



Customised Contact Form

If you select to display a contact form it will be automatically displayed on your site. You have the option of customising the basic form so that you can request additional information if required.

Displaying the Contact Form

1. Go to the 'Website Design – Contact Form' page.

Settings

2. **Do you want a contact form?** - Select yes to display and no to hide it.
3. **Title of contact form** – This will display as the title of the main menu button and the contact form page title.
4. **Path to POST form** - This is the address where the email program lives so that the message is sent to your account. **DO NOT EDIT THIS** unless you are advised to. Changing these details may cause your contact form to stop working.
5. Click the 'Submit' button to save.

Adding a Custom Form Field

1. Go to the 'Website Design – Contact Form' page.

Add a new field

Description:

Name:

Type:

Size/Data: (Seperate values by a comma)

Default Data:

Required:

2. **Enter a Description** – This will display next to the field on your web page.



3. **Enter a Name** – This will display as the field name when you receive your copy of the email form.
4. **Select a Type** from the menu.

A Radio Button:	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.1
A Text Box:	<input type="text" value="Type text here"/>	4.2
A Check Box:	<input checked="" type="checkbox"/> I like blue <input checked="" type="checkbox"/> I like red <input checked="" type="checkbox"/> I like green	4.3
Select Box:	<input style="border: none; border-bottom: 1px solid black; width: 100%;" type="text" value="I like blue"/>	4.4
Text Area:	<pre>hereType text hereType text here Type text hereType text here Type text here Type text here</pre>	4.5

- 4.1 – Radio Buttons: Only one option can be selected
- 4.2 – Text Box: A single line of text can be freely typed into the box.
- 4.3 – Check Boxes: Multiple boxes can be selected.
- 4.4 – Select Box: Only one option can be selected from a preset menu.
- 4.5 – Text Area: Multiple lines of text can be freely typed into the area.

5. **Enter Size/Data** - Content for this box is determined by which option you selected for 'Type'.

Select Box/Check Boxes/Radio Buttons

If you are using any of the above options you need to enter words separated by commas i.e. Yes I will attend, No I won't attend, Not Sure. This will create the different selection options.

Text Box

If you selected a Text Box, you need to enter numbers to set how wide you want the text box to display i.e. 30 (use only numbers, do not insert px at the end).

Text Area

If you selected a Text Area, you need to enter numbers to set how wide and how high you want the text area to display i.e. 30, 4 (use only numbers, do not insert px at the end).

The first number (30) sets the width and the second number (4) separated by a comma determines how many text lines high the box will display. The text area



will automatically scroll to accommodate any extra content.

A Text Box:	<input type="text" value="Default text appears here"/>
Text Area:	<input type="text" value="Default text appears here"/>

6. **Enter Default Data** – If you have selected to use a Text Box or Text Area you can type words/sentence into this box and they will appear in the boxes before the visitor starts filling in the form.
7. **Required** – Ticking this option will mean the form cannot be completed unless the associated question has been answered. If the visitor tries to send the form a message will appear telling them to complete the field. A red star will appear next to all required fields on your web page.
8. Click 'Add a New Field' button to save.

Editing a Form Field

1. Go to the 'Website Design – Contact Form' page.
2. Scroll down to the bottom of the current fields. The fields you have created are displayed below the basic form fields. Select edit.
3. Make your changes.
4. Click the 'Submit' button to save.



Removing a Form Field

1. Go to the 'Website Design – Contact Form' page.
2. Scroll down to the bottom of the current fields. The fields you have created are displayed below the basic form fields. Select remove.

Complete the removal by clicking the 'Click here to confirm' link.