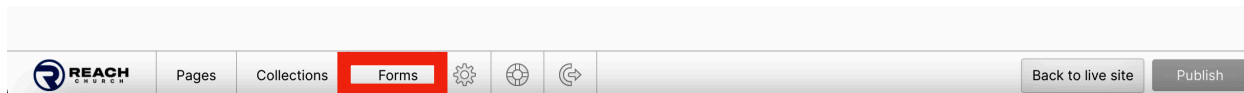


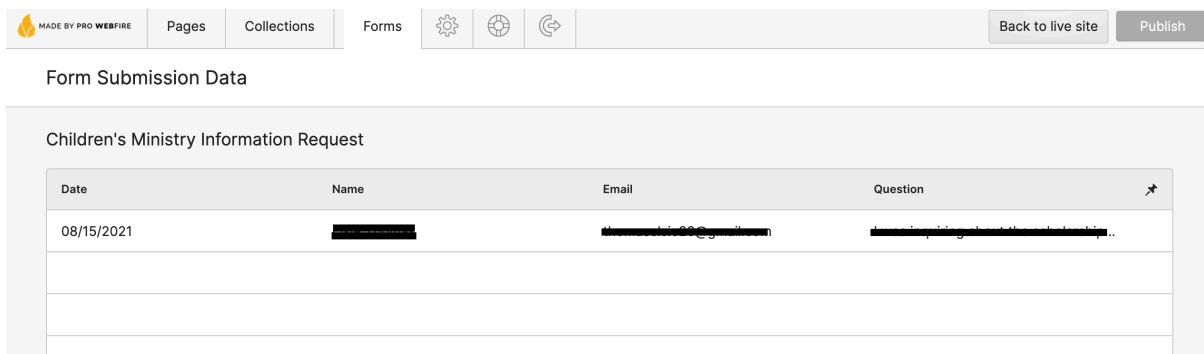
## How to view form responses/submissions

Forms are an important way to members and visitors communicate with you. They allow you to answer questions, take prayer requests, and provide needed information. But, forms are no good unless you can view your submissions. Below demonstrates how to view form submissions using your Editor access.

1. Select “Forms” on the Editor bar at the bottom of your website.



2. Charts with responses to each form found on your website will display. Below is an example of a submission. The columns are the fields filled out on the form.



Note: You can also export submissions into spreadsheets by selecting the “Export CSV” button.

