

Email Fields

You can capture email addresses for sending invitations to your survey participants by designating a field in your project. If a field is designated for that purpose, then any records in your project that have an email address captured for that particular field will have that email address show up as the participant's email address in the Participant List (unless an email address has already been entered for that participant in the Participant List directly).

- Before you can assign an email field you need to create a **Text Box** with an email **validation**

Add New Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Text Box (Short Text, Number, Date/Time, ...)

Field Label [How to use Piping](#)

Email

Variable Name (utilized during data export)

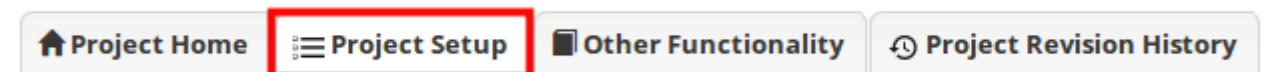
email Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

Validation? (optional) Email

- or -

- Click on **Project Setup** and scroll down to **Enable optional modules and customisation**



- Click **Enable** next to Designate an email field.

Enable optional modules and customizations

Optional

I'm done!

Enable Repeatable instruments ?

Disable Auto-numbering for records ?

Enable Scheduling module (longitudinal only) ?

Enable Randomization module ?

Enable Designate an email field to use for invitations to survey participants ?

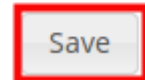
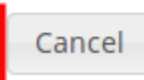
Additional customizations

- Using the drop-down find the email field and click **Save**

NOTE: If the participant's email address has already been captured directly in the Participant List, then that email address will supersede the value of the email field here when survey invitations are sent to the participant.

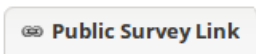

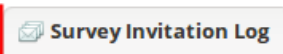
Choose an email field to use for invitations to survey participants:

--- select a field --- 

 **Designated email field**


Now when you enter an email address in an instrument it will appear under the **Manage Survey Participants**. You can use this to send surveys to participants.

The Participant List option allows you to **send a customized email** to anyone in your list and **track who responds to your survey**. It is also possible to identify an individual's survey answers, if desired, by providing an Identifier for each participant (this feature must first be enabled by clicking the 'Enable' button in the table below). Note: All survey responses collected are considered anonymous unless you 1) are using Participant Identifiers or 2) have enabled the designated email field for invitations. [More details](#)

Participant List belonging to [Initial survey] "My First Instrument" Remove all participants

Displaying 1 - 1 of 1 Add participants Compose Survey Invitations Export list

Email	Participant Identifier Enable	Responded?	Invitation Scheduled?	Invitation Sent?	Link	Survey Access Code and QR Code
example@qmul.ac.uk (ID 1)	Disabled		-	