

# Step-By-Step Guide To Automate Google Form Submissions Using Zapier,

so the **form responses (in Google Sheets)** can trigger further actions — like sending emails, WhatsApp messages, CRM updates, or AI responses.

---

## □ What You'll Achieve

**Google Form → Google Sheet → Zapier Automation (e.g., Email / WhatsApp / CRM / AI)**

---

## □ Prerequisites

1. A **Google Form** linked to a **Google Sheet** (this happens automatically when you click the Sheets icon in the “Responses” tab).
  2. A **Zapier account** → <https://zapier.com>
  3. Optional tools to connect:
    - Gmail (for emails)
    - Twilio (for WhatsApp/SMS)
    - OpenAI (for AI responses)
    - Slack, Notion, CRM tools (if needed)
- 

## □ Step-by-Step: Zapier Setup

### □ STEP 1: Start a New Zap

1. Log in to Zapier
  2. Click “**Create Zap**”
-

## ☐ STEP 2: Set Up the Trigger

### Trigger: Google Sheets

- **Event:** Choose `New Spreadsheet Row`
  - Click **Continue**
  - Connect your **Google Account**
  - Choose:
    - **Spreadsheet:** Select the one linked to your Google Form
    - **Worksheet:** Usually named `Form Responses 1`
  - Click **Test Trigger** — it will pull in sample form data
- 

## ☐ STEP 3: Choose an Action

Here are some examples of what you can do with the form data:

---

### ☐ Option A: Send an Email

#### App: Gmail

- **Event:** `Send Email`
- Connect your Gmail
- Set:
  - **To:** `{{Email}}` (from form)
  - **Subject:** "Thanks for registering!"
  - **Body:** Use name, course name, etc. from the form fields

☐ Great for sending welcome emails or payment instructions.