

A Quick Guide

This is a quick guide for anyone who wants to learn Wufoo online forms! It will cover the basics of using Wufoo (creating new forms, adding fields, setting up notifications). Wufoo is very easy to use and you will be creating forms in no time!

Purpose of Wufoo: Wufoo is a great tool to quickly receive specific information, create an online registration, online sign ups...anything! No paperwork to keep track of...everything is stored online for quick retrieval.

Step 1: Creating a New form

When you first log into Wufoo, you will be looking at what is called the "Form Manager". All forms that you create will be found in on this screen. You can always return to it by clicking the "Form" tab at the top of the screen.

To create a new form, select the "New Form" button on the top right of the screen:



Once you select "New Form" you will be taken to the form editor!

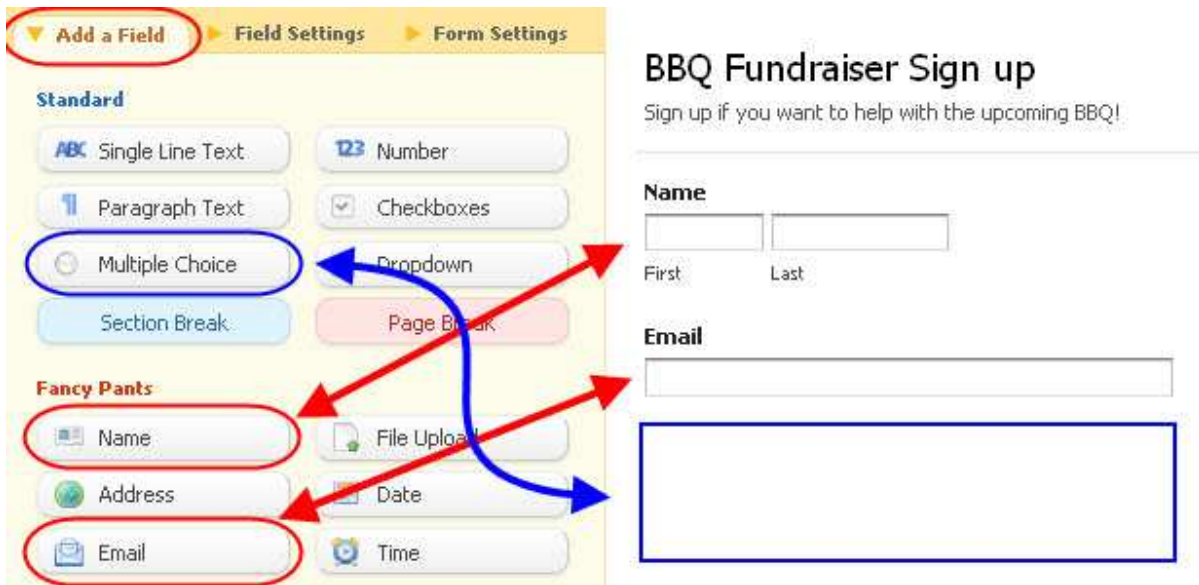
The Form Editor

The editor is very simple. The right side (above in red) of the screen is your form exactly how it will appear once it is finished. The left side of the screen (above in blue) are all of the tools you will use to edit it.

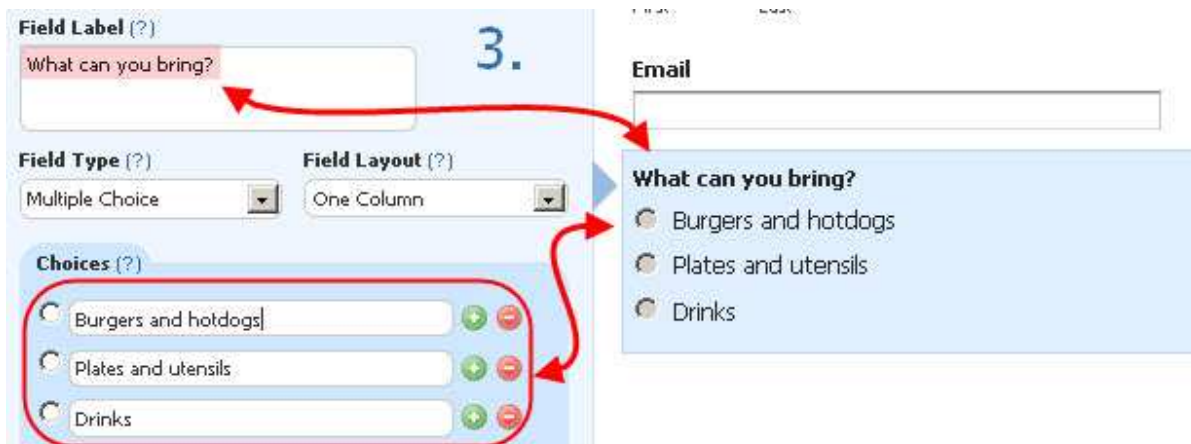


Select the header of the form on the right. As soon as you select it, you are taken to the "Form Settings" section, and you will be able to rename it. *Note: You must choose a name that is unique and not used by any other forms in your form manager or by other users.*

Adding fields to your form



Select the "Add a Field" tab on left and you will be taken back to the field section. You can quickly select different field types and add them to your form. As you can see in the above screenshot, I selected "Name" and "Email" and added those fields to form.



Once you select a multiple choice questions you can edit it using the tools on the left. Use the "+" and "-" signs to add or delete question options.

Once you are done creating your form, select "Save Form" at the bottom.

Step Two: Setting up email notifications.

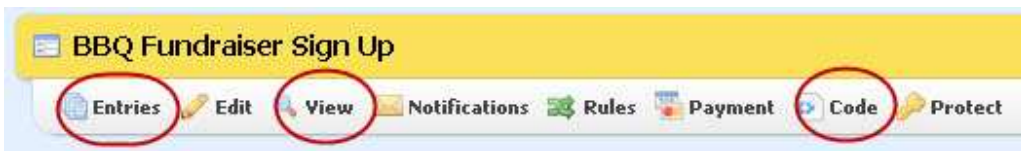
After you save your form you will be asked to set up your email notification! This is very important because it will allow you to receive an email each time someone fills out your form.

Simply put your email in the field "Your Email Address" and you will receive emails every time someone fills out your form.

If you had an "Email" field in your form, you can use the "Set Reply To" field to the email that was submitted. This way, when you receive a Wufoo submission, you can reply directly to the person that submitted it.

Once you are done, hit "Save" on the bottom right so that the form is finished.

Step Three: Using your form



If you go back to your "Form Manager" you can see you have a variety of options with your form.

- Entries - This button will show ALL entries that have been made on your form. You can easily manage them and print them. If you have a lot you can even export to excel!
- Edit - You can go back and edit your form if you want to make a change
- View - You can view your form exactly how it will look to a user.
- **Code - Very Important - You can get the link you need to send out to your group!**