

Automated Event Registration System

Christmas 2025

This is the basic workflow I followed to make an automated event registration system using google forms and google sheets. The idea was to make the event registration process simple like collecting responses, organising them and then sending confirmation emails automatically. Also, everything is updated in real time like as soon as someone sends a response, the data gets saved in the google sheet. Therefore, the system can fully function on its own.

1. Making a google form

I created a google form for students to register and write details like email, name, contact number, year of study, department and section.

2. Connecting google form to google sheet

I connected the google form to google sheet so that all the responses get stored automatically in the google sheet and the data gets updated in real time.

3. Creating chart for analysis

I also created a pivot table in a new sheet having year of study and department so that it becomes easy to check how many students of which year and from which department have registered. These charts are also updated in real time.

4. Sending auto confirmation email

I also used an add-on which helps to send a confirmation email automatically to the email address provided by the respondent and this email is sent the moment they send their response.

5. Final system flow

Student fills the form -> Data is saved in sheet -> Charts are updated -> Confirmation email is sent

I am also attaching the view only links for google form and google sheet:

Google form-

<https://docs.google.com/forms/d/e/1FAIpQLSeZkbtYUEJontm8nekQT3h-4oJQObrMKpGgMAhqfLyoZIs6bQ/viewform?usp=sharing&ouid=112226797569226700073>

Google sheet-

<https://docs.google.com/spreadsheets/d/1muzSyOZEmVEzUbjIxb5KWoglBvLZTRwprya8rcOvVoI/edit?usp=sharing>