

# SHGC Oakleigh CMS Guide

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## Staging URL:

<https://shgc.carboncms.com.au/>

## Temporary login address:

<https://shgc.carboncms.com.au/admin>

## Login after website goes live:

<https://shgc.net.au/admin>

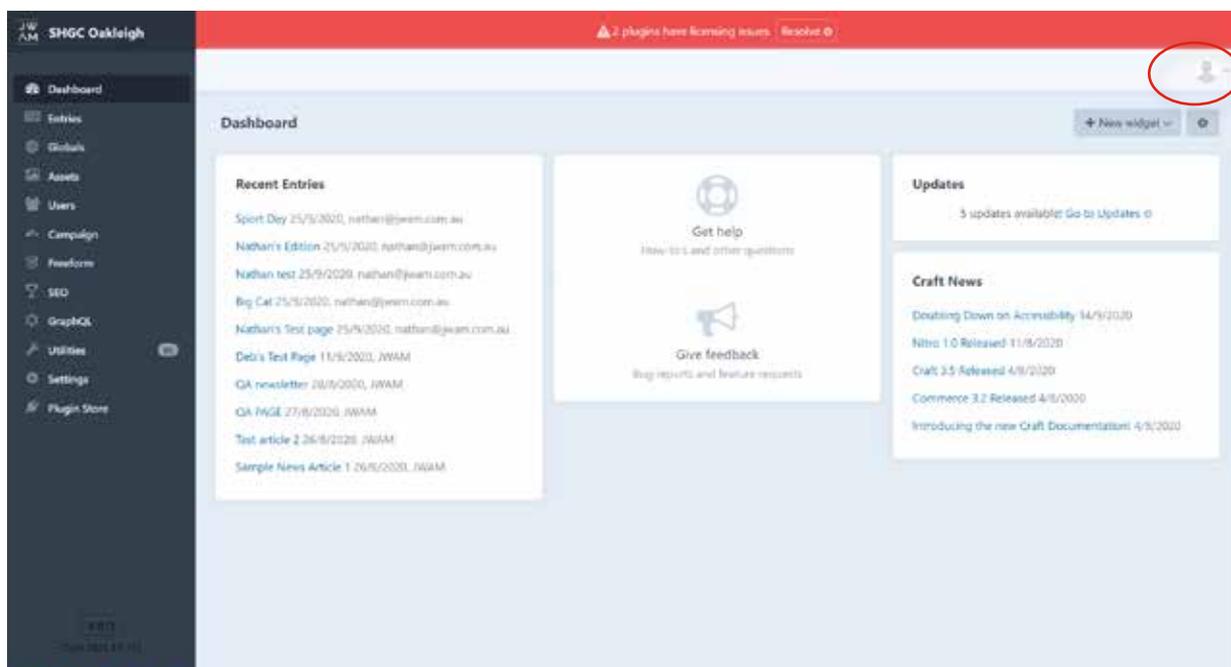
## Dashboard

You can customise the widgets on your dashboard. To add a new widget click the **NEW WIDGET** button and configure.

To change the layout of the widgets click the **SMALL SETTINGS BUTTON** next to the **NEW WIDGET** button. Customise the position, width and remove unwanted widgets. **You can setup quick posts for News items and the event calendar from here.**

## My Account

Access your account settings in the top right corner by clicking on the **PERSON ICON** and click on **YOUR ACCOUNT** - Change your password here. Also change language "English UK" so correct date format displays in CMS



*Don't forget these basics! They will come in handy. So please study below items:*

## Saving & Drafts:

Use keyboard shortcut **CTRL S** to save your work. This is the fastest way to work.

**SAVE DRAFTS** will allow you to save and work on a page without making it live.

Save as many draft versions as you need. You can even add notes using the Pencil icon. When a page is ready to go live use the red button in the top right corner **PUBLISH DRAFT**

**SAVE AND ADD ANOTHER** will save the current page and load a new blank template so you can start on another page.

**SAVE AS A NEW ENTRY** will make the page as a new page (like cloning a page)

## Enabled:

Use the Enabled lightswitch to turn off items that you will need again later.

## Release & Expiry dates:

Use **RELEASE** and **EXPIRY** dates down to the nearest minute so you can 'set and forget'

## LIVE Preview:

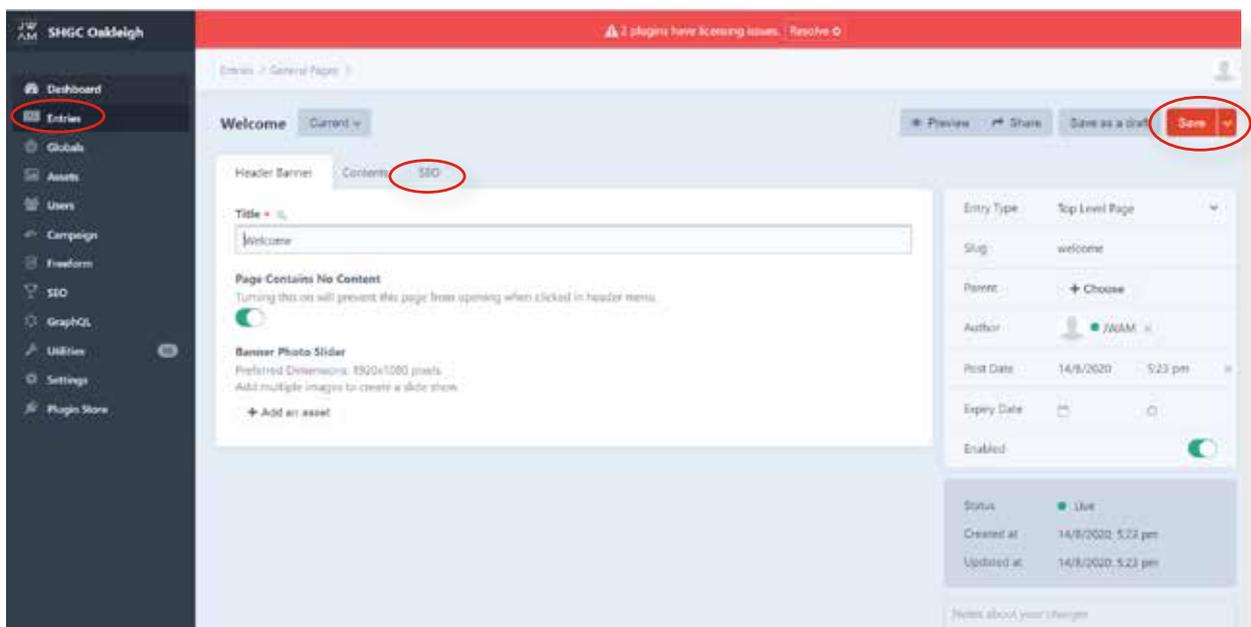
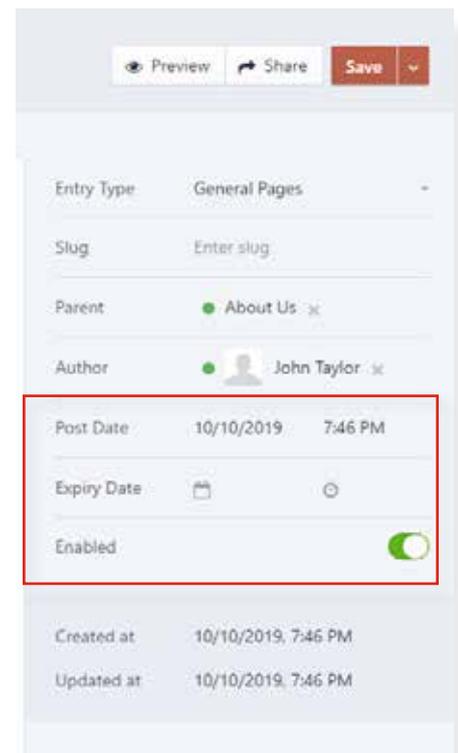
Use the **PREVIEW** button to split your browser window into 2 columns. the left column is the CMS and the right column is a real time preview so you can see exactly how your changes are looking on the page.

## Share:

The **SHARE** button will open the page in another tab, you can then copy the url so someone else can view the page, even if it is a draft version.

## SEO:

Some pages and some other content types has an **SEO** tab. Customise each page, click on the **TITLE** and **DESCRIPTION** and update the text. On popular news stories you can also use the **SOCIAL** tab and customise the information here.



Update all content found on your homepage - with the exception of items in the header and footer (look in globals for that!)

To edit homepage: ENTRIES > SINGLES > HOME (Then use tabs along top of CMS)

## Slider

To delete or temporarily disable, use the small **SETTING ICON** next to the slider name.

Use the **MOVE ICON** to drag and drop and change the slider order.

To Edit an existing slider simply edit the fields and Save

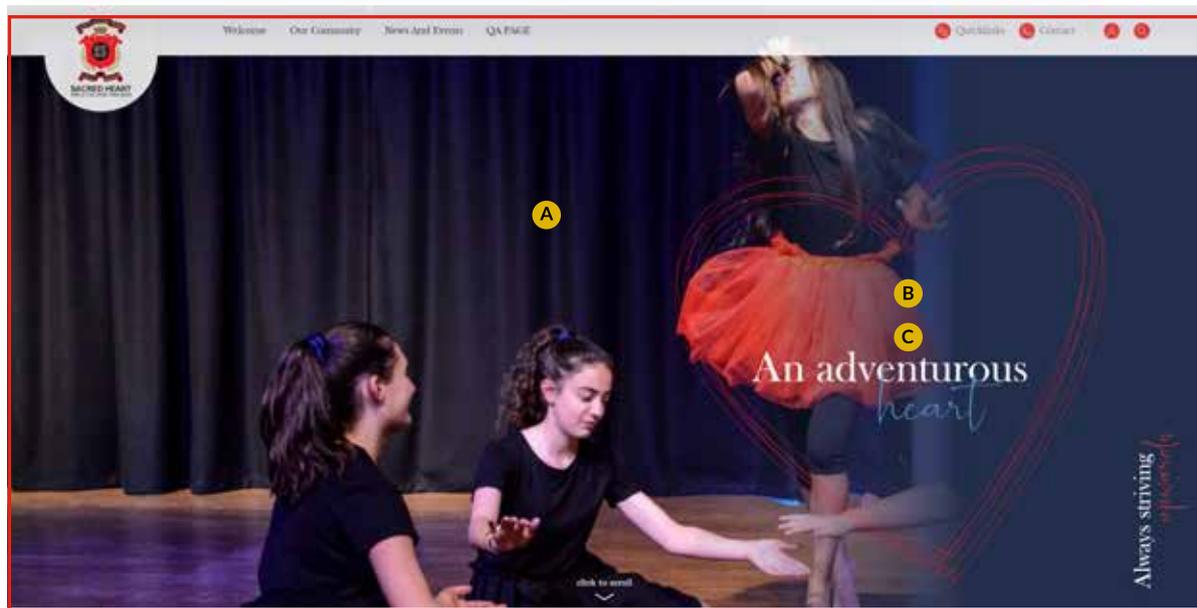
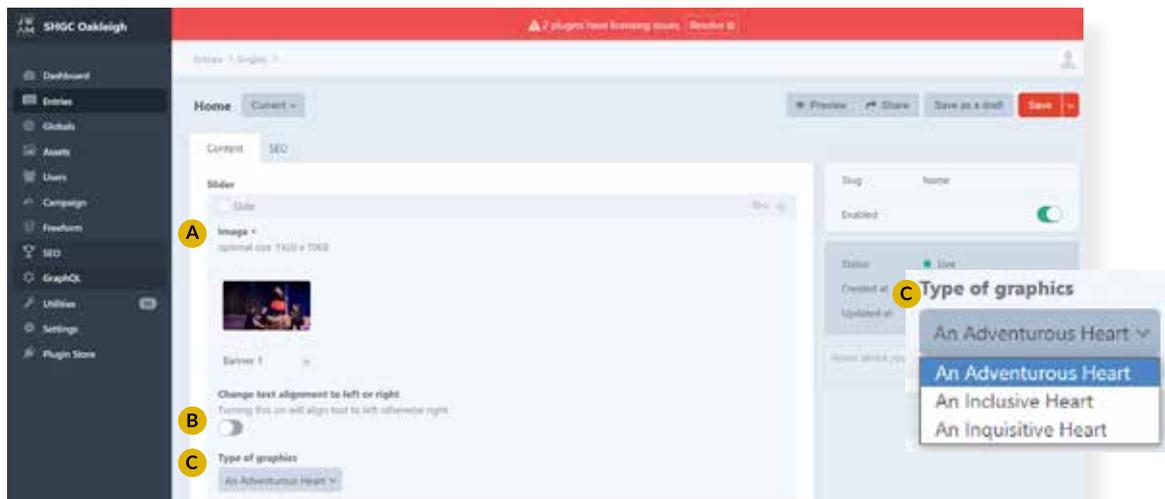
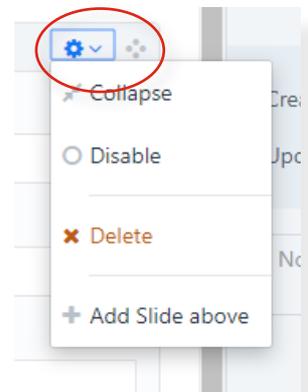
### TO ADD A NEW SLIDER:

Click on the **+ SLIDE BUTTON** at the bottom of the page.

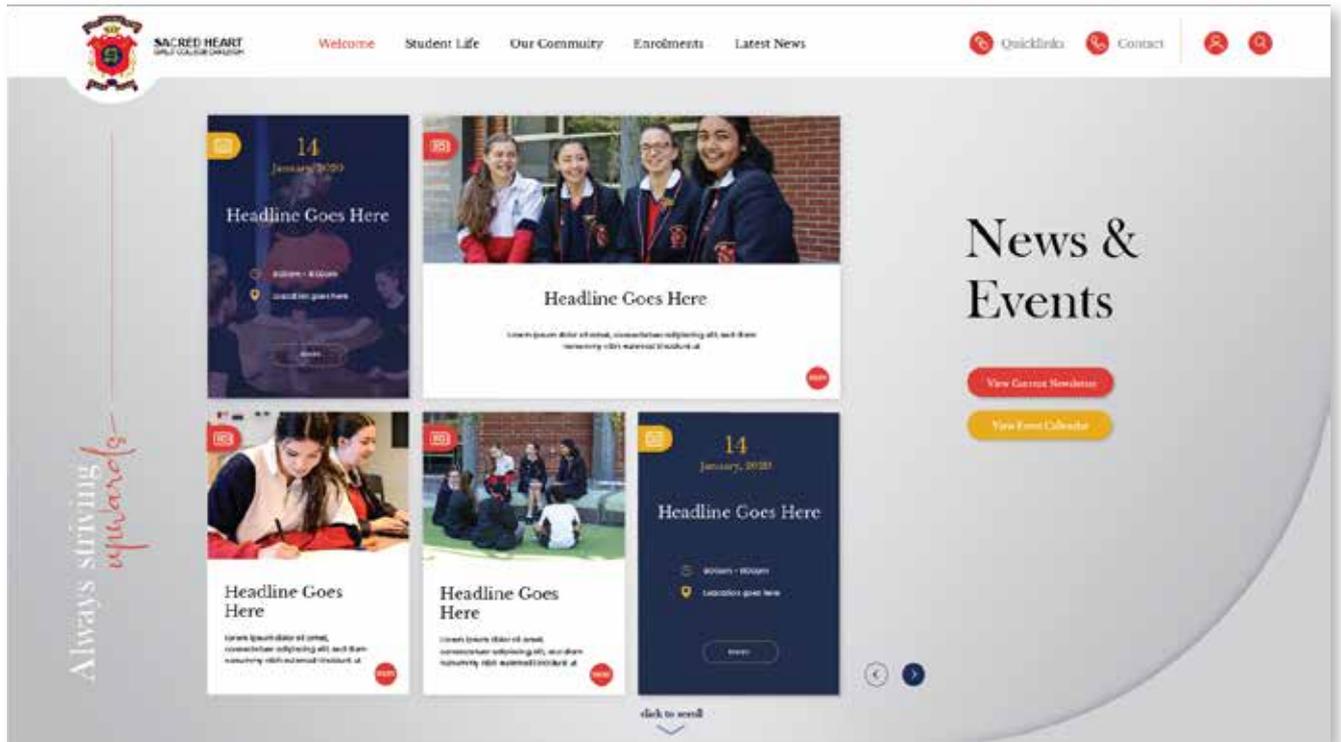
- A Image:** Click **ADD ASSET** button. Choose an image or upload a new image.
- B Light Switch:** this changes the image / text alignment from left to right.
- C Graphics Dropdown:** Choose one of the three graphics to appear on the slider

To add an additional Slide click on : **+SLIDE**

Don't forget to Save!



Home Page also News and Events. These are fed from the Newsletter and Events sections of the website

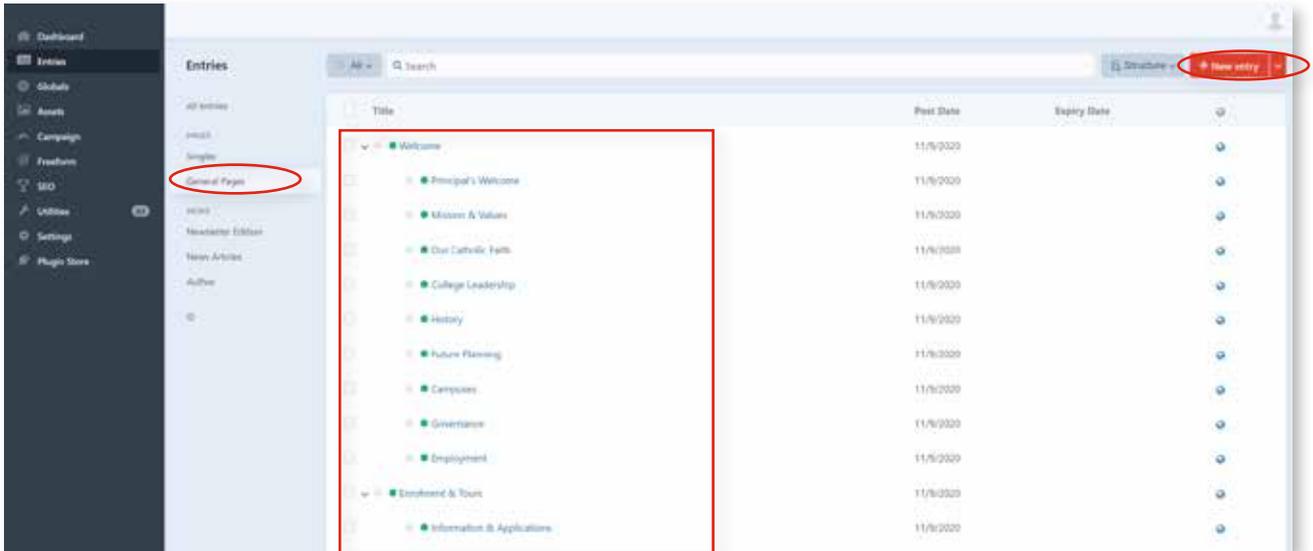


The majority of pages on your website are “General pages” the main exception to this is the home page, news stories and events.

To view general pages go to: [ENTRIES](#) > [GENERAL PAGES](#)

## Change the page order or menu structure

Simply click on the [MOVE ICON](#) that sits to the left of the page name and drag and drop to a new location. The hierarchy of the page is determined by the ‘indent’. Pages that are indented are called [CHILD PAGES](#) to the [PARENT/TOP LEVEL](#) page above. The website and menu will automatically update changes.



## Editing a page

Click on the [PAGE NAME](#) to edit.

[TITLE](#) is the page name which displays in the menu.

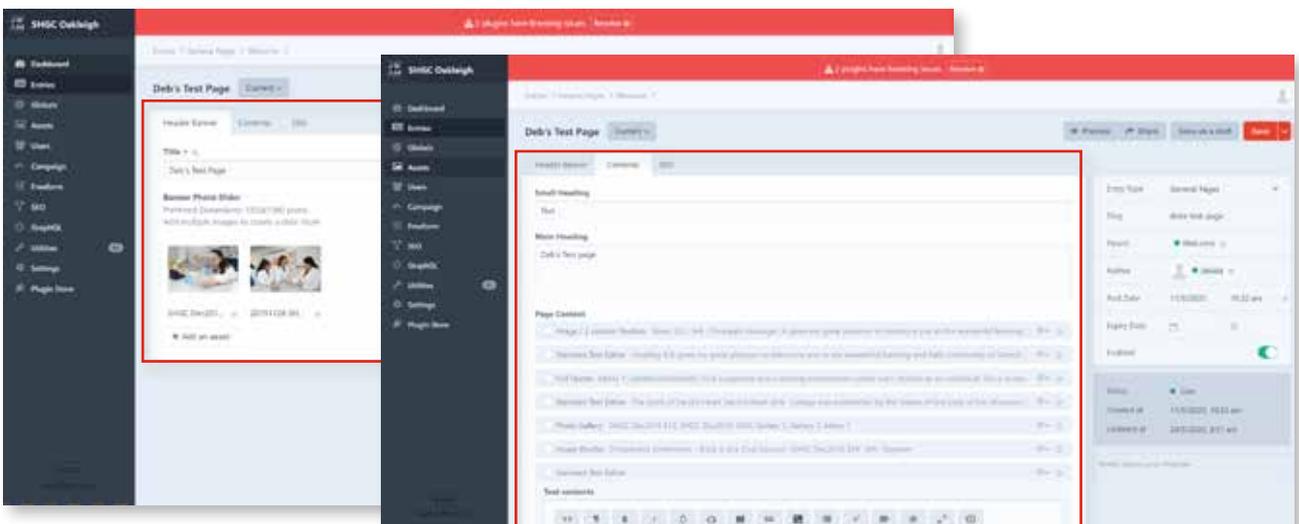
[BANNER PHOTO SLIDER](#): Add one or multiple images to create a Slider

[SMALL HEADING](#) is the smaller heading text which appears in the page header

[MAIN HEADING](#) is the large heading text which appears in the page header

[CONTENT - PAGE MODULES](#) these are the different type of content that can be added to your page. See the next page for full descriptions.

Change any fields and then [SAVE](#) to apply your changes.



## Create a new page

Click on the **NEW ENTRY** button located in the top right corner.

**ENTRY TYPE** select from Top Level page or General pages

**HEADING** is the page name which displays at the top of the page over the header image.

**PAGE CONTAINS NO CONTENT** this only appears on a Top level page. These pages should not contain content. Most pages will be General Pages

**SMALL HEADING** is the smaller heading text which appears in the page header

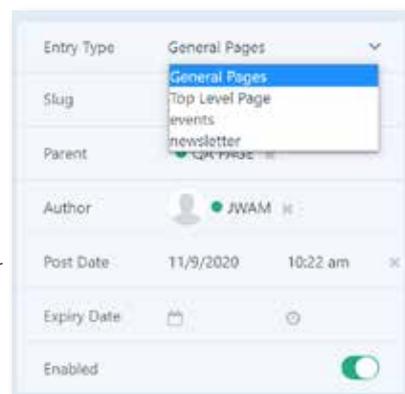
**MAIN HEADING** is the large heading text which appears in the page header

**PHOTO SLIDER** Displays an image at the top of the page

**PAGE CONTENT** these are the different type of Modules that can be added to your page. See the next page for full descriptions.

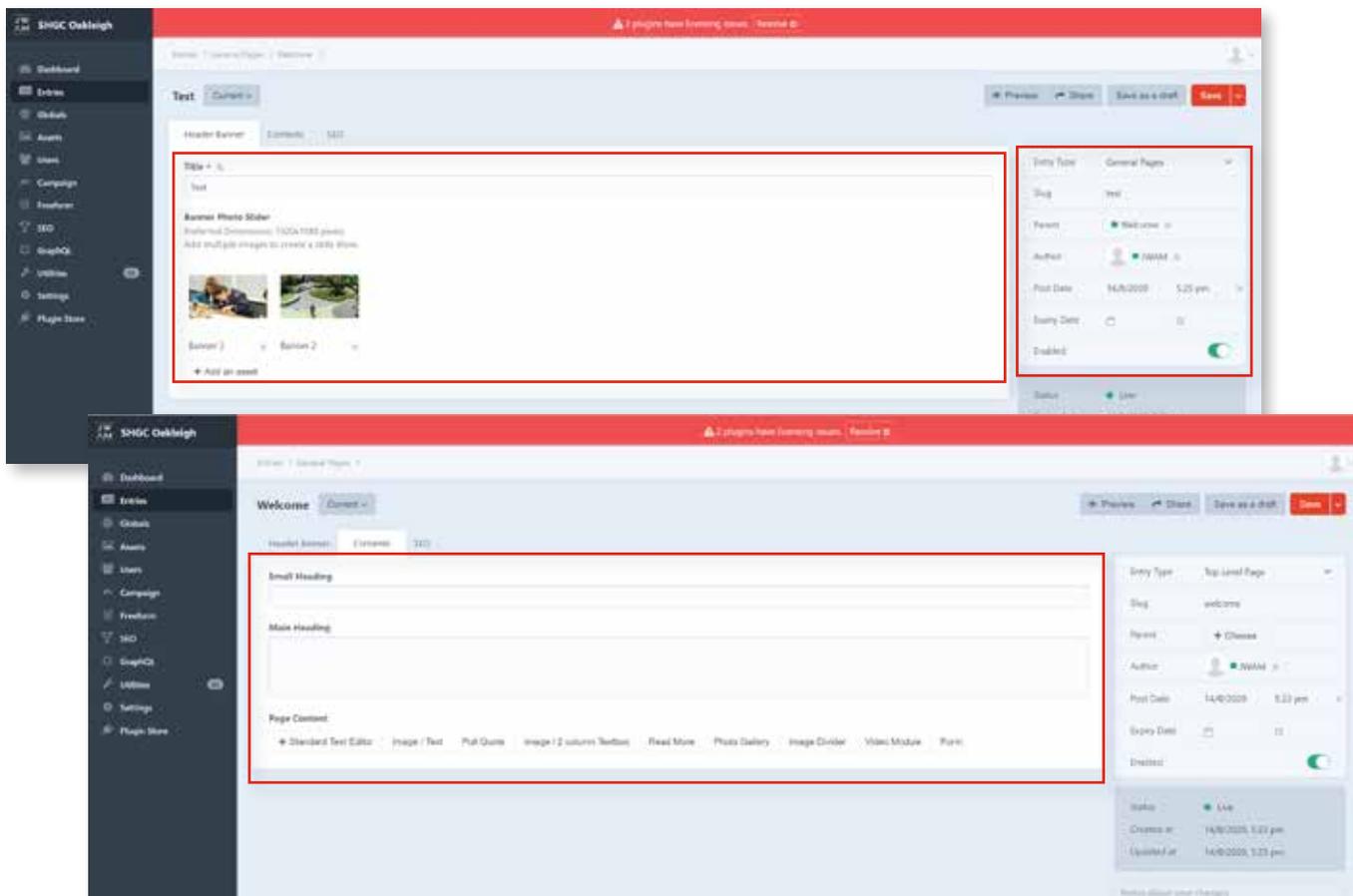
**RIGHT COLUMN** use the **Slug** to setup the URL if you want to modify the default. **Parent** will make this a **child** page in that section of the menu - Add a parent page that you want this page to sit under. **Post & expiry dates** can also be set if required.

Complete these fields in the General tab and always click **SAVE!**



## Content - Adding a module

To add a module click the module you would like to add to the page underneath the **'Page Modules'**



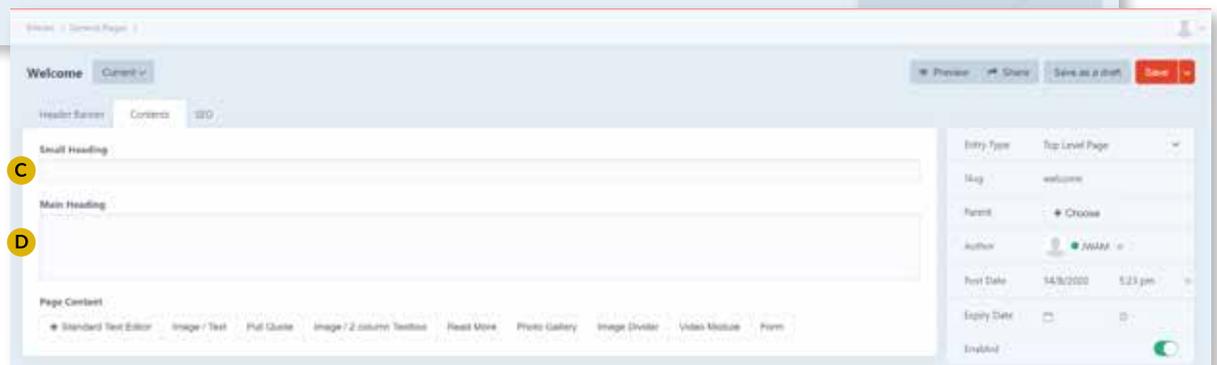
### Page Content

+ Standard Text Editor Image / Text Pull Quote Image / 2 column Textbox Read More Photo Gallery Image Divider Video Module Form

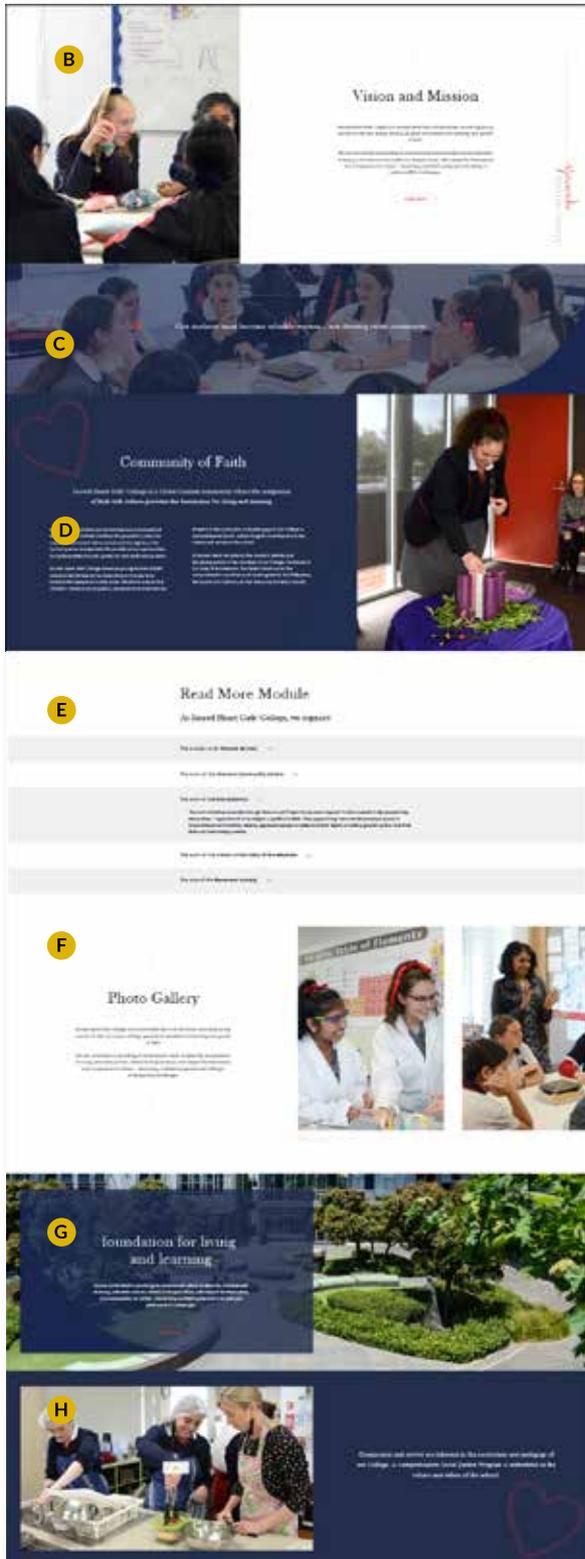
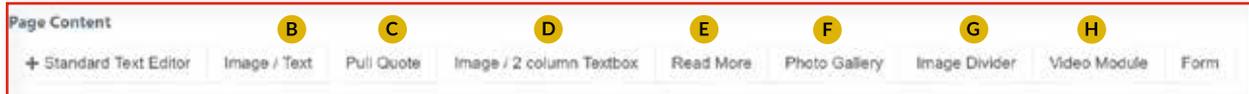
## Heading

This area is included when you create a new general page.

- A Page Title:** This is what will appear in the menu This also forms the page name and URL
- B Header Image (s):** Preferred Dimensions: 1920x500. Adding multiple images will put these into slider. Click the **ADD ASSET** button to add more images.
- C Small Heading:** This is the smaller heading text which appears in the page header
- D Main Heading:** This is the large heading text which appears in the page header



## Page Modules



**IMAGE / TEXT MODULE**  
- Text aligned right

**PULL QUOTE**

**IMAGE / 2 COLUMN TEXT MODULE**  
- Text aligned left

**READ MORE MODULE**

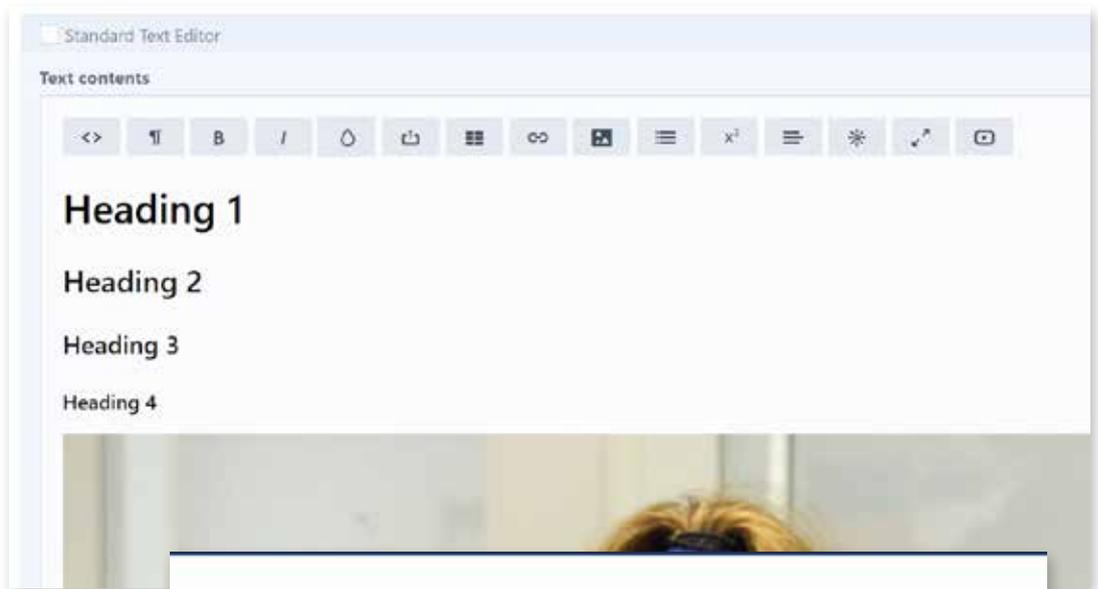
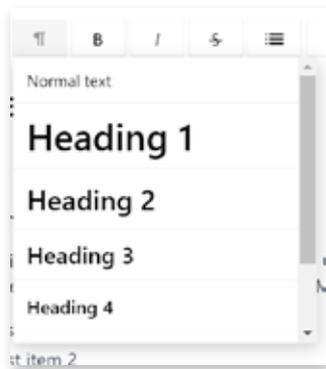
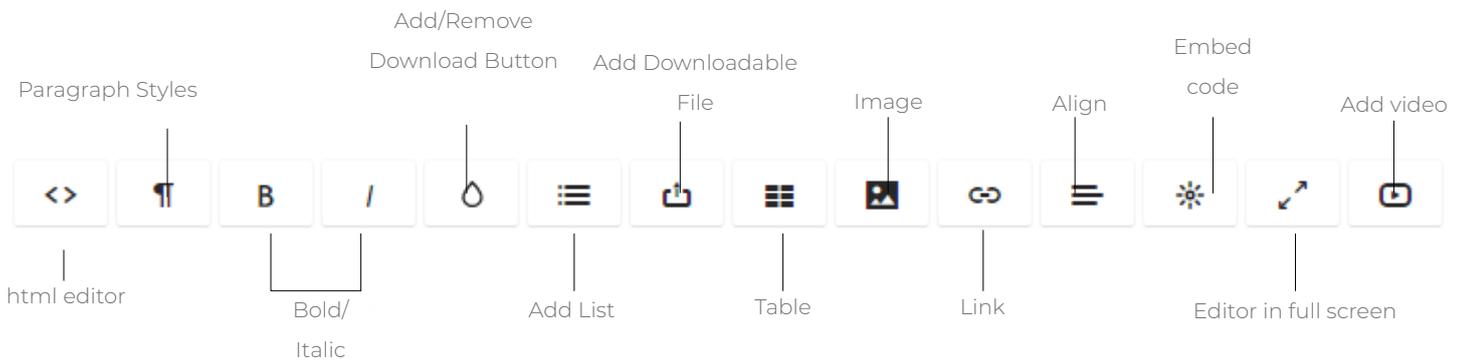
**PHOTO GALLERY**

**IMAGE DIVIDER**

**VIDEO MODULE**

**Standard Text Editor (Full WYSIWYG)** Add the main text content into this module.

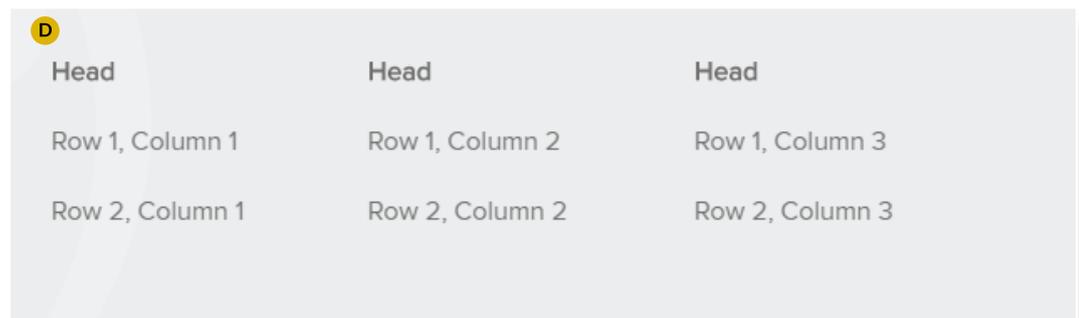
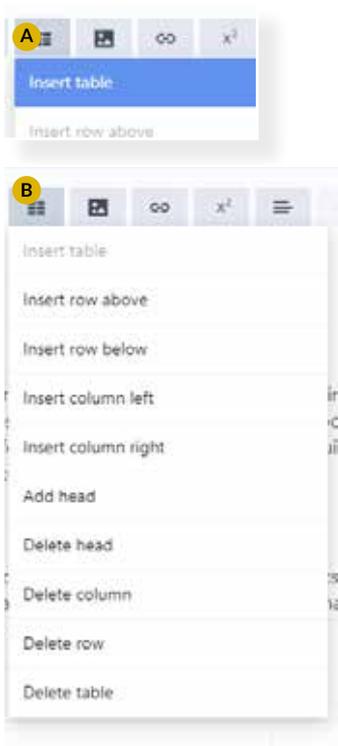
Following types of content can be added: Text / Buttons / Lists / tables / links / videos/ images / file downloads.



## Text Editor - Tables

Tables can be added using the full text editor module. To add a table follow the steps below:

- A** First select the table button and select **INSERT TABLE**
- B** Automatically, 2 rows and 3 columns will be generated - these appear as thin grey lines in the cms. You can click inside a cell and select the table button again to insert more row or columns, add a head to the table, this appears at the top and is styled different to the other rows. You can also choose to delete columns and rows.
- C** Once you add a head row it will appear as bold text when you type
- D** The finished table will be styled and will be responsive in how it behaves across different screen sizes.

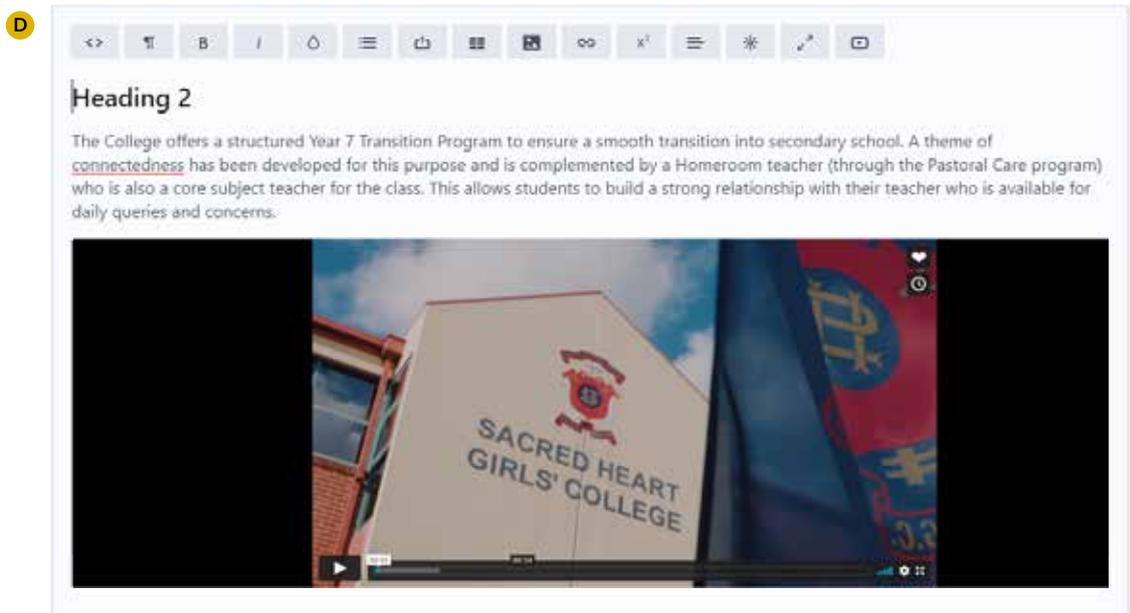
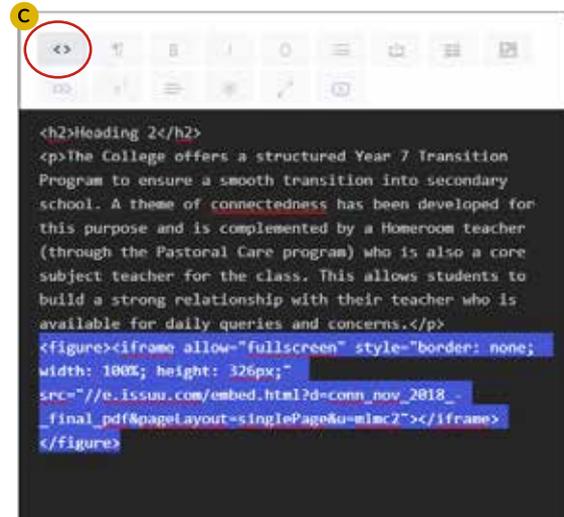
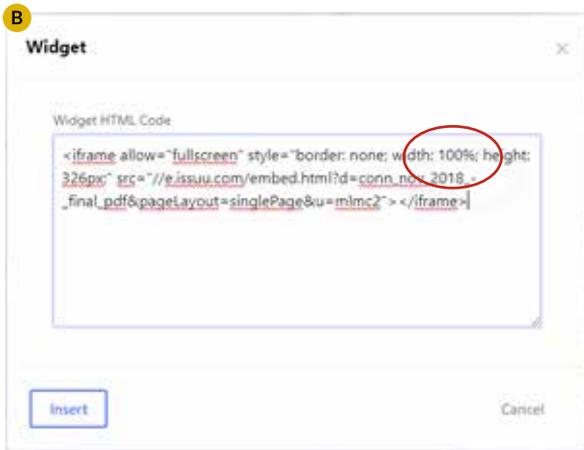


## Text Editor - Embedding Widgets and Video

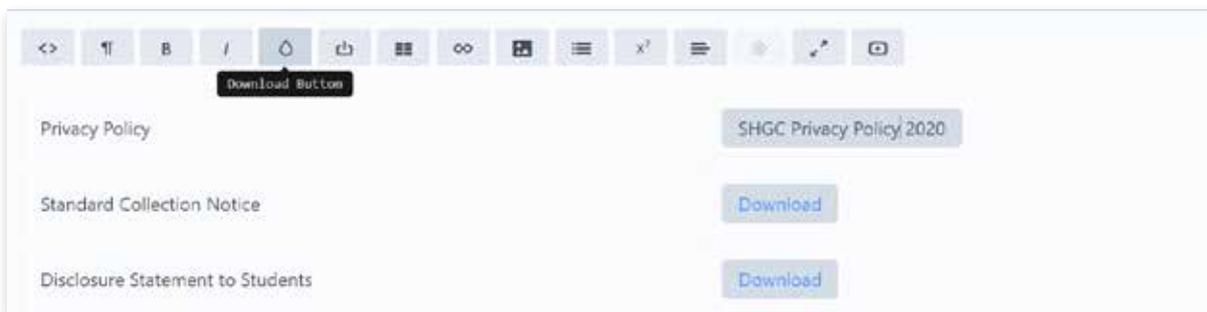
The Full Text editor also has a function to embed items such as prospectus flip books or videos from youtube.

- A** First select the **WIDGET** button to add iframes (this may be a flip book or a google map for example) or select the **VIDEO** button if you are embedding a video (remember there is a video module which would be the preferred way to add video content).
- B** A window will pop up to allow you to paste code - copy the embedd code from your source and paste it here, the embedd code will sit inside a ifram tage `<iframe></iframe>`. To make your iframe responsive you can change the width to **100%** press insert once done.
- C** To edit a code once inserted you will need to use the html editor - press the `<>` button to see the html code - press this button once more to return back to text.
- D** You should see a preview in the text editor of your iframe.





**Downloadable file / Link Button:** This allows you to add pdf documents which can be downloaded by the reader. This can also be added into a table



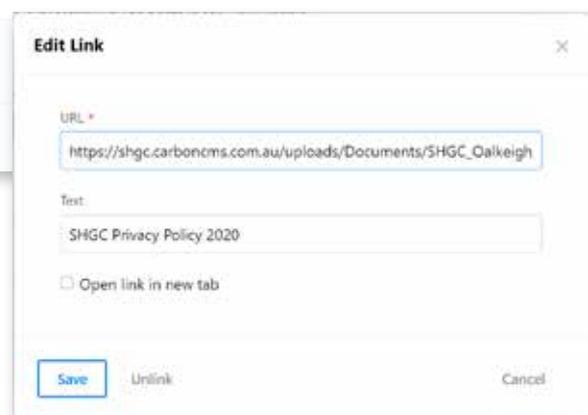
Click the **file** button to select or upload the document.

Highlight the file name, then click the **Download** Button.

Click back on the highlighted text to bring up the button link and select **Edit**

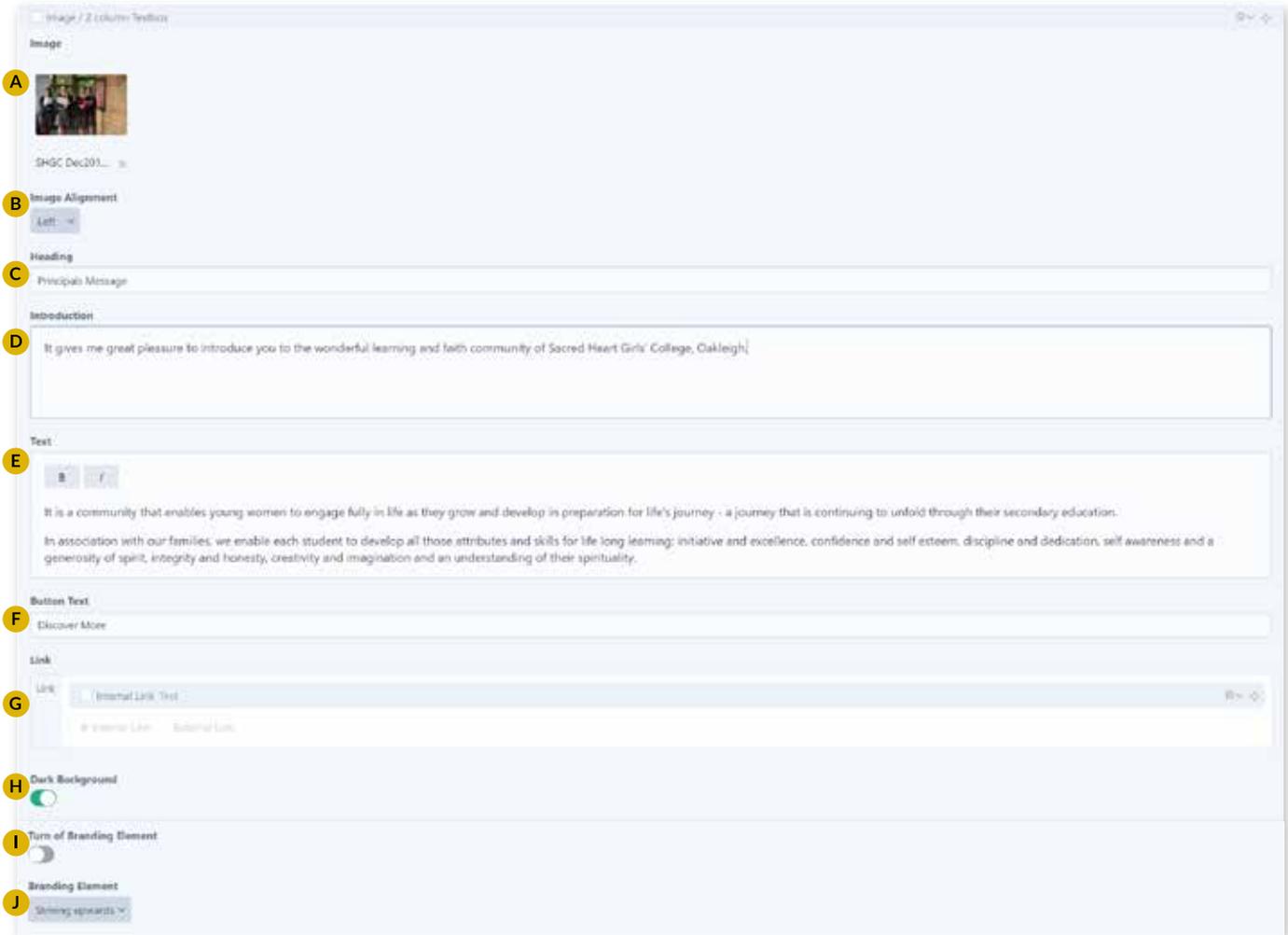


You can then type in the name you would like the button to render in to the text field and SAVE



## Image Text & Image 2 Column Text Module

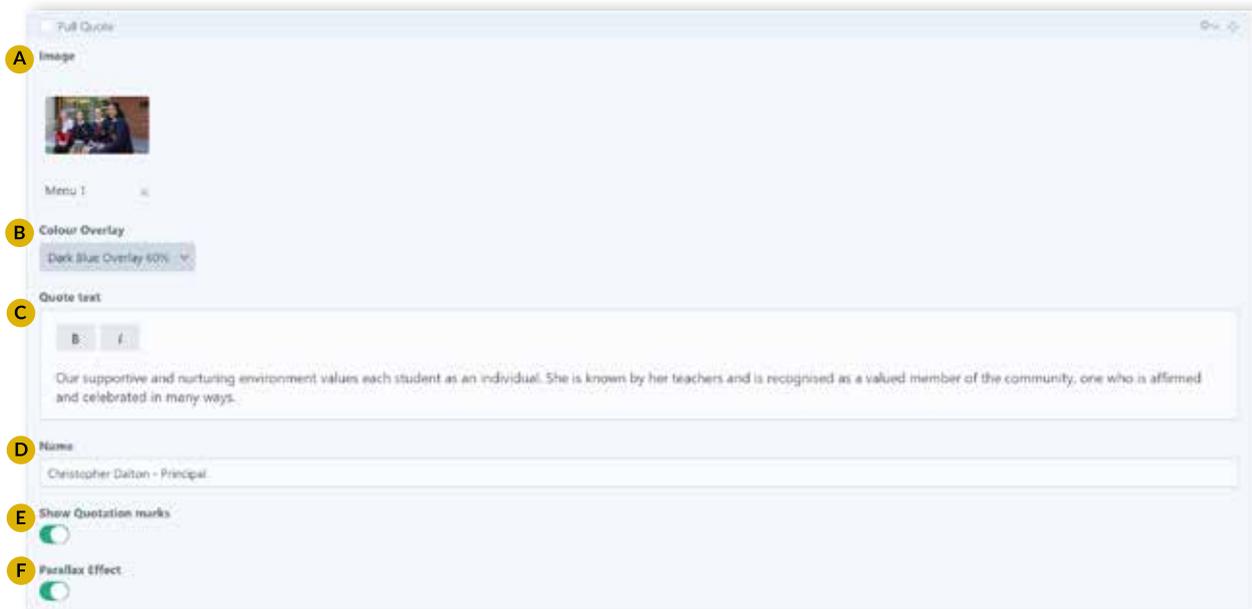
This module can be used in two ways. Text aligned right, or text aligned left with an image to the opposite side of the text. The Module has the option to change the Text Box colour from White, Blue, Yellow or Charcoal. There is also a Feature Text filed. Text containing Heading / subheading and paragraph text. Link this to another section if required. This allows you to add specific text you would like to highlight for the viewer to read.



## Pull Quote

Add testimonials or inspirational quotes to your website.

This module can be used with or without an image. Quotation marks can be turned on and off to add versatility to this module.

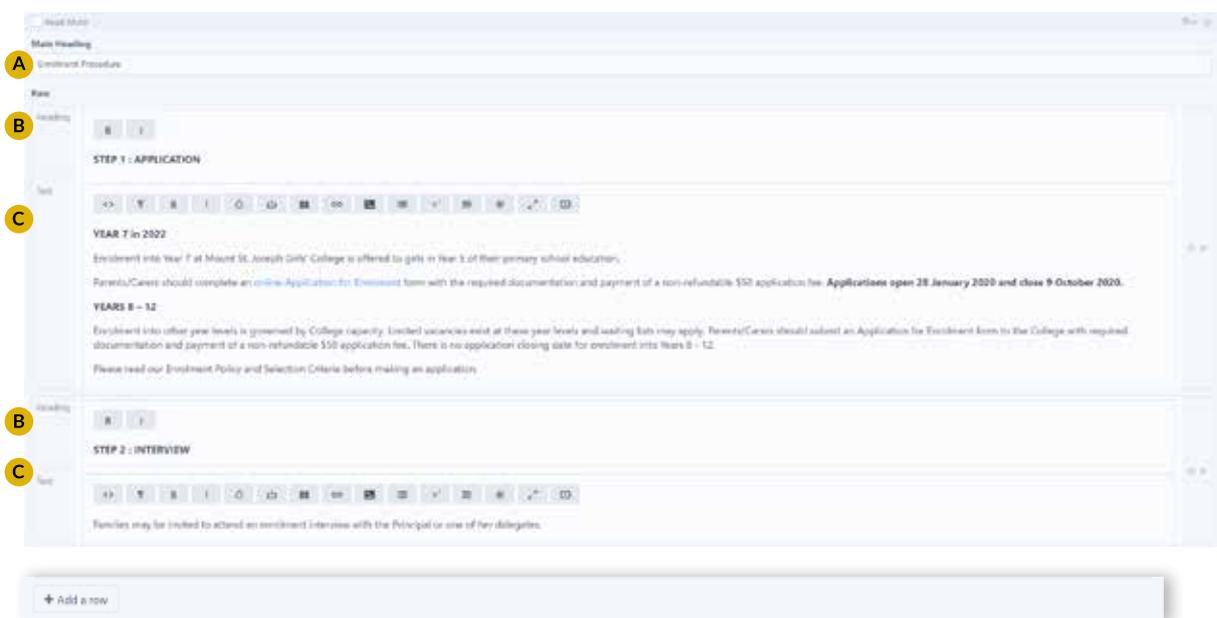
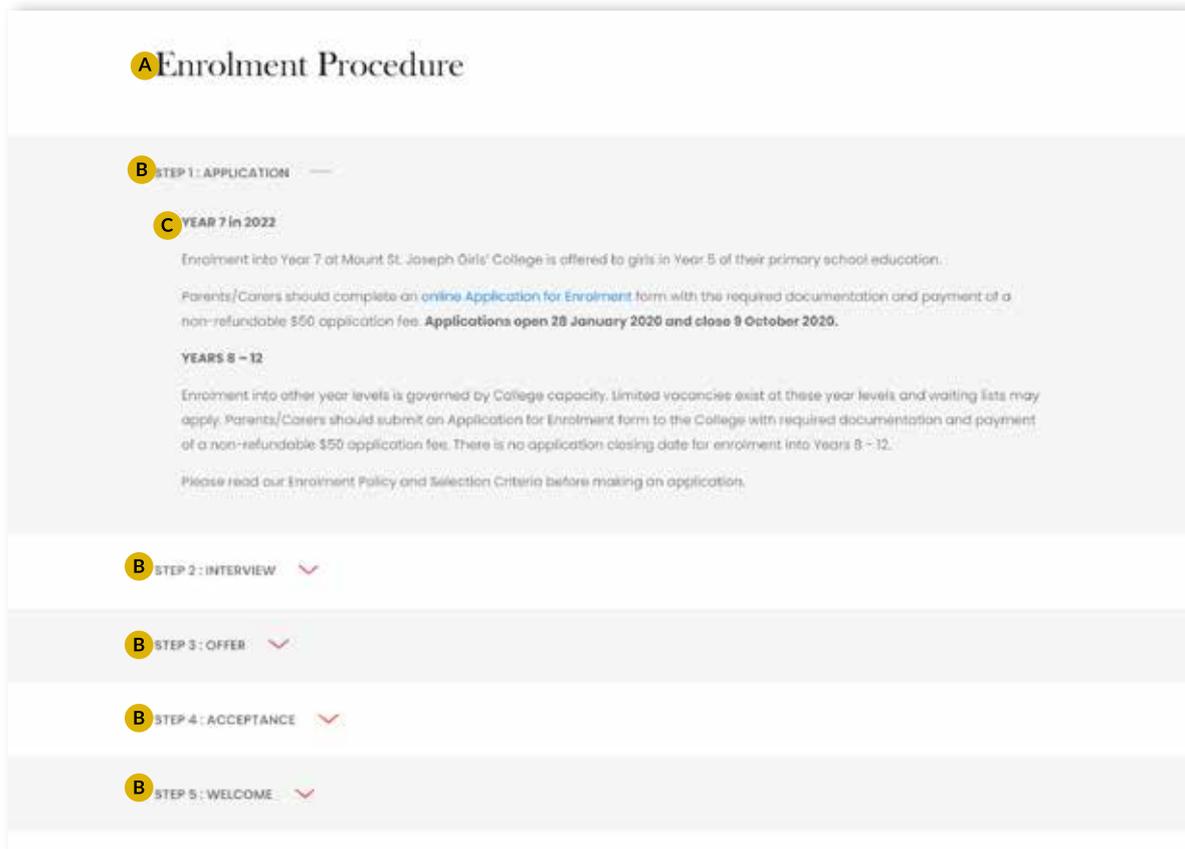


## Read More Module

Organise content into collapsible areas.

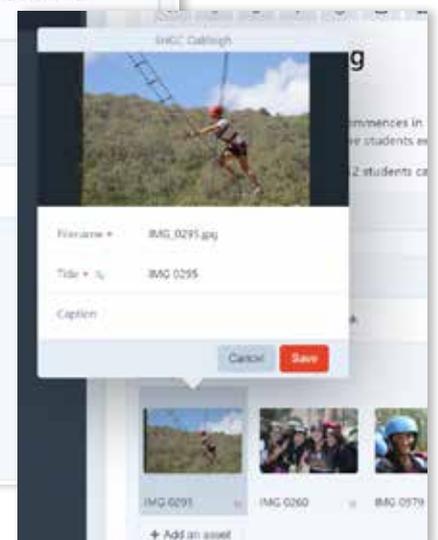
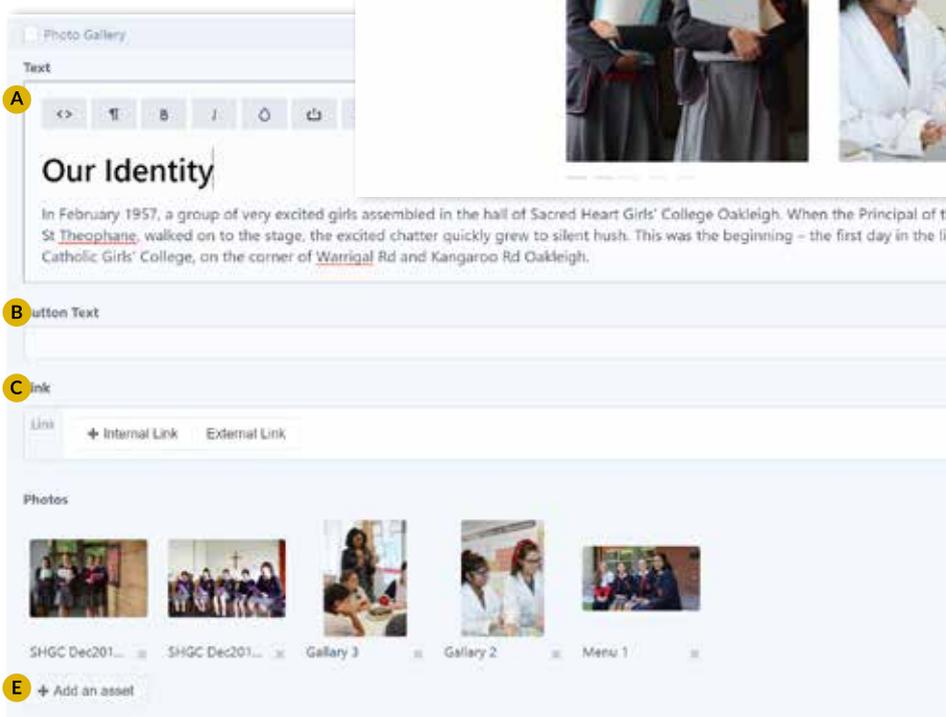
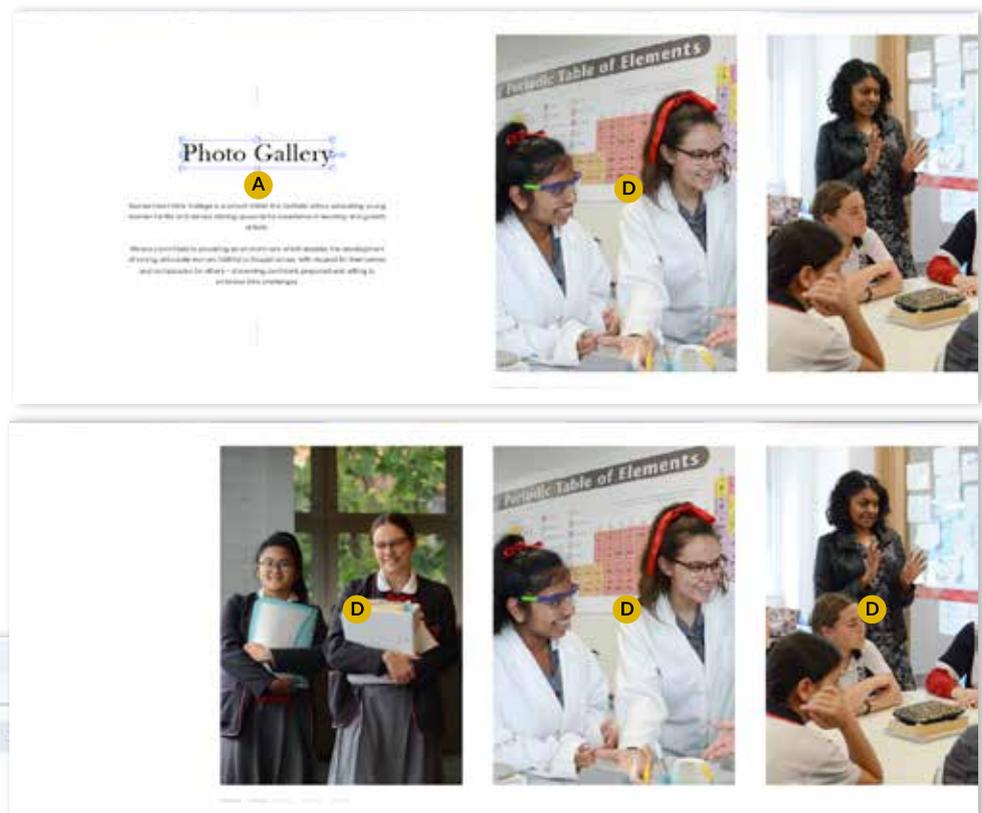
**Heading:** Adds a heading for the group.

**Accordion:** Click **+ADD** a Row to start adding individual collapsible rows - you can add as many as required. Each row has a Heading and a Text area where you can make use of a full text editor.

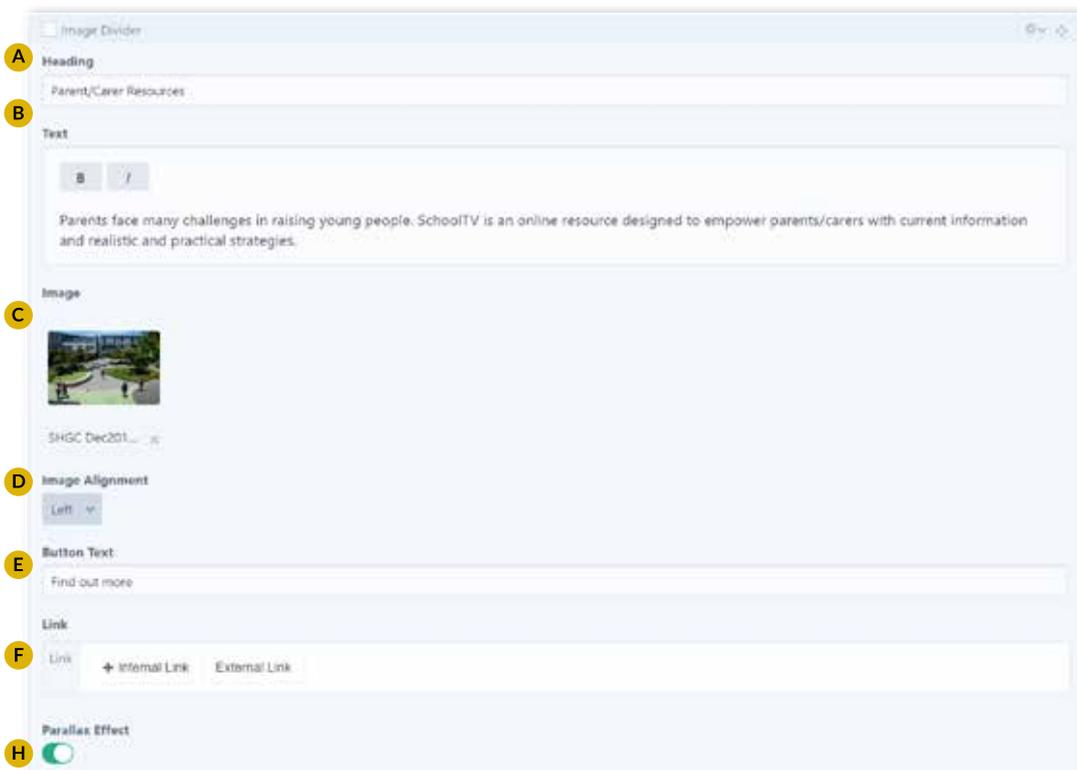


**Photo Gallery** The photo gallery enables you to quickly add lots of photos in a neatly presented photo reel. Click on an image to open them in a light box and view full size. You can choose to upload your images to assets before you begin editing a page or you can add them as you add the photo gallery. You can also add text and a link in this module. If these fields are not filled in then an additional photo takes it's place. Captions can also be added to photos by double clicking on the image.

To begin adding images to a photo gallery, select the photo gallery module and click **+ADD AN ASSET** this will open the asset manger in a window where you can select images or press **UPLOAD FILES** to add new images from your computer or disk. Once images are added you can drag them into different orders or remove them by clicking the cross. You can edit images and add captions by double clicking on them, hover over preview and click **EDIT**.



**Image Divider** - This module allows you align text to the right or the left. Link this to another section if required. There is also a Parallax Effect light switch.



**Video Module** This module allows you to display video left or right. Add a small amount of text to introduce the video. The branding element can be switched on or off.  
(Videos can also be added in standard text editor)



The image shows the configuration panel for the video module. It includes the following fields and options:

- A** Video URL:
- B** Text:
- C** Video Alignment:
- D** Turn of Branding Element:

Image can be uploaded to the website in 2 areas:

1st: Click on “assets” in the left menu

2nd: Click on the “Image” button or “Add an asset” on a page



## Uploading Images

Choose a **folder** from the left column. To create a new folder **RIGHT CLICK** on any folder and **CHOOSE NEW SUBFOLDER**.

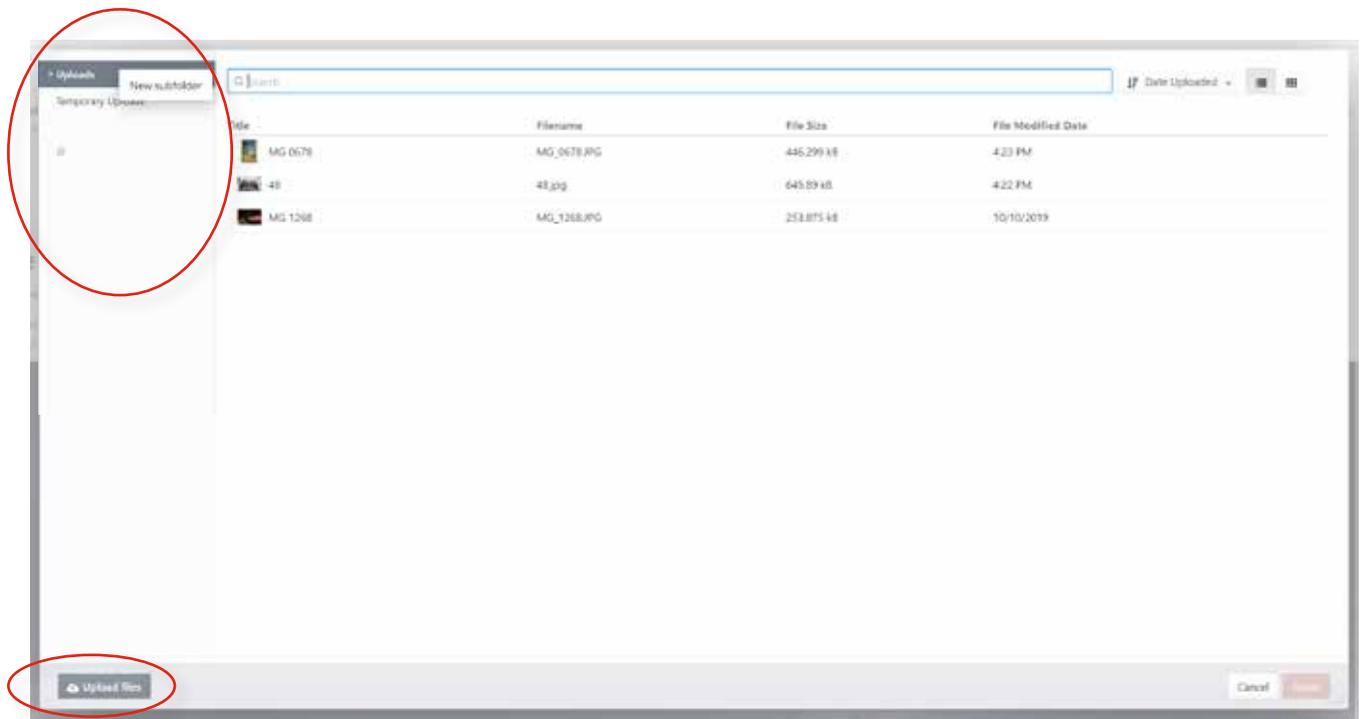
Click the **UPLOAD FILES BUTTON** and choose your files or **DRAG AND DROP** your files from another window.

**Images larger than 2000px will automatically be re-sized down to 2000px**

## Inserting Images into the WYSIWYG Editor.

Click on the image and choose **SELECT** and the image is inserted on the page at size it was uploaded.

See next page to re-sizing and image options...



## Edit an image on page

After an image has been added to the page click on the image to display 4 options.

Use the **DELETE** button to remove the image of the page.

The **BLUE BOX** in the bottom right corner will let you free form to a custom size by dragging the box.

Edit will bring up a box with the following options:

**Title:** Good to use for SEO

**Caption:** Display a caption

**Position:** Choosing Left or Right will align the image and cause the text to wrap around the image.

**Link:** Hyperlink the image to another page or file.



## Image Editor

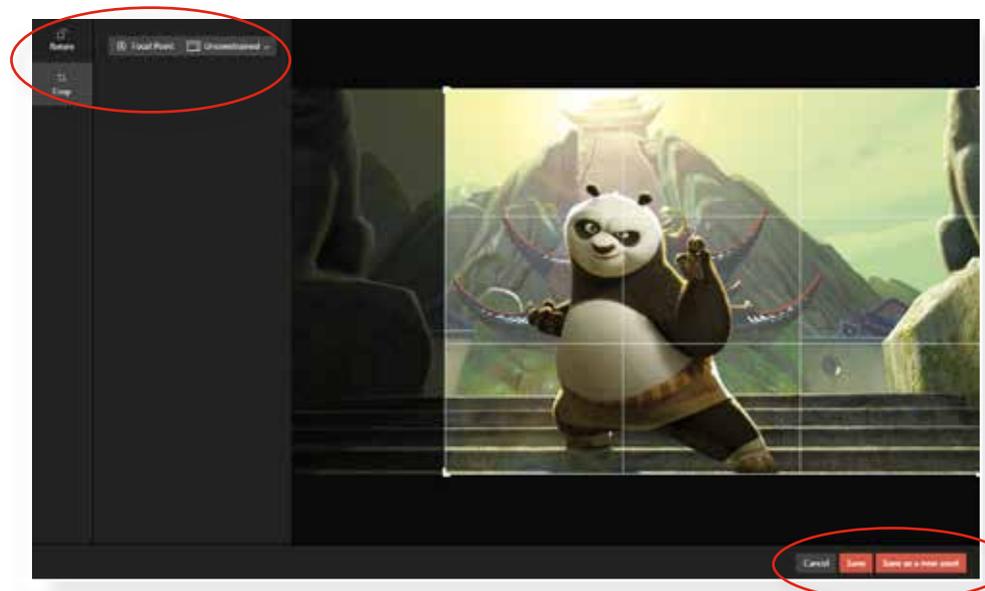
To open the Image Editor (like the diagram above) choose **IMAGE EDITOR** after clicking on the image. Alternatively the Image editor can be opened from **ASSETS** in the left menu, use the checkbox next to the image to select and then choose **EDIT IMAGE** from the small **OPTIONS BUTTON** at the top of the table.

**ROTATE MODE** will left you rotate and flip images.

**FOCAL POINT** is very handy! Use this choose the focal point and centre this in a preset image space (Page headers are a good example) This will allow you to keep the main part of the photo appearing on all screen sizes.

**CROP** will let you remove parts of the image not required. Choose from unconstrained or a pre-set aspect ratio.

Choose to **SAVE** the file or **SAVE A NEW ASSET** so you keep the original file still on the server.



News articles are created and then added to a Newsletter Edition.

To view news articles go to: [ENTRIES > NEWS ARTICLES](#)

You can edit / hide / delete news articles.

## To add news articles:

Click on the [NEW ENTRY BUTTON](#) in the top right corner.

- A Title:** Use a naming convention to makes it easy to search for articles with year and week. (Back end use only)  
**News Article Headline** Name of article that appears in newsletter
- C List Image:** Select or upload the list image, this is the small image that appears on the news list page and next to the main heading on the article page  
**Header Image:** Displays in the Article banner when viewing the full article.
- E Description:** This is a small amount of lead in text which appears on the landing page article tile
- F Module Colour:** This is the Colour picker of the title box in list view
- G Module Size:** Choose from Feature, Double or Standard
- H Show on Homepage:** Choose to list this article on the Homepage
- I Intro Text:** This is a small amount of lead in text which appears under the article heading
- J Author:** Choose an author to format the image and author name at the bottom of the article. New Authors can be created and used later.
- K Article Content:** This is the same as the Standard Text Editor  
**SAVE article - Then continue to add all newsletters articles**

The image shows a side-by-side comparison of the CMS interface and the resulting article page. On the left, the 'Test Feature News Article' form is visible, with various fields and options. On the right, the 'Feature Article' preview is shown, featuring a photo of the principal and staff, the title 'Message from the Principal', and the author 'Christopher Dalton'.

ARTICLE PAGE

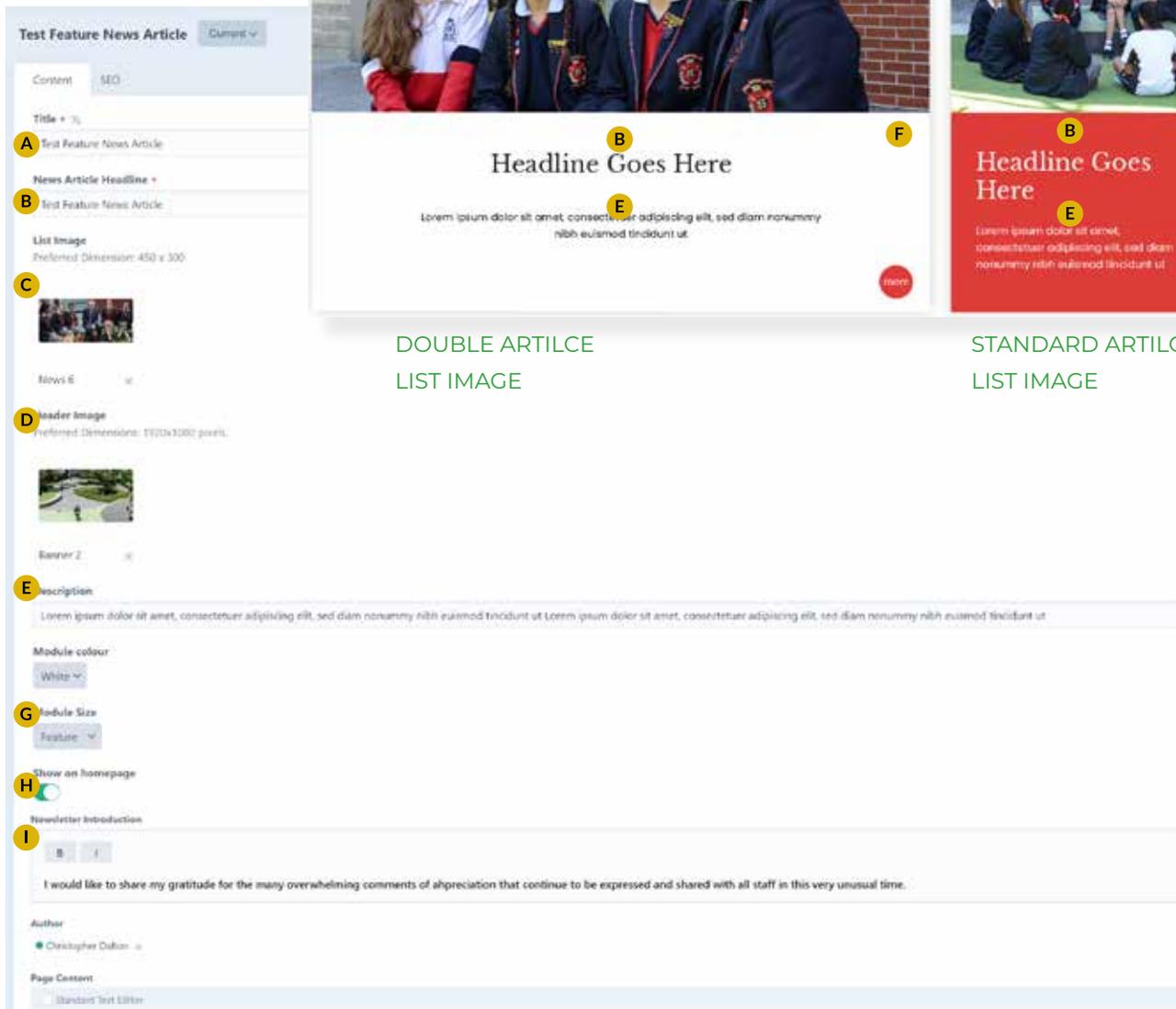
ARTICLE IN CMS

FEATURE ARTILCE  
LIST IMAGE



DOUBLE ARTILCE  
LIST IMAGE

STANDARD ARTILCE  
LIST IMAGE



ARTICLE IN CMS

## Create a Newsletter Edition

To view news articles go to: [ENTRIES](#) > [NEWSLETTER EDITION](#)

### Setup the new edition:

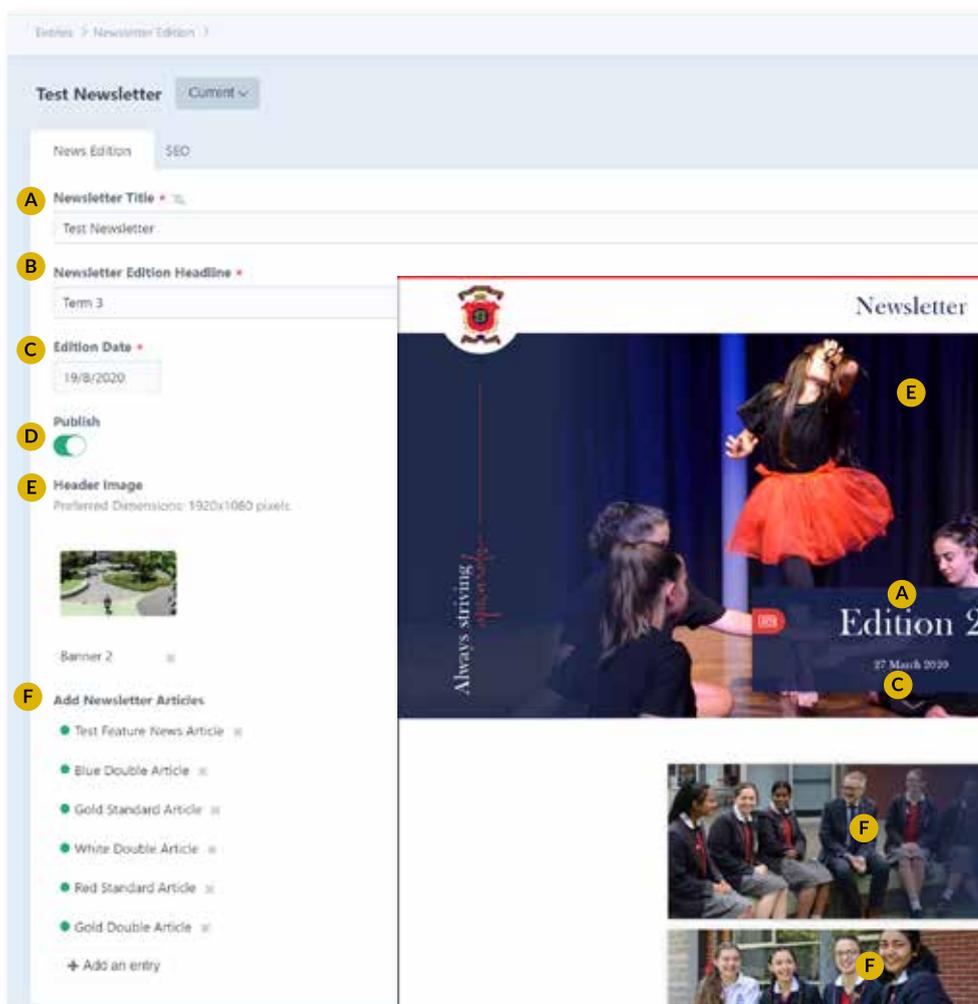
Click on the [NEW ENTRY BUTTON](#) in the top right corner.

- A Newsletter Title:** This is the name that appears in the CMS Editions List
- B Edition Headline:** This is the edition title (e.g. Term 1 Week 3)
- C Date:** Select the edition date
- D Publish:** Use the [PUBLISH](#) button when you are ready to publish the newsletter. The most recent edition is displayed and older editions are automatically archived.
- E Header image:** Add images to appear in the top banner
- F Add News Articles:** Select the articles to appear in the newsletter edition. Hold Control to select multiple articles. Drag and drop the article to change the order.

#### SAVE!

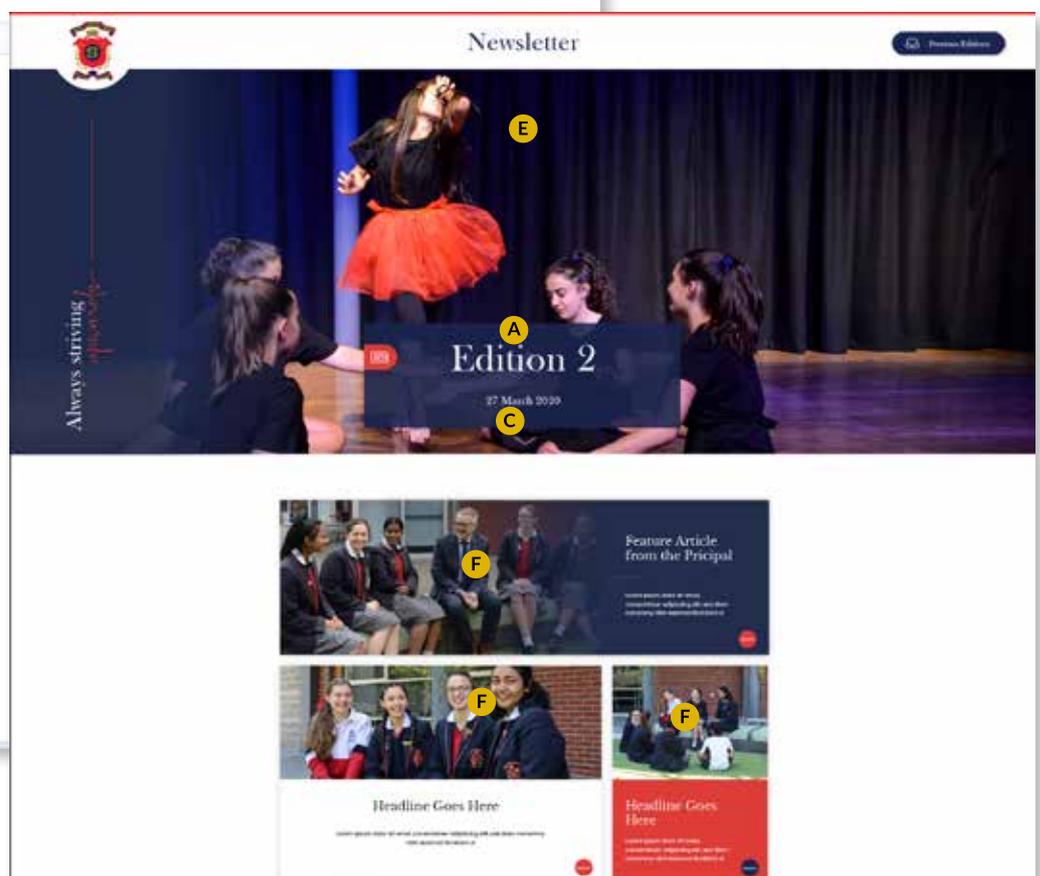
[TIP! USE LIVE PREVIEW TO SEE HOW EDITION IS LOOKING!](#)

[TIP! DOUBLE CLICK ON THE ARTICLE AND EDIT IN A POP UP WINDOW AND SAVE TIME FOR QUICK EDITS](#)



EDITION VIEW IN CMS

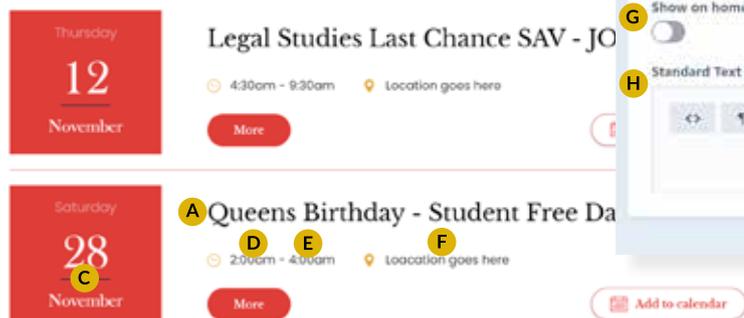
EDITION VIEW (LANDING PAGE)



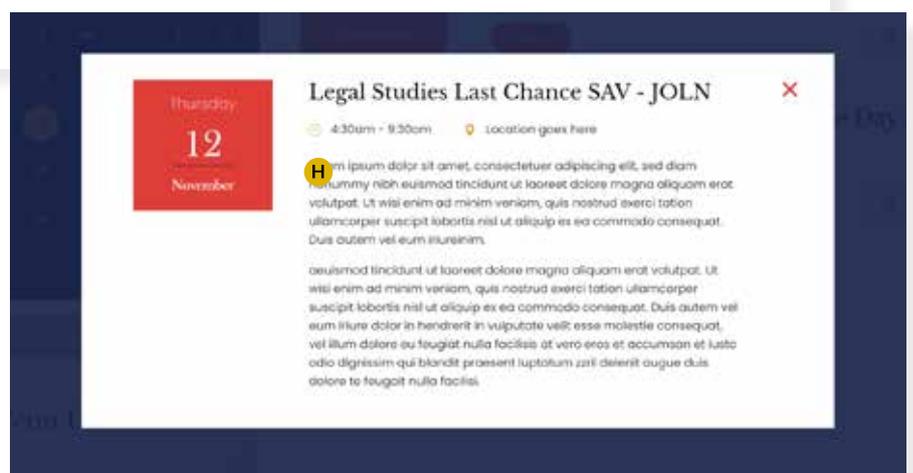
## Adding events to the calendar

To add a new event or edit an existing event go to [ENTRIES > EVENT CALENDAR \(UNDER EVENTS & DATES\)](#)

- A Item Name:** This field will display the event name.
- B List Image:** This image will appear on the home page
- C Start Date:** Choose a date from the date picker
- D Start Time:** Choose a time from the dropdown
- E End Time:** Choose a time from the dropdown
- F Location:** Type the event location into this field or leave it blank
- G Show on homepage:** use this lightswitch to determine if an event is displayed on the calendar on the **homepage**. If the event is displaying on the homepage the lightswitch will be green.
- H Page Content:** Use page modules (see page 13) to create details for your event.



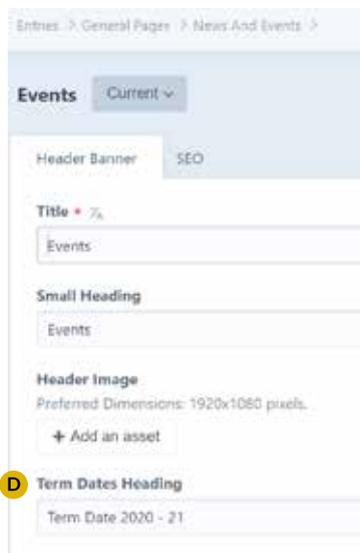
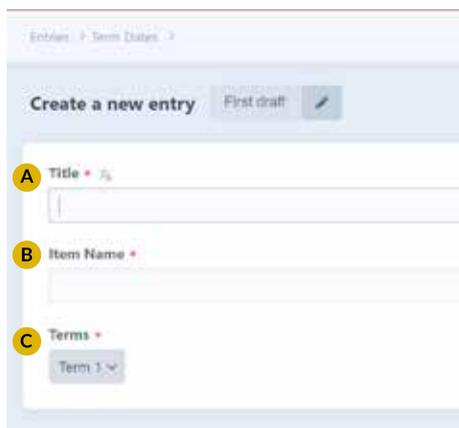
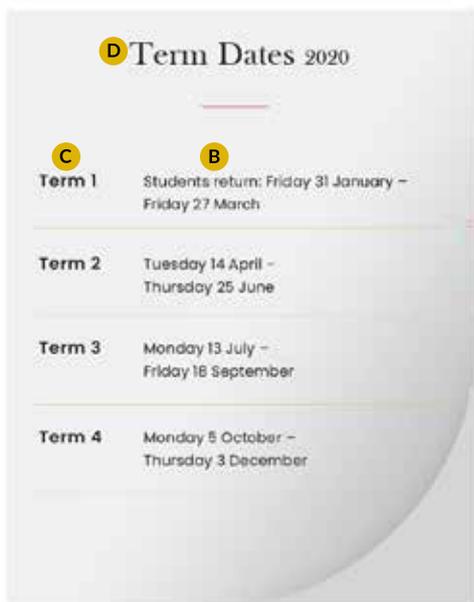
Search Events Here



## Adding term dates to the event calendar

To add a new date or edit an existing date go to [ENTRIES > TERM DATES \(UNDER EVENTS & DATES\)](#)

- A Title:** This field will display in the CMS only
- B Item Name:** This field will display the event name
- C Term:** Select a term from the dropdown
- D Heading:** This is the Module heading. To update the heading go to [ENTRIES > GENERAL PAGES > NEWS & EVENTS](#)



## Event Booking Structure

### Campaign

#### 1. Set up a mailing list

CAMPAIGN > MAILING LISTS

- Mailing List

### Entries

#### 4. Set up the Booking entry and Autoresponder.

ENTRIES

- Event Booking
- Auto Responder Email

### Campaign

#### 2. Set up a each campaign

CAMPAIGN > CAMPAIGNS

- Follow Up Email 1 - 3 days before event

CAMPAIGN > CAMPAIGNS

- Follow Up Email 2 - 1 day after event

**NOTE: If your campaign is generic you can re-use for other bookings. As long as they are at later dates.**

### Campaign

#### 3. Set up a Send Out

CAMPAIGN > SENDOUTS

- Scheduled sendout for follow up email 1

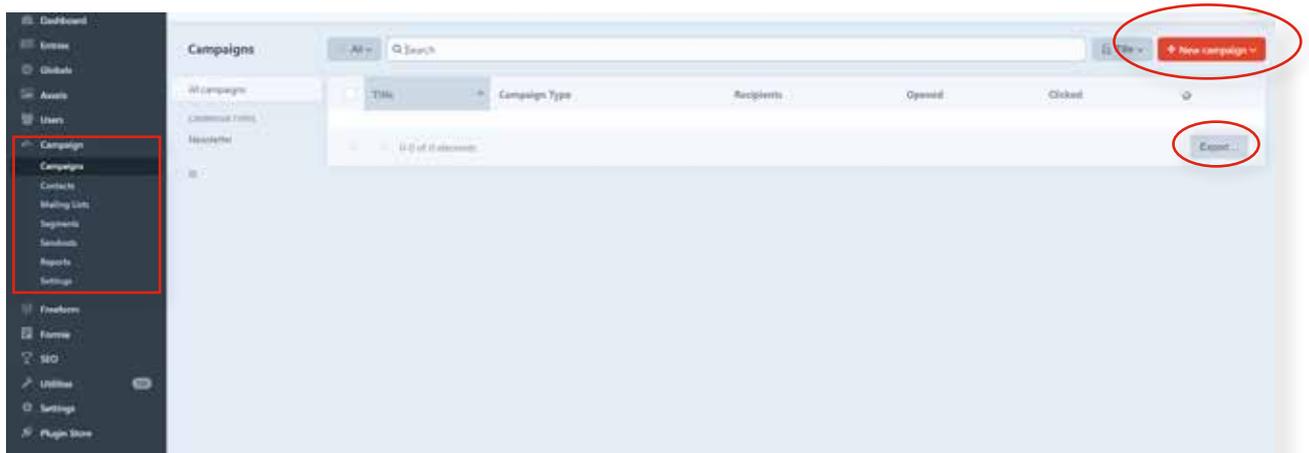
CAMPAIGN > SENDOUTS

- Scheduled sendout for follow up email 2

## Set up a Mailing List

The event requires a mailing list to be set up - this mailing list will be used to add bookings as subscribers and then can be scheduled to send a reminder or follow up email of the event at a date chosen. It can also be used to send any other communication to registered bookings. Each mailing list should be unique to each booking.

Go to **CAMPAIGN** in the left hand menu of the CMS and open **MAILING LISTS**. Use the red button + **NEW MAILING LIST** to create a new **SUBSCRIBERS MAILING LIST**. You can also export a mailing list by



Give your new mailing list a **TITLE** and press save.



## Event Follow Ups

### Campaign:

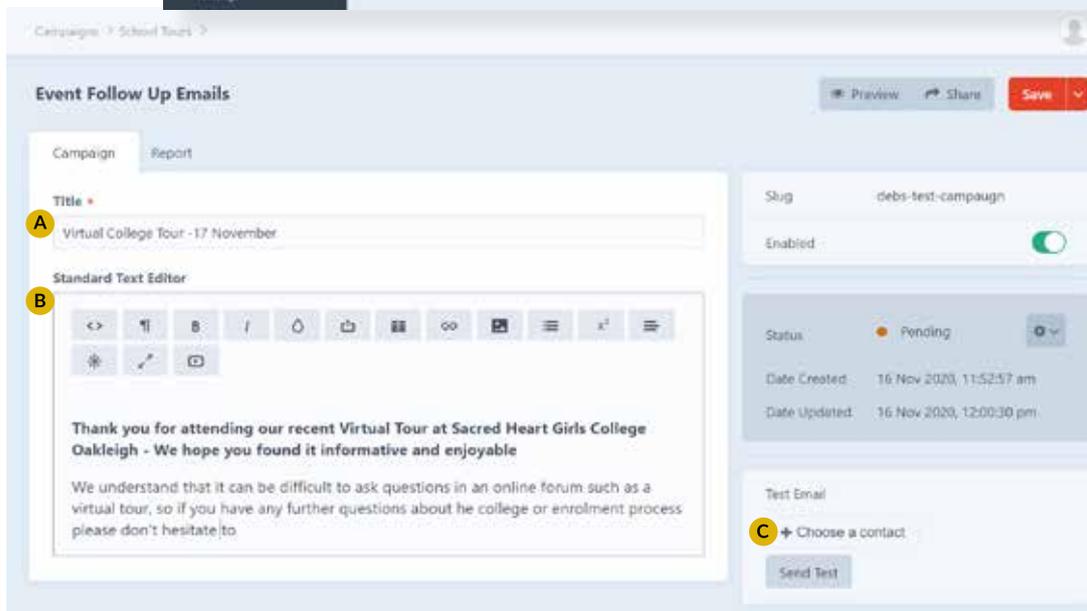
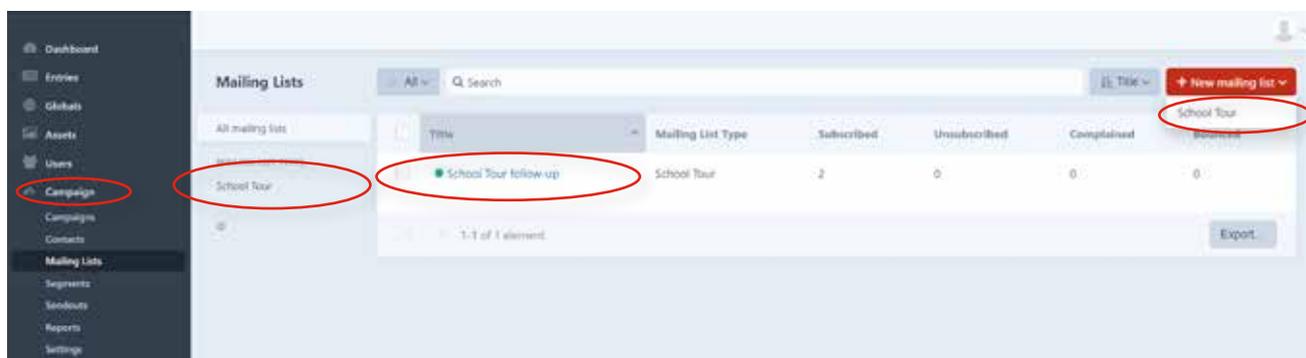
You can use campaign to create an event follow up email. Event follow ups are created on the campaigns page. To edit a campaign - click on it.

To make a new email newsletter click on the red button in the top right corner **NEW CAMPAIGN** and select Event Follow-up Emails from the drop down list.

You can create your booking confirmation email and as many follow up emails as you like. Complete these fields:

- A Title:** Enter the Event Campaign Title
- B Detail:** Use the text editor to create a message, you can add images and links. Use **PREVIEW** to see how it will look.
- C Test Email:** You can send a test email by choosing a contact and pressing Send test.

Don't forget to save!



### Email Preview



Set up multiple campaigns for 1 event depending on how many reminder/follow-up emails you wish to send. The example below shows 2 email campaigns created for the same event - 1 email is a reminder sent to the user 3 days before which contains the link to the virtual tour. The last campaign is 1 day after, which will be sent 1 day after the

Title	Recipients	Opened	Clicked	
Event Follow up email sample	0	0	0	
Virtual College Tour -17 November	0	0	0	

## Set up a Sendout

Once you have a mailing list for registered bookings to be subscribed and you have created the emails (campaigns) that will be sent as follow up or reminder emails you can create an email sendout that can be scheduled to be sent out as a reminder notice or with additional details closer to the date. You can also send emails instantly using a regular sendout if you need to contact multiple bookings.

To create a new send out go to **CAMPAIGN > SENDOUTS**. Press the red **+ NEW SENDOUT** button and choose either a **REGULAR** (send it now) or a **SCHEDULED** (send at a latter date) email.

Complete the following fields:

- A Title** - give your sendout a meaningful name e.g. School Tour 3 days before
- B Campaign** - here you will add one of the campaigns that was created in the first step (you will need to repeat the sendout process for every campaign you set up). Press **+ CHOOSE A CAMPAIGN** button and select your campaign from the pop up window. If you haven't created your campaign yet you can create it here by pressing the **+NEW EVENT CAMPAIGNS** button.
- C Subject** - add an email subject line.
- D From** - Choose where the email will come from.
- E To** - here you will select your mailing list from the pop up window - again if you haven't already created one you can do so here by pressing **+ NEW MAILING LIST** button. You can also add multiple mailing lists.
- F Exclude** - You can add a rule that uses other mailing lists to exclude certain subscribers.
- G Send Date** - this will schedule a date and time for the email to be sent out.
- H Notification Email Address** - Add an email address that will receive notification updates of the campaign sendout.
- I Press button PREPARE TO SCHEDULE SENDING / PREPARE TO SEND NOW** - then confirm by clicking **RED BUTTON** again.

Now wait for your email campaign to be sent out. See reports and importing mailing lists on next page.

The screenshots illustrate the steps for creating a sendout:

- Form Fields:** The 'Create a new sendout' form includes fields for Title (A), Campaign (B), Subject (C), From (D), To (E), Exclude (F), Send Date (G), and Notification Email Address (H).
- Campaigns Window:** A pop-up window titled 'Campaigns' allows selecting a campaign from a list, such as 'Virtual College Tour -17 November' (B).
- Mailing Lists Window:** A pop-up window titled 'Mailing Lists' allows selecting a mailing list, such as 'Virtual Tour - 1 day after' (E).
- Schedule Sending Confirmation:** A final confirmation screen titled 'Schedule Sending' (I) displays the scheduled date and time: 'The sendout will be scheduled to send on Jul 16, 2020, 12:00:00 PM to 2 contacts in 1 mailing list(s). 83 systems are (23) OK'. A red 'Schedule sending' button is visible.

## Create a Tour

Once your Mailing List and follow ups have been set up you can create the event.

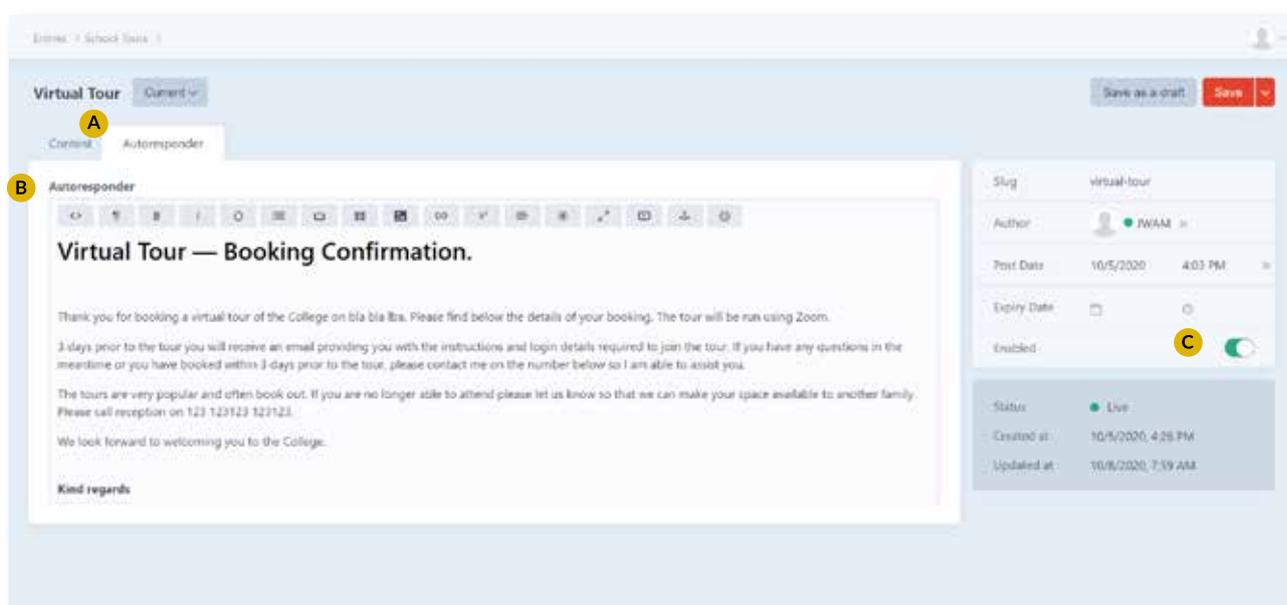
## College Tours

To create a new event go to **ENTRIES > EVENTS** (located under **BOOKINGS**). press the red + **NEW ENTRY** button and choose either a Complete the following fields:

- A Title:** This is the edition title (Virtual Tour).
- B Date:** Select the edition date.
- C Number Colour:** This Allows you to allocate a colour to a tour type.
- D Campus:** Type the campus this tour applies to.
- E Capacity:** You can assign an amount of people to attend to tour.
- F Maximum allocation per booking:** Set how many people can attend a tour per booking.
- G Hide when full:** by clicking this lightswitch a tour details are lightened and the **MORE** button will show **FULLY BOOKED** once capacity is reached.
- H Location:** Enter the location of the Tour.
- I Time:** Enter the start - end times for the Tour.
- J Subscribe to mailing list:** Select a Mailing List for the Tour.
- K Details:** Add any the relevant details you wish to include for the Tour.

## Autoresponder

- A** Once you create the event open the **AUTORESPONDER TAB**
- B** In the Autoresponder text editor you can add your email message that will be immediately sent to the user when they submit their booking.
- C** Once your event is ready press **CREATE** to make it live on the website  
If you don't want the event to be live yet then use the enabled light switch to disable the event until you are ready to enable it. You can also change the post date to a later date, to make the event appear at a later date.



The 'globals' section will update changes that are applied across the website.

To edit globals go to: **GLOBALS** in the left menu.

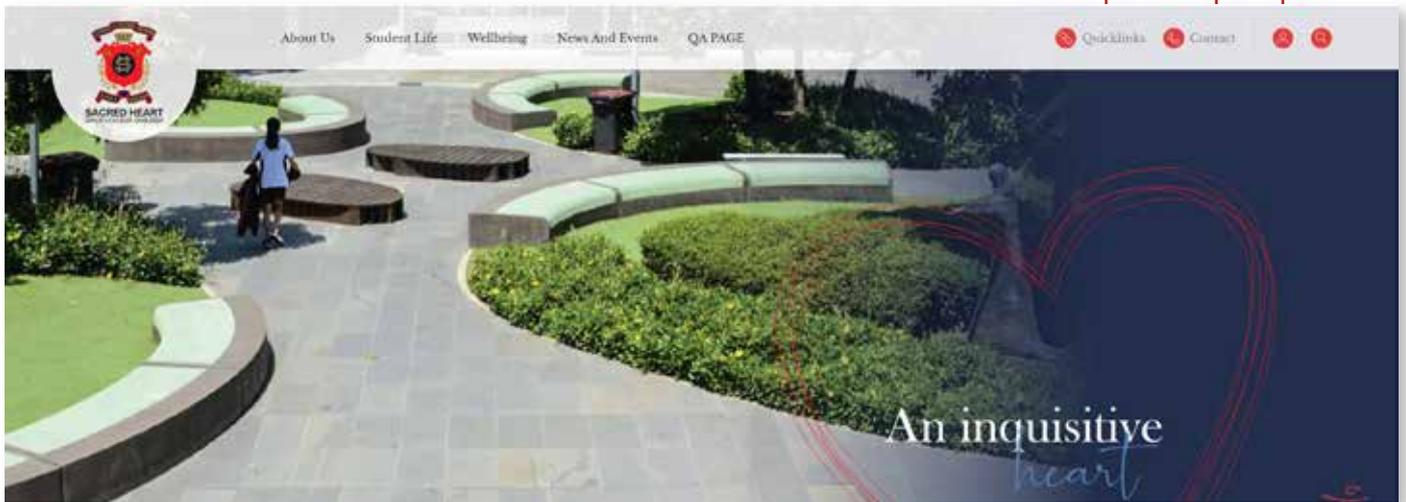
## Contact Information:

Click on **CONTACT** tab to change the following items Phone number / Email / Social Links / Address.

## Social:

Click on **SOCIAL** to change the social media links - Instagram, LinkedIn, Twitter, Facebook and Youtube.

PORTALS  
CONTACT  
QUICKLINKS



CONTACT    FOOTER LINKS    SOCIAL

## Fallback Header Image:

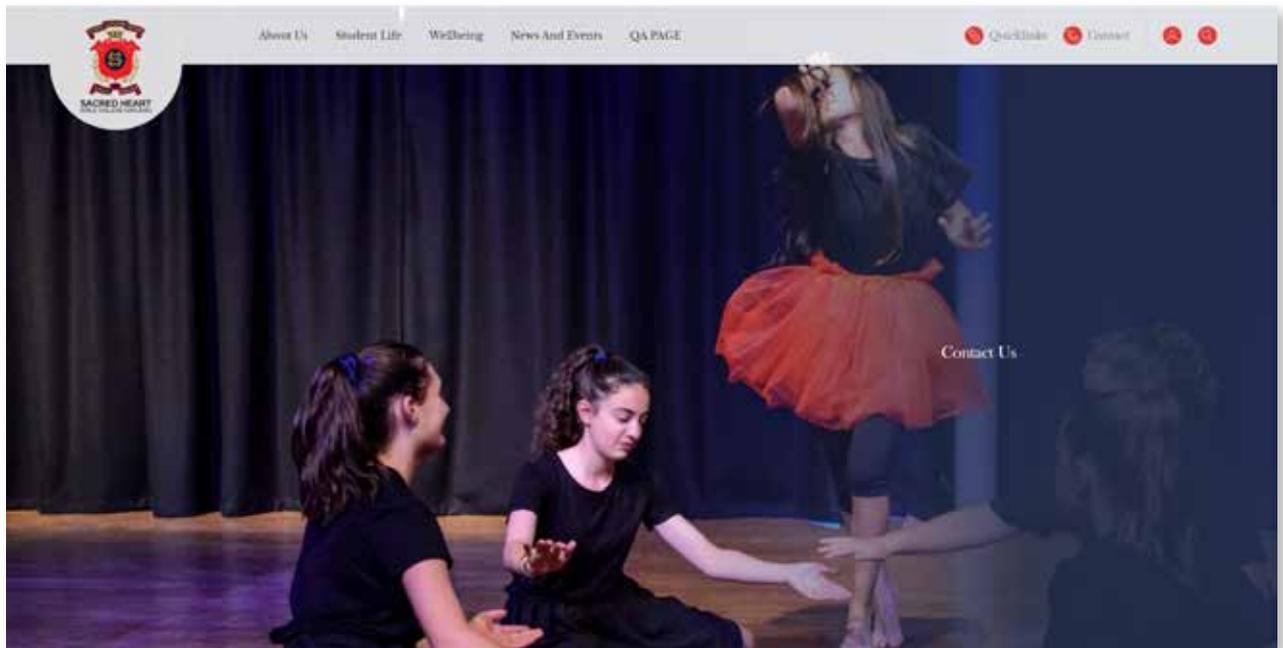
Click on **FALLBACK IMAGE** tab to change the image that is used when a header image is not selected on other pages.

## Menu Image:

Select an image to appear as the background image of the menu.

## Quicklinks/Portal/Search Image:

Select an image to appear as the background for these menus.



FALLBACK HEADER IMAGE



MENU IMAGE



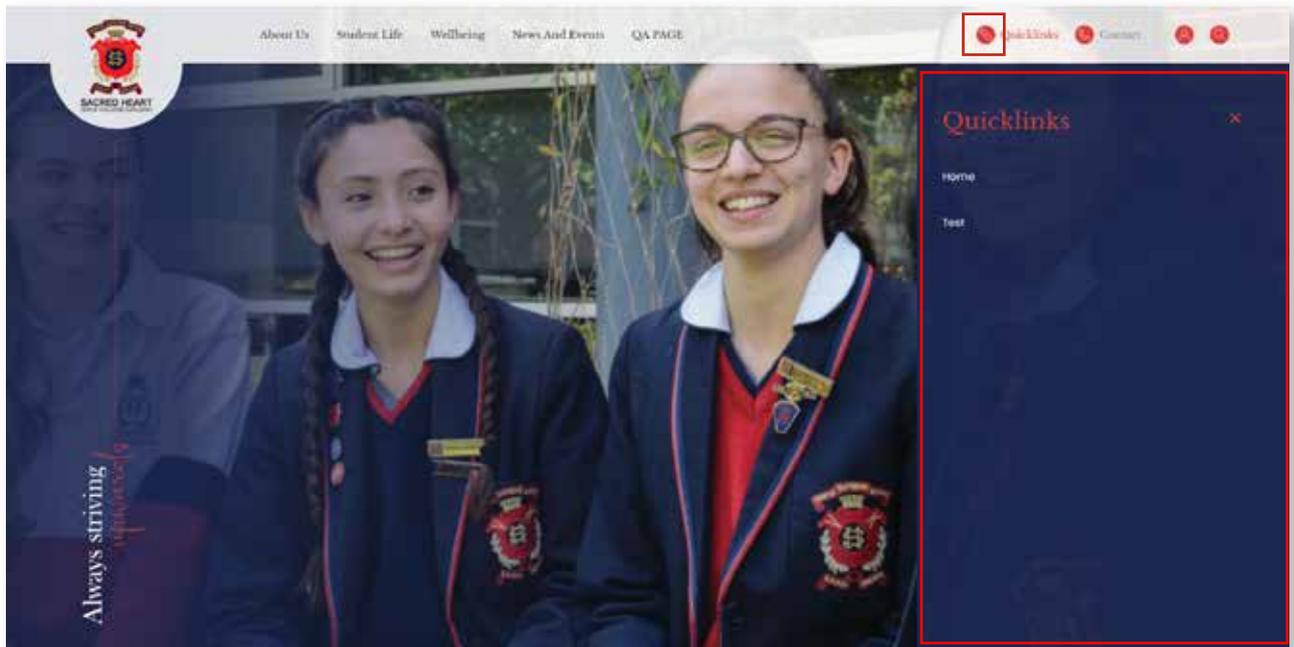
QUICKLINKS/PORTAL/  
SEARCH IMAGE

## Menu Quicklinks:

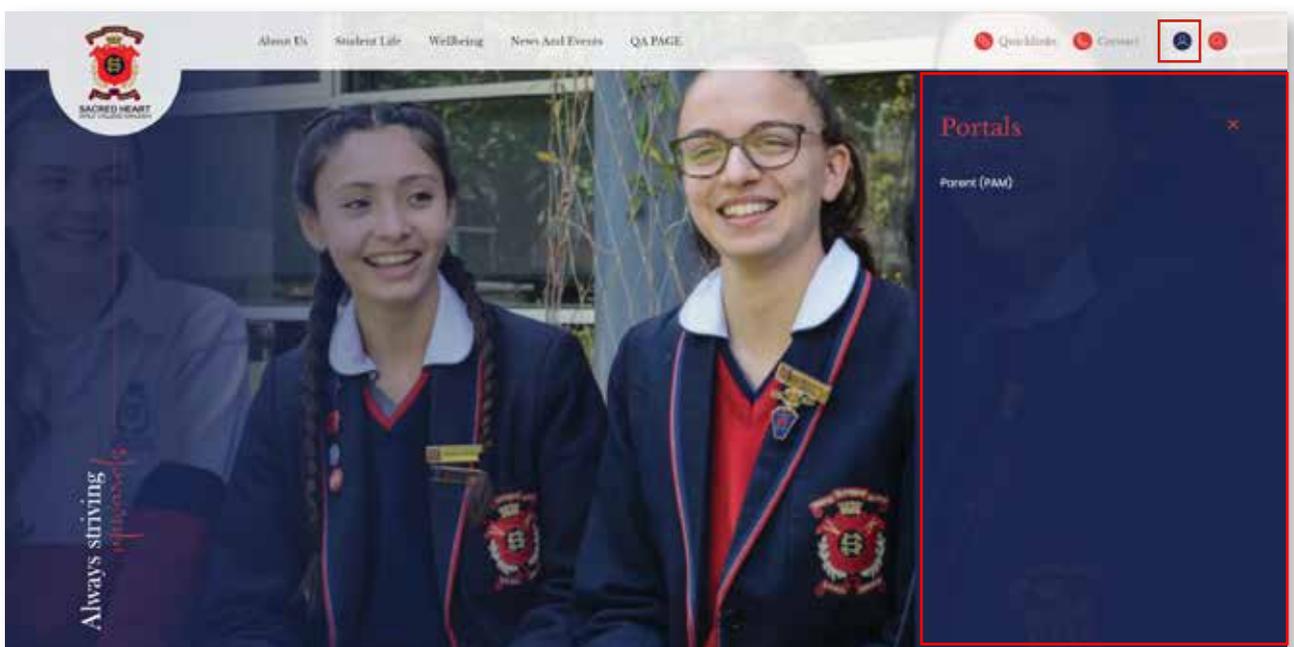
Contains the links for the Quicklinks dropdown in the menu. Add new items with the + ITEM button at the bottom of the page.

## Portals:

Contains the links for the Portals. These are listed as a dropdown from the Portals Icon in the menu. Add new items with the + ITEM button at the bottom of the page.



QUICKLINKS



PORTALS

## Check form submissions:

Click on [FREE FORM THEN SUBMISSIONS](#) and select a [WEB FORM NAME](#) if you wish to view only a particular web form.

It is possible to manage the status of an enquiry here if you wish.

To [EXPORT](#) the data click the [QUICK EXPORT](#) button and choose the export **file type / Form / and data fields** to include. Then click the [EXPORT](#) button and the file will download.

## Make a new web form

Click on [FREEFORM](#) then [FORM](#) and select button in top right corner [NEW FORM](#)

In the right column complete the following items:

**Name:** The name or title for the form

**Handle:** Leave this to autofill, no need to change

**Submission title:** Leave this to autofill, no need to change

**Return URL:** Leave blank, change this if you want to link to a particular page after submitting the form

**Default status:** Open

**Formatting template:** Bootstrap 4

**Collect IP Addresses:** Tick for yes

**Store submitted data:** Tick for yes

**Form Colour:** Choose any colour you like!

Press [QUICKSAVE](#) to save progress so far.

In the top right column click on the [EMAIL](#) icon this will setup the notification sent to you.

Email template: Choose a template - this is used for email notifications.

Admin recipients: Enter email addresses that need to be notified when a form is sent.

Now you can start adding the [FIELDS](#) to the web form.

Drag and drop from any pre set fields from the left column to the middle column. Fields can be repositioned by drag and drop - they can even sit next to each other!

New custom fields can also be created. Choose from a field type, enter a label (name of the field) leave the handle to autofill and save. You can then drag the field into the middle column. If the field type allows more options you can adjust in the right column when it is selected.

Large forms can be divided into smaller 'pages or tabs' Use the small **+** button to add another tab.

Now click on [EMAIL NOTIFICATIONS](#) in the Left menu and click [NEW EMAIL TEMPLATE](#)

The first email notification to make is the autoreponder the website user receives after completing form:

**Name:** Enter the name of the form with autoreponder after it.

**Handle:** let this autofill

**Description:** You can leave this blank - it is only for admin reference.

**Subject:** Enter the email subject line

**From Name:** This is the Name the email appears to be sent from.

**Reply-to Email:** Enter reply to email here

**Include Attachments:** Select this field you want any uploaded files attached to the email.

**Email Body:** We recommend you copy and paste the HTML from another forms autoreponder and paste in here. Then you can make any required adjustments.

**Repeat this step again** a create another Email template for the autoreponder the website visitor receives. When this is completed go back to your new form and select the [EMAIL](#) field that is on the form. In the right column select the [EMAIL TEMPLATE](#).

**To insert the form on a web page.** Go to the page and Select the web form from the [WEB FORM](#) field.