

# Adding Form Pages

# Adding the Form

- Click the **+** button
- Select the form option

The screenshot displays the Website OS dashboard. At the top, a dark blue navigation bar contains the 'Website OS' logo and menu items: 'Pages & Menus', 'Content', 'Mailer', 'Analytics', and 'Users'. On the right side of the navigation bar, the user's name 'Kelsey' and a 'Profile' link are visible. Below the navigation bar, on the left, is a sidebar with a search bar labeled 'Search All Content'. Below the search bar is a red 'Upload Files' button with an upward arrow icon. Underneath are several menu items: 'Content', 'Event', 'Form' (which is highlighted with a mouse cursor), 'Link', and 'Location'. At the bottom of the sidebar is an 'All Content' button. The main content area is titled 'New Form'. It features a 'Title' input field. Below the title field is a 'Description' section with a rich text editor toolbar. The toolbar includes icons for undo, redo, link, unlink, image, video, calendar, quote, bold, italic, underline, and text color. Below the toolbar are buttons for 'Styles', 'Source', and a small grid icon.

# Adding Content & Submit Options

- Type in the title & description you would like
- Input the emails you would like the form submission to go to seperating emails with a ,
- You may also change the text that will apply to the submit button

## New Form

Title

Description



### Submit Options

Action

Action Emails

Enable Captcha

Submit Button Label

# Success Behaviour Options

- Select which behaviour you would like to happen after the form is submitted
- If not redirecting to a new page you will need to input your success message

## ^ Success Behaviour Options

Behaviour

- Clear form and display message
- Clear form and display message
- Hide form and display message
- Redirect to a different page

Content

Styles Source

A screenshot of a web form configuration interface. At the top, there is a section titled "Success Behaviour Options" with a caret icon. Below it, a "Behaviour" dropdown menu is open, showing four options: "Clear form and display message", "Clear form and display message", "Hide form and display message", and "Redirect to a different page". The first two options are identical and the second one is highlighted in blue. Below the menu, there is a "Content" section with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, and text color. Below the toolbar, there are "Styles" and "Source" buttons.

Thank you for your message!

We will be in touch shortly. If your request is urgent please call 519-123-4567

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# Adding Fieldsets

- Use fieldsets to group items that relate together in the forms
- Ex: Checkboxes, Child #1, Child #2

▼ Fieldset: Participant One

▲ Fieldset: Participant Two

Legend

Alias

Information  
Message

Enable?

Delete Fieldset

Move Up

Move Down

# Adding Fields

- Create the label
- Select which field type you would like to add
- Click

Add Field

^ Add Field

Label

Name


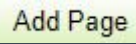
Type

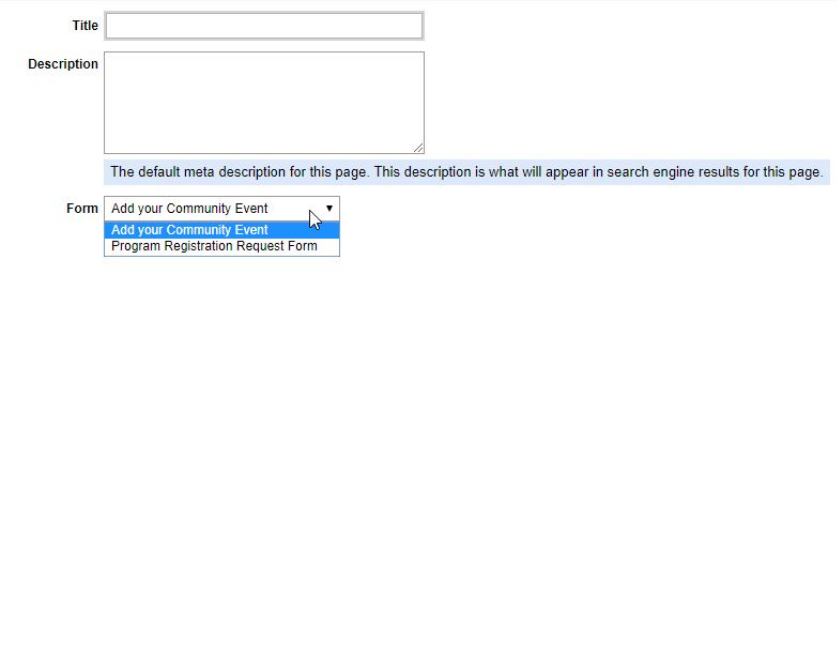
Add Field

- Text
- Email
- Phone Number
- Number
- Textarea
- Checkbox
- Radio Button Group
- Select Dropdown
- Date
- Time
- Datetime
- File Upload

Text

# Creating the Page

- Once the form is complete
- Navigate to the pages & menus section
- Click 
- Select the Form Page Option
- Fill out the title & select the form you created
- Click 



The screenshot shows a form for creating a page. It includes a 'Title' field, a 'Description' field, and a 'Form' dropdown menu. A blue tooltip is visible over the description field, and the 'Add your Community Event' option is selected in the dropdown menu.

Title

Description

The default meta description for this page. This description is what will appear in search engine results for this page.

Form

- Add your Community Event
- Add your Community Event
- Program Registration Request Form

# Form Field Types



# Text Field

- Used for items with short inputs
- You are able to select whether the field is required, add placeholder text & an information message if required

Name

First & Last

Please fill out your first & last name

^ Field: Name

Label Name

Name name

Type Text

Special Attribute

Value

Required?

Placeholder First & Last

Information Please fill out your first & last name

Message

Enable?

Delete Field

# Email Field

- Use this field when requesting an email
- If subscription is enabled you will need to add a special attribute

Email

jane-doe@gmail.com

^ Field: Email

Label Email

Name email

Type Email

Special Attribute

Value

Required?

Placeholder jane-doe@gmail.com

Information

Message

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# Phone Number Field

- Use this field when you are collecting phone numbers

Phone Number

123-456-7890

^ Field: Phone Number

Label Phone Number

Name phone\_number

Type Phone Number

Value

Required?

Placeholder 123-456-7890

Information

Message

Enable?

Delete Field

Move Up

Move Down

# Number Field

- This allows user to increase and decrease using the arrows
- You can also set a minimum and maximum depending on the type of question

How many glasses of water do you drink a day?



^ Field: How many glasses of water do you drink a day?

Label

Name

Type

Value

Required?

Min Number

Max Number

Step Number By

Information  
Message

Enable?

Delete Field

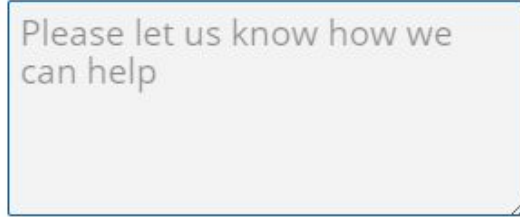
Move Up

Move Down

# Text Area Field

Use this field when you are requesting feedback or anything that will not fit in a normal text field

Your Message



^ Field: Your Message

Label

Name

Type Textarea

Value

Required?

Placeholder

Information  
Message



Enable?

Delete Field

Move Up

Move Down

# Checkbox Field

- Use this as a one off check for consent purposes ect.
- To use in a group, you will need to create a field set and apply to all the checkbox fields you have created

Please Select All that Apply

Item One

Item Two

Item Three

## ^ Fieldset: Please Select All that Apply

Legend

Alias

Information

Message

Enable?

Delete Fieldset

## ^ Field: Item One

Label

Name

Type

Fieldset

Value

Required?

Information

Message

Enable?

Delete Field

Move Up

Move Down

# Radio Button Group Field

- Use this field when the user need to select only one option
- Type the radio options on each individual line within the text area

What Do Your Prefer?

- Item One
- Item Two
- Item Three
- Item Four

^ Field: What Do Your Prefer

Label

Name

Type Radio Button Group

Fieldset

Radio Options

List one radio option per line.

Value

Required?

Information  
Message

Enable?

Delete Field

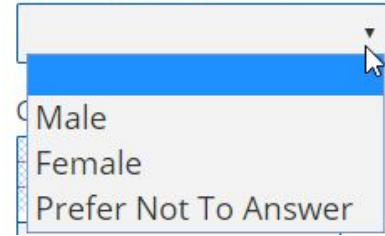
Move Up

Move Down

# Select Dropdown Field

- Use this field when the user need to select only one option (this option takes up less space then the radio button group field)
- Type the radio options on each individual line within the text area

What is your Gender?



A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: 'Male', 'Female', and 'Prefer Not To Answer'. The 'Male' option is currently selected and highlighted in blue. A mouse cursor is visible over the dropdown arrow on the right side of the menu.

Field: What is your Gender?

Label

Name

Type Select Dropdown

Fieldset

Select Options

List one select option per line.

Value

Required?

Information Message

Enable?

Delete Field

Move Up

Move Down



# Date Field

- Used when collecting a date
- It allows users to select from a calendar instead of typing out all the information

Event Start Date

yyyy-mm-dd

^ Field: Event Start Date

Label

Name

Type

Fieldset

Value

Required?

Information

Message

Enable?

Delete Field

Move Up

Move Down

# Time Field

- Used when collecting a date
- It allows users to use the up and down arrow to increase or decrease a time as well as AM OR PM

Event Start Time


^ Field: Event Start Time

Label

Name

Type Time

Fieldset  ▼

Value

Required?

Information  
Message

Enable?

Delete Field

Move Up

Move Down

# Upload Image Field

- You will need to select which category the images/ documents will be uploaded to
- Input the file types that will be accepted
- Check off allow multiple file uploads if it applies

## Upload Image

Choose Files No file chosen

### ^ Field: Upload Image

Label Upload Image

Name upload\_image

Type File Upload

Fieldset

Upload Category Events

The category folder where files should be uploaded too.

Allowed File Types png,jpg

A comma separated list of allowed file extensions.

Allow Multiple File Uploads?

Required?

Information

Message

Enable?

Delete Field

Move Up

Move Down