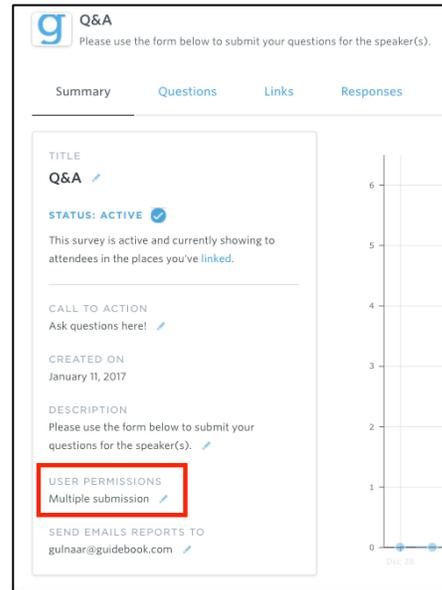# Creating a Q&A Form

First, create a Survey in Builder.

(**Forgot how? Click here**)

Be sure to set the User Permissiosn to allow **Multiple Submissions**.

We recommend providing email addresses so you are notified when an attendee submits a question!
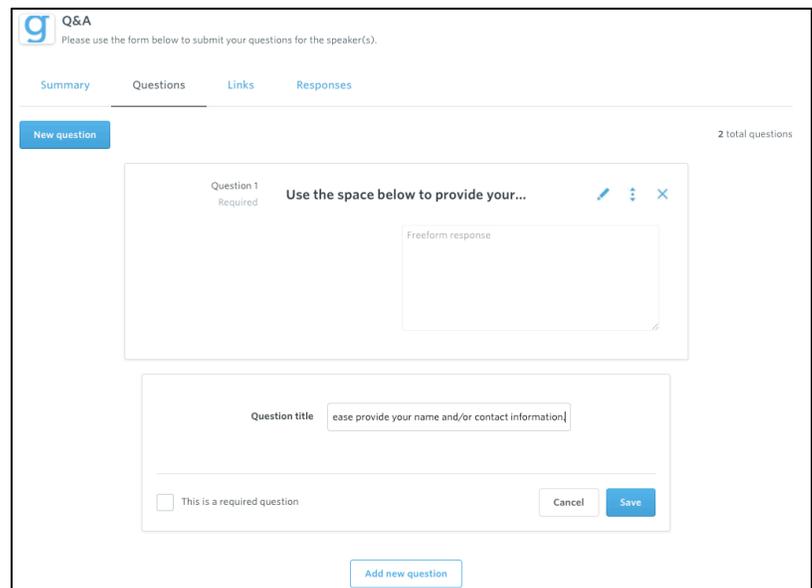
Click on the "Questions" tab. Add a "Paragraph" type question, with the prompt for attendees to share questions here.

In this example, the prompt reads "Use the space below to provide your question(s) for the speaker(s)."
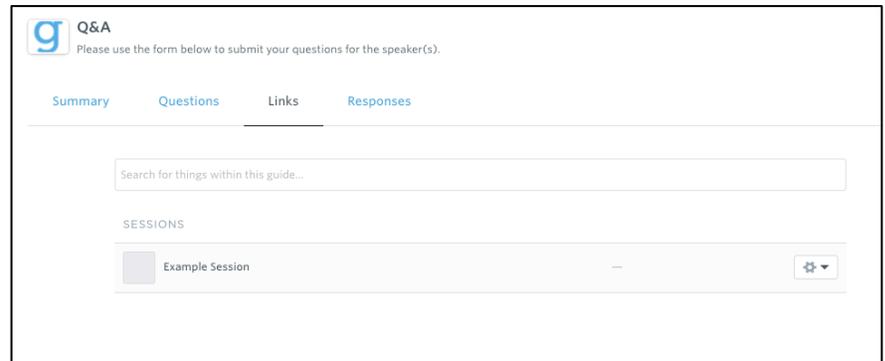
You can choose to make a question required or optional, with the checkbox.

Then go to the "Links" tab. You can start typing the names of the session(s) or custom list item(s) where you want this Q&A Form to appear.

If you would like to attach this Q&A Form to multiple sessions at once, please see **this Support article** for details!

Receiving Questions from your Attendees

You need to monitor the survey as attendees submit questions so you can share these questions with the session speakers! There are two ways to monitor questions from your attendees using the Q&A Form.
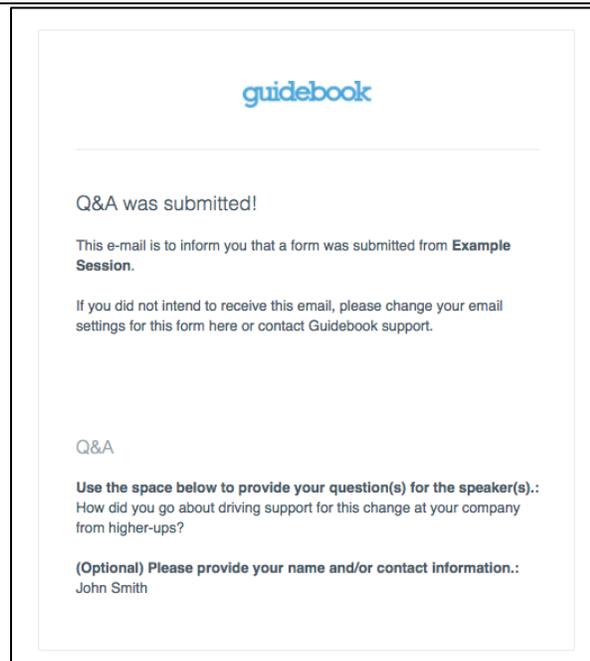
|	
Someone with Builder access can keep an eye on the "Responses" tab of the Survey dashboard. Note: This page does NOT automatically refresh. You will need to refresh to see new responses.	
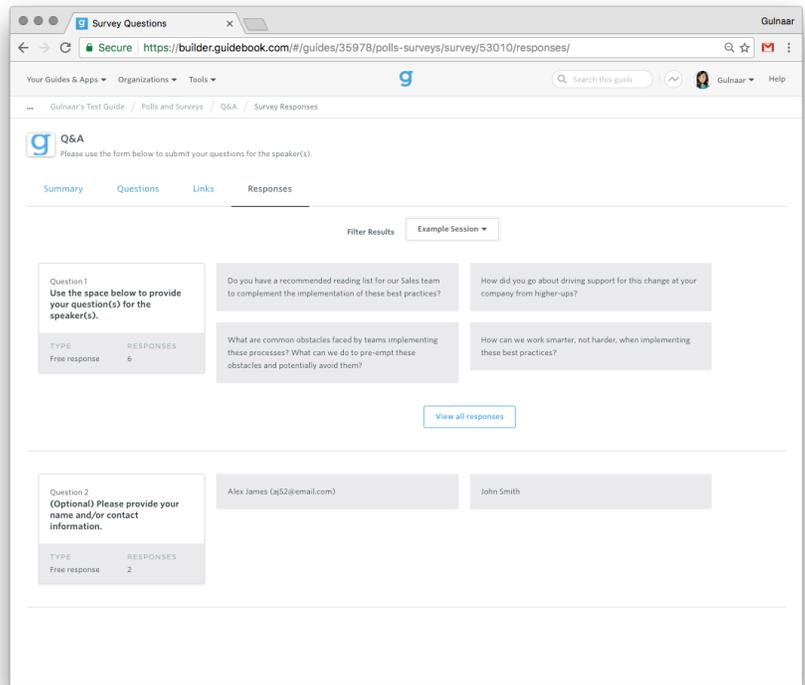
OR

|	
If you set an email address to be notified when someone submits a question, you will receive an email that contains all the information the attendee provided	

How Does This Look To Attendees?
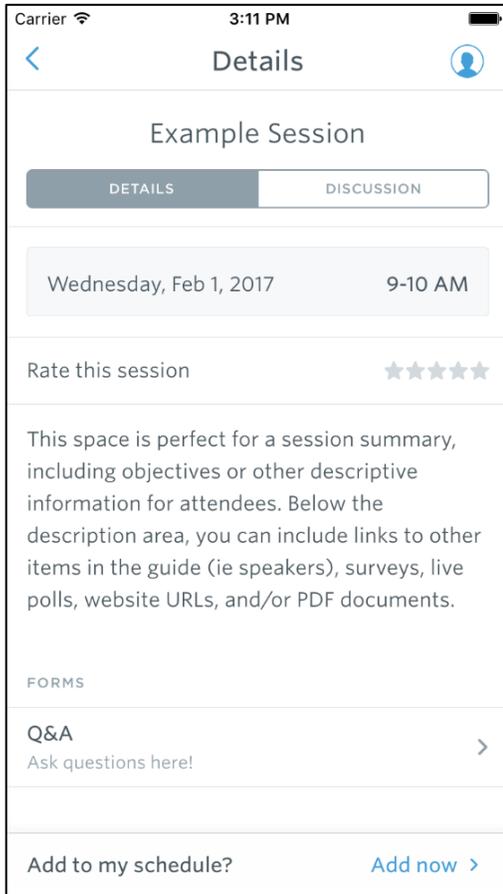
When you publish your guide (or publish updates), the Q&A Form will appear in the schedule session(s) and/or custom list item(s) where you have linked it. Links appear below the description text.

Attendees just tap on the Q&A Form to submit their questions!
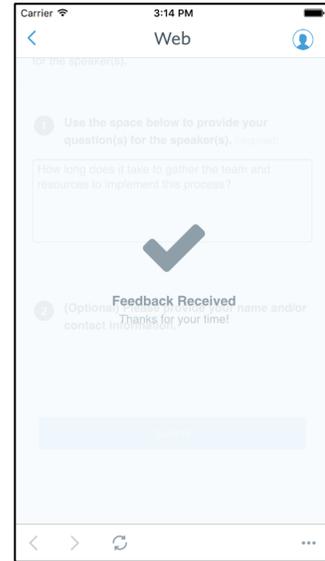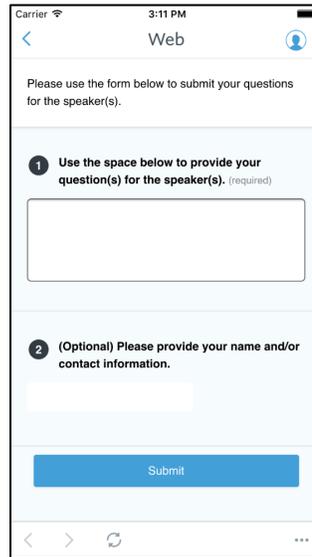
After submitting a question, attendees can tap the refresh icon or tap the back arrow to access the form again.