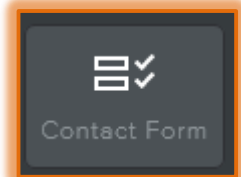


CREATE BASIC CONTACT FORM

These forms are used by site visitors to submit information. A visitor can be asked something as simple as their name and email address or setup a totally online survey. The default format for a Contact Form is four fields. The free version of Weebly allows the user to create a form with five fields. The Pro version of the program allows for an unlimited number of fields. There isn't a limit on the number of forms that can be created in either version.

- ✦ Select the page where the **Form** is to be inserted.
- ✦ Drag the **Contact Form** from the **Basics Group** element onto the page.
- ✦ The **Form** will appear on the page, containing four default fields (see illustration below).



Click here to edit. ←

Name *

← Name Fields

Email *

← Email Field

Comment *

← Comment Field

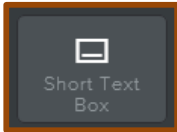
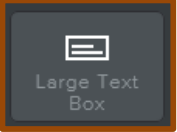
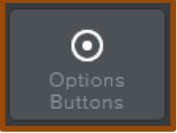

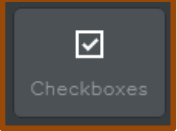
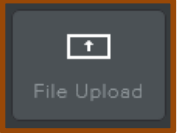
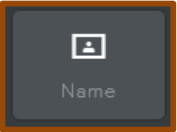
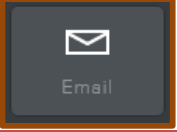
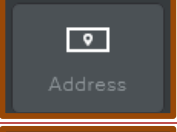

SUBMIT

- ✦ The **Blue Arrow** in the **upper-left corner** of the form is used to **Move** or **Copy** the form to a different page on the site.
- ✦ The **Rectangle Shape** in the **middle** can be used to move the form around on the page.
- ✦ The **X** in the **upper-right corner** can be used to **Delete** the form.

ADD ADDITIONAL FIELDS

In addition to the default fields, it is possible to add additional field types. These field types are available in the Navigation Pane.

- ✦ Click the **Contact Form** to select it.
- ✦ The **Form Fields** area should display.
- ✦ The available fields are listed and described in the table below.
- ✦ Drag any of these elements into the form at the desired location.

Form Field Element	Illustration	Description
Short Text Box		This box can be used to insert one line of text. This is a good option to use for a name, an address, or for a short title.
Large Text Box		Use this box to insert several lines of text such as Comments or an explanation of an object or concept.
Options Buttons		To allow the respondent to select between a list of items, select this type of element. The respondent can select one item from the list.
Dropdown Box		This element is used when a list of items is needed that the respondent can select from. This is a good option when the responses need to be uniform.
Checkboxes		Use this element when the respondent is allowed to select more than one item in a list.
File Upload		To allow the respondent to upload a file, such as a Word document, when completing the form, select this element. When the element is selected, the Choose File to Upload window will display.
Name		This element is used when respondents need to insert their name in the form.
Email		Use this element to allow respondents to insert their email address in the form.
Address		To have respondents insert their address in the form, select this element.
Phone Number		This element can be used when respondents need to insert their phone numbers into a form.

CHANGE FIELD SETTINGS

By default all the fields in the form are set to Required. This means that the site visitor must enter something in the field to submit the form. Also, the Field Name, Field Instructions, and Field Spacing may be changed.

- ✦ Click the **Field** that is to be changed.
- ✦ The **Form Fields Panel** will display. This panel changes in relation to the field that is selected as shown in the illustrations below.
- ✦ Click the **Field Title** box to change the name of the field.

- ✦ To specify whether the field is required or not, click the **Required** button. This button toggles between Yes (blue) and No (gray).
- ✦ Select any of the other options, such as Spacing, to make changes.

The image shows two overlapping screenshots of form configuration panels. The left panel is titled "Name" and the right panel is titled "Email". Both panels have a "FIELD TITLE" section with a text input field containing the field name. Below this is a "Required" section with a blue toggle switch turned on. Further down are sections for "Instructions", "Spacing", and "Advanced", each with a right-pointing chevron indicating they are expandable.

FORM OPTIONS

A form name can be changed. Also, it is possible to specify email addresses to which the form information can be sent.

- ✦ Click the **Form Options** button on the right side of the form.
- ✦ The **Advanced Form Panel** will display (see illustration below).

This screenshot shows the "Advanced Form Panel" for the "Email" field. It features a "FIELD TITLE" section with a text input field containing "Email". Below this is a "Required" section with a blue toggle switch turned on. Further down are sections for "Instructions", "Spacing", and "Advanced", each with a right-pointing chevron indicating they are expandable.

- ✦ Select the text in the **Form Title** box to change the name for the form.

- ✦ Input the **Email Addresses** for the people to whom the **Form Submissions** are to be submitted.
 - 🔒 More than one address can be entered by separating them with a comma.
 - 🔒 Replies to the form will go to the **Email Addresses** specified as well as to a **Form Entries** section of your account.
 - 🔒 Form Entries can be accessed under the **View Entries** button at the top right side of the form.
- ✦ Select one of the options for **Confirmation**. These are:
 - 🔒 **Text** - When this option is selected, the confirmation will appear on the same page as the form. Click the **Edit Text** box to change the **Confirmation Message**.
 - 🔒 **Link** - This option is used when visitors to the site are to be redirected to another page in the site after the form is submitted. To specify the page that the visitor is to link to, click the **Set Confirmation Link** option.
- ✦ Click the **Spacing** link to specify the following options:
 - 🔒 **Margin Top** - To specify the amount of space at the top of the form, click the list arrow for this option. Click the plus (+) or minus (-) button to increase or decrease the spacing.
 - 🔒 **Margin Bottom** - Use this option to specify the amount of space at the bottom of the form. Click the plus (+) or minus (-) button to increase or decrease the spacing.
- ✦ Click the **Submit Button** link to specify the following options:
 - 🔒 **Submit Button Align** - Select this option to specify where the submit button is to be aligned in the form. The options are **Left**, **Right**, or **Center**.
 - 🔒 **Submit Button Text** - This option is used to specify the text that will display on the Submit button. The size of the button will change to accommodate additional text.
- ✦ Once all the options have been specified, click the **Save** button.

CONTACT FORM SUBMISSIONS

When a Contact Form is submitted, the information is sent to two places.

- ✓ The **Email Addresses** that were connected to the form when it was setup.
- ✓ The **Form Entries** section of the account.
- ✦ If the submission does not appear in your **Inbox**, check your **Spam** and **Junk** mail folders to see if the messages went to those folders.
- ✦ If the messages appear in the **Spam** folder, mark them as **Not Spam**.
- ✦ If the messages do not appear in any of these folders, check the **Email Address** under **Form Options** to make sure it was entered correctly.