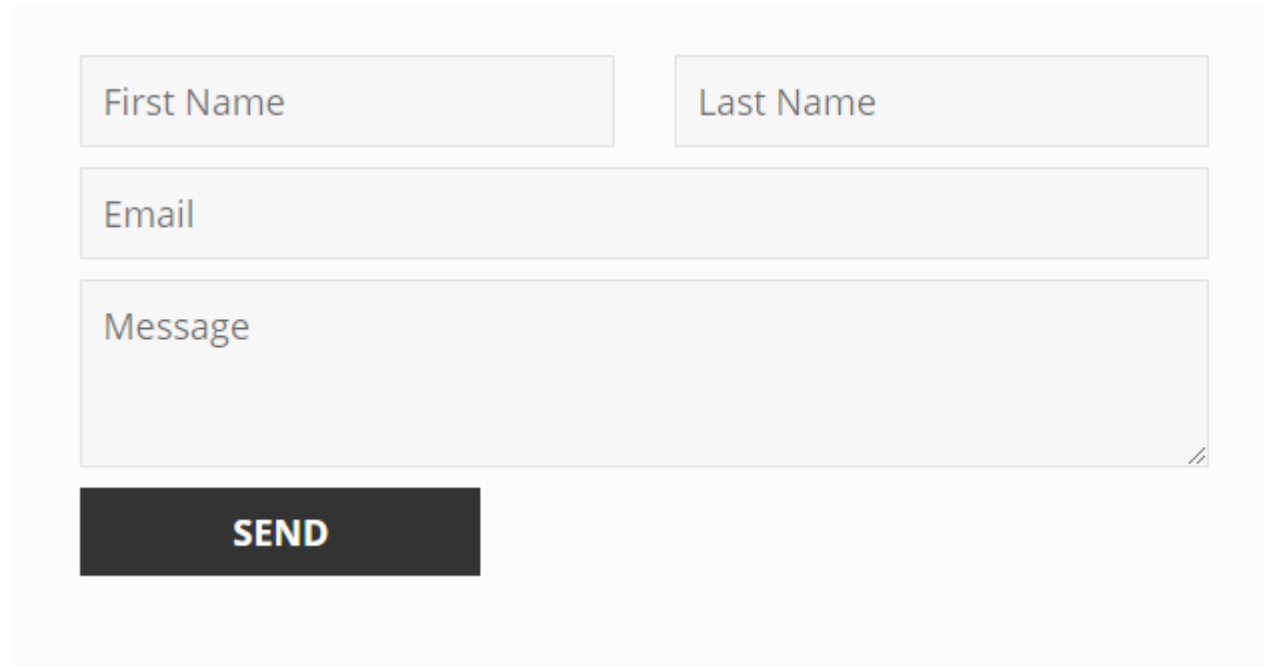


NSO WEB ADMINISTRATORS SEPTEMBER 2019 WORKSHOP

PART XIII – CONTACT FORM

Contact Form

- What is a contact form
 - A form that is display on your site that helps users sends you messages directly from your site
 - Usually on a separate page (e.g. Contact page)



First Name

Last Name

Email

Message

SEND

Contact Form

- Supsysic Contact Form (Plugin)
 - Intuitive plugin for creating a form
 - Very flexible
 - Has a lot of features
 - Form Builder
 - Responsive
 - Conditional formatting
 - And other advanced features

Contact Form

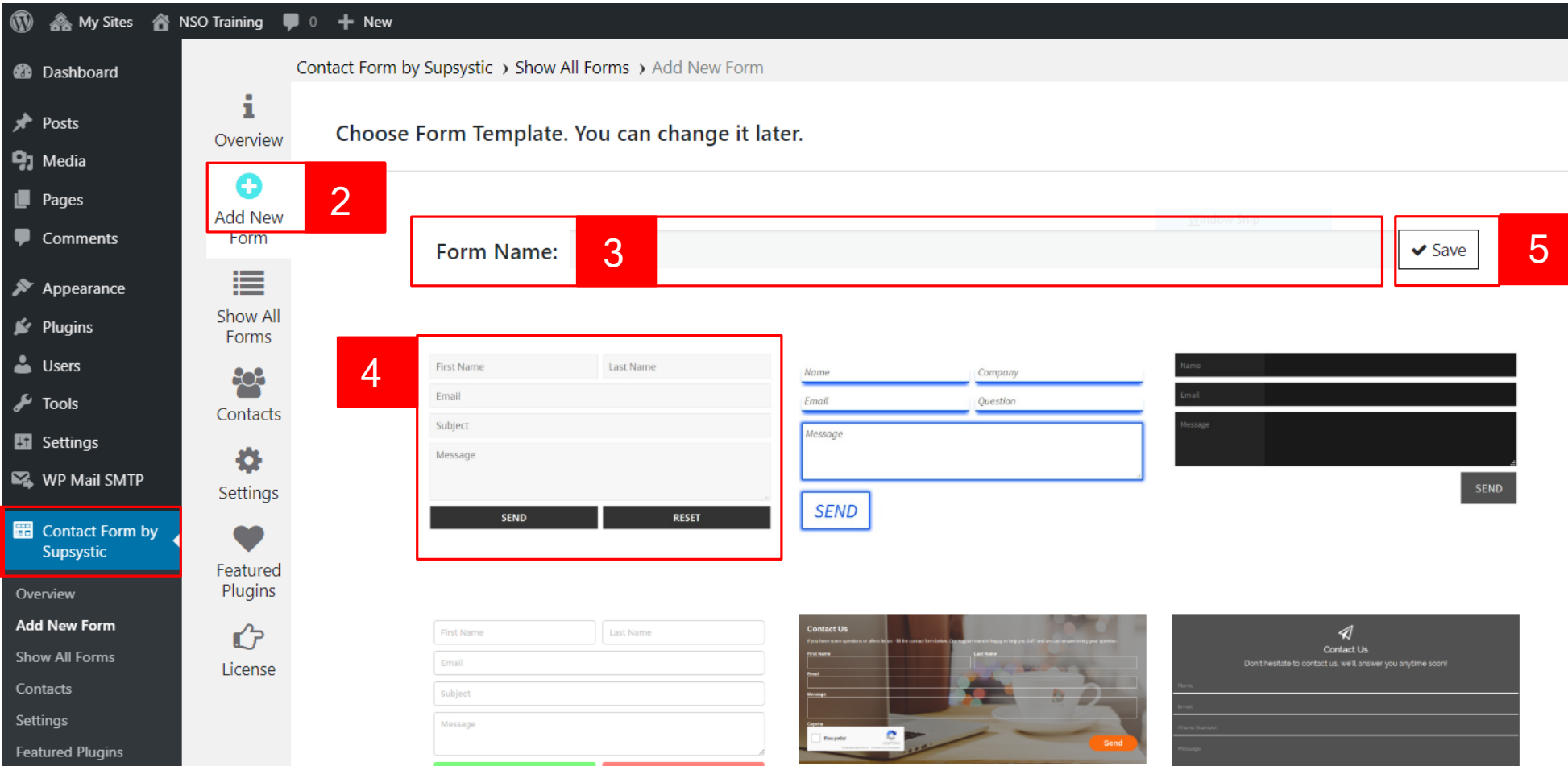
- Supsysic Contact Form (Plugin)
 - What can I create with this plugin?
 - Contact Forms
 - Online Quiz
 - Survey forms
 - Booking forms
 - Reservation forms
 - And etc...

Contact Form

- **Supsysic Contact Form (Plugin)**
 - Let's create a CONTACT FORM
 1. On the Dashboard, click on "Contact Form by Supsysic"
 2. Click on Add New Form menu option.
 3. Enter a name (title) for the form.
 4. Select a template and click Save.
 5. Customize your form
 6. Copy the shortcode and paste it on your page.

Contact Form

- Supsysic Contact Form (Plugin)
- Let's create a CONTACT FORM



The screenshot displays the WordPress dashboard with the Supsysic Contact Form plugin interface. The interface includes a sidebar menu on the left, a main content area with a breadcrumb trail, and several form templates. Red boxes with numbers 1 through 5 highlight specific elements:

- 1**: Points to the "Contact Form by Supsysic" plugin entry in the sidebar menu.
- 2**: Points to the "Add New Form" button in the main content area.
- 3**: Points to the "Form Name:" input field.
- 4**: Points to the first form template, which includes fields for First Name, Last Name, Email, Subject, and Message, along with "SEND" and "RESET" buttons.
- 5**: Points to the "Save" button in the top right corner.

The breadcrumb trail at the top of the main content area reads: "Contact Form by Supsysic > Show All Forms > Add New Form". The sidebar menu includes items such as Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, WP Mail SMTP, and the highlighted "Contact Form by Supsysic". Below the sidebar, there are sections for "Overview", "Add New Form", "Show All Forms", "Contacts", "Settings", "Featured Plugins", and "License".

Contact Form

My Sites

NSO Training

0

New

Howdy, Billy Somers

Dashboard

Posts

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

WP Mail SMTP

Contact Form by Supsystic

Overview

Add New Form

Show All Forms

Contacts

Settings

Featured Plugins

License

HTTP Auth

WP File Download

Tables by Supsystic

Adv. Gutenberg

Divi

Collapse menu

Edit « Contact Form »

Shortcode

[supsystic-form id=13]

SaveClonePreviewDelete

DesignFieldsSubmit OptionsSubscribeA/B TestingConditional LogicStatisticsCSS / HTML Code

Change Form Template

Width100PercentsPixels

Form backgroundNone

Inputs and Buttons backgroundColorSelect Color

Submit buttons styleColorSelect Color

Reset buttons styleColorSelect Color

First NameLast Name

Email

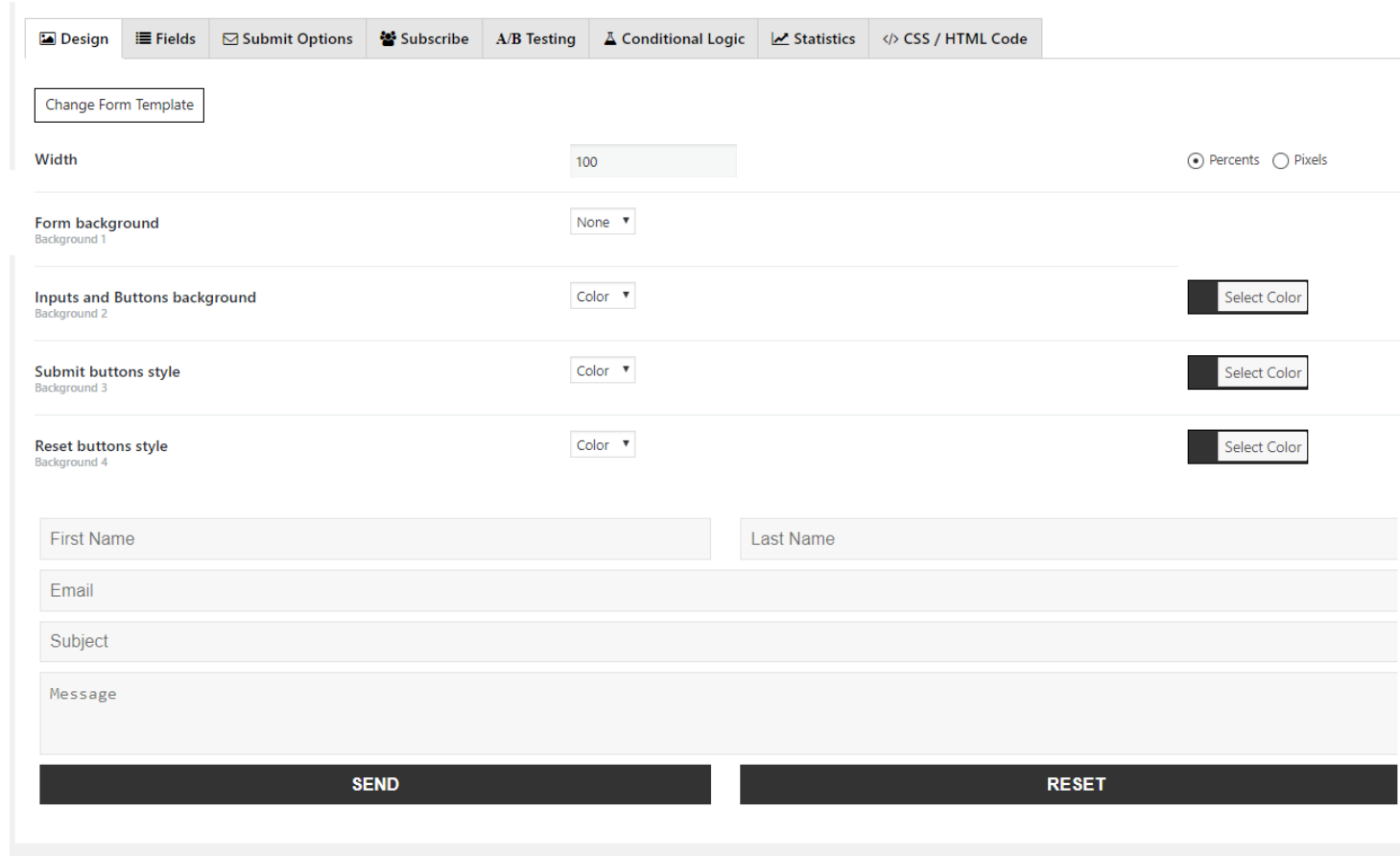
Subject

Message

SENDRESET

Contact Form

- **Design**
 - **Change Form Template**
 - **Width** – set the width of the Contact Form in percents or pixels
 - **Form background** – it can be set in two ways: color or image
 - **Inputs background** – it can be set in two ways: color or image
 - **Submit/Reset buttons background** – it can be set in two ways: color or image



The screenshot shows the 'Design' tab of a contact form configuration tool. The top navigation bar includes tabs for Design, Fields, Submit Options, Subscribe, A/B Testing, Conditional Logic, Statistics, and CSS / HTML Code. The 'Design' tab is active, showing a 'Change Form Template' button. Below this, there are settings for Width (set to 100, with radio buttons for Percents and Pixels), Form background (Background 1, set to None), Inputs and Buttons background (Background 2, set to Color, with a 'Select Color' button), Submit buttons style (Background 3, set to Color, with a 'Select Color' button), and Reset buttons style (Background 4, set to Color, with a 'Select Color' button). The form preview at the bottom shows input fields for First Name, Last Name, Email, Subject, and Message, followed by SEND and RESET buttons.

Design Fields Submit Options Subscribe A/B Testing Conditional Logic Statistics </> CSS / HTML Code

Change Form Template

Width 100 ☒ Percents ☐ Pixels

Form background Background 1 None

Inputs and Buttons background Background 2 Color

Submit buttons style Background 3 Color

Reset buttons style Background 4 Color

First Name Last Name

Email

Subject

Message

SEND RESET

Contact Form

- **Fields**

- **Field invalid error message** – allows you to set a custom error message
- **Add New Field** – let's you add different field types to your form.

Click on required elements from list bellow

Text	Email	Select Box	Select List
Textarea	WordPress Editor	WordPress Categories	
Woo Product Attribute	Radiobutton		
Radiobuttons List	Checkbox	Checkbox List	
Subscribe Checkbox	Country List		
Country List Multiple	Number	Date	Month
Week	Time	Color	Range
URL			
File Upload	Rating	reCaptcha	Hidden Field
Submit Button	Reset Button	HTML / Text Delimiter	
Google Map	Address Search		

Cancel

Design Fields Submit Options Subscribe A/B Testing Conditional Logic Statistics </> CSS / HTML Code

Field invalid error message ?

+ Add New Field

A First Name [Text] A Last Name [Text]

Email [Email]

A Subject [Text]

A Message [Textarea]

Send [Submit Button] Reset [Reset Button]

- **Fields**

- Each field has its own specific settings

Contact Form

- **Submit Options**
- **Form sent message** – Message your users will see after success form submission
- **Form sent message color** –color for the text message that your users will see after success form submission
- **Hide form after submit** – By default form will be hidden after successful submit, but you can disable this here – and after submit form will be just cleared.
- **Redirect after submit** – If you want – you can redirect user after Form was submitted.

The screenshot displays the configuration interface for a contact form, organized into several sections:

- Top Navigation:** Includes tabs for Design, Fields, Submit Options (active), Subscribe, A/B Testing, Conditional Logic, Statistics, and CSS / HTML Code.
- Section Headers:** General, Publish Content, and Registration.
- Form sent message:** A text input field containing "Thank you for contacting us!".
- Form sent message color:** A color selection button labeled "Select Color".
- Hide form after submit:** A checkbox that is currently checked.
- Redirect after submit:** A text input field containing "http://example.com", with checkboxes for "Open in a new window (tab)" and "Show submitted data".
- Email data as in Form:** A checkbox that is currently unchecked.
- Test Email Function:** A text input field containing "sdd.analytics@gmail.com" and a "Send Test Email" button.
- Save contacts data:** A checkbox that is currently checked, with buttons for "Show all contacts" and "Export to CSV", and a "Delimiter" dropdown set to ";".
- Send only Field values:** A checkbox that is currently unchecked.
- Facebook Conversion:** A checkbox that is currently unchecked.
- + Add additional data for submit:** A button to add more data.
- Form Fields:** A section for configuring the form fields, including:
 - To:** A text input field containing "somersbilly@gmail.com".
 - From:** A text input field containing "sdd.analytics@gmail.com".
 - Reply To:** A text input field.
 - Subject:** A text input field containing "Contact form submit".
 - Message:** A rich text editor with a toolbar (File, Edit, View, Insert, Format) and a text area containing "Hello!", "This is your contact form data:", and "[form_data]".

Contact Form

- **Submit Options**
- **Form sent message** – Message your users will see after success form submission
- **Form sent message color** –color for the text message that your users will see after success form submission
- **Hide form after submit** – By default form will be hidden after successful submit, but you can disable this here – and after submit form will be just cleared.
- **Redirect after submit** – If you want – you can redirect user after Form was submitted.
- **Test Email Function** – Tests if email delivery works from your server configuration.

The screenshot shows the configuration interface for a contact form. At the top, there are tabs for Design, Fields, Submit Options, Subscribe, A/B Testing, Conditional Logic, Statistics, and CSS / HTML Code. Below these are sub-tabs for General, Publish Content, and Registration. The 'General' sub-tab is active.

The 'Form sent message' section is highlighted with a red box. It contains the following options:

- Form sent message**: Thank you for contacting us!
- Form sent message color**: Select Color (a color picker button)
- Hide form after submit**: ☒
- Redirect after submit**: ☐ http://example.com
☐ Open in a new window (tab) ☐ Show submitted data

The 'Test Email Function' section is also highlighted with a red box. It contains the following options:

- Test Email Function**: ☐ sdd.analytics@gmail.com

Below these sections, there are more options:

- Save contacts data**: ☒ Show all contacts Delimiter ;
- Send only Field values**: ☐
- Facebook Conversion**: ☐
- + Add additional data for submit**:

The email configuration section is visible below, with fields for To, From, Reply To, Subject, and Message. The 'Message' field contains a rich text editor with the following content:

Hello!
This is your contact form data:
[form_data]

Contact Form

- **Submit Options**
- **Add additional data to submit** –helps you send not only one copy but several to your email. Here, you can customize how it would look like the email letter with data from contact form.
- Additional data for submit includes these fields:
- **To** – Email where we need to send contact form info. Can enter several email addresses, separated by comma “,”
- **Reply To** – Insert [user_email] so that you can reply directly to the message you have received.
- **Subject** – set the email subject here
- **Message** – Identify the view and content of your message.

The image shows a configuration interface for a contact form. At the top, there are tabs for Design, Fields, Submit Options, Subscribe, A/B Testing, Conditional Logic, Statistics, and CSS / HTML Code. Below these are sub-tabs for General, Publish Content, and Registration. The main settings area includes:

- Form sent message**: Thank you for contacting us!
- Form sent message color**: Select Color (blue)
- Hide form after submit**: ☒
- Redirect after submit**: ☐ http://example.com
☐ Open in a new window (tab) ☐ Show submitted data
- Email data as in Form**: ☐
- Test Email Function**: sdd.analytics@gmail.com [Send Test Email](#)
- Save contacts data**: ☒ Show all contacts [Export to CSV](#) Delimiter ;
- Send only Field values**: ☐
- Facebook Conversion**: ☐

A red box highlights the **+ Add additional data for submit** section, which contains:

- + Add Copy** button and a trash icon.
- Instructions: You can use next variables in any field below: [sitename] - name of your site, [siteurl] - URL address of your site, [user_FIELD_NAME] - any user field, entered fields list, and variable [form_data] - only for Message field - it will contains full generated input form data.
- To**: somersbilly@gmail.com
- From**: sdd.analytics@gmail.com
- Reply To**: (empty)
- Subject**: Contact form submit
- Message**:
 - Rich text editor with a toolbar (File, Edit, View, Insert, Format).
 - Paragraph dropdown menu.
 - Text: Hello!
 - Text: This is your contact form data:
 - Text: [form_data]

Contact Form

- **Submit Options**

- Shortcode – generates a code for you to use it on you page/post.
- Save – Saves the form as well as other customizations you may have done
- Clone – duplicates the form
- Previews – lets you see the form before using it
- Delete – Removes the form.

Shortcode ▼ : [supsysitic-form id=14]

 Save  Clone  Preview  Delete

Contact Form

<https://supsysitic.com/docs/contact-form/>

Let's see how we can create a Contact Form.