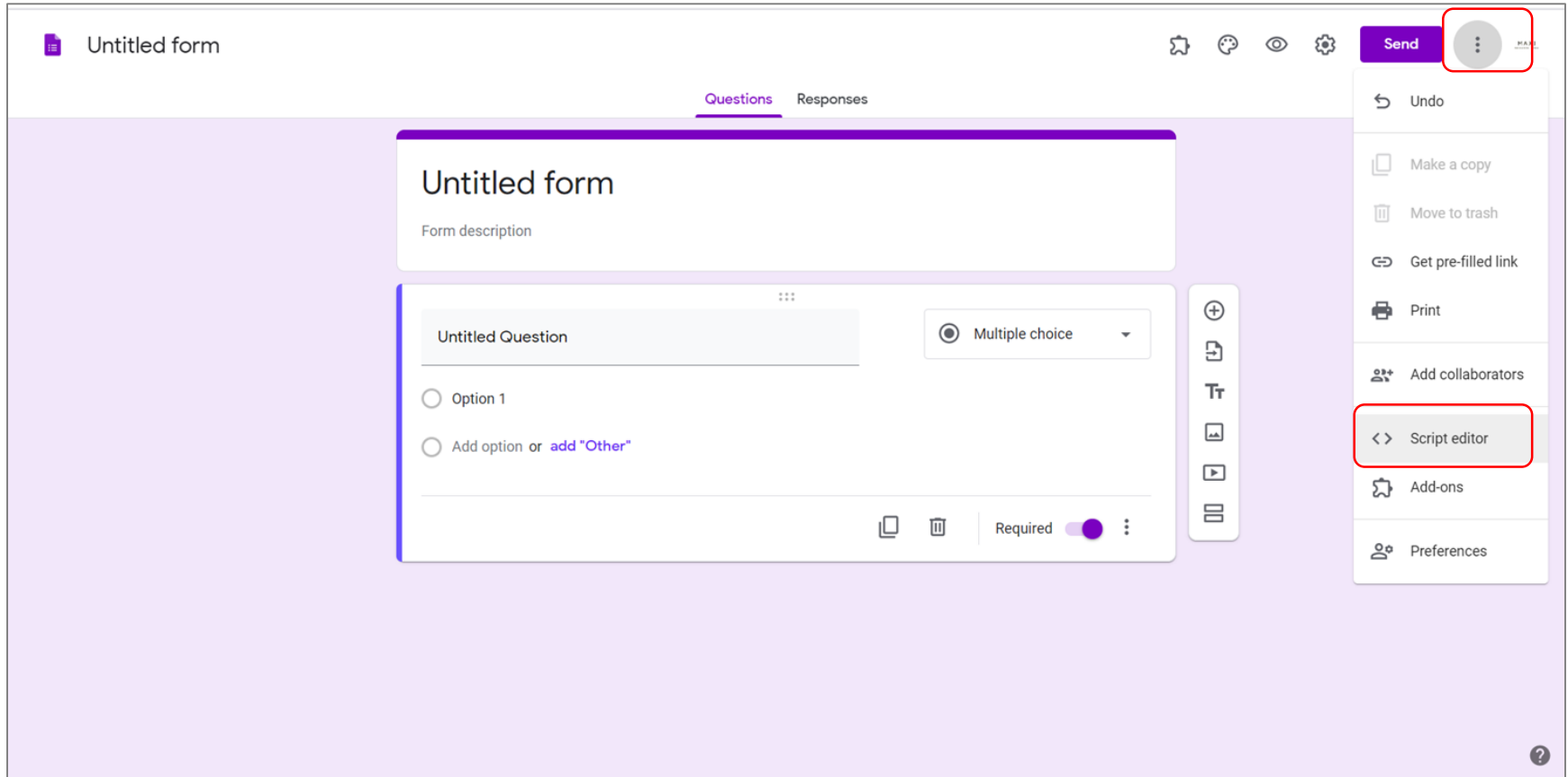
maxi

Email Notification on Google Form Submit

- You want to have email notification sent to you automatically everytime your Google Form is submitted.
- You can do this by adding few script to your Google Form file.

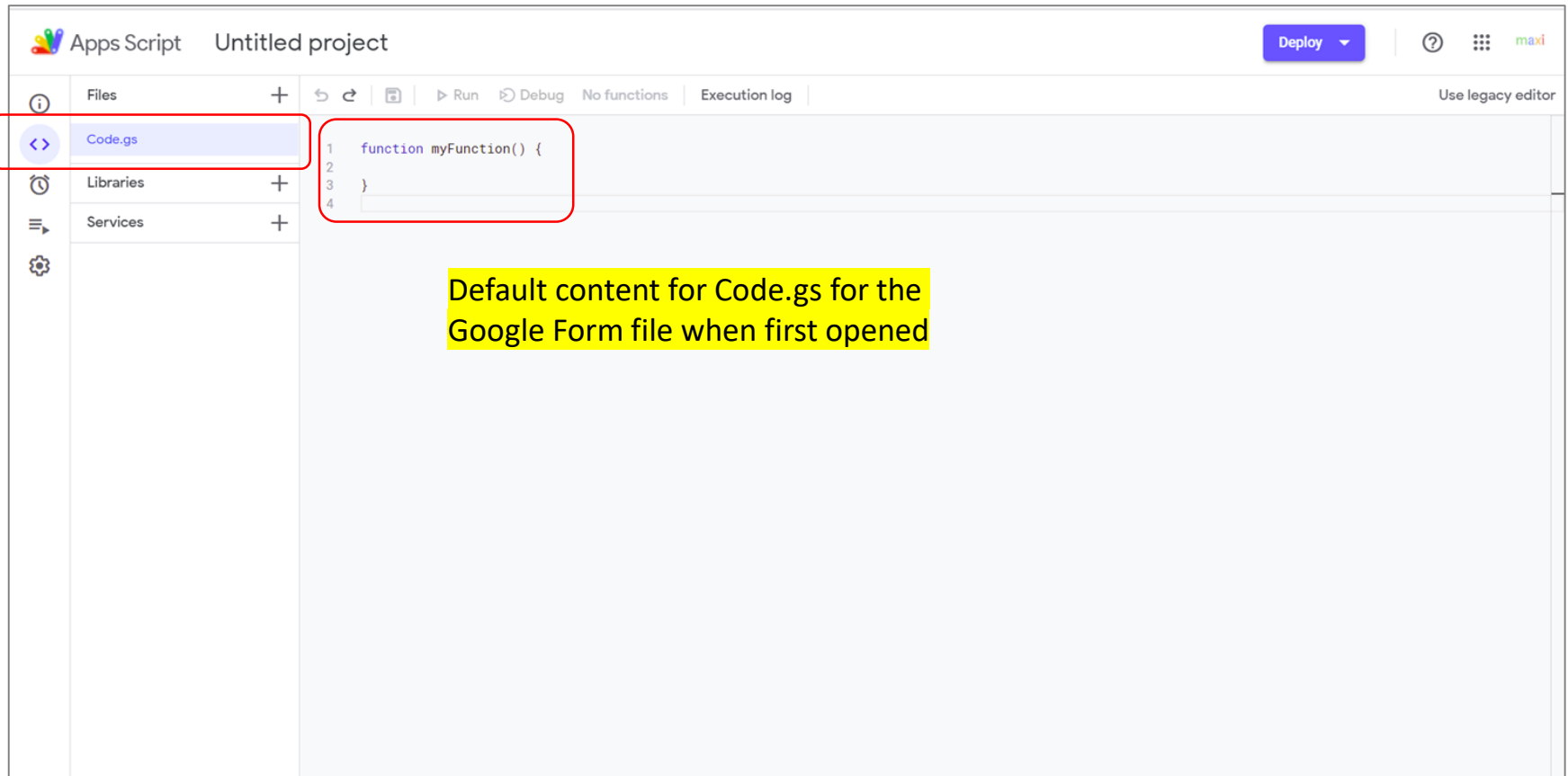
1. Go to Script Editor

- In your Google Form questionnaire, go to Script editor
- Script editor is only available when you open Google Form from Laptop/PC



2. Script Editor Opened

- Once opened, the script editor already has Code.gs



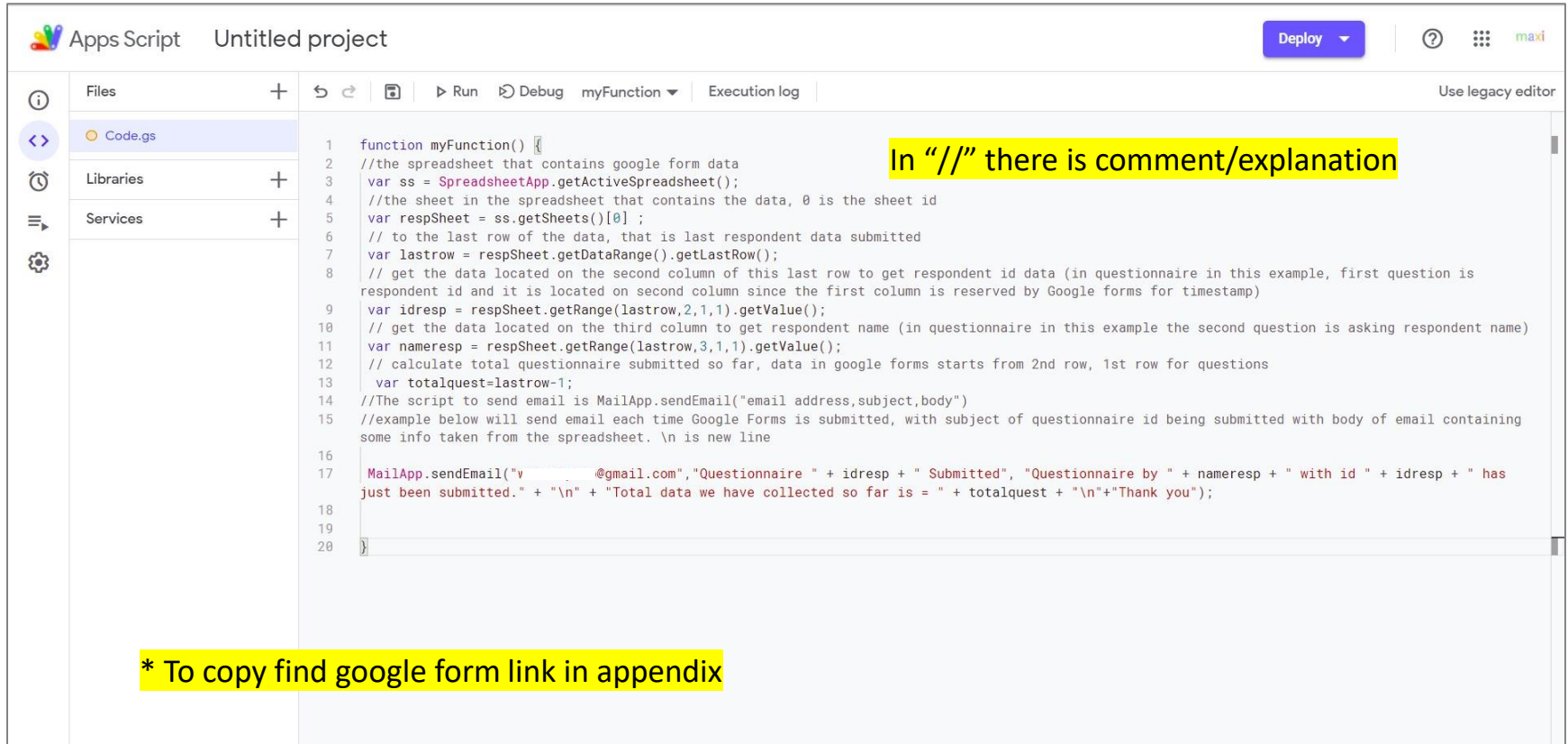
The screenshot displays the Google Apps Script editor interface. The top bar shows "Apps Script" and "Untitled project" on the left, and a "Deploy" button, help icon, and user name "maxi" on the right. Below the top bar is a navigation menu with "Files", "Libraries", and "Services" sections. The "Code.gs" file is selected and highlighted in blue. The main editor area contains the following code:

```
1 function myFunction() {  
2  
3 }  
4
```

A yellow highlight is placed over the code in the main editor area, with the text "Default content for Code.gs for the Google Form file when first opened" written inside it.

3. The Email Notification Script

Type or copy* this script below.



The screenshot shows the Google Apps Script editor interface. The top bar includes the 'Apps Script' logo, the project name 'Untitled project', a 'Deploy' button, and user information 'maxi'. The left sidebar contains a 'Files' panel with 'Code.gs', 'Libraries', and 'Services' sections. The main editor area displays a JavaScript function named 'myFunction()' with the following code:

```
1 function myFunction() {
2 //the spreadsheet that contains google form data
3 var ss = SpreadsheetApp.getActiveSpreadsheet();
4 //the sheet in the spreadsheet that contains the data, 0 is the sheet id
5 var respSheet = ss.getSheets()[0] ;
6 // to the last row of the data, that is last respondent data submitted
7 var lastrow = respSheet.getDataRange().getLastRow();
8 // get the data located on the second column of this last row to get respondent id data (in questionnaire in this example, first question is
  respondent id and it is located on second column since the first column is reserved by Google forms for timestamp)
9 var idresp = respSheet.getRange(lastrow,2,1,1).getValue();
10 // get the data located on the third column to get respondent name (in questionnaire in this example the second question is asking respondent name)
11 var nameresp = respSheet.getRange(lastrow,3,1,1).getValue();
12 // calculate total questionnaire submitted so far, data in google forms starts from 2nd row, 1st row for questions
13 var totalquest=lastrow-1;
14 //The script to send email is MailApp.sendEmail("email address,subject,body")
15 //example below will send email each time Google Forms is submitted, with subject of questionnaire id being submitted with body of email containing
  some info taken from the spreadsheet. \n is new line
16
17 MailApp.sendEmail("v .....@gmail.com","Questionnaire " + idresp + " Submitted", "Questionnaire by " + nameresp + " with id " + idresp + " has
  just been submitted." + "\n" + "Total data we have collected so far is = " + totalquest + "\n"+"Thank you");
18
19
20 }
```

A yellow highlight is placed over the comment on line 8: "In “//” there is comment/explanation".

At the bottom of the editor area, a yellow box contains the text: "* To copy find google form link in appendix".

4. Create Trigger

a. Hover left to show menu 'Triggers'. Hit the button.

Apps Script Untitled project

Deploy ?

Overview Editor Triggers Executions Project Settings

Run Debug myFunction Execution log Use legacy editor

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17 MailApp.sendEmail("v.....@gmail.com","Questionnaire " + idresp + " Submitted", "Questionnaire by " + nameresp + " with id " + idresp + " has
  just been submitted." + "\n" + "Total data we have collected so far is = " + totalquest + "\n"+"Thank you");
18
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20 }
```

4. Create Trigger

b. Hit Add Trigger.

Apps Script Untitled project

Deploy

Triggers Showing 1 trigger

+ Add a filter

Owned by	Last run	Deployment	Event	Function	Error rate
----------	----------	------------	-------	----------	------------

Rows per page: 25

Page 1 of 1

Hit Add Trigger

+ Add Trigger

4. Create Trigger

c. Select Trigger type.

On Event type select on form submit

On Failure notification (optional) set notify immediately. So in case of error, notification will be sent immediately not the daily default.

4. Create Trigger

d. Save Trigger.

The screenshot shows the Google App Script interface for an 'Untitled project'. A modal dialog titled 'Add Trigger for Untitled project' is open. The dialog contains the following configuration options:

- Choose which function to run:** myFunction
- Choose which deployment should run:** Head
- Select event source:** From spreadsheet
- Select event type:** On form submit
- Failure notification settings:** Notify me immediately

At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons. A yellow arrow points to the 'Save' button, with the text 'Hit Save button' written next to it. The background interface shows a 'Triggers' sidebar with an 'Add a filter' button and a 'Deploy' button in the top right corner.

4. Create Trigger

e. Trigger Added

The screenshot shows the Google Apps Script interface for an 'Untitled project'. The 'Triggers' tab is active, displaying a table with one trigger. A yellow callout box with a yellow arrow points to the 'Event' column of the table, containing the text 'Trigger has been added on form submit event.'.

Appy Script Untitled project Deploy ? maxi

Triggers Showing 1 trigger

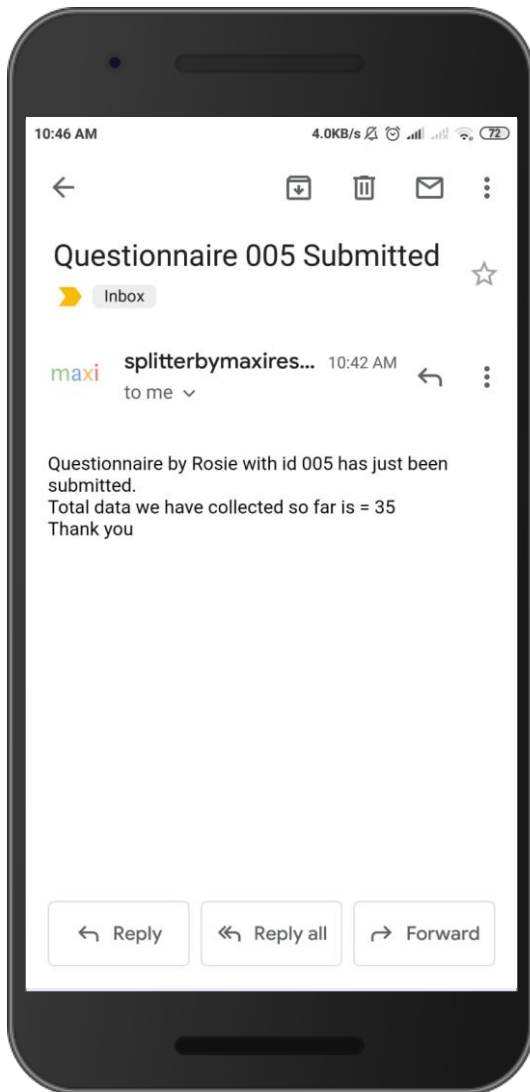
+ Add a filter

Owned by	Last run	Deployment	Event	Function	Error rate
Me	-	Head	From spreadsheet - On form submit	myFunction	-

+ Add Trigger

Rows per page: 25 Page 1 of 1

Email Notification is now Ready



*Email notification is now ready
So now each time your Google Form (where script is added) is submitted you have email notification.
For other form/questionnaire you have to add script first.*

APPENDIX

Link to Google Forms file Containing Email Notification Script

- [This link will copy a Google Forms file to your Gdrive.](#)
- Open the file, go to script editor, copy script in Code.gs to your Google Forms questionnaire.

More Google Forms Materials

- GOOGLE FORMS TUTORIAL PART 1: CREATE ONLINE SURVEYS
 - [Download pdf here.](#)
- GOOGLE FORMS TUTORIAL PART 2: CREATE ONLINE QUIZ/TEST
 - [Download pdf here.](#)
- Collection of Google Forms questionnaires that you can copy to your Gdrive for free.
 - [Click here.](#)



THANK YOU

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