

CHAT NOTIFICATIONS FROM FORMS

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This guide details a simple way to receive notifications in Chat when a form is submitted. The code has been kept as simple as possible, in the author's hope that it will encourage newer developers to modify, repurpose, and experiment on their own.

Estimated time to complete: 15-30 minutes

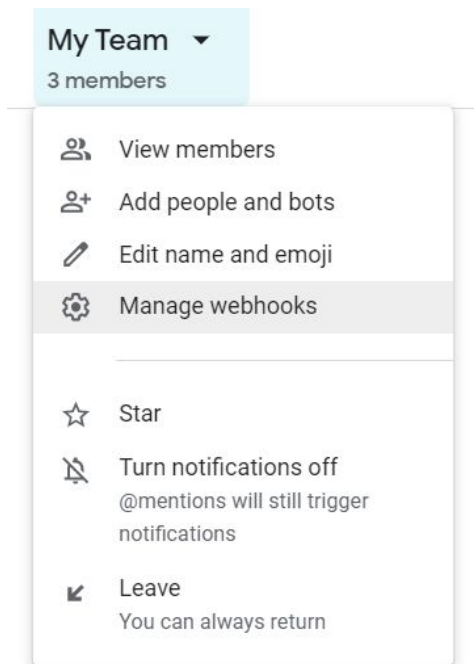
Prerequisites: A Google Form with an attached responses Sheet

Steps

1. [Create a webhook](#)
2. [Copy and paste the script](#)
3. [Create a form submission trigger](#)
4. [Going further \(optional\)](#)

CREATE A WEBHOOK

1. Your first step is to create something called an 'incoming webhook' in your desired Room (or DM) on Chat. Don't be alarmed by the bizarre name, it only takes a few clicks of the mouse (and has nothing to do with spiders, nor fishing).



First click the Room name at the top (this is with Chat opened in its own tab via <https://chat.google.com>).

Then click 'Manage webhooks'.

2. You'll be presented with a dialog box. You can type in whatever name you want for your notification 'bot'. I've called mine 'My Notification Bot'. You can change the name later at any time. You can also optionally paste in a link for an 'Avatar' — a display picture that will show up when the bot sends a message.
3. Click 'Save' when you're done.

Incoming webhooks
[View documentation](#)

My Notification Bot


Avatar URL



Optional – min size 128 x 128 px

Save

With your webhook created, you'll see the below dialog. You can click the copy icon to copy its URL. You may want to leave this tab open for now, as we'll be copying and pasting a script first before using the webhook URL.

Incoming webhooks
[View documentation](#)

 **My Notification Bot**
<https://chat.googleapis.com/v1/spaces/AAAATy4GW1w/messages?key=AlzaS...>

Add another

COPY AND PASTE THE SCRIPT

1. Open your form responses Sheet.
2. Click Tools -> Script editor.
3. Paste the code into the editor.

```
/**
 * Send a text message into a chat room, from a form-submit event of a Sheet
 * @param {Object} e - The event object provided by the trigger event
 */
function chatNotification(e) {

  // Paste the webhook URL from the Room on Chat below
  const url = "PASTE WEBHOOK URL HERE";

  // You can change the message below, and pull in any other fields in the same way that "Email
  Address" has been used
  const message = JSON.stringify({
    text:
      e.namedValues["Email address"][0] +
      " has submitted the form."
  });

  // This sends a message over the internet to the provided url of the webhook, which will then
  appear in your Room or DM on Chat :)
  UrlFetchApp.fetch(url, {
    method: "post",
    contentType: "application/json",
    payload: message,
  });
}
```

4. Copy the URL from your webhook on Chat, and paste it inside the quotation marks as instructed in the code.

Important Note

This script assumes that email collection is turned on for your form. If it's not, you'll need to remove the entire line that reads:

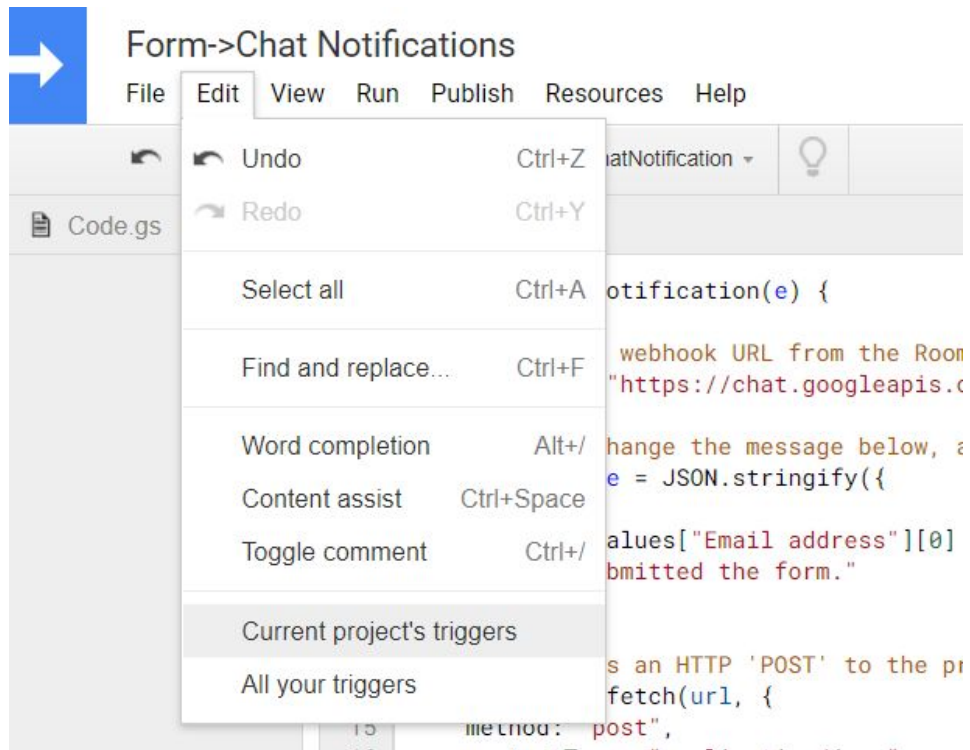
```
e.namedValues["Email address"][0] +
```

You can customise the message within quotation marks to anything you like. If you are confident, you can also include other fields from the form response using the same format as shown for "Email address".

Note: the text used within the quotation marks for your question title must match exactly what's on the form (or Sheet header column), including punctuation, capitalisation, and any spaces.

CREATE A FORM SUBMISSION TRIGGER

1. In the Script Editor, click 'Edit' then 'Current project's triggers'.



2. Click 'Create new trigger' and then change the bottom drop-down to 'On form submit' as highlighted in green below.
3. After clicking save, you should be prompted for authorisation via a dialog box.

Add Trigger for Form->Chat Notifications

Choose which function to run

chatNotification

Choose which deployment should run

Head

Select event source

From spreadsheet

Select event type

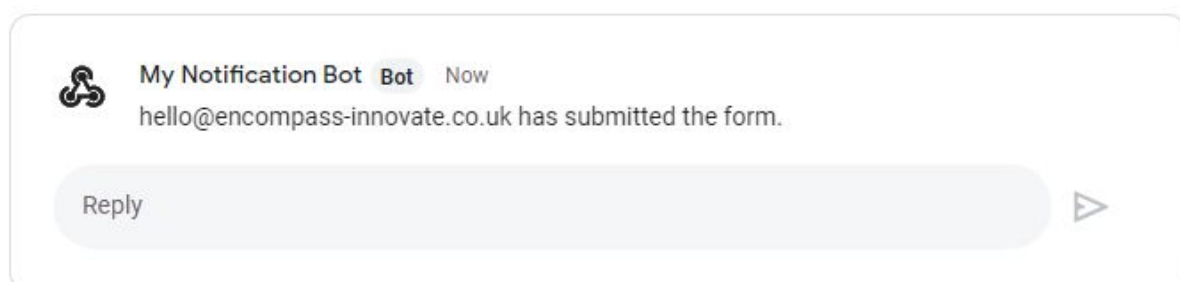
On form submit

Failure notification settings +

Notify me daily

Cancel Save

4. With this done, try submitting a response to your form — you should get a notification in Chat!



GOING FURTHER (optional)

Include more information in the message

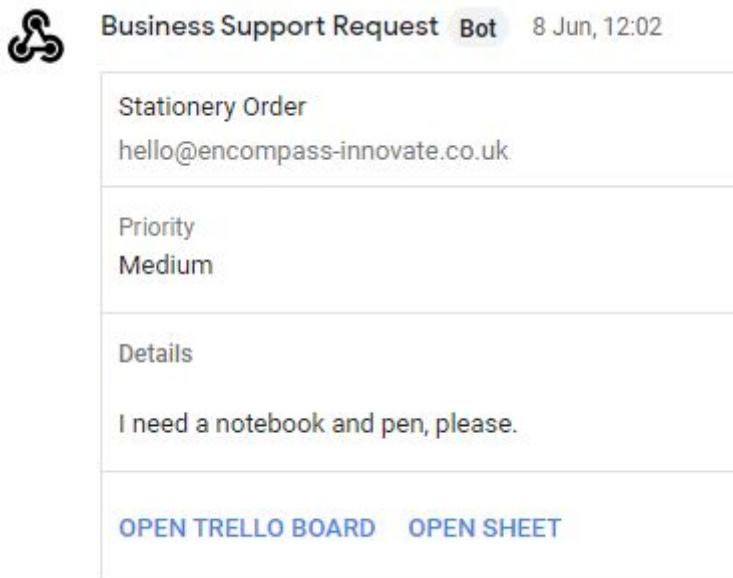
Responses to all of the questions in your form will be available to your script. You can access each by using the question title (it's easy to copy and paste this from the top of the relevant column in the sheet).

Note: the text used within the quotation marks for your question title must match exactly what's on the form (or Sheet header column), including punctuation, capitalisation, and any spaces.

Include rich 'card' content, and buttons

This example shows a simple, plain text message being delivered to chat. But you can also create card messages that include sections, headings, images, buttons, and more! To structure data for a card, you can use this reference:

<https://developers.google.com/hangouts/chat/reference/message-formats/cards>



Create a Trello Card

You can leverage Trello's Email-to-board functionality to very easily create a Trello card at the same time as sending the Chat message:

```
MailApp.sendEmail("Your Email-to-board address", "The Subject", "The email body text");
```


To keep your code organised, this line could be added either above the rest of the provided code, or below it (although still within the curly braces of function `chatNotification`).

Don't forget, you can access the responses to your Form questions to use in the subject and body text using `e.namedValues["question title"][0]`.