

Forms

Forms are a useful way of getting information from visitors to your site. They can be used for a variety of reasons such as allowing people to enter their contact details, or getting members of your church to register for a particular event.

Forms are created and displayed in the Control Panel in a similar way to the normal web pages. The forms are stored in folders and use the Web Editor to create the text.

A form is made up of fields which allow a user to enter information and the picture on the left gives an example of a form.

This form below has 5 different fields that the user can complete. Two of the fields (Name and Email) are compulsory which means that the user will have to enter that information before they submit the form.

You can have up to 30 different fields in a form and you will be able to choose whether you want to make any of your fields compulsory.

Different types of fields

There are 5 different types of fields available for your forms – some are just text fields and some allow you to enter a number of different answers for the user to select. An example of the latter type is in the above form where the last question has a Yes or No answer. When completing the above form, the user would need to select either yes or no.

Text Field

A text field will allow the user to enter a line of text. This is great for requesting small bits of information such as names, email address and phone numbers.

Name :

Multiline

This is similar to a text field but it allows a lot more information to be entered such as addresses.

Testimony :

List

This will allow the user to select one of the different options. The answers available will be set when the form is created in the Control Panel. For example if you created a field that asked a question (such as age), the form could have the following values

<20, 21 – 35, 36 – 50, 51 – 70, 70+. When filling out the form, the user would select which option was the appropriate answer for them.

Age :

Radio Buttons

This is similar to the list button, only the answer will be displayed in a different format. Only one option can be selected.

Gender : Male
 Female

Tickbox

As the radio and the list fields, the user will be able to select from the different options available. However the tickbox is different as it allows the user to select more than 1 of the answers available. They will be able to select any number of options available to them.

What Church activities are you currently involved in? :

- Mens
- Childrens Club
- Michaels Cell
- Ladies Prayer
- Ians Cell
- Janets Cell
- Rachels Cell
- Garys Cell
- Musicians

Creating a new form

Site Managers will be able to create forms in the same way as creating pages, by going to the folder explorer in the Control Panel and selecting the appropriate folder for the form. This can be found by going to Content > View, edit and Delete Page.

Once you have chosen the folder to place the form, press the **Add Form** button.

The Following form will then be displayed. The Form Summary is a brief one sentence description of the form – this is optional. The Form Introduction will be displayed at the top of the page. Again this is optional, but the Web Editor will be used if you want to enter information on the introduction.

If you would like to receive an email copy of completed forms, then you can enter an email address in the 'Email' field. This will mean that as soon as someone completes a form, the details entered will be emailed to the nominated email address. A copy of the completed form will also be stored on the website and you will be able to access this from the Control Panel.

The screenshot shows the 'Add Form' interface with the following elements:

- Folder :** Contact Us
- Form Title :** ContactUs
- Form Summary (optional):** A Short Summary of the form
- Form Introduction :** (This will be displayed at the top of the page like a normal web page) - Includes a rich text editor toolbar with options for font (Verdana), size (2 (10 pt)), bold, italic, underline, list, and link.
- Email :** A completed form will be sent to this email address - Includes a yellow input field.
- New Field :** Please select the type of field you want for the first field of the form - Includes a dropdown menu set to 'text' and an 'Example : Text Field : Example' input field.

Once you have entered all the details for the form setup, you can then start adding fields. Select the type of field for the first field by using the drop down menu. An example of each field will be shown when you change the drop down menu and once you have selected the type of field you want, press the 'Next' button.

The following page will then be displayed for you to enter the details of each field. You will need to enter the name of the field. This will tell the user what data they will need to enter when completing the form. For example if you require them to enter their name you could just put *name*. If you were asking a question then put the question here such as '*How long have you been living in town?*'.

If you want the user to HAVE to enter an answer for this field then tick the 'Required' box. This will insure that the user cannot submit their form until they answer this question.

Once you have entered the details for this field, you must select to either 'add another field' or 'finish the form'. This is done by selecting the drop down box in the bottom half of the form. If you choose to add another field then you must select what type of field this will be by using the last drop down box. Press 'Next' to proceed. If you selected to add another field then an identical page will be shown for every new field you create.

The screenshot shows the 'Add Form' interface. At the top, the form title is 'Contact Us'. Below that, there is a 'New Field Name' input field. The 'New Field Type' is currently set to 'text', and a preview shows a 'Text Field' with the word 'Example' in red. There is a 'Required' checkbox which is currently unchecked, with the text 'Tick this box if the user HAS to answer this field'. Below this, a dropdown menu asks 'Please select what you want to do now:' with the option 'I want to add another field to this form' selected. To the right, there is an 'Example' section showing a radio button field with options 'Yes' and 'No', with 'Yes' selected and the word 'Example' in red. Below the example, it says 'A radio field allows the user to select just one of the options'. At the bottom, there is a dropdown menu for selecting the field type, with options: text, text, multiline, radio, tickbox, list.

If you have selected to add either a radio, tickbox or list then you will need to enter Field Values. The field values define the different answers that the user can choose from when completing the form. They could be just Yes or No, or could be a range of different values. You can enter as many as you like, and each option should be placed on a new line as in the example below.


The screenshot shows the 'New Field Values' section. It includes the text: 'This type of field requires values for the user to select (eg Yes / No). Please enter the different values in the box on the right, using a new line for each value.' To the right of this text is a text area containing the following values on separate lines: 'Yes', 'No', and 'Not Sure'.

Editing a form

You should edit the form by selecting the form from the folder menu (Home > Content > View, Edit, Delete Pages). The form will then be displayed in a format similar to the following screen shot.

- If you want to edit the title, summary or introduction text of the page then you should press the first edit button.
- To edit or delete individual fields press the edit/ delete button next to that field.
- You can insert a field anywhere by clicking on the 'Insert a New Field Here' button.

Deleting a form


Forms are deleted in the same way as pages. Navigate to the folder menu (Home > Content > View, Edit, Delete Pages) and select the delete button () next to the form. You will be asked to confirm the deletion and once done, this will permanently destroy the form and all the form responses. **This cannot be undone.**

Viewing form responses

Every time a visitor fills in a form on your site, a form response is created. These are stored in the Control Panel allowing Site Managers the facility to view all the responses.

If a new form response has been added then a notice will be displayed in your To-Do list when you login to the Control Panel. This will display forms completed in the previous 7 days.

Form responses can be located by going to Home > Content > View Completed Forms. This will then list all the forms that you have on your site together with the number of response each form has. If a form has had a response then a View Response button will show.

 Clicking on this button will then show all the responses for that form where you can then delete or print the responses.