

Insert RSVP Form Element

This feature is used to insert a form into the page that will allow viewers to respond to an invitation to an event.

- ✦ Click the **Build** tab, if necessary.



- ✦ Drag the **RSVP Form Element** into the page where the link is to be inserted.
- ✦ The **RSVP Element** will display in the window (see illustration below).

An illustration of an RSVP form element. The form contains the following fields and labels: 'Click here to edit.' with a 'Title Field' label; 'Can you make it?*' with radio buttons for 'Yes', 'No', and 'Maybe' and an 'Options Field' label; '# of additional guests*' with a text input box and a 'Short Textbox Field' label; 'Email*' with a text input box and an 'Email Field' label; 'Name*' with two text input boxes and a 'Name Fields' label; and a 'SUBMIT' button.

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 **RSVP Form** to select it.
- ✦ Go to the **Navigation Panel**.
- ✦ The **Form Fields** area should display.
- ✦ The available fields are listed and described in the table on the next page.
- ✦ 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 or Instructions, to make changes.

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 on next page).
- ✦ Select the text in the **Form Name** 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 **More** button to the right of the site's listing on the main page of the account.
- ✦ 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:
 - ☆ **Top Margin** – To specify the amount of space at the top of the form, click the list arrow for this option. Click the plus (+) or minus (-) buttons to change the margin.

- ☆ **Margin Bottom** - Use this option to specify the amount of space at the bottom of the form. Click the plus (+) or minus (-) buttons to change the margin.
- ✚ Click the **Button** link to specify the following options:
 - ☆ **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** - 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.
- ✚ Click away from the **Form Panel** to apply the changes.
- ✚ Once all the options have been specified, click the **Save** button.

Form Options

FORM NAME

RSVP Form

|house@sienaheights.edu Email to

Confirmation Message >

Spacing >

Button >