

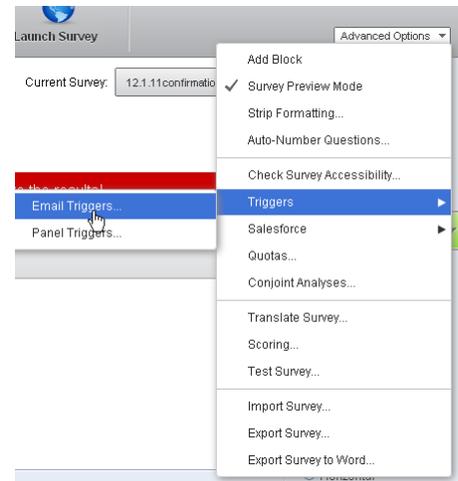
## Using an Email Trigger in Qualtrics as Confirmation of a Registration Form Submission

- Set up your registration/submission form as you normally do

- While in the *Edit Survey* tab, locate and click on the *Advanced Options* button and an option menu will be displayed



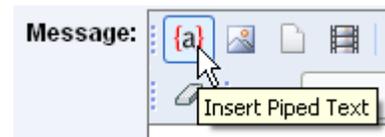
- Move your cursor down the menu that appears, under the *Advanced Options* button, and hover over the sixth item, *Triggers*. This will cause another small menu to appear, move your cursor to the left and click on *Email Triggers...* This will display the *Triggers* dialog box.



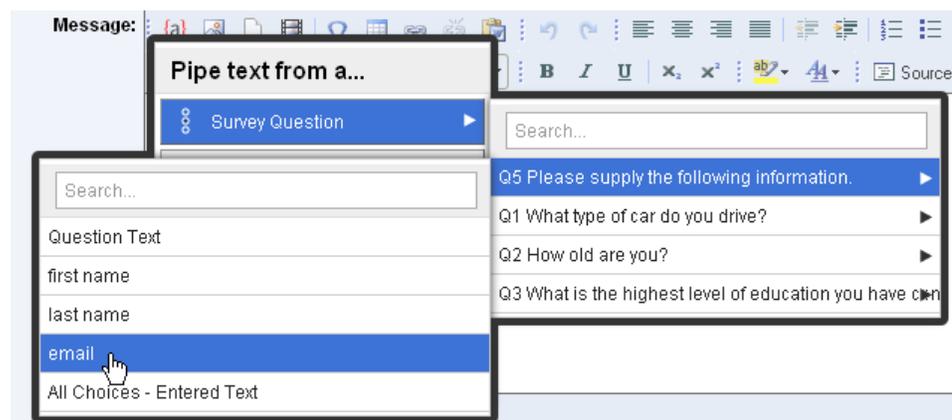
- Click the *Add Another Trigger* button



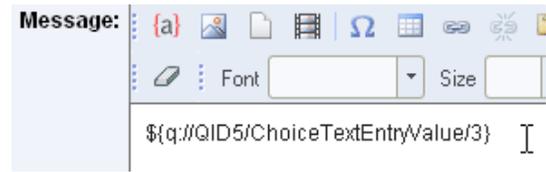
- You should now see a larger box, resembling an email editor. In the upper left corner of the *Message:* box, you will see the *Insert Piped Text* icon



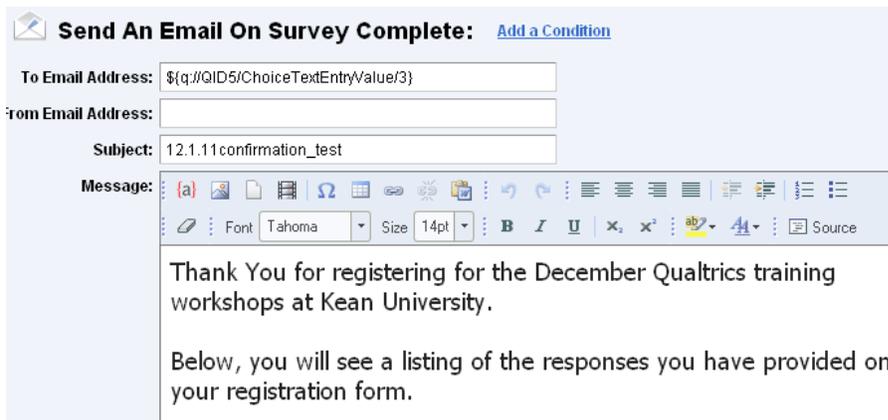
- Click on the *Insert Piped Text* icon. This will display a menu, choose *Survey Question* from this menu and navigate to the question/form field where the respondents will be entering their email. Click on email.



- You should now see a short line of code in the message body area. You will need to cut and paste this line of code into the *To Email Address:* box. By default, this box will contain the email address used when your account was created. (If you wish a copy of the Trigger to come to you when people register, add a comma + space before pasting in the copied code, otherwise, replace the existing contents of the box with the copied code.) This code will pull the email address from the form and send the response information shortly after the respondents click submit.



- Once your piped text code is complete, you may add an appropriate custom message to the body of the Trigger email. You should have something similar to this:



It is a good idea to make the message text large so it will not be lost amongst the automatically generated content of the message.

- Here is an example of the message your respondents will receive:
  - The *Recipient Data* section of the email contains links to a results page with graphical and tabular representations of the responses for each individual.
  - In the *Response Summary*, each respondent will see the survey questions and their own responses to each of those questions.

