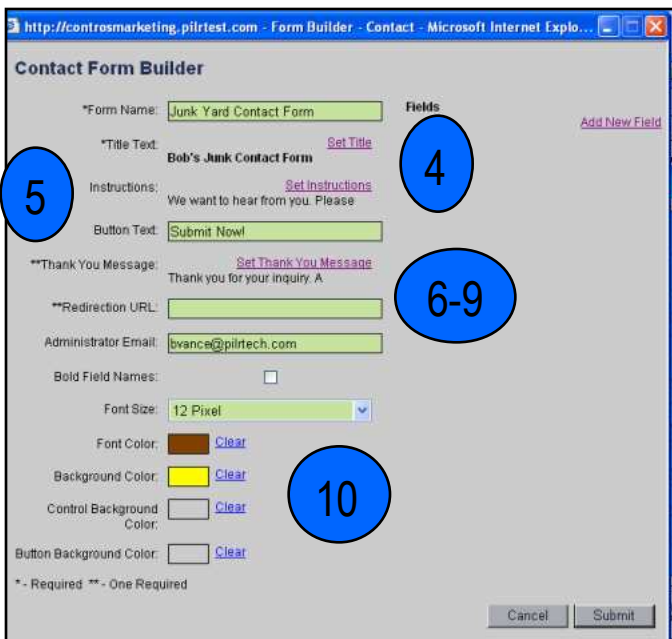
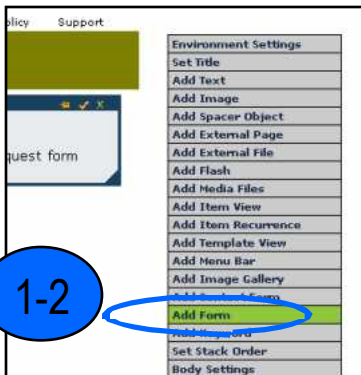


### Customized Contact Form

Contros offers you the ability to use our standard contact form or customize one yourself. Below are steps on how to customize a contact form to suit your needs. Use this for event registration, gathering important customer feedback and much more.



## Try it out!

### Customized Contact Form

Step 1: Right click the screen to open the menu bar

Step 2: Choose Add Form

Step 3: Select Contact Form and click on **Add New Contact Form**

Step 4: Enter a **Form Name** for the form and **Title Text**.

Step 5: Enter **Instructions** that will direct visitors on how to fill out form. You then enter your **Button Text**, this is the text that will appear on the submit button at bottom.

Step 6: Enter **Thank you Message** that will appear on page when form is submitted.

Step 7: If you would like to redirect a visitor to another page after they submit the form, you can enter **Redirection URL**.

Step 8: Enter an **Administration Email**. This is e mail where all submitted information will go to. You can modify notification emails based on inquiry types at a later point.

Step 9: You can also **Bold Field Names** if you like.

Step 10: You can modify **font size and color, background color** and other options as you wish.

### Customized Contact Form—Cont'd

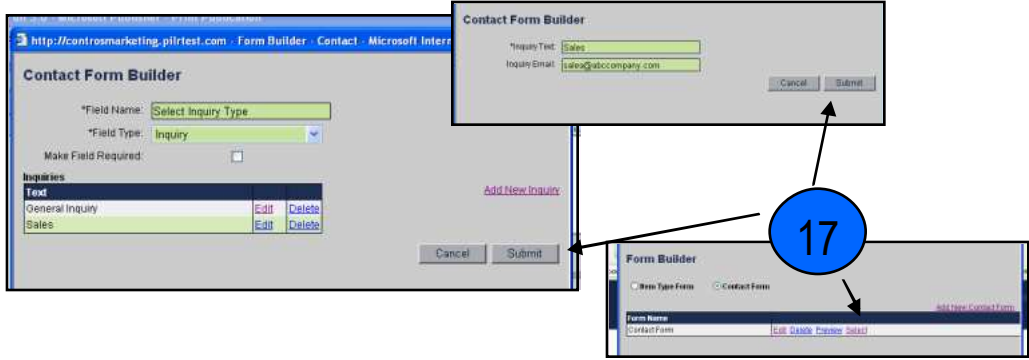
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14

15-16



## Try it out!

### Customized Contact Form Continued...

Step 11: Now you can add fields or Questions to your contact form by clicking on "Add New Field".

Step 12: Enter **field name** such as name, address, phone, or any other information you want to collect on the form. You then select **field type** from the drop down box such as text, date, etc. Then click **Submit**.

Step 13: Click on **Add New Field** again to enter more questions.

Step 14: To change the order of your questions, you can click the **up or down arrows**.

Step 15: To add Inquiry Types to your form, select in the field type **Inquiry**, then click on **Add New Inquiry**.

Step 16: Enter **Inquiry Text** such as sales, general, specific products or any other main information category. Then enter **Email Address** associated with that particular Inquiry Type. This email is where the information submitted from the form will go to.

**Note:** If emails are entered into Inquiry Type area, then they will "trump" Administrator E-mail entered in general form settings.

Step 17: Click **Submit** to get you back to Form builder, then submit again to get you back to wizard. Then click **Select** to add to page.