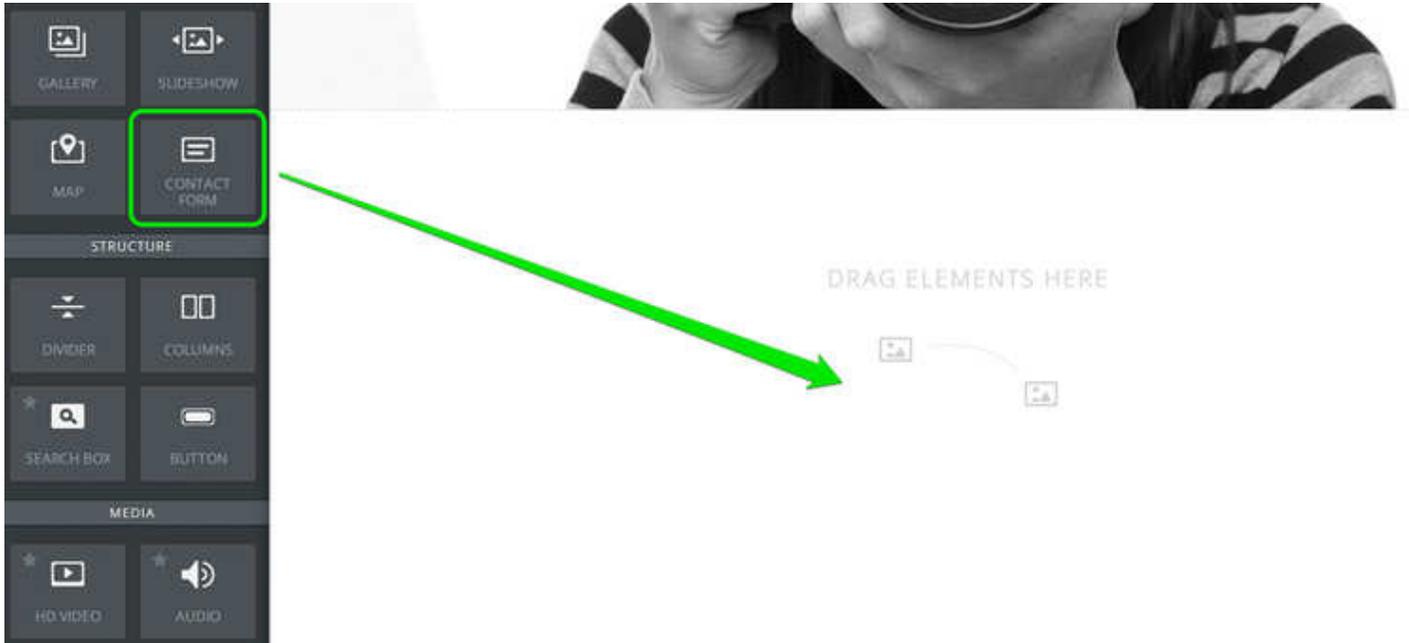


Create a Basic Contact Form

A contact form provides visitors to your site an easy way to reach out to you. You can ask a visitor for something as simple as their name and email address, or setup a full-on survey to ask them any number of questions. You can create as many forms as you like, and also customize the fields.

Get started by dragging the Contact Form element to a page.



The form starts with three default fields and a title; the purpose of each default field (Name, Email, and Comment) is fairly self explanatory.

View Entries Form Options

Reach Out and Say Hello!

Name *

First Last

Email *

Comment *

SUBMIT

These fields are set as required (meaning the recipient must enter something in the field to submit the form) by default. But this is very easy to change just by clicking on a field and using the toolbar to make adjustments.

A number of settings can be altered for each field; these settings can be accessed simply by clicking on the field to open its toolbox. You can also delete a field by clicking the "x" that appears in the upper right of the field.

EMAIL

Field Title

Email

Required YES

Instructions >

Spacing >

Advanced >

Reach Out and Say Hello!

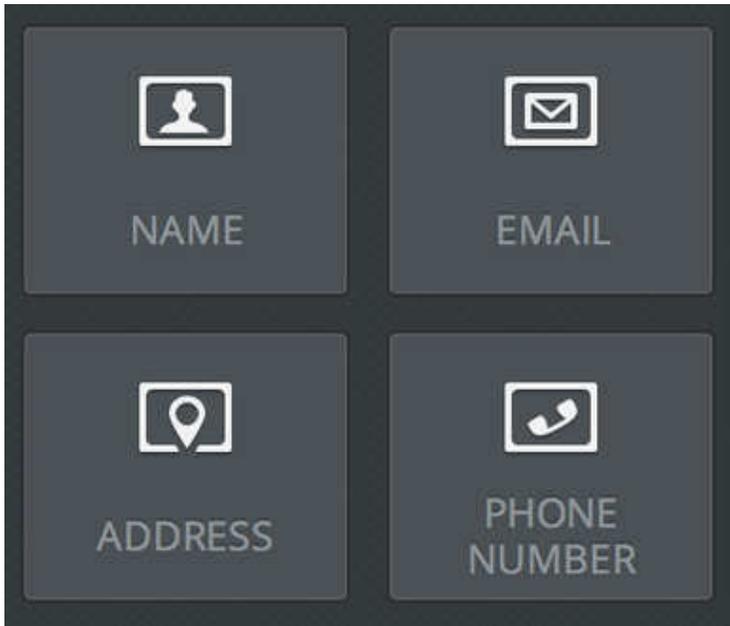
Name *

First Last

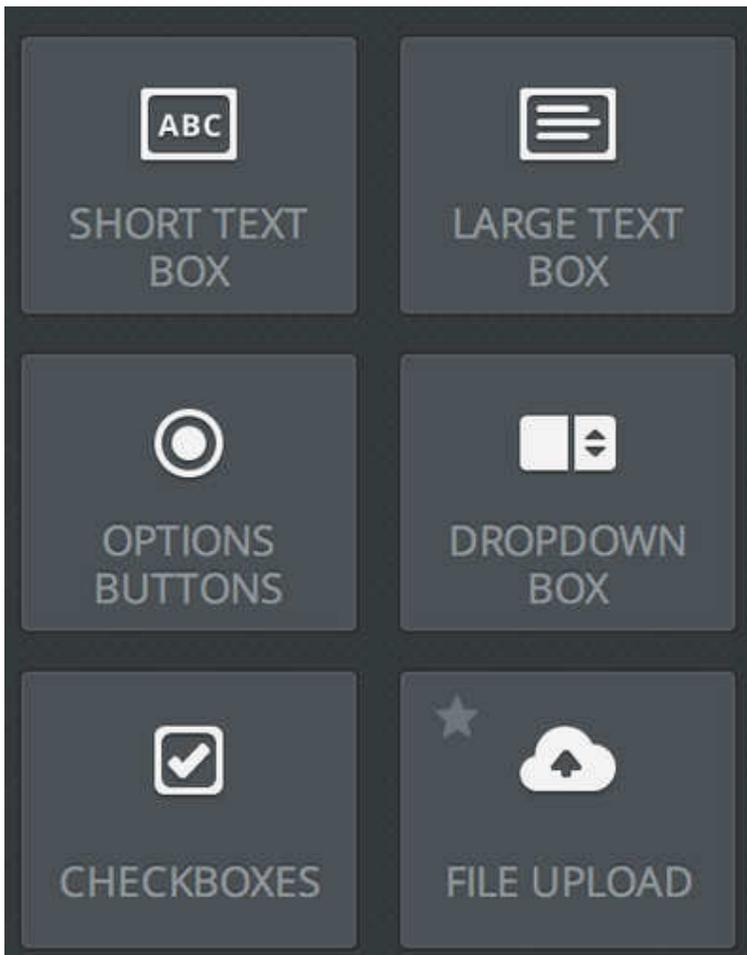
Email *

You can also quite easily add new fields to the form by dragging them on just like any other element.

There are preset fields for Name, Email Address, Postal Address and Phone Number.



And generic Short and Large Text Box Fields (allowing you to create a field asking for any info you want), Options Buttons, Drop Down Boxes and Checkboxes to create survey style questions, and a File Upload field that allows the person filling out the form to send you a file of any kind.



Before you complete your form and Publish your site, you'll also want to give the form a name (for your own reference) and determine to which email address (or addresses) you want form submissions to be sent. You can enter more than one address by separating them with commas.

You'll also want to decide whether you want to display confirmation text directly on the same page when the form is submitted, or if you'd rather redirect visitors to another page on your site after the form is submitted.

View Entries Form Options Save

ADVANCED FORM ▾

Form name
Contact Form

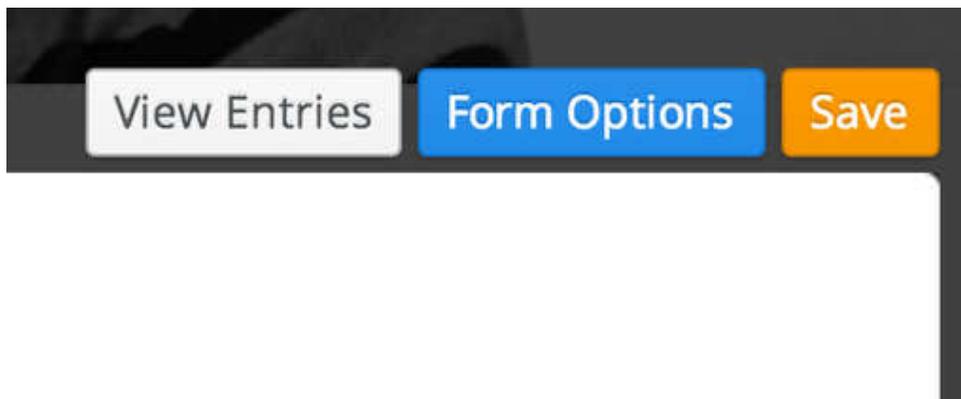
Email submissions to
tom@travelingtom.net

Confirmation >

Spacing >

Submit Button >

Note that you can find these settings by using the Form Options button at the top of the form.



Replies to your form will go to the email addresses you entered under Form Options and are also archived to a Form Entries section of your account. Form Entries can be accessed under the **Form Entries** tab on the right of the **My Site** page of your account.

test2

<http://preview.addisonmultimedia.com/f180712>

Edit Site

Stats

Comments

Form Entries

If you have more than one form connected to your site, then you can flip through the different forms using the Form Entries drop-down at the top of the page.

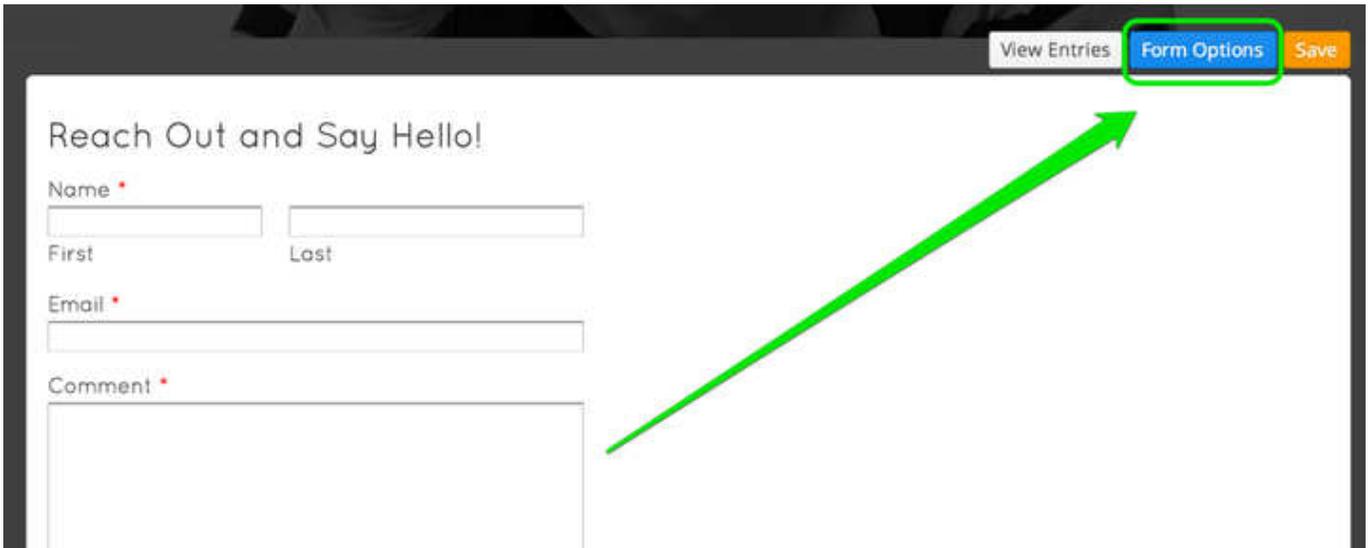
Form Entries from Contact Form Number of Entries: 2 [View Form](#) | [Export Data](#)

Date submitted	Name.first	Name.last	Email	Favorite star wars film
09/26/2010 11:31am	Mal	Reynolds	mreynolds@serenity.c...	Empire Strikes Back
09/26/2010 11:32am	Amelia	Pond	amypond@tardis.org	Star Wars

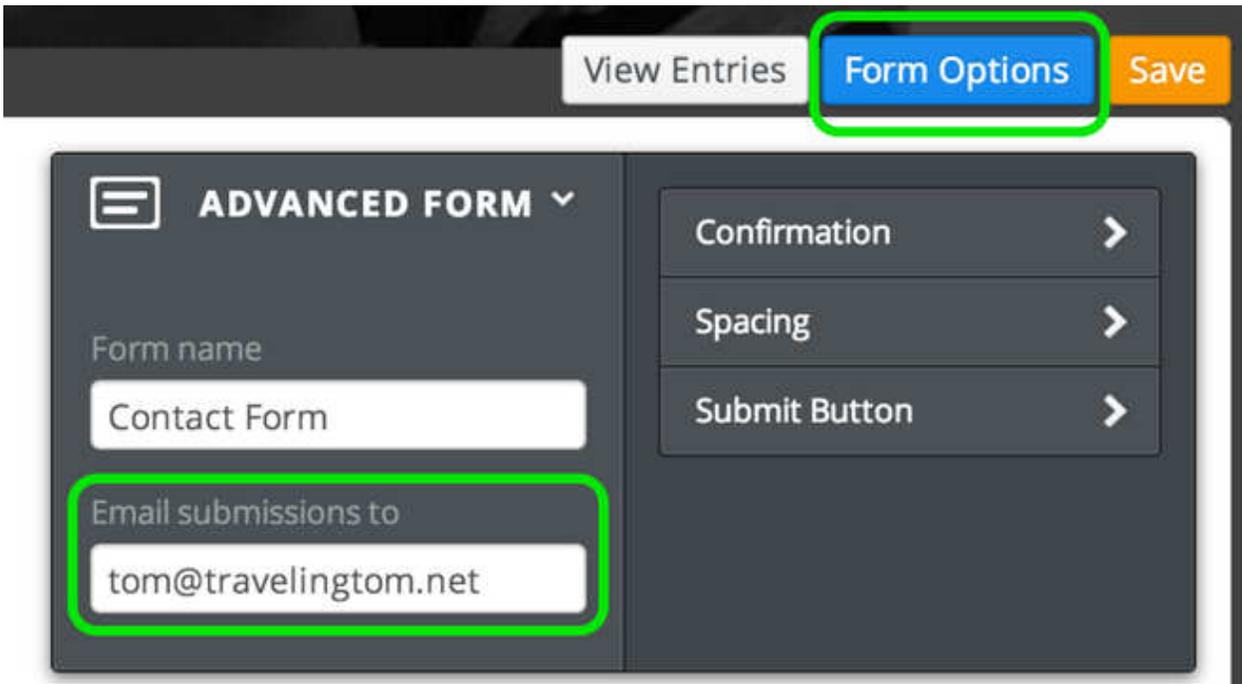
Name.first	Amelia
Name.last	Pond
Email	amypond@tardis.org
Favorite Star Wars Film	Star Wars
What do you want to tell me?	You're late for my wedding!
IP Address	98.234.148.152

How Do I Change My Contact Form Address?

Click on the form in the editor and then select the Form Options button.



This will bring up the Form Options toolbar. Just change the address shown in the "Email submissions to:" box. Be sure to Publish the site after making the change.



You can even enter multiple addresses in this box if you like. Just separate each address with a comma.

View Entries

Form Options

Save



ADVANCED FORM ▾

Form name

Contact Form

Email submissions to

ngtom.net, sa n@gmail.com

Confirmation >

Spacing >

Submit Button >