

Creating or Editing Contact Us Forms

NEW FORM:

First: You need to add an email alias so that the message goes through CaliforniaAlpineClub.org, and is then redirected to a personal email addresses. You create an Alias for the type of Inquiry you want to have. This is also where you would correct or change a redirected email address on an existing form.

Go to the administrative site to create emails to go through CaliforniaAlpineClub.org. Note: Google Chrome does not connect to this site. Use another browser such as FireFox.

<https://admin.emailsrvr.com>

Access password on the shared Google Doc for website info

Go to [Create new alias under Domain Hosting Alias](#)

Create new alias such as WorkParty@californiaalpineclub.org

Add linked (personal) email info under “add members outside this domain”. Enter one address at a time. **Save work**

Note: to change the email associated with a Contact Us Inquiry – enter the new email to add. Then delete the old email.

Then, to create a new form – Go to Dashboard, WP Forms/ Create New.

Or – go to existing form and click on Duplicate – to keep same style

Be sure to change the form name and the “new” email to contact

Save work

Click on the upper right hand corner link to “Embed Page”. Copy URL for the form

Go back to the Dashboard and “Add new page” – put the title of the new form (Workparty Inquiry) at the top

Then enter the copied URL from the Embed page text – example [wpforms id="17185"] to the text area of “Add Page”

Publish new page (button on right hand column)

CHANGES TO INPUT FORMS FOR “CONTACT US” PAGE

Go to Dashboard

Click on WP Forms – All Forms or New

Choose Form to edit

When form comes up - Click **Submit** on form to make changes to see contact information

Areas to make changes on left hand column: **General / Notifications / Confirmation**

Choose **Notifications** on left column – (lists email for contact)

Make changes to email contact – then **Save**

Confirmation – auto response for filling out form

X to exit form

Margy Eller 10.24.18