

## 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](mailto: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)

Note how other Contact Us pages are set up – copy the format of the heading and paste in the new form. The only URL needed on the imbedded page is [wpforms id="15294"] - not the long form

### 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**

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