

Hello everyone, my name is Nora Wesselmann and I am the Missouri Ploud project coordinator here at the Missouri State Library.

In this video I'm going to show you how to set up your contact us form and create a new form on your website.

On the template there is a form already set up and, like, I said that is the contact us form.

You only need to do one thing to get it set up for your library.

And to do that go to the contact us form and choose quick edit from the Green bar, scroll down to the Mailer, and click on the pencil which will allow you to edit this.

This is where you can set who the form is mailed to when a patron submits.

And so here, you can replace the recipients full name and put the desired email address.

Once you've done that click save, and then go back to view.

And now you can submit a test form to make sure that it is going to your email address.

You can also use forms for more than a contact us list, for example, you can make a book purchase request form or poll that patrons can participate in.

To make a new form, we are going to go to the root folder contents, and click add new and choose the form folder option.

It will ask you to fill out the initial information, such as the title, description, and any other relevant information.

You can also add a form prologue, which is a section of text that will appear above the form this is good for any instructions that you need to add for patrons to fill out the form there's also a forum epilogue which will be displayed after the actual form.

Once we're done click save and it will take you to the forum preview.

Now, it will give you a default setup, but you can change how this looks by going to quick edit.

Here you can edit each form line to match what you need.

You can change existing lines by clicking on the pencil.

And you can change the label, mark if it's a required field or not, click save or cancel.

Each different type of field has different settings, and I will briefly show you how they appear in just a moment.

You can also rearrange the line items by using the washboard dots on the left and remove line items by clicking on the X in the Far Right column, and it will ask you to confirm.

Adding a new line item is fairly simple you choose which one you want, and then drag it into the form it will then open up the dialogue where you will give it field label, which is the title.

So this is a checkbox field and I'll show you where that shows up this is where you can denote if it's required.

And then, once you have everything filled out click save, you can then see your form by going to view.

And here's that new checkbox field so for this one, you would change the field label to whatever you want to have next to the check box.

Now, like I said each field has a different function.

Here again, is the checkbox and you can see the field label correlates with what the check is next to the check box.

There's also a date and time line where you can ask for a specific date and time there's also an option, you can turn off the time selection, so that you can only have patrons enter a specific date, and it will go year month day.

The next line is a whole number field, this allows patrons to enter a number now what it means by whole number is they can't put in like fractions or decimals, and it has to be a number.

Multi select lets you set up a list for patrons to select multiple items.

In the option section on this one, you would list out each of the selections on a different line, and then there's an option to have a selection list or a checkbox list which looks like this.

So here you have your selection list or you can check multiple items.

Now the selection field is similar, but you can only choose one option again, you would write out each of the different options, you have on the different line, and then choose selection or radio buttons, and so the selection would be a drop down to choose one item from or they can choose and check one box.

There are also string fields which are good for short answers, if you need patrons to put in more detailed information that requires longer sentences or maybe even a short paragraph, you can use the text field and that will give them a bigger area to enter their information.

Now all of these fields have a required box, and it's always right under the field help section.

This will prevent patrons from submitting the form until all of the required sections are finished.

And same with setting up the contact us form, make sure you edit the Mailer and enter the information of the person you want this form to be sent to.

That is all I have to show you in this video I hope you found this small presentation helpful, I have my contact information here, as well as Janet Caruthers who works with me on this project.

If you have any questions or want any more information feel free to reach out to either one of us, thank you for watching and have a great rest of your day.