

# Forms – School Center

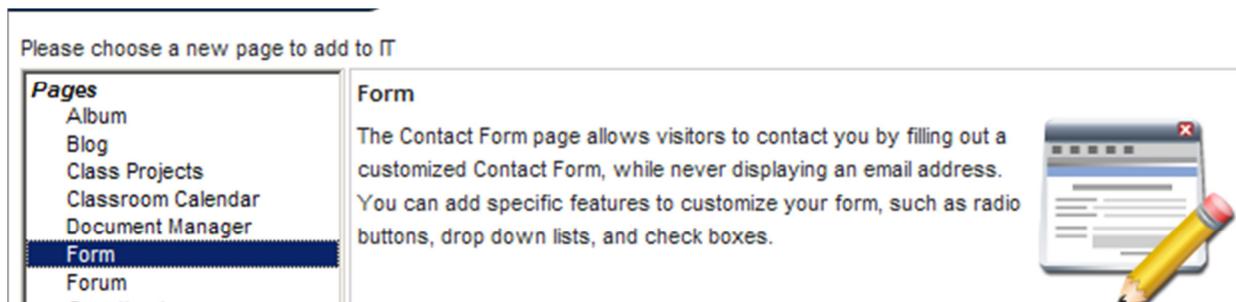
The School Center Forms page helps you create forms for any need. Adding forms to your site is a three part process:

1. Add a Form page
2. Set Form Page settings
3. Create the actual form

A form is ready to collect, store, and email information as soon you complete the set up.

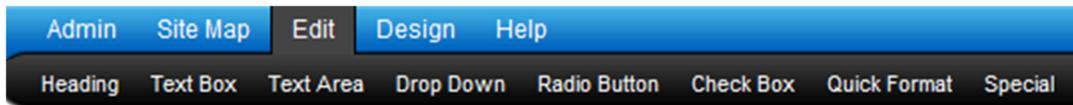
## Creating a Form

To create a form, you must add a Form page to your site. When the Form page opens, add components to the page to create the actual form. To add components to a Form page:



1. Open a Form page and click Edit to open the edit toolbar.
2. Click New Content Box to place a title, text, instructions, and/or an image at the top of the form. A Content Box is not required, and it does not affect the form's functionality, but helps visitors understand the form, and how to use it. Click Save to add this content to the form.
3. Click Edit Form. The Form Edit box opens. Choose options from the Quick Format drop-down menu (basic form components) and the Forms toolbar (more complex form components) to create a custom form. Choose an option from the Add Template drop-down menu to select from a number of ready-to-use forms. After choosing an option, the form appears in the Edit Form box on the Form page.
4. Scroll to the bottom of all components listed in the Form Edit box to find the last component added to the form.
5. Hover over a component. A gray background highlights the component.
6. Click anywhere on the component to open it.
7. Enter settings for the form component. (Specific instructions follow).
8. To add more components to the form, choose another component from the Quick Format menu or the Forms toolbar. The system always adds new components at the bottom of the form.
9. Dragging and dropping components anywhere in the form to re-positions them.
10. Click Done to save the new form.

## Entering General Settings for Form Components



Most form components (pieces used to construct a form) allow you to name the component, make the component required for visitors to complete the form, set parameters for the form, and provide a description of the form that is shown below the component on the form page. The following instructions apply to all form components. The table that follows gives additional instructions for specific components.

1. Click an option on the Form toolbar or in the Quick Format menu. The system enters the component at the bottom of the active Form Edit box.
2. Click anywhere in the component box in the Form Edit box. An edit box for the component opens.
3. Highlight the text in the field at the top of the box. This text describes the open component.
4. Rename the component if desired. For example, if you choose the Full Name component, you might rename it Child's Full Name.
5. Check the Required check box if visitors must enter this information to complete, submit, and close the form.
6. Type a description of the requested information (or instructions for completing this field) in the Description field. This text is placed underneath this component on the form. You will not see this description until you save the form.
7. Click outside the active Form Edit box to add a new component.
8. Click Save.

### Heading

This is the Header

Use the Heading option to add titles to sections of a form. Headings can be used at the top of the form, but header text cannot be formatted. A better choice to title forms and provide instructions is by adding a Content Box at the top of a form.

### Text Box and Text Area

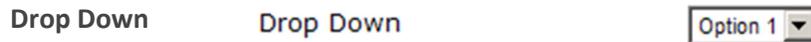
Use the Text Box and Text Area options to add fields for visitors to enter text. Adding a Text Box field provides a small field for entering text. Adding a Text Area field allows visitors to enter more text. Using text areas allows visitors to provide

Text Box

Text Area

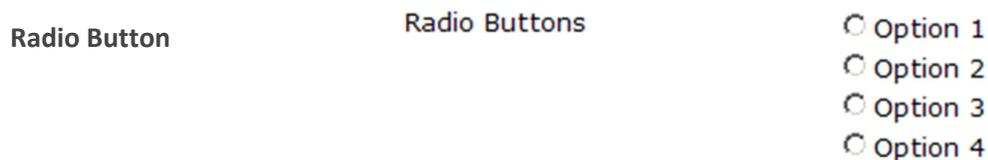
unrestricted content, but it means each text entry must be read, and may not provide the precise

information expected. Using "pick" options like radio buttons and check boxes allows for limited choices but does limit and direct responses toward the kind of answers you need.

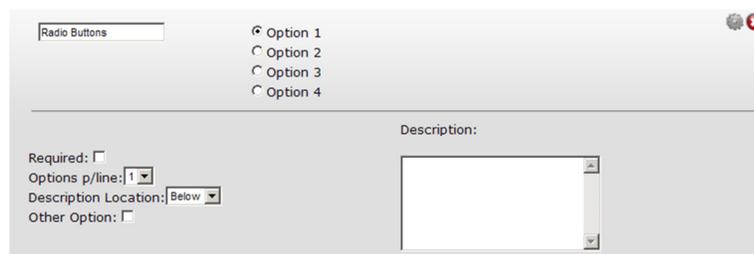


Use the Drop Down option to provide visitors one choice from several items. A drop-down menu acts like a radio-button list, but looks different on the page. Drop-down menus conceal choices until visitors click on the down arrow next to the field, and expand the choices. Radio-button choices are always visible. Drop-down menus work well for long lists because the long list rolls up to a single line when not in use. To create additional settings in the Drop Down component:

1. Click **Edit** (on the upper right). The **Edit Options** pop-up window opens.
2. Click an **Option** line and enter an option name/description in the list.
3. Click **Add Option** to include more than four options to the list.
4. Click **Done** to set the list. The system returns you to the **Drop Down** component box.



Use the Radio Button option to provide visitors one choice from several items. A radio-button list acts like a drop-down menu, but remains in full view at all times. Use radio-button lists if the list of available choices is short. To create additional settings in the Radio Button component:



1. Click **Edit** (on the upper right). The **Edit Options** pop-up window opens.
2. Click an **Option** line and enter an option name/description in the list.
3. Click **Add Option** to include more than four options to the list.
4. Click **Done** to set the list. The system returns you to the Radio Button component box.
5. Click **Options p / line** and choose a number of options to be included on a single line.
6. Check the **Other Option** check box to make the last radio button "Other", with a field for visitors to enter text to describe "Other".
7. Click outside the **Radio Button** component box to save the settings and add another component, or **Save** (upper right of the Form Page) the form.

### Check Box

### CheckBox

- Option 1
- Option 2
- Option 3
- Option 4

Use the Check Box option to provide visitors a choice with the option of selecting more than a single item. Visitors may select as many boxes as they like.

### Quick Format

Use Quick Format options to enter basic form components like name, address, and phone quickly and easily. Most of these components require general set up and no additional settings.

#### Full Name

Full name adds three fields for visitors to enter their first name, middle initial, and last name.

#### Phone Number

Phone number adds three fields for visitors to enter their phone number including: area code, prefix, and last four digits.

#### Email Address

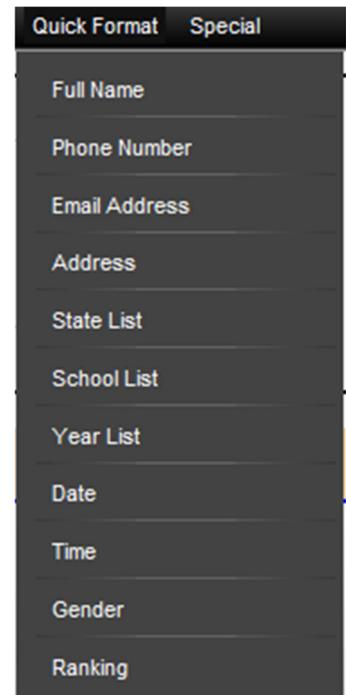
Email Address adds fields for visitors to enter their email address and a second reply address.

#### Address

Address adds two fields for visitors to enter their street address, one field for city, a drop-down menu for selecting the state, and a field for the ZIP code.

#### State List

State List adds a drop-down box / menu pre-populated with the two-digit abbreviation of each of the United States.



## School List

School List adds a drop-down box /menu pre-populated with each of the schools in your district (as entered on the Schools Section List page).

## Year List

Year List adds a drop-down box / menu pre-populated with each year from 1908 to 2033.

## Date

Date adds a field to allow visitors the ability to manually enter a date, or to select it from a calendar pop-up.

## Time

Time adds a field to allow visitors to enter a requested time in a specific format. The format required is hh:mm am / pm. The system rejects dates entered in the wrong format and asks visitors to re-enter the date properly.

## Gender

Gender adds radio buttons to allow visitors to choose Male or Female.

## Ranking

Ranking adds a group of radio buttons to allow visitors to rank various options. Select the number of items to be ranked, as well as, the number of rankings offered (up to 10). Additional settings in the ranking component:

1. Click the **Edit button** (upper right). The **Edit Options pop up window** opens.
2. Click an **Option line** and enter an option name / description in the list.
3. Click **Add Option** to include more than 4 options to the list.
4. Click **Done** to set the list of items to rank. The system returns you to the Ranking component box.
5. Click **Scale** and choose a scale of 1-10 to rank items in the list.
6. **Description** is not required, but allows you to define the high and low ends of the scale.
7. Click outside the **Ranking component box** to save the settings and add another component, or **Save** (upper right of the Form Page) the form.

## Special

Use Special Options to enter formatting and tools to a form.

### Submit

Submit adds a Send Now button wherever entered in the form. Enter a submit button at the beginning and end of forms for convenience, and to remind people that they must send the form. The Submit component shows up in the Form Edit box as the Send Now button.

### Line Break

Line Break adds a horizontal line to the form. Use this line to separate sections of the form, a survey, or a questionnaire.

### Page Break

Page Break inserts a page break when convenient or desired.

### Comment

Comment provides a field for Visitor cannot respond to the Comment field. Insert a Comments field to provide information or directions for visitors.

