

How to limit responses in Google Forms

Besides manually restricting responses in Google Forms or using built-in features, users can also install third-party browser extensions to perform similar functions.

With its simple and user-friendly interface, Google Forms is considered an ideal choice for those looking for a service to create surveys and polls. To use Google Forms, you need a Gmail account; see how to register a Gmail account below.



How to limit responses in Google Forms

However, one problem is that in some cases, survey respondents may receive a large number of responses. This makes analyzing and reviewing the responses more difficult. The ideal solution to overcome this is to set response limits in Google Forms.

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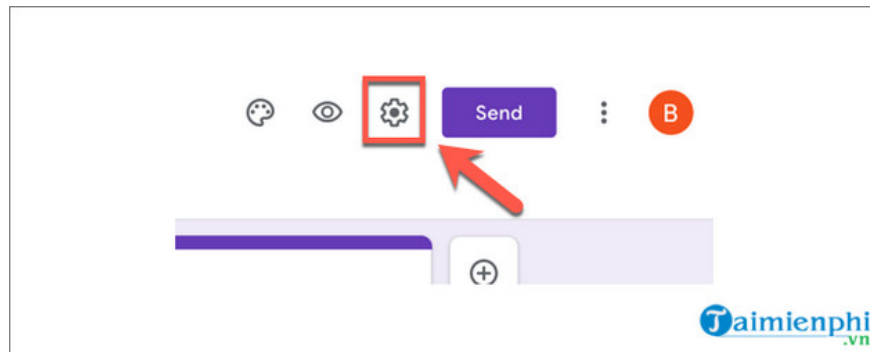
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I. How to limit responses in Google Forms

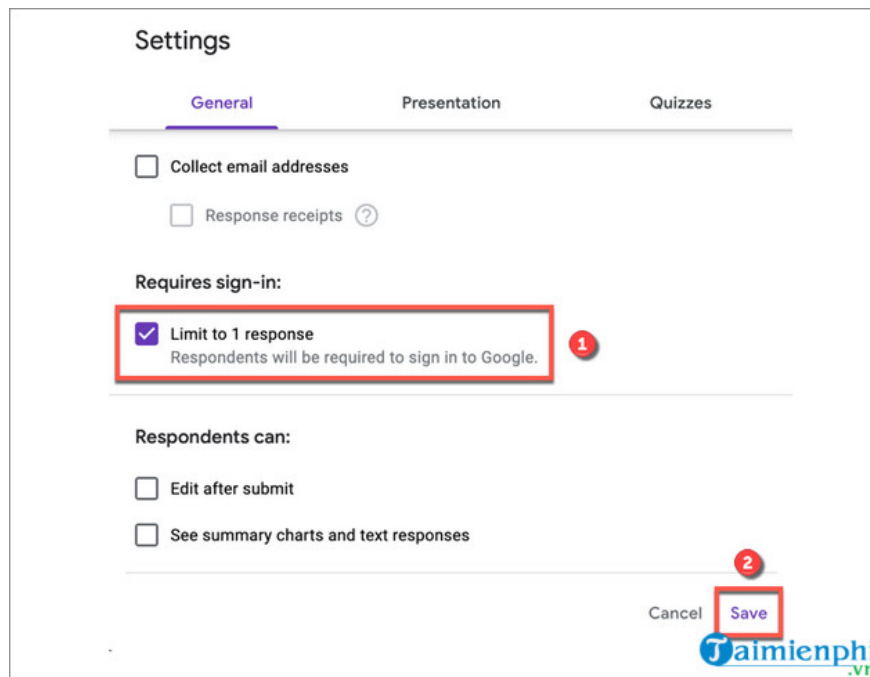
Method 1: Restrict Google Form responses using your Google account.

The simplest way to limit responses in Google Forms is to use Google accounts. This way, people responding to your form will have to log in to their Google account to reply, with each account limited to one response.

To begin, open the Google Forms application in your Chrome browser on your computer, then find and click the settings icon, which is the gear icon located in the upper right corner of the screen.



Next, in the Settings window on the screen, under **the General tab**, click **Limit to 1 Response**.

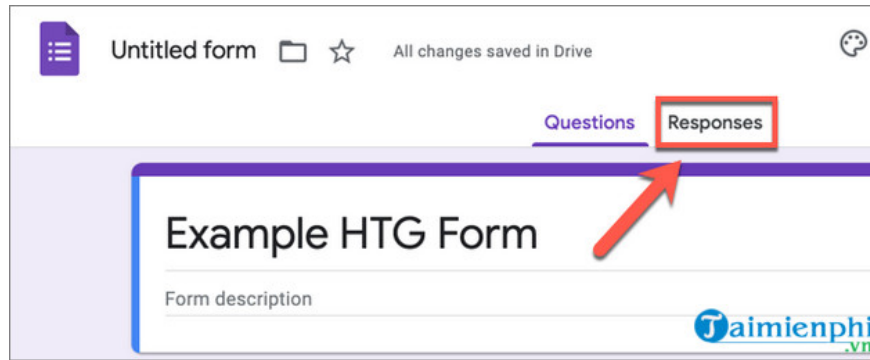


Finally, click **Save** to save the changes. From now on, each account will be limited to one comment only.

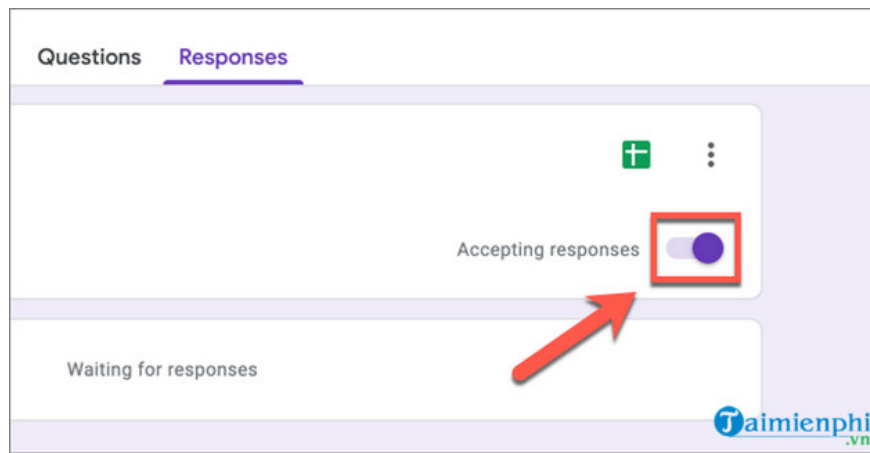
Method 2: Manually restrict responses in Google Forms

In addition to the method above, you can also manually restrict responses in Google Forms.

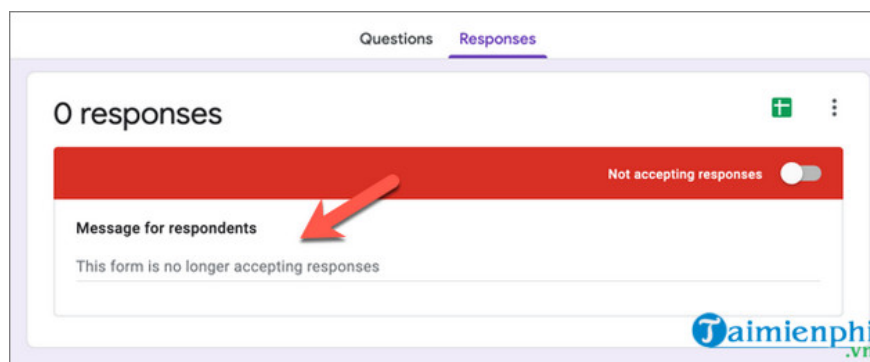
To do this, open the Google Forms form in any browser, then click the Responses **tab** to view the responses.



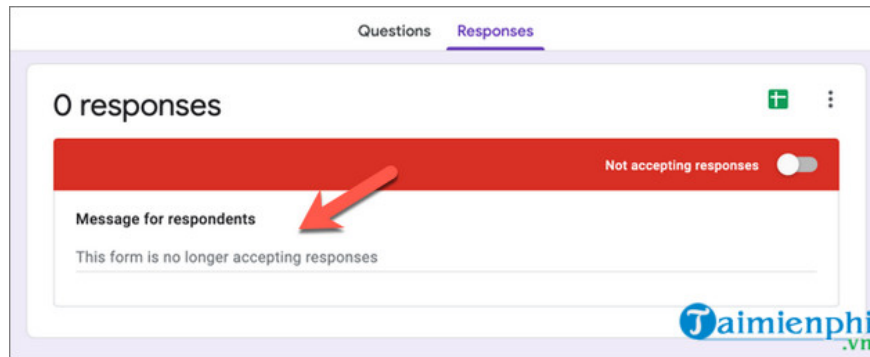
In the Responses tab, click to turn off the slider next to the **Accepting Responses** option.



Additionally, if desired, you can add a custom message in the **Message For Respondents** box to inform users that the form has expired.



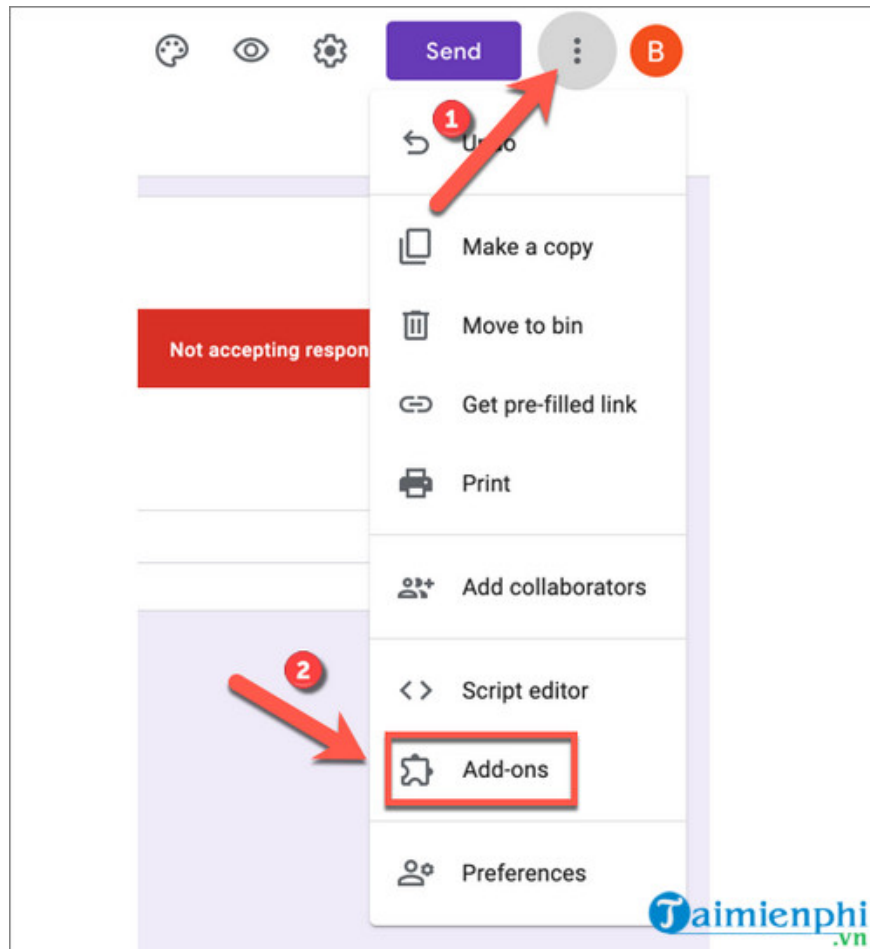
The message you add will be automatically saved. When a user tries to answer the questions in your form, a message will appear on the screen stating that the form cannot be filled out or submitted.



Method 3: Automatically limit responses in Google Forms

Google Forms does not support automatically limiting responses based on pre-set submission limits or expiration dates. Therefore, to achieve this, you will need to install a third-party browser extension called FormLimiter.

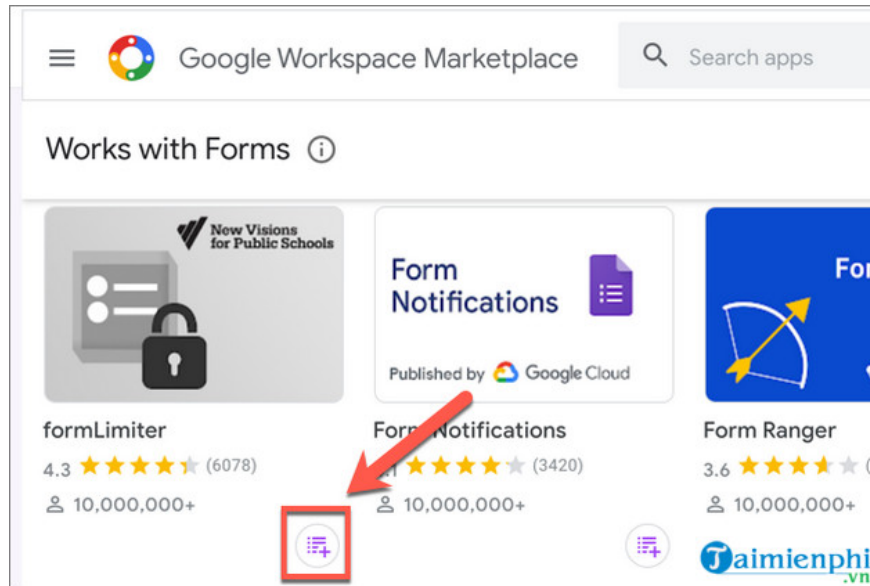
To install the formLimiter extension, first open your Google Forms form in your web browser, then click the three vertical dots icon in the upper right corner of the screen.



On the on-screen menu, find and click **Add-Ons** .

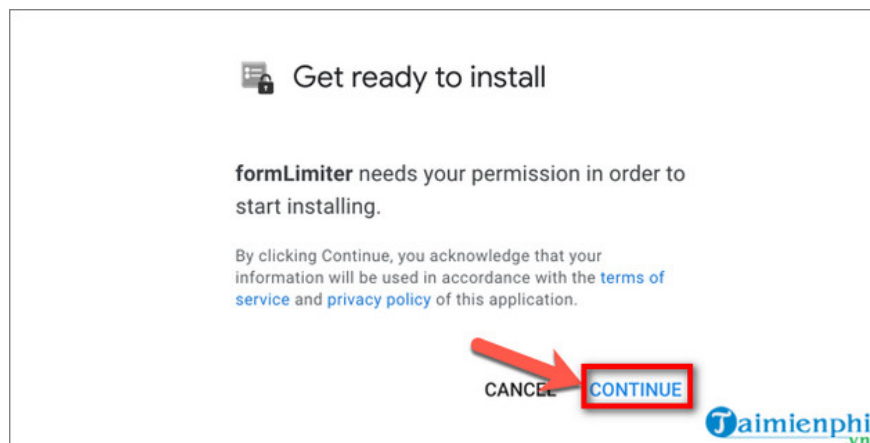
The Google Workspace Marketplace menu displays a list of available applications to install. Your task is to type "**formLimiter**" into the search bar at the top to find and install the extension. Alternatively, you can scroll

through the list to find and install the extension manually.

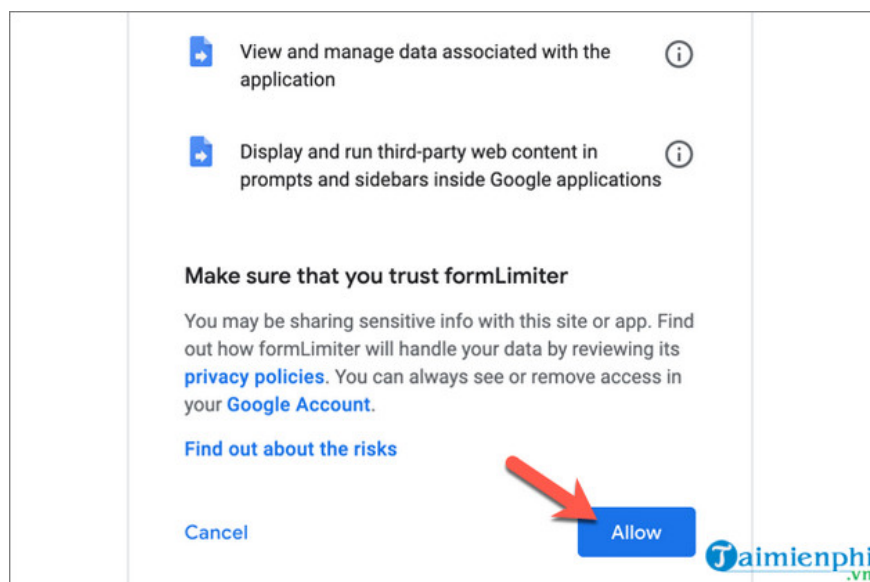


Next, click the settings button next to the Limiter form to install the extension.

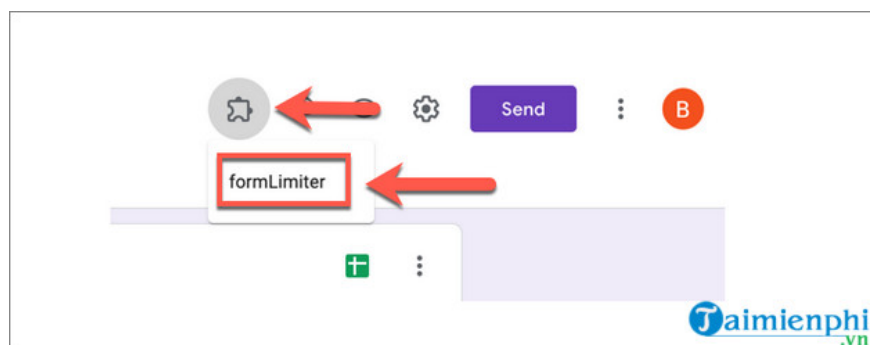
formLimiter will request permission to install add-ons; click **Continue** to accept and proceed with the installation.



The next window will display a list of permissions that formLimiter has access to. Click **Allow** to grant the add-on permission to access your Google account.



You can now access formLimiter by clicking the add-on icon on the Google Forms page. From the menu that appears on the screen, click **formLimiter**.



On the on-screen menu, find and click the **Set Limit** option.



At this point, the Limit Type menu will appear in the bottom right corner, where you can set limits to restrict responses in Google Forms based on the number of responses or by date and time.

II. Limit responses in Google Forms by the number of answers

To limit responses in Google Forms by the number of replies, from the menu find and select the " **Number of Form Responses**" option. Then enter the maximum number of responses in the box below.

Next, in the "**Message when submissions are closed** " section, you can add custom messages and check the box next to the " **Email form owner when submissions are closed**" option to send an email to the form owner when the form closes.

FORMLIMITER

Limit Type ⓘ

number of form responses 1

Stop accepting form responses when responses are greater than

10 2

Message when submissions are closed

This form is no longer accepting responses, and has been set to automatically close by [REDACTED] 3

Email form owner when submissions are closed 4

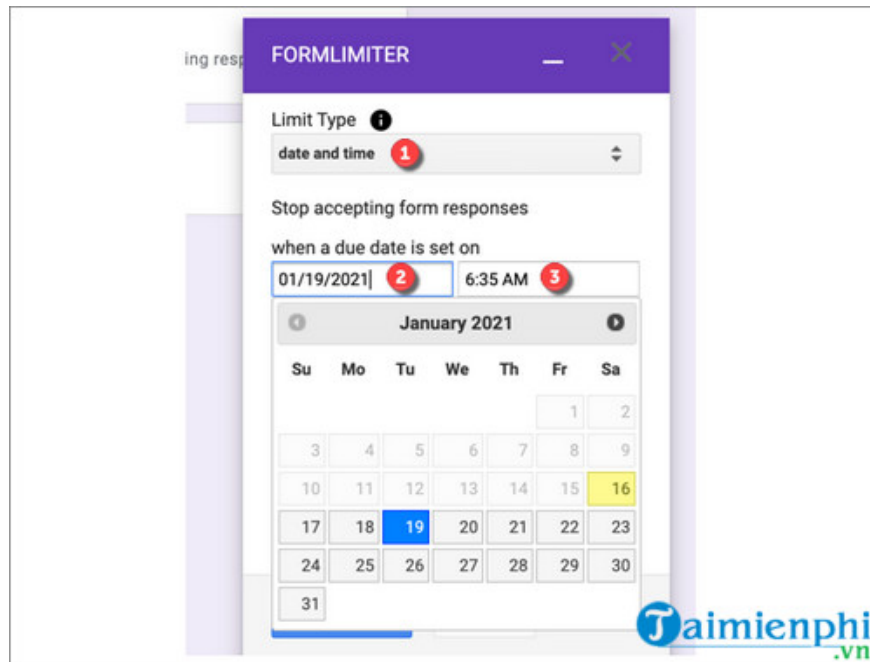
5 Save and enable Disable

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Finally, click **Save And Enable** to save your changes.

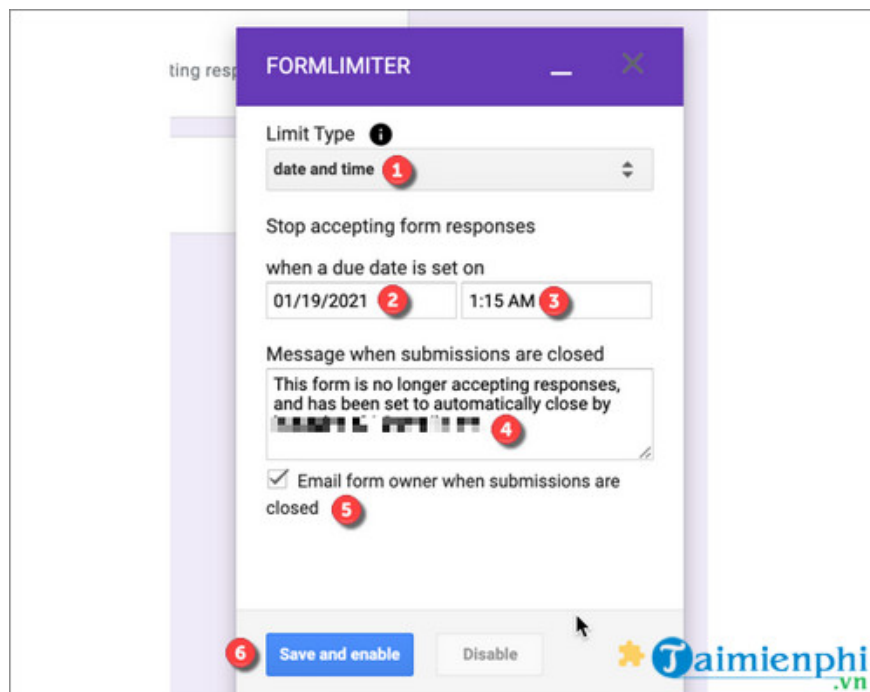
III. Restrict responses in Google Forms by date and time.

To stop receiving responses in Google Forms after the time limit expires, from the **Limit Type** menu select the **Date and Time option**. Then, set the date and time to close the Google Forms form in the respective fields.



In this step, your task is to make changes to the form close message by entering a custom message in the **"Message when submissions are closed"** box.

Additionally, if you are the form owner and want to receive emails when the form closes, simply check the box next to the **"Email form owner when submissions are closed"** option .



Finally, click **Save And Enable** to add the closing date and time for your Google Forms.

The above guide from TipsMake has provided you with detailed instructions on how to limit responses in Google Forms. Additionally, if you encounter any problems or errors during the process, please share your

feedback in the comments section below the article.

You finished reading the article "**How to limit responses in Google Forms**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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