Working with forms

Website · https://horshamu3a.org.au/docs/working-with-forms/

I have installed the NInja Form plugin, this will allow you to create any number of forms for your website and integrate them into pages and I hope into posts. A contact form has already been set up and installed onto the Home page of the website.

Topics included in this section

- Viewing the forms available
- Creating a new form

Viewing the forms available

To access the forms, from the DASHBOARD go to NINJA FORMS -> DASHBOARD and the forms you currently have on the website will be displayed.

Adding a new form

Click on the ADD NEW button to create a new form. Select the type of form template required - such as a questionnaire.

Select or adjust the form fields as you need to add your questions. Click the little gear icon to open the settings panel. You can choose to have required fields as required.

To add a form to a post using the Classic Editor

Each form is given a unique ID this makes it easier to include into your posts and pages.

1. Click on POSTS from the Dashboard. Either edit an existing post, or create a new post
2. Click the ADD FORM button at the top of the editor and select the form required from the drop down menu.
3. Complete your post as normal and click publish

To add a form to a post or page using Elementor Page Builder

If you are using the Elementor Page Builder to design the layout of your pages and posts, adding the form is a little more complicated as you will need to have more than one browser open and be able to copy and paste text into fields.

1. In one browser, navigate from the Dashboard to your Ninja forms dashboard.
2. Copy the ID number of the form you wish to include
3. Use another browser to edit your page or post
4. Include a text field in the location you wish the link to appear
5. Paste the copied shortcode eg {ninja_form id=1} into the text box
6. Continue writing your page or post
7. Press Publish or Update to update the page or post as normal