

EDITING THE CONTACT US FORM

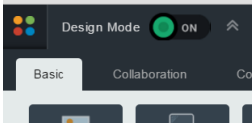
LOG IN

You'll need to log in to your website before you can begin editing. Use the same username and password you use to log into your computer.

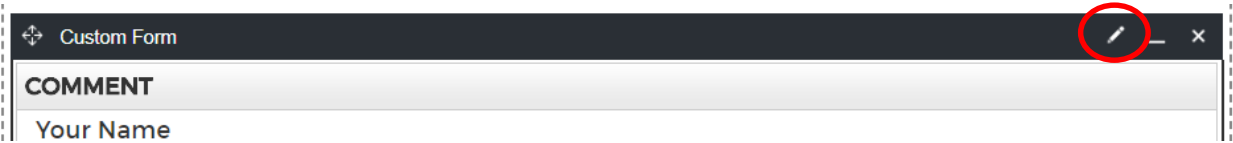


FIND THE ARCHIVED PAGE

1. Go to your Contact Us page and switch to **Design Mode**.



2. Hover your mouse over the form (the black bar will say Custom Form) and click the edit pencil.



3. Update whichever fields you need.

A screenshot of the 'FORM DETAILS' configuration page. The page is divided into several sections: 'Title' (Comment), 'Form Template' (Contact Us), 'Button Position' (dropdown), 'On Submission' (radio buttons for saving data), 'Auto-Email' (checked), 'Email Field' (Email), 'Email Body' (text area with a sample message), 'Security Measure' (checked), 'After Submission' (text area with a sample message), 'Notifications' (checked), 'Email Users' (angela.dice), 'Email Addresses' (info@ckschools.org), and 'Reply to Email Field' (Email). There are 'Update Form' and 'Cancel' buttons at the bottom right.

Email Field – Be sure the drop-down menu says Email (or something similar)

Email Body - This is an auto-reply The text you see in this box is the text that's emailed.

After Submission – This text will appear on your page once users submit their request.

Email users – Change which staff receives messages by clicking the menu to the right. A new window will open. Find staff from the list on the right, click **Add** then **OK**.

Reply to email – set this just like the Email Field. Be sure the **Set Reply to Email Address** box is checked.