



# Creating Custom Forms

ForMinistry Website Tool Version 4



## Introduction

This handout will guide you through the basic properties and functions of forms using the ForMinistry tool. For more information, go to the Editor's Manual or contact the Help Desk.

To get to the form function:

1. Click on **Other** in your Item Controls.
2. Select **Create a New Form Item**.
3. Choose a template form from the list or select **Custom Form** and click **Next**.
4. Insert e-mail address where responses will be sent and select **Finish**.
5. When your form is created, click on **Customize**.

Secure    Share    **Save and Update**

Form Preferences	
Label for Content Listing:	<input type="text"/>
Displayed Form Title:	<input type="text"/> Enter an optional Title for your form.
Email Address:	<input type="text" value="123@anywhere.com"/> This should be an email address that you want this form's data to be sent to.
Response Message:	<input type="text" value="Thank You"/> If you need this form display a message after a form is submitted enter that message here. For example, "Thank you for using our contact form."
Response URL:	<input type="text"/> If you need this form to go to a different web address after submitting put the full web address in the input box above.
Processing URL:	<input type="text"/> If you need this form to submit to a specific web address for processing put the full web address in the input box above.

How this form is identified in your content manager.

The form title that will be displayed.

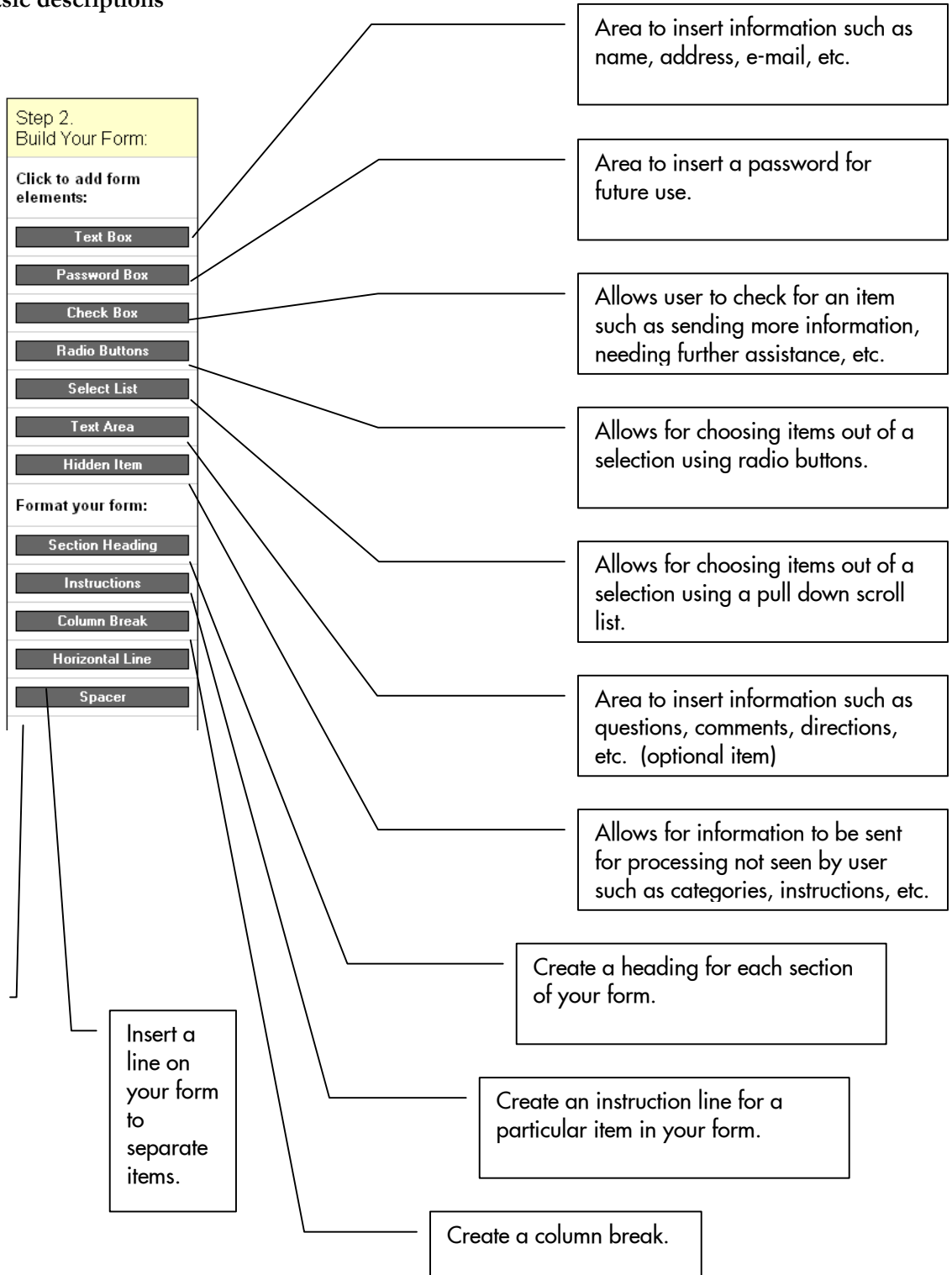
The e-mail address that the form information will be sent to.

Message that is viewed after the form is sent (ie, thank you message)

After submitting form, this web address will be shown to redirect to. (optional item)

The information on this form will be sent to another Website to be processed as well. (optional item)

## Some basic descriptions

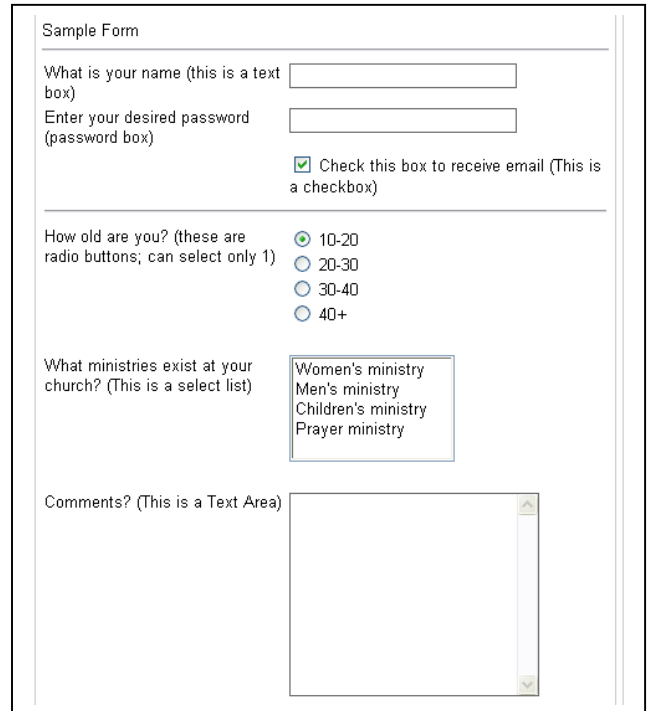


## Form Elements

When one of the form elements is chosen, a form-editing box will appear to customize each item. Once each item is completed, click on **Save** in that section. To finish with the entire form, click on **Save and Update**.

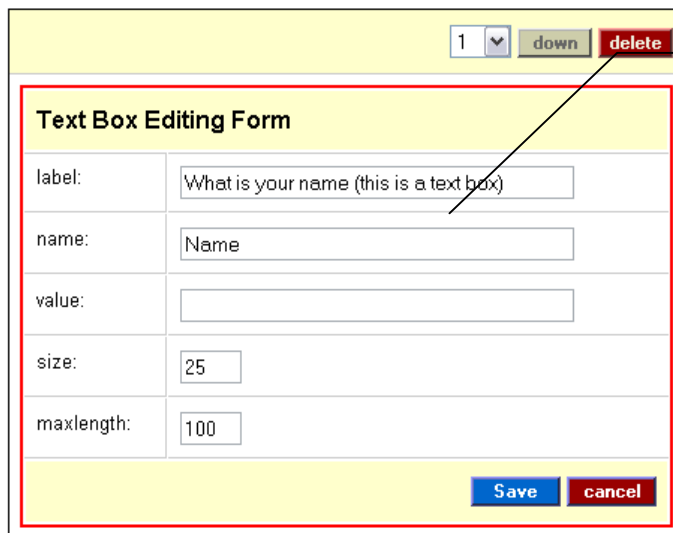
To the right is a sample form with its different elements shown. Each element will be discussed below, showing the Form Editor and what each part will look like.

Remember, each part of the form doesn't have to be used on your form, and you can use parts more than once.



A sample form titled "Sample Form" containing several input elements: a text box for "What is your name (this is a text box)", a password box for "Enter your desired password (password box)", a checked checkbox for "Check this box to receive email (This is a checkbox)", a radio button selection for "How old are you? (these are radio buttons; can select only 1)" with options 10-20, 20-30, 30-40, and 40+, a select list for "What ministries exist at your church? (This is a select list)" with options Women's ministry, Men's ministry, Children's ministry, and Prayer ministry, and a text area for "Comments? (This is a Text Area)".

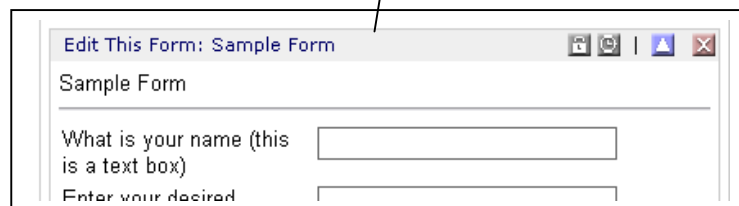
## Text Box



A form titled "Text Box Editing Form" with a yellow background. It has a dropdown menu with "1" and "down" buttons, and a "delete" button. The form contains fields for "label:" (What is your name (this is a text box)), "name:" (Name), "value:" (empty), "size:" (25), and "maxlength:" (100). At the bottom are "Save" and "cancel" buttons.

The Text box can be used to gather smaller items of information such as name, e-mail addresses, numbers, etc.

The Text box area with information given above will look like this on your Website. (This will be true for all the different forms shown below.)



A window titled "Edit This Form: Sample Form" showing a preview of the form. It contains the text "Sample Form" and the first two input elements: "What is your name (this is a text box)" and "Enter your desired" followed by empty input boxes.

## Password Box

Secure Share Save and Update

1 up down delete

**Password Box Editing Form**

label:	Enter your desired password (password bo:
name:	password
value:	
size:	25
maxlength:	100

Save cancel

Using the Password Form, you can allow the user to input a password that can be saved and used later.

What is your name (this is a text box)

Enter your desired password (password box)

Check this box to receive email (This is a checkbox)

## Check Box

Secure Share Save and Update

1 up down delete

**Check Box Editing Form**

label:	Check this box to receive email (This is a ch
name:	Getemail
value:	
checked:	<input checked="" type="checkbox"/>

Save cancel

Using the Check Box Editing form, you can ask a question that the user responds to by checking (or not checking) the box.

Enter your desired password (password box)

Check this box to receive email (This is a checkbox)

## Radio Buttons

Secure Share Save and Update

1 up down delete

### Radio Buttons Editing Form

label: How old are you? (these are radio buttons; c

name: Age

Label	Value	Selected (Select only one)
10-20		<input checked="" type="checkbox"/>
20-30		<input type="checkbox"/>
30-40		<input type="checkbox"/>
40+		<input type="checkbox"/>

Using the Radio Buttons Form, you can create a list of items that can be chosen from.

How old are you? (these are radio buttons; can select only 1)

- 10-20
- 20-30
- 30-40
- 40+

## Select List

Secure Share Save and Update

1 up down delete

### Select List Editing Form

label: What ministries exist at your church? (This is

name: Ministriesatchurch

size: 5

multiple:

Label	Value	Selected (Select only one)
Women's ministry	womens min	<input type="checkbox"/>
Men's ministry	mens min	<input type="checkbox"/>
Children's ministry	children's min	<input type="checkbox"/>
Prayer ministry	prayer	<input type="checkbox"/>
		<input type="checkbox"/>

The Select List is a dropdown list that users can choose from, one or more items in that list.

What ministries exist at your church? (This is a select list)

Women's ministry  
Men's ministry  
Children's ministry  
Prayer ministry

## Text Area

The screenshot shows the configuration interface for a Text Area. At the top, there are buttons for 'Secure', 'Share', and 'Save and Update'. Below these is a list management bar with a dropdown set to '1', and 'up', 'down', and 'delete' buttons. The main area is titled 'Text Area Editing Form' and contains a table with the following fields:

label:	<input type="text" value="Comments? (This is a Text Area)"/>
name:	<input type="text" value="comments"/>
value:	<input type="text"/>
rows:	<input type="text" value="10"/>
cols:	<input type="text" value="30"/>

At the bottom right of the form are 'Save' and 'cancel' buttons.

The Text area is used to gather larger areas of information, such as questions, comments, etc.

This screenshot shows the rendered form. On the left, the label 'Comments? (This is a Text Area)' is displayed. To the right is a large, empty text area with a vertical scrollbar on the right side.

The screenshot shows the configuration interface for a Hidden Item. At the top, there are buttons for 'Secure', 'Share', and 'Save and Update'. Below these is a list management bar with a dropdown set to '1', and 'up' and 'delete' buttons. The main area is titled 'Hidden Item Editing Form' and contains a table with the following fields:

name:	<input type="text"/>
value:	<input type="text"/>

At the bottom right of the form is a 'Save' button.

Hidden items are text items that are hidden from view in the form itself, but seen with the information to be processed. (This is an optional form element)