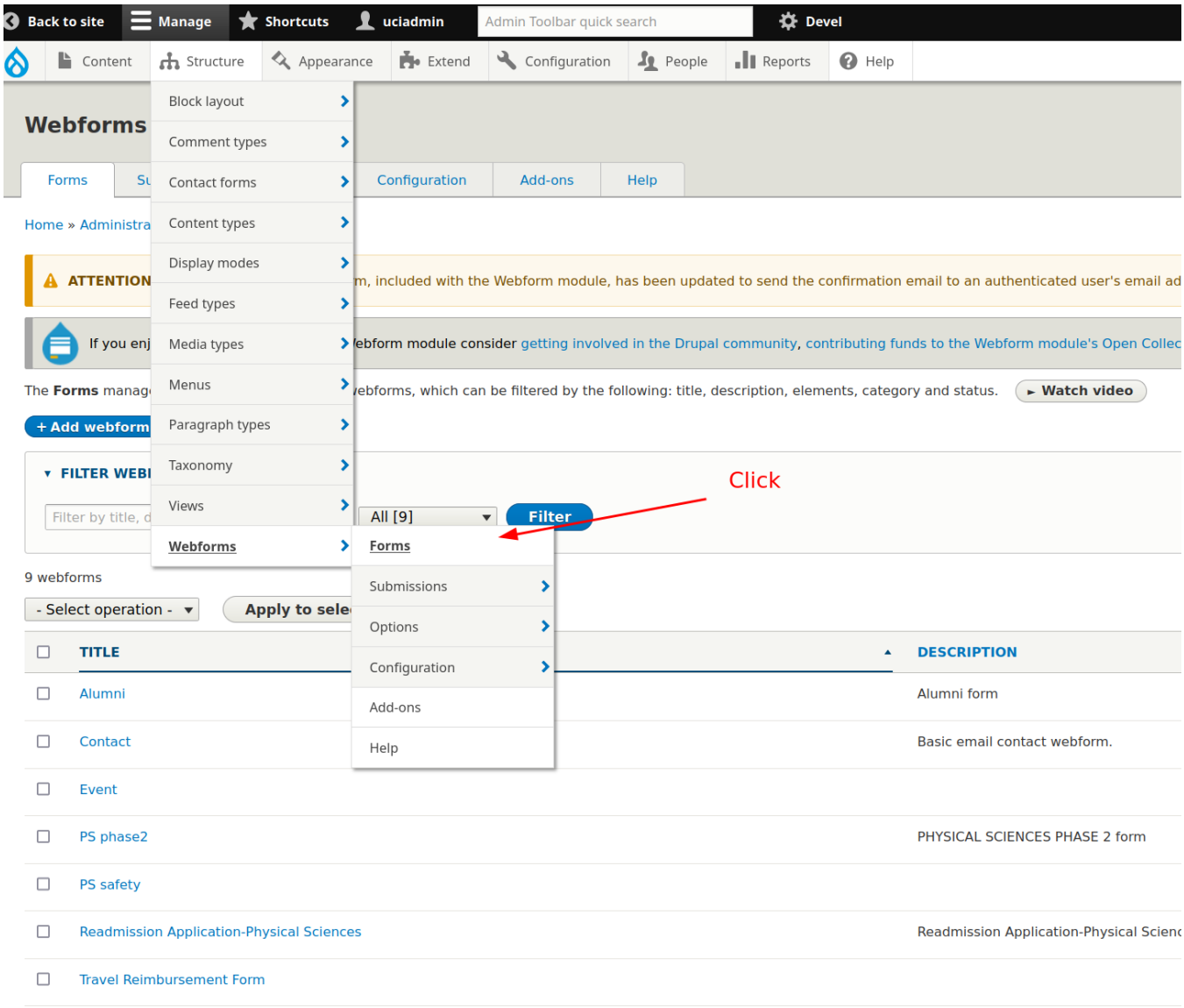
Webforms

Creating and using Webforms to get information from users.

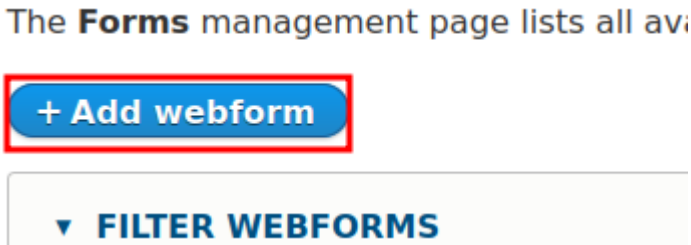
- Creating a new Form
- Adding Questions to the Form
- Choosing where responses to the form go

Creating a new Form

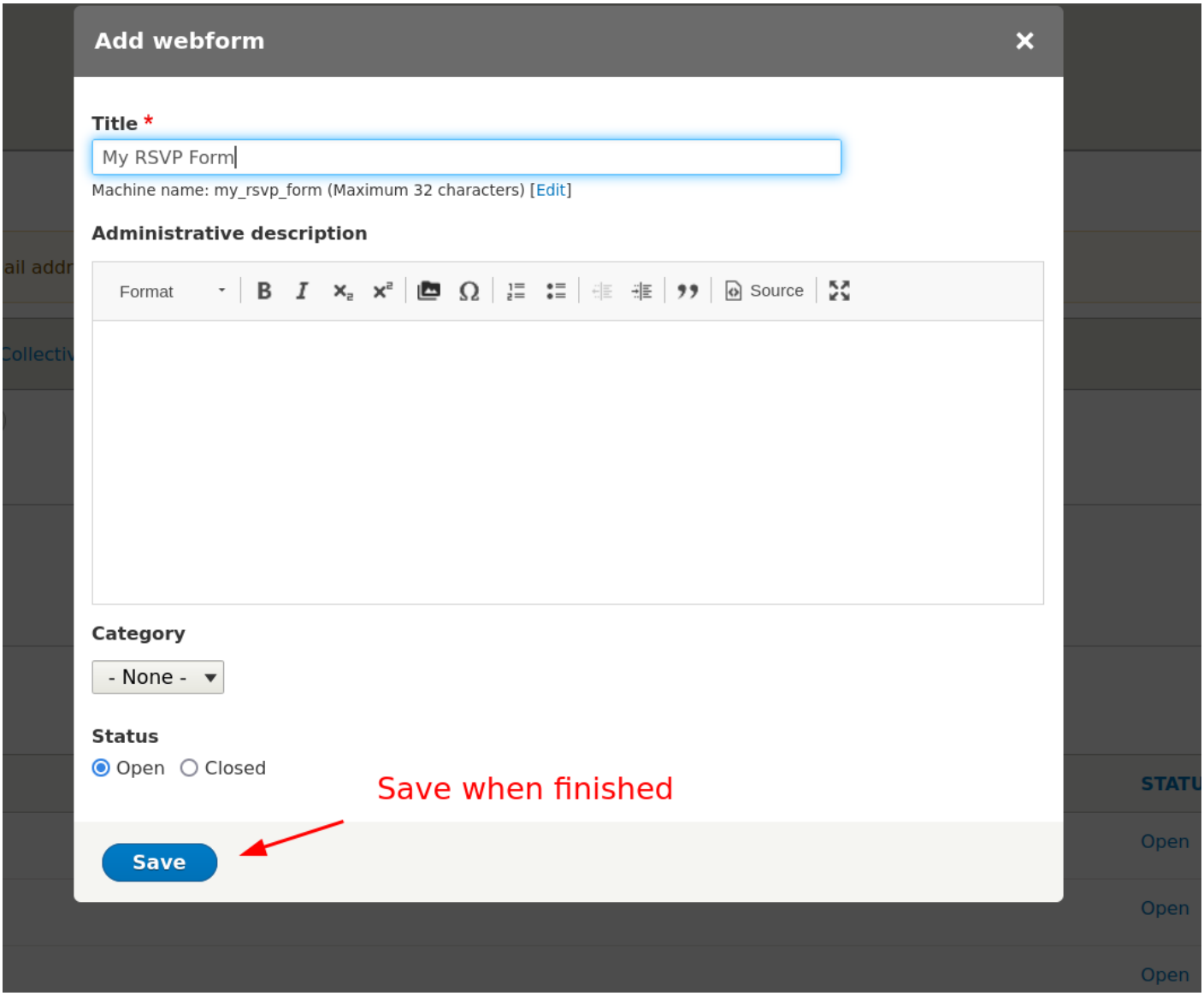
1. Structure -> Webforms -> Forms



2. Click "Add Webform"

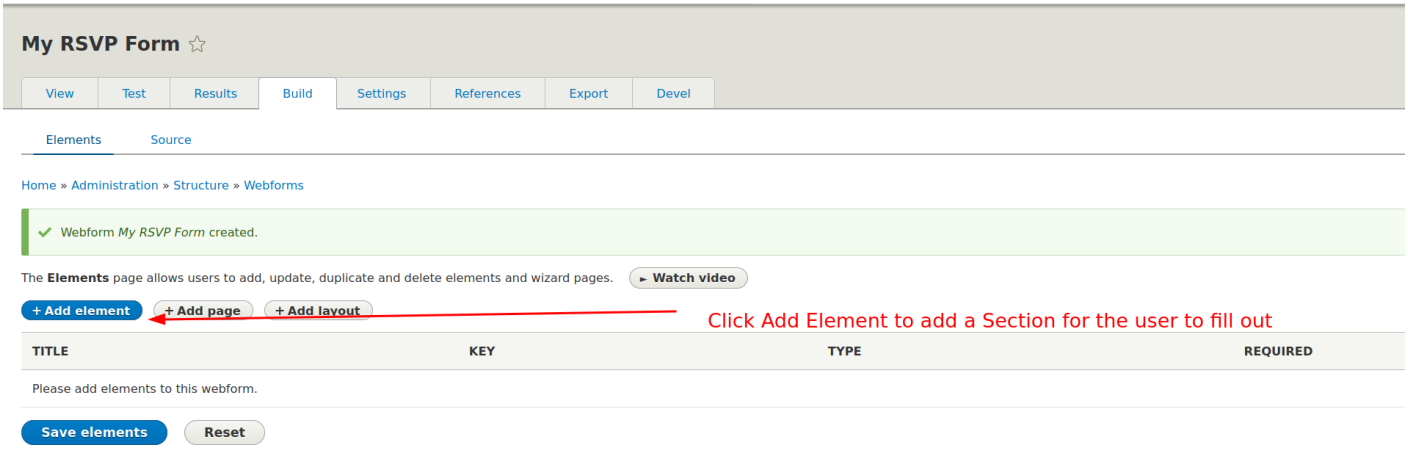


3. Enter the details about the new form.

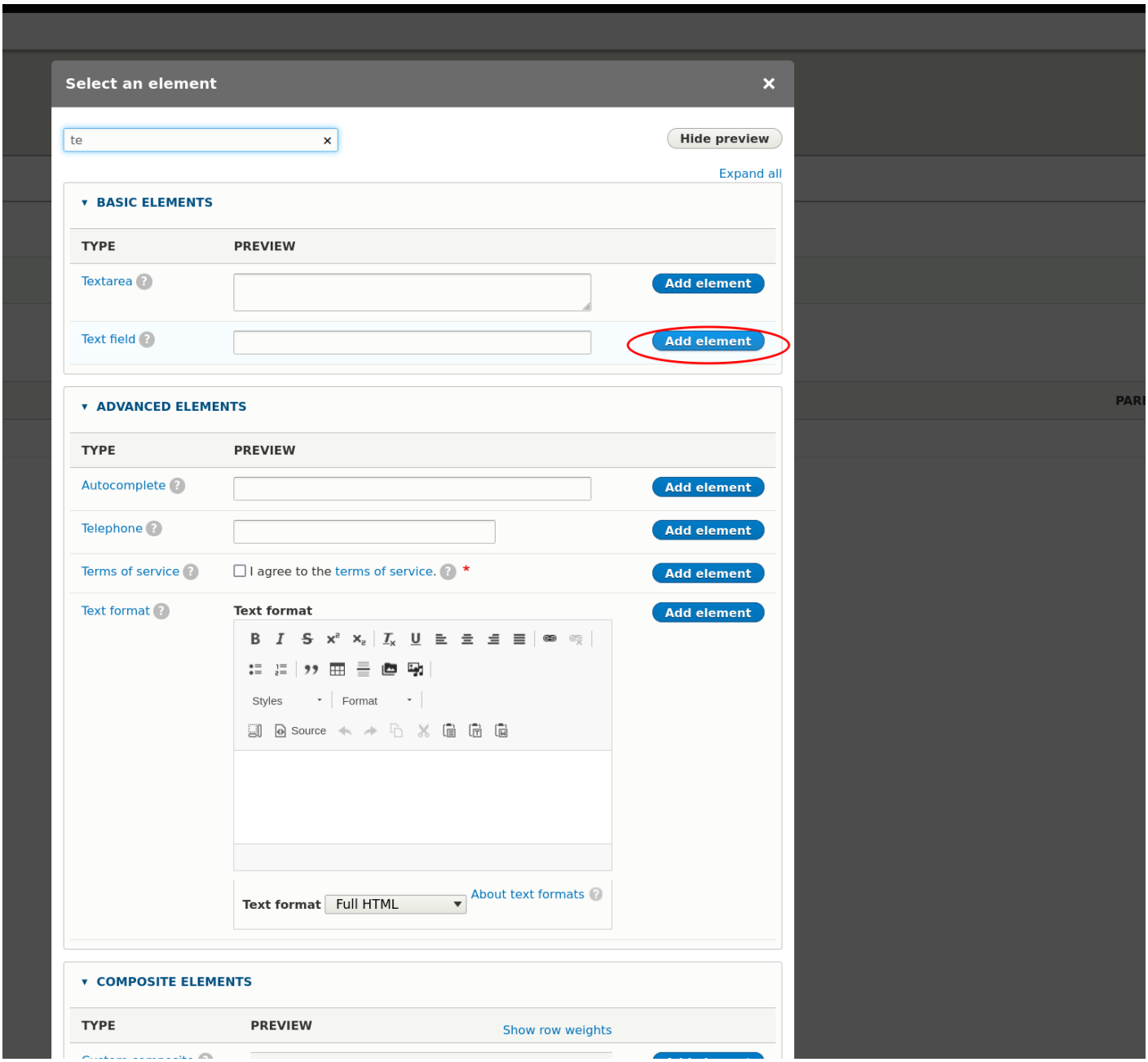

Add webform
Title *
My RSVP Form
Machine name: my_rsvp_form (Maximum 32 characters) [Edit]
Administrative description
Format
Source
Category
- None -
Status
Open
Closed
Save when finished
Save

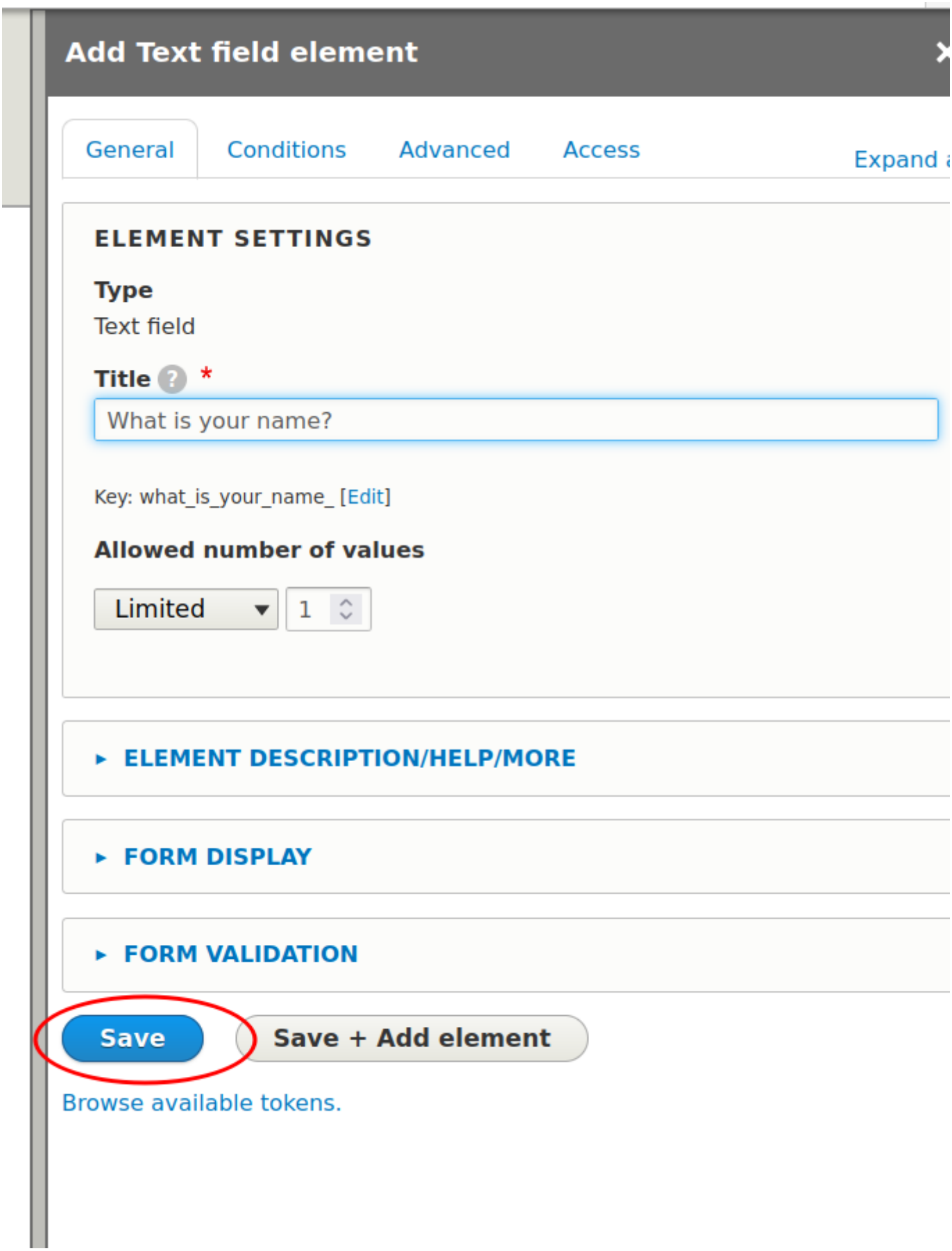
Adding Questions to the Form

In the build menu, you can add new elements for the user to fill out, rearrange their order, and save them when finished.



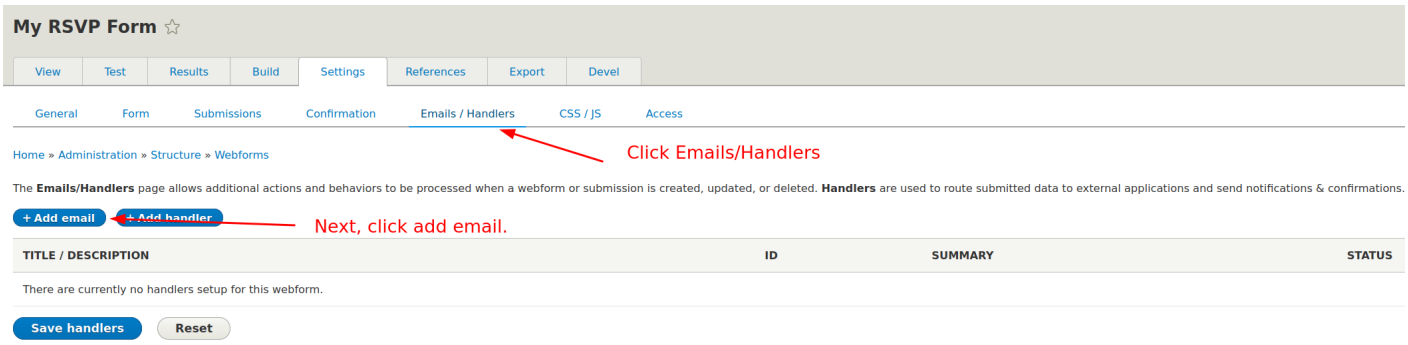
In this example, we add a text field and ask the user their name.


Select an element
te
Hide preview
Expand all
BASIC ELEMENTS
TYPE
PREVIEW
Textarea
Add element
Text field
Add element
ADVANCED ELEMENTS
TYPE
PREVIEW
Autocomplete
Add element
Telephone
Add element
Terms of service
I agree to the terms of service.
Add element
Text format
Text format
Styles
Format
Source
Text format
Full HTML
About text formats
COMPOSITE ELEMENTS
TYPE
PREVIEW
Show row weights


Add Text field element
General
Conditions
Advanced
Access
Expand
ELEMENT SETTINGS
Type
Text field
Title *
What is your name?
Key: what_is_your_name_ [Edit]
Allowed number of values
Limited
1
ELEMENT DESCRIPTION/HELP/MORE
FORM DISPLAY
FORM VALIDATION
Save
Save + Add element
Browse available tokens.

Choosing where responses to the form go

Go to the settings menu and you can change options about how the form responses work.



Sends a webform submission via an email.

GENERAL SETTINGS

Title *

Email

Machine name: email [Edit]

Administrative notes

SEND TO

Change this to your destination email for responses.

To email *

[site:mail]

CC email

- None -

BCC email

- None -

Browse available tokens.

> Please note: You can select which **user roles** are available to receive webform emails by going to the Webform module's admin settings form.

SEND FROM (WEBSITE/DOMAIN)

Change this to change the from section of the email.

From email *

[site:mail]

From name

[site:name]

Browse available tokens.

Now, save your changes and you should be good to go!