

# Monitor your forms or events

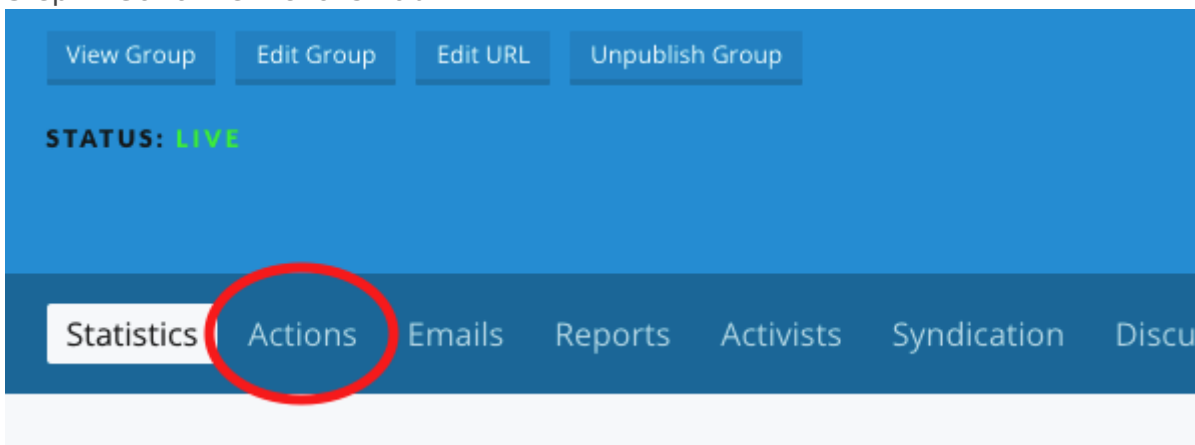
You may want to **learn more about forms and events** before reading this page.

Here are three ways to keep an eye on your sign up forms (or other data collection forms).

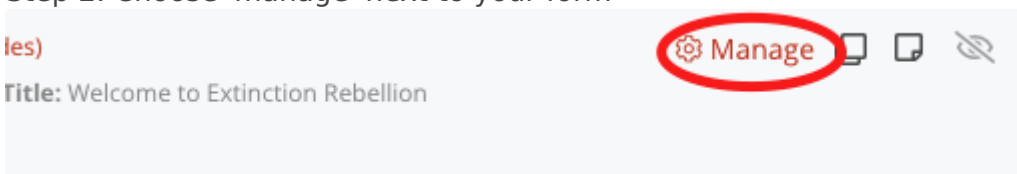
1. View the last 100 activists who signed up
2. Get an email every time someone uses your form/event
3. Make a report of all who have signed up on your form/event

## 1. View the last 100 activists who signed up

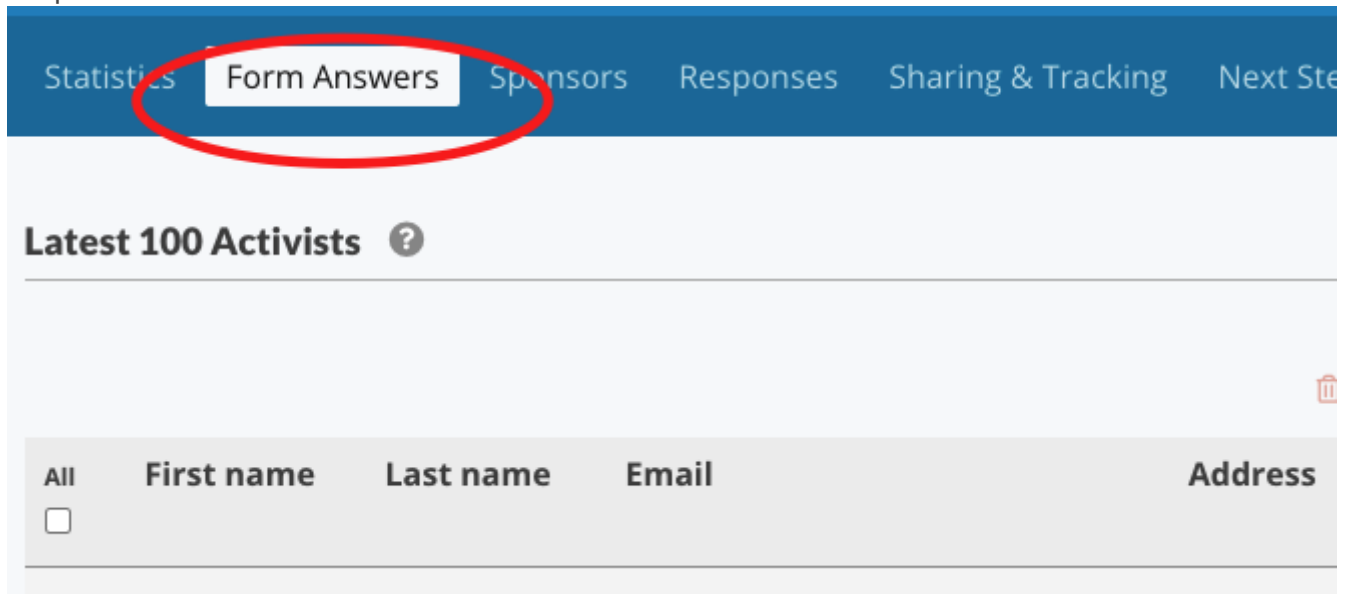
Step 1: Go to the 'Actions' tab



Step 2: Choose 'manage' next to your form



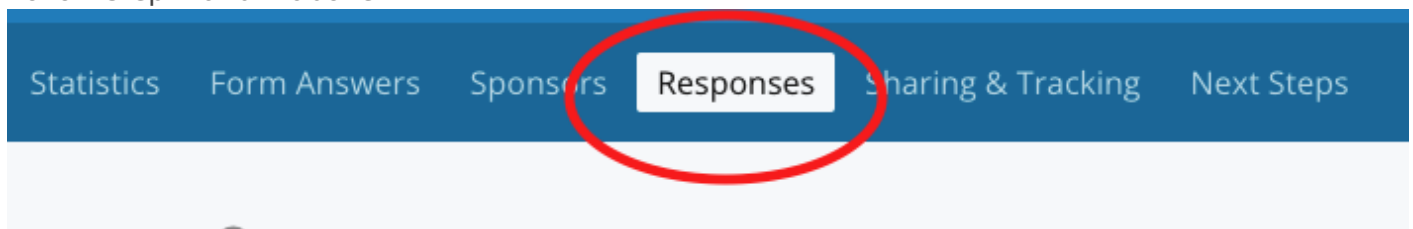
Step 2: Click form answers



The screenshot shows a dashboard with a blue header bar containing navigation links: Statistics, Form Answers, Sponsors, Responses, Sharing & Tracking, and Next Steps. The 'Form Answers' link is circled in red. Below the header, there is a section titled 'Latest 100 Activists' with a help icon. Underneath this is a table with columns: All, First name, Last name, Email, and Address. The 'All' column has a checkbox.

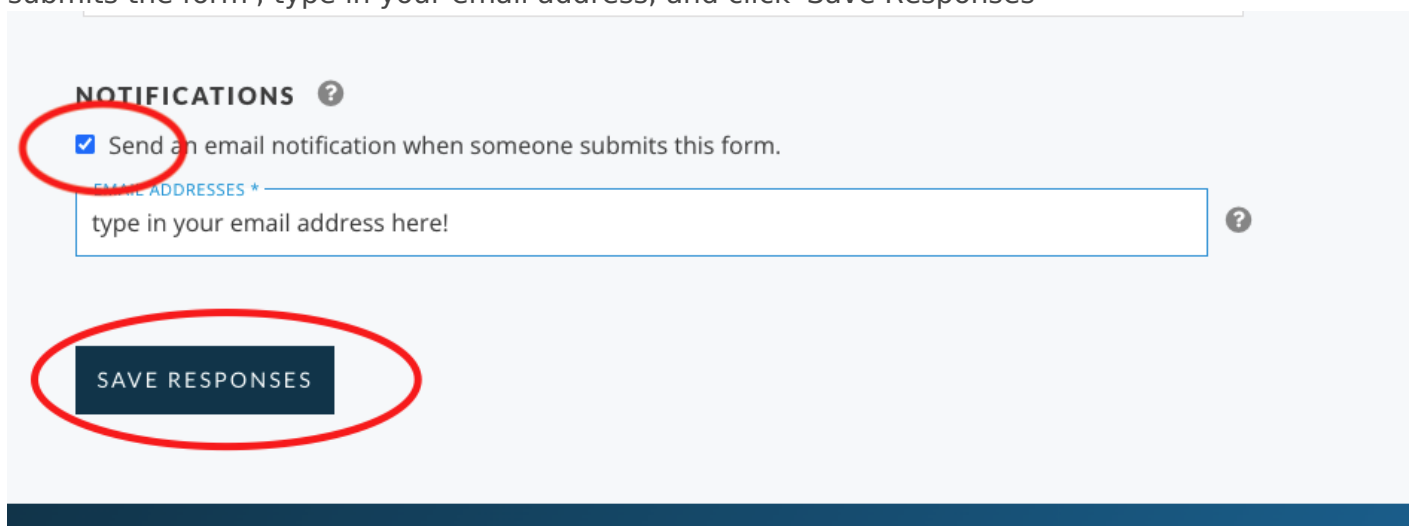
## 2. Get an email EVERY time someone uses your form

Follow step 1 and 2 above



The screenshot shows the same dashboard as before, but the 'Responses' link in the blue header bar is circled in red.

Step 3: Scroll down to the bottom and tick the box 'Send an email notification when someone submits the form', type in your email address, and click 'Save Responses'



















The screenshot shows the 'NOTIFICATIONS' section with a help icon. It contains a checkbox labeled 'Send an email notification when someone submits this form.' which is checked and circled in red. Below this is a text input field labeled 'EMAIL ADDRESSES \*' with a placeholder 'type in your email address here!' and a help icon. At the bottom, there is a dark blue button labeled 'SAVE RESPONSES' which is also circled in red.


## 3. Make a report of all who have signed up

Step 1: Click on Report

## CREATE A SPONSORED ACTION

- |  |  |
|--|--|
|  Event Campaign |  Campaign Page      |
|  Petition       |  Event              |
|  Ticketed Event |  Form               |
|  Fundraiser     |  Letter Campaign    |
|  Files          |  Email              |
|  Email Campaign |  Ladder             |
|  <b>Report</b>  |  Syndication        |
|  Collections    |  Bulk Upload Events |

Step 2: Give it a name

QUERY MODE 

XR UK

**Report Name \***

Step 3: On the left hand 'Include' column find your report - just start typing its name into the field labelled 'Actions' and you should find it (ignore the number that just means in this case it's the 1925th form on the system!) - you just need to know what your form is called and search for that.

## Include

Click to make your selections...

Add Collection

## Actions ?

× [1925, Form] Sign up form (XR Bedford)

## Emails ?

Click to make your selections...

Step 4: Click 'Save and select data' blue button on bottom right.

Step 5: Choose which fields you'd like to see in your report and what order you'd like to see them

Step 6: Click 'Save and get results' button

Remember if you come back to view this report another time - you have to *refresh* to get the latest information.

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