



APOGEE  
*design systems*

**Apogee Design Support Center**

**User Manual:** *Forms*

## Forms

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Forms bring everything together. Each form you create in the form manager shows a code to display that form in posts/pages as well as theme files. The post/page form display code looks like: [customcontact id=FORMID]. There are a number of parameters that you can fill out when creating and managing each of your forms.

- \* Slug: A slug is simply a way to identify your form. It can only contain underscores, letters, and numbers and must be unique. Example 'my\_contact\_form'
- Form Title: The form title is heading text shown at the top of the form to users. Here's an example: 'My Contact Form'.
- \* Form Method: If you don't know what this is leave it as 'Post'. This allows you to change the way a form sends user information.
- Form Action: This allows you to process your forms using 3rd party services or your own scripts. If you don't know what this is, then leave it blank. This is useful if you use a service like Aweber or InfusionSoft.
- Form Style: This allows you to apply styles you create in the style manager to your forms. If you haven't created a custom style yet, just choose 'Default'.
- Submit Button Text: Here, you can specify the text that shows on the submit button.
- Custom Code: If unsure, leave blank. This field allows you to insert custom HTML directly after the starting form tag.
- Form Destination Email: Specify the email address(es) that should receive all form submissions. Separate multiple email addresses with semi-colons (ex: [email1@gmail.com](mailto:email1@gmail.com);[email2@gmail.com](mailto:email2@gmail.com);[email3@gmail.com](mailto:email3@gmail.com)). If you leave this blank it will revert to the default specified in general settings. You can set forms not to send email in General Settings.
- Form Success Message: Will be displayed in a popover after the form is filled out successfully when no custom success page is specified; if left blank it will use the default specified in general settings.
- Form Success Message Title: Will be displayed in a popover when the form is filled out successfully when no custom success page is specified; if left blank it will use the default specified in general settings.
- Custom Success URL: If this is filled out, users will be sent to this page when they successfully fill out the form. If it is left blank, a popover showing the form's 'success message' will be displayed on successful form submission.
- Email From Name: The email sent to you on form completion will be from this name. If this is left blank, it will default to the 'Default From Name' provided in General Settings.
- Email Subject: This is the subject of the email that will be sent to you on form completion. If this is left blank, it will default to the 'Default Email Subject' provided in General Settings.



- **Can View Form:** This lets you choose which types of users can view your form. If you want everyone to see the form, check all the boxes. If a user doesn't have access to the form, they will not be able to see it.
- **Attach Fields:** After creating a form you are given the option to attach (and detach) fields to that specific form. Forms are useless until you attach fields.

The form success message and success title apply to a popover that fades in after someone successfully completes a form (that does not have a custom success URL provided). The image below will help to give you a feel to how the popover will look and where the title and message actually show up.