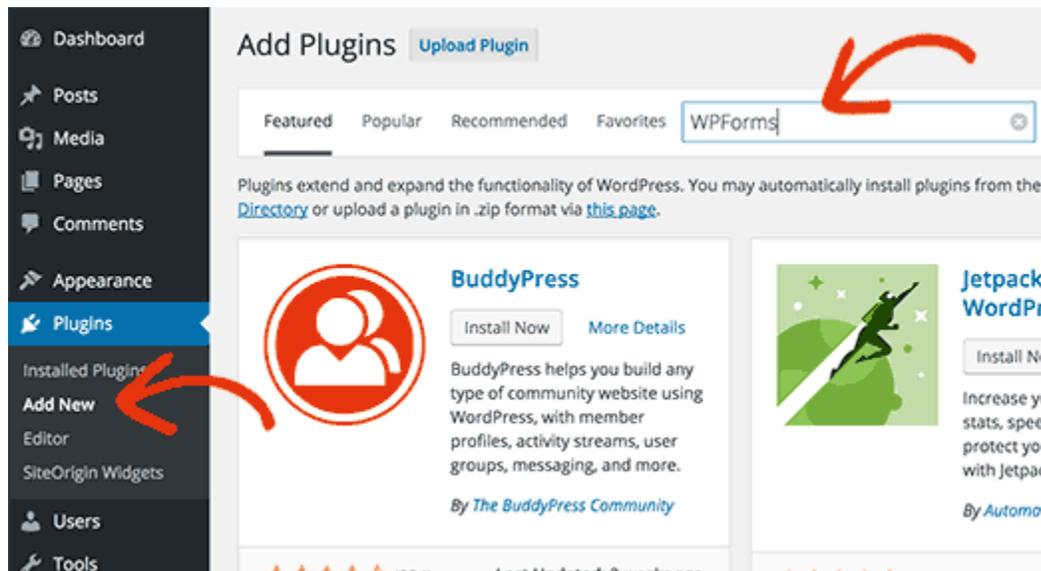


**ITEC321 - Administering Web-based Content
Management System**

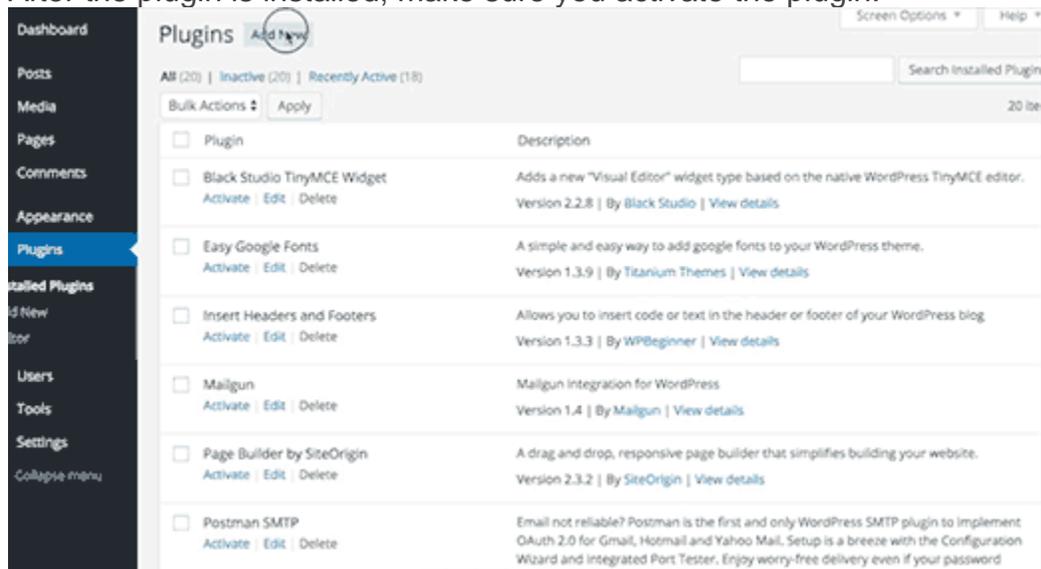
Create Contact form

Install a Contact Form Plugin in WordPress

For this contact form tutorial, we will use WPForms Lite because it's free and easy to use. You can install this plugin on your site by logging into your WordPress dashboard and going to **Plugins » Add New**.

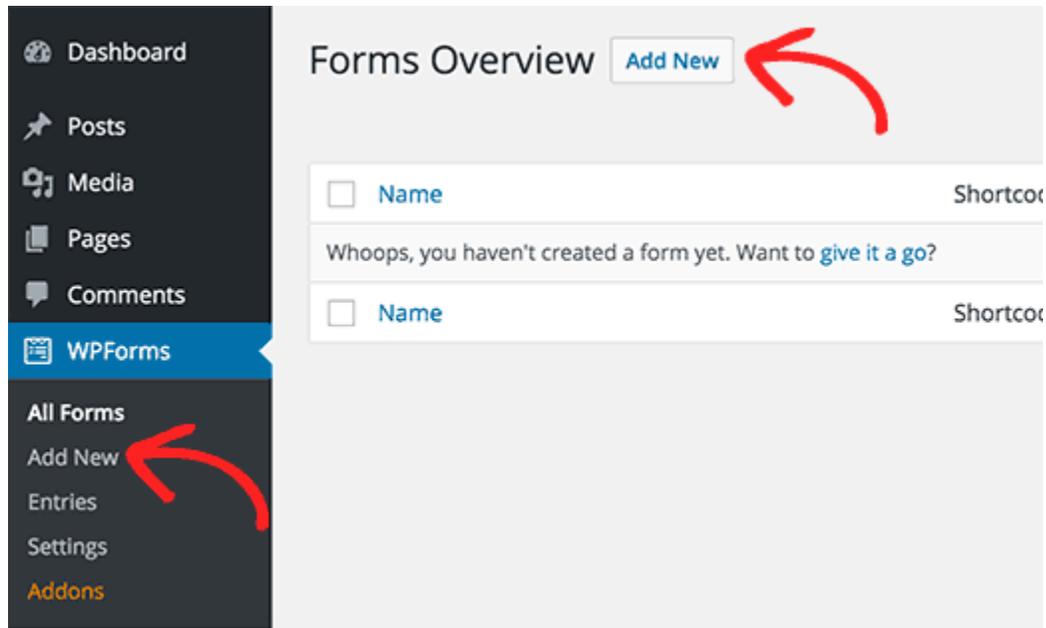


In the search field, type WPForms and then click on the *Install Now* button. After the plugin is installed, make sure you activate the plugin.



Create a Contact Form in WordPress

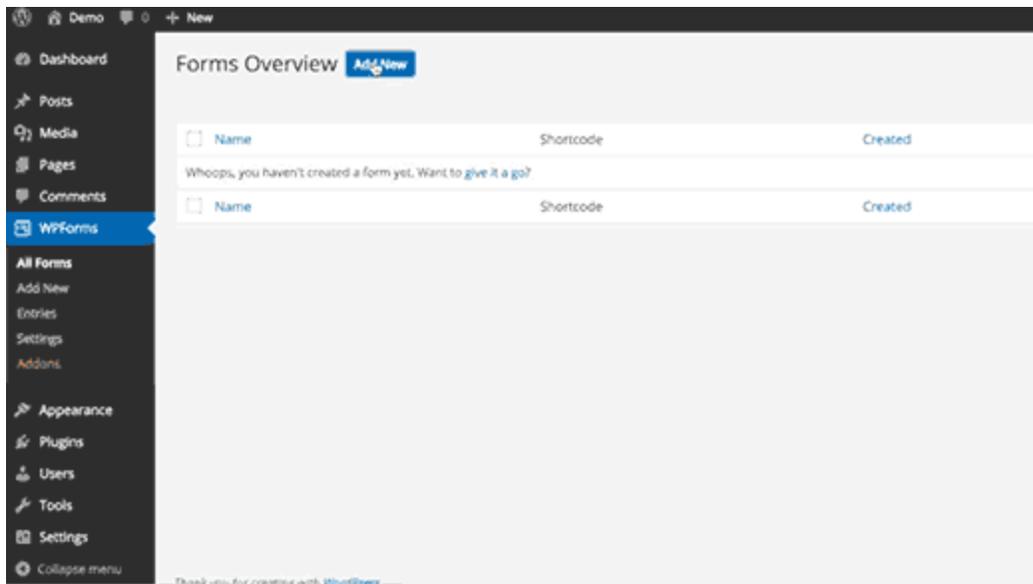
In your WordPress dashboard, click on the WPForms menu and go to Add New.



This will open the WPForms drag & drop form builder. Start by giving your contact form a name and then select your contact form template.

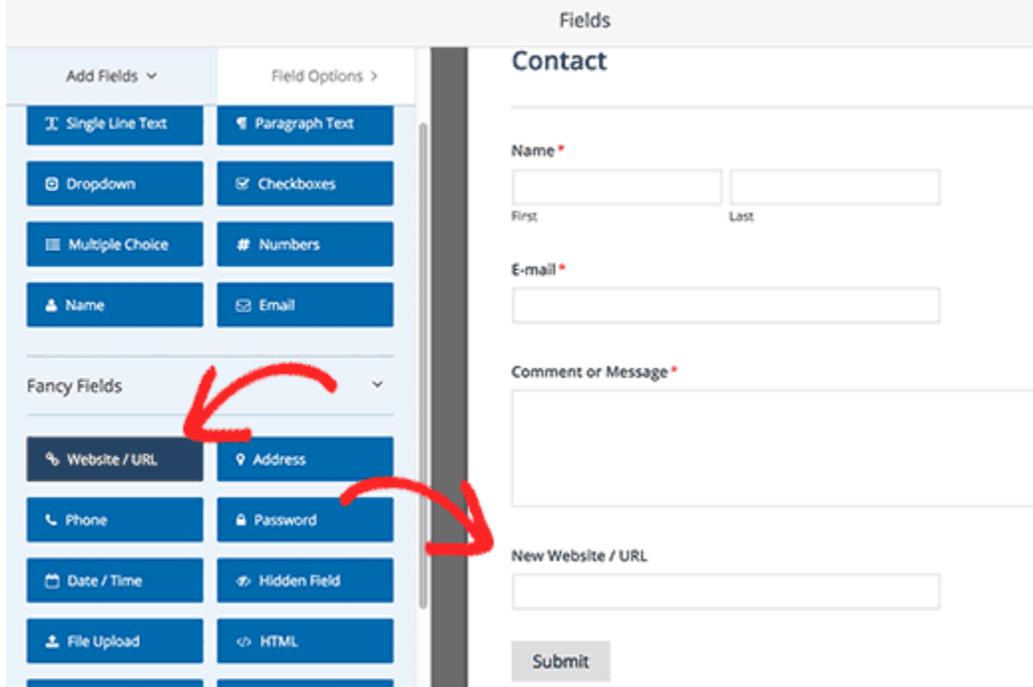
WPForms Lite only comes with two pre-built form templates (Blank or Simple Contact Form). But you can use these two to create just about any type of contact form you like.

For the sake of this example, we will go ahead and select **Simple Contact Form**. It will add the Name, Email, and Message fields.



You can click on the field to edit them. You can also use your mouse to drag & drop the field order.

If you want to add new field, simply select from the available fields on the left.



When you're done click on the **Save** button.

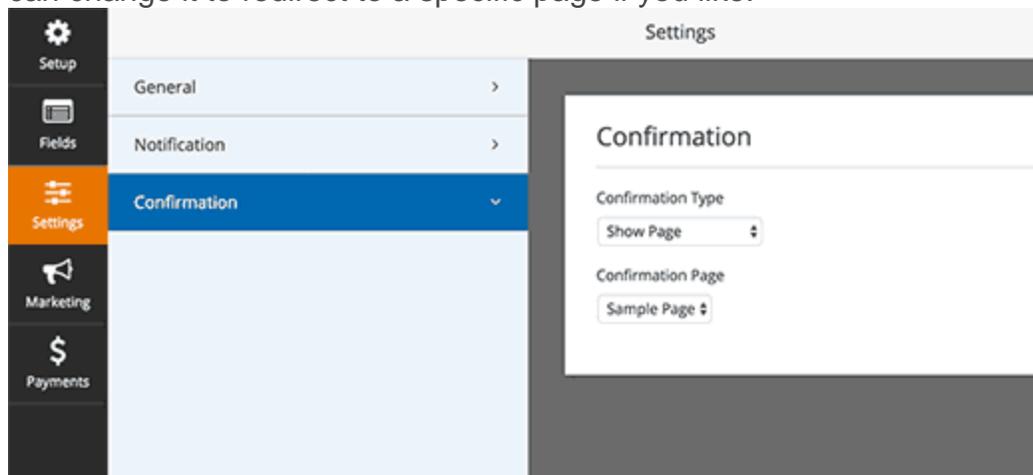
Configuring Form Notification and Confirmations

Form Confirmation is what your website visitor sees after they submit the form. It could be a thank you message or you can redirect them to a special page.

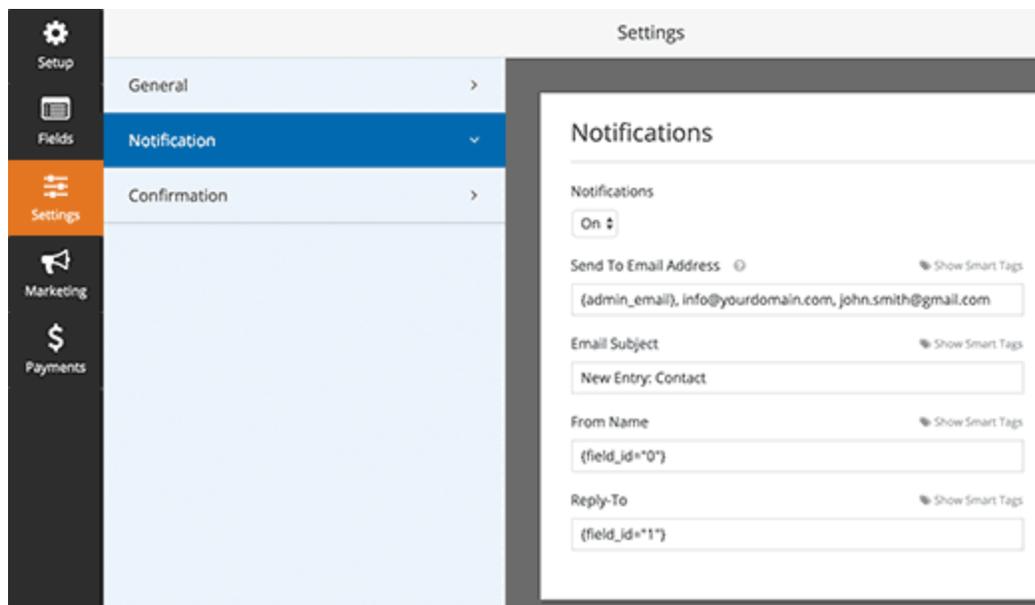
Form Notification is the email you get after someone submits the contact form on your WordPress site.

You can customize both of those by going to the Settings tab inside the WPForms form builder.

We usually leave the form confirmation as default Thank You message. However, you can change it to redirect to a specific page if you like.



The best part about WPForms is that the default settings are ideal for beginners. When you go to the notification settings, all fields will be pre-filled dynamically.



The notifications by default are sent to the Admin Email that you have setup on your site. If you want to send it to a custom email address, then you can change that. If you want to send the notification to multiple emails, then just separate each email address by comma.

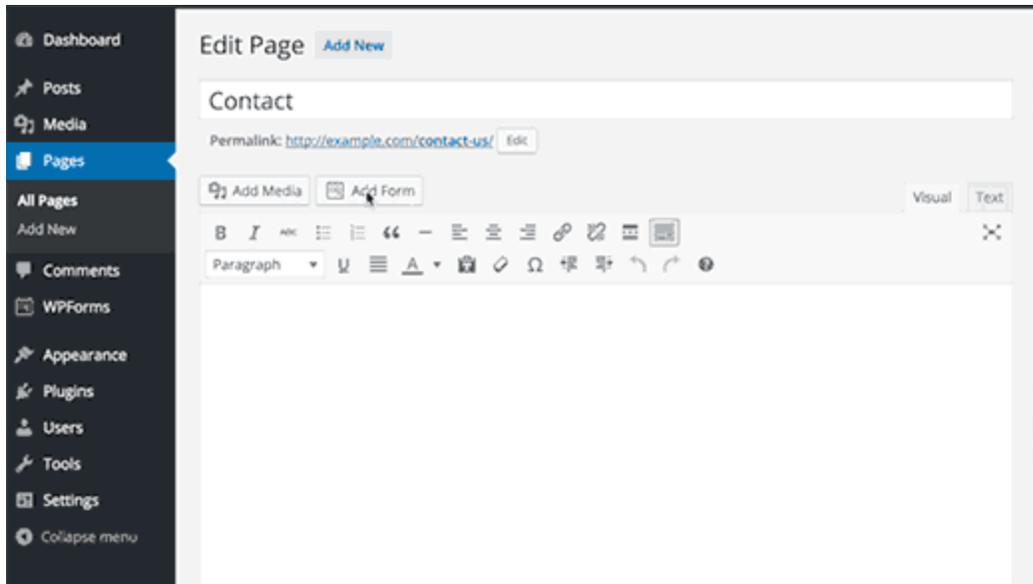
The email subject is pre-filled with your form name. The from name field is automatically populated with your user's name. When you reply to the inquiry, it will go to the email that your user filled in the contact form.

Adding WordPress Contact Form in a Page

Now that you are done configuring your WordPress contact form, it's time to embed it in a page.

The first thing you need to do is either create a new page in WordPress or edit an existing page where you want to add the contact form.

You will be using the WordPress contact form shortcode to add the form in a page. Simply click on the Add Form button at the top and select the form you want to add.



A contact form shortcode will be added in your page content. Now go ahead and save your page to preview it.

Here's what the form would look like on a sample WordPress page:

Contact Us

Name *

First Last

E-mail *

Website

Comment or Message *

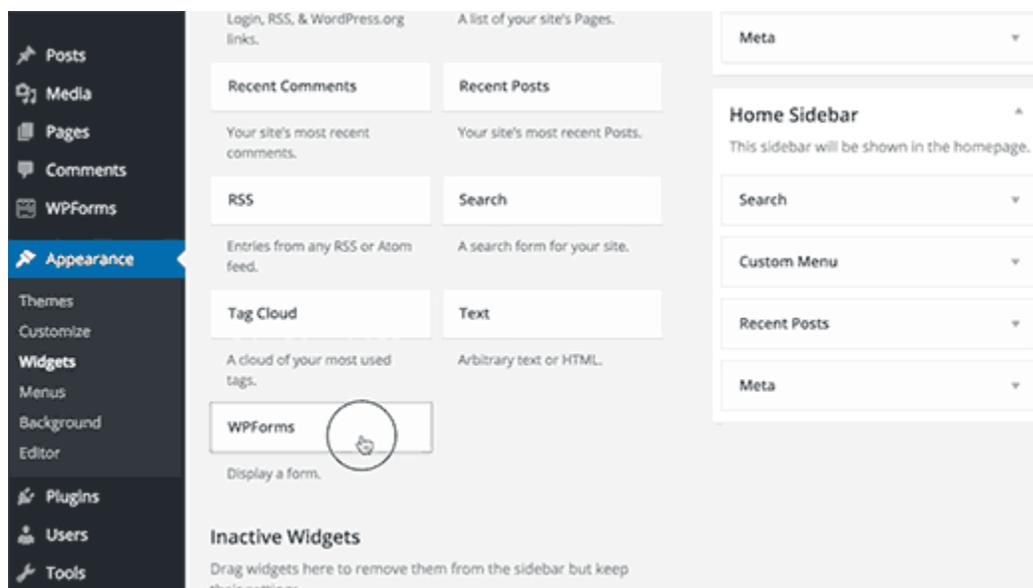
- ✚ If you only wanted to add the contact form on page, then you're done here.
- ✚ If you want to add a contact form on a **sidebar** or another widget ready area, then go to the following step.

Adding WordPress Contact Form in a Sidebar

WPForms come with a WordPress contact form widget that you can use to add your contact form in a sidebar or basically any other widget-ready area in your theme.

In your WordPress admin area, go to **Appearance » Widgets**.

You will see a WPForms widget that you can easily drag into any widget ready areas of your theme.



Next, add the title for your widget and select the form you want to display. Save the settings, and visit your website for the preview.