

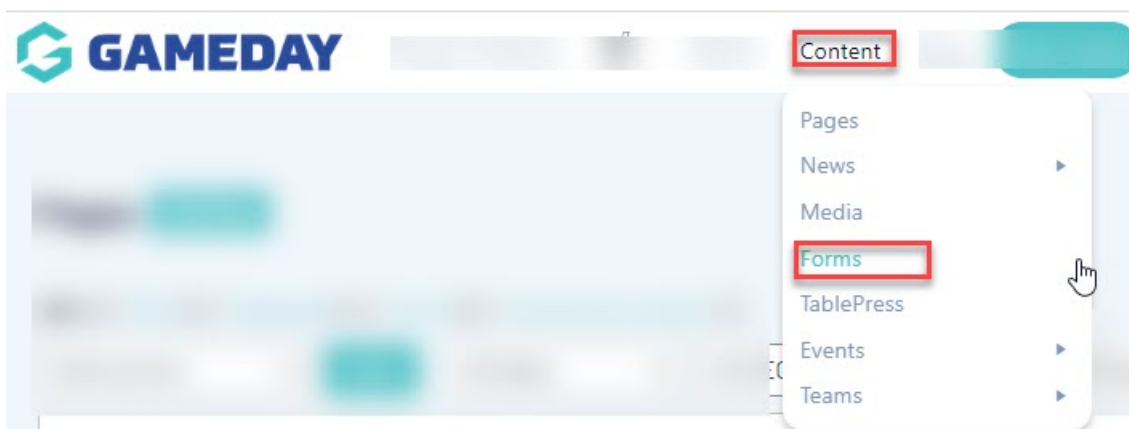
Setting Up Forms

Last Modified on 16/12/2024 2:52 pm AEDT

Forms allow you to create a custom form for specific things you want people to sign up for etc. This is mainly used for a contact page or something similar, however you can create a form for anything.

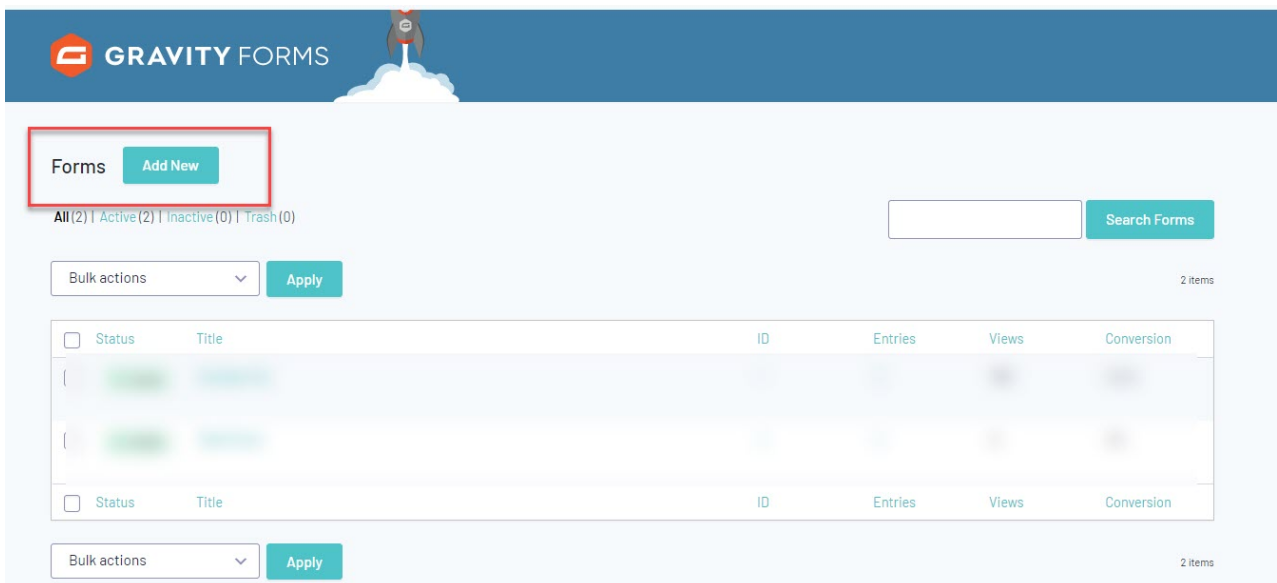
NOTE: This add on has to be enabled for your organisation. To check if this is available for your website, check your [GameDay Dashboard](#).

1. Hover over **CONTENT** and click on **FORMS**.



This will take you to the forms page.

2. Click ADD NEW.



3. Input a form title and description and click CREATE FORM.

Create a New Form
Provide a title and a description for this form

Form Title *
Contact Us

Form Description
Form will be used for contact us page

Create Form

The form set up allows you to create the form as you please. The options to use within these forms can be found on the right hand side of the editor.

Contact Us Two | Settings | Entries

Simply drag and drop the fields or elements you want in this form.

Preview | Save Form

Search for a field

Add Fields | Field Settings

Drag a field to the left to start building your form and then start configuring it.

- Standard Fields
- Advanced Fields
- Post Fields
- Pricing Fields

4. Drag and drop the relevant fields from the right hand side onto the page.

Contact Us ▾ Settings Entries Preview **Save Form**

Your Full Name

Your Email

Phone

Your Message

Search for a field

Add Fields Field Settings

Drag a field to the left to start building your form and then start configuring it.

Standard Fields

Advanced Fields

- Name
- Date
- Time
- Phone
- Address
- Website
- Email
- File Upload
- CAPTCHA
- List
- Multi Select
- Consent

5. Once happy, click **SAVE FORM** in the top right hand corner.

If your form is requiring people to input contact information, you can check these entries via the form listing itself and clicking on **ENTRIES**.

GRAVITY FORMS

Forms **Add New**

<input type="checkbox"/>	Status	Title	ID	Entries	Views	Conversion
<input type="checkbox"/>	Active	Contact Us Edit Settings Entries Preview Duplicate Trash	1	3	760	0.4%
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Bulk actions ▾ **Apply** 3 items