



# Form Base

2017 - Summer Edition

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## Overview

**Form Base** allows for the managing of public and private forms on your website. You may manage the Admin email on forms, the activation and expiration date, and determine if Admins receive an email with form details included.

## Use Case(s)

Use the **Form Base** module to update basic form settings at any time needed. In order to update Form Fields or Form Layouts, please contact Clubessential.

[Already completed this form? Click here to retrieve it!](#)


\* First Name:

\* Last Name:

\* Email Address:

Phone Number:

Comments:

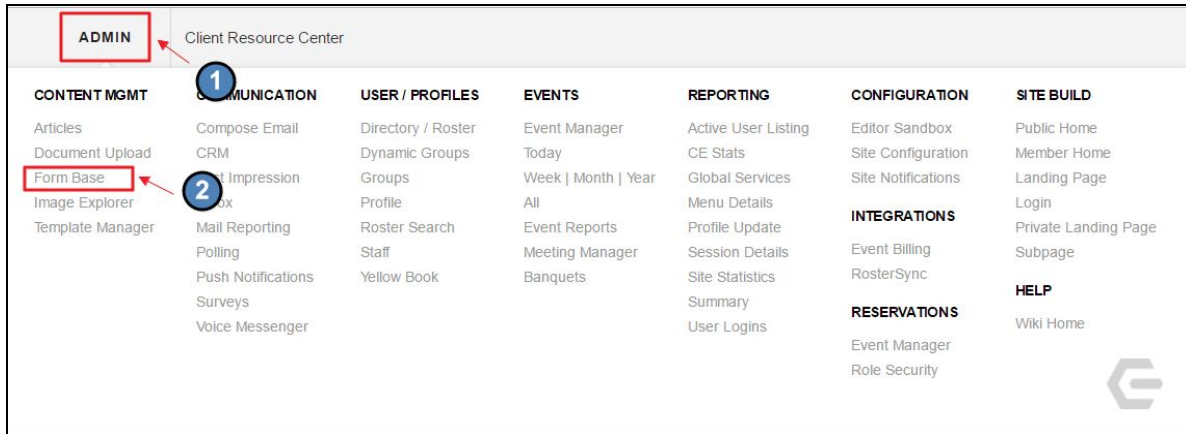


Can't Read? Click to Generate New Code

Enter the verification code shown above into the text box below

# Accessing Form Base

Access **Form Base** by hovering over Admin in the left hand corner of the screen, and then clicking on **Form Base**.



This will launch the **Form Base** module which will list all private and public forms that have been created for your website.

SITE DYNAMIC FORMS				
	Name	Form Type	Admin Email	Active
Edit   View   Results   Full Report	Membership	Generic Form	elatham@clubessential.com	<input type="checkbox"/>
Edit   View   Results   Full Report	Special Events	Generic Form	nwright@clubessential.com	<input checked="" type="checkbox"/>

# Editing Forms

To begin editing a form, simply click **Edit** next to the form.


SITE DYNAMIC FORMS				
	Name	Form Type	Admin Email	Active
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Results</a>   <a href="#">Full Report</a>	Membership	Generic Form	elatham@clubessential.com	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Results</a>   <a href="#">Full Report</a>	Special Events	Generic Form	nwright@clubessential.com	<input checked="" type="checkbox"/>

This will launch the **Form Base Editing** interface:

**Edit Form**

**Form Setup**

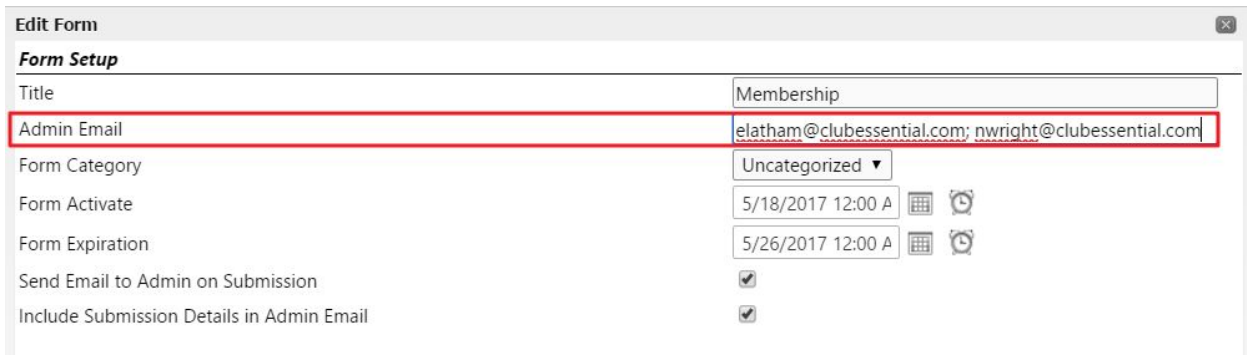
Title	<input type="text" value="Membership"/>
Admin Email	<input type="text" value="elatham@clubessential.com"/>
Form Category	<input type="text" value="Uncategorized"/>
Form Activate	<input type="text" value="5/18/2017 12:00 A"/> <input type="button" value="Calendar"/> <input type="button" value="Clock"/>
Form Expiration	<input type="text" value="5/26/2017 12:00 A"/> <input type="button" value="Calendar"/> <input type="button" value="Clock"/>
Send Email to Admin on Submission	<input checked="" type="checkbox"/>
Include Submission Details in Admin Email	<input checked="" type="checkbox"/>



## Admin Email:





From here, you can update the Admin email or add multiple emails by using a semicolon to separate emails.

Anyone listed on the Admin email will receive an email once a form is filled out so long as those settings are activated which will be reviewed further in this documentation.

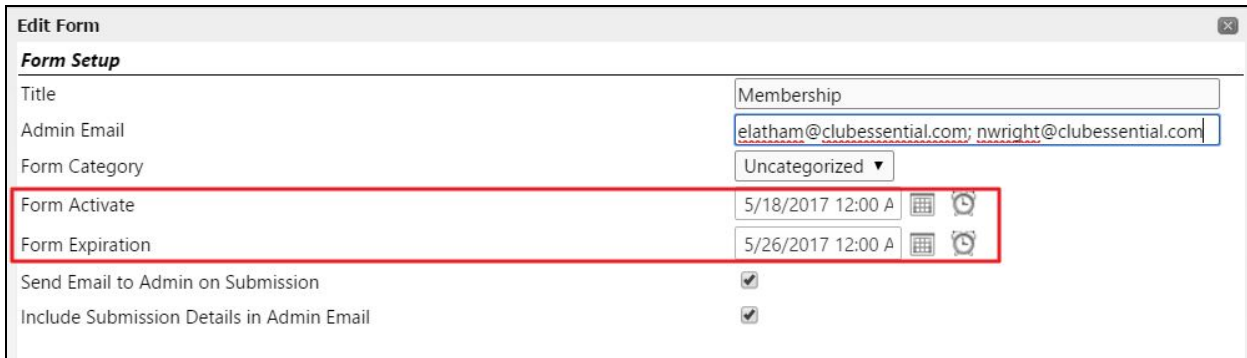


**Edit Form**

**Form Setup**


Title	Membership
Admin Email	elatham@clubessential.com; nwright@clubessential.com
Form Category	Uncategorized ▾
Form Activate	5/18/2017 12:00 A  
Form Expiration	5/26/2017 12:00 A  
Send Email to Admin on Submission	<input checked="" type="checkbox"/>
Include Submission Details in Admin Email	<input checked="" type="checkbox"/>

## Form Activation & Expiration

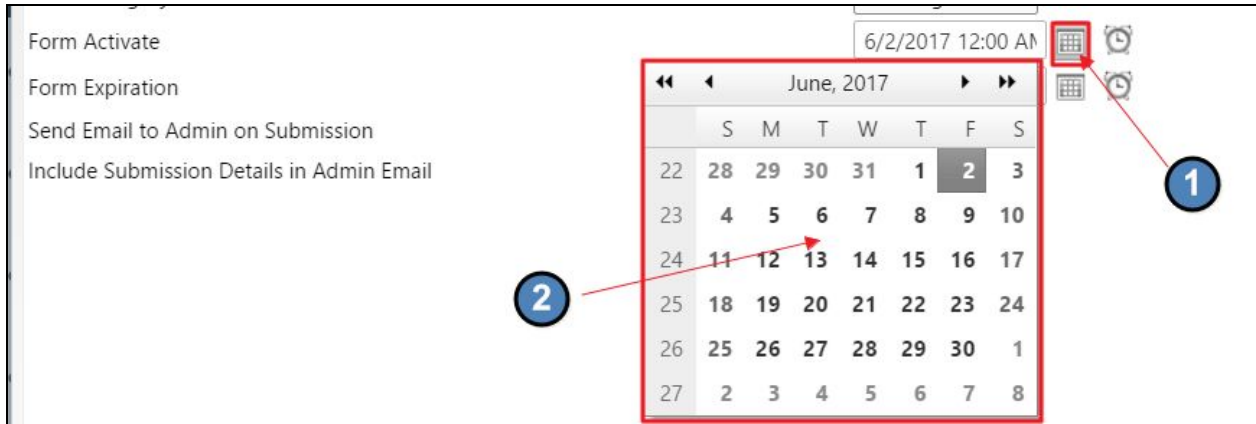


**Edit Form**

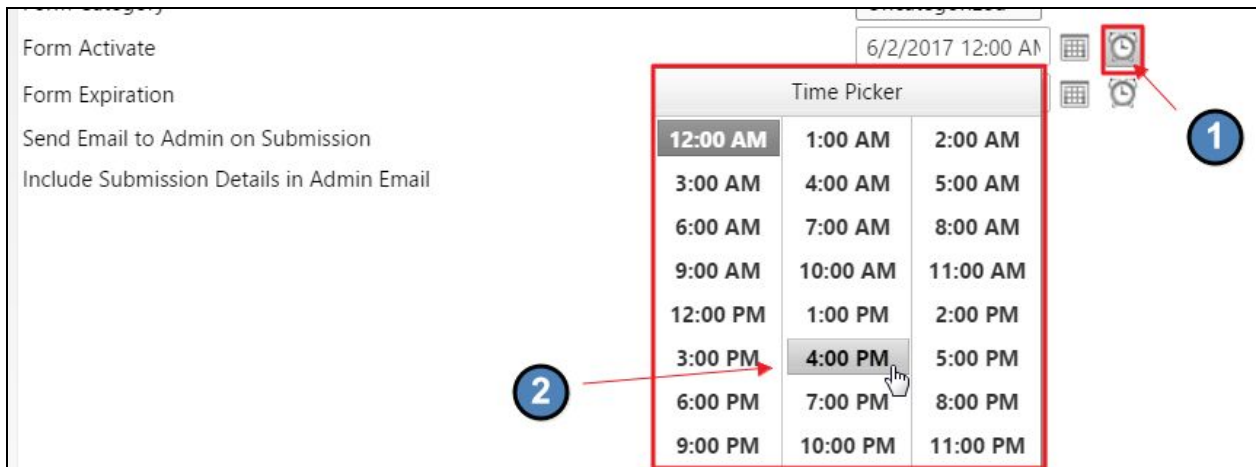
**Form Setup**

Title	Membership
Admin Email	elatham@clubessential.com; nwright@clubessential.com
Form Category	Uncategorized ▾
Form Activate	5/18/2017 12:00 A  
Form Expiration	5/26/2017 12:00 A  
Send Email to Admin on Submission	<input checked="" type="checkbox"/>
Include Submission Details in Admin Email	<input checked="" type="checkbox"/>

Set your form to be active or to expire by using the calendar picker.



You may even determine the time of day using the clock picker.



A form must be active for anyone to fill out the form.

## Notification Emails

You may determine if Admins receive a notification email when forms are filled out, and/or if they should receive the form details in the notification email.

Use the designated checkboxes to determine this.

Send Email to Admin on Submission	<input checked="" type="checkbox"/>
Include Submission Details in Admin Email	<input checked="" type="checkbox"/>

It is recommended to keep active the 'Include Submission Details in Admin Email'. This will allow Admins to review form data in real time.